

**A.K. SOCCER ACADEMY
INCIDENT REPORTING PROTOCOL**

Most conflicts are born out of a lack of understanding or communication between parties can facilitate communication and understanding by listening to both parties and finding common ground from which to work.

If at any time you encounter a situation that you cannot, or do not want to handle, do not hesitate to contact the A.K. Soccer Academy (“AKSA”) office for assistance.

AKSA takes allegations of abuse and bullying very seriously, if there are any instances of these events occurring please submit the complaint directly to Disciplinarian.

<u>Initial Incident</u>	<u>Repeat Incident</u>
<i>Wait 24 Hours Compile Facts</i>	<i>Wait 24 Hours Compile Facts</i>
<i>Contact Disciplinarian Via E-Mail</i>	<i>Contact Technical Director w/ Initial and new info.</i>
<i>Disciplinarian will discuss the event and give coach the opportunity to explain.</i>	<i>Technical Staff will review and act appropriately.</i>