



EIYSA Serious Occurrence Policy

Policy Statement

- 1) The Edmonton Interdistrict Youth Soccer Association (EIYSA) goal is to provide a positive soccer experience for all stakeholders involved with the association. Even with a dedicated leadership team, generous volunteers, and hard-working staff, there are sometimes occurrences of a serious nature that need to be addressed formally and promptly by the EIYSA.
- 2) The EIYSA takes situations in which someone is offended, made to feel uncomfortable or intimidated or are put in a precarious position very seriously, as these situations can often be very upsetting and affect the relationship between those involved and the association.
- 3) The Edmonton Interdistrict Youth Soccer Association is committed to hearing, investigating and ensuring proper action is taken in the event of a serious occurrence. This policy has been created to outline the serious occurrence reporting process to address situations where an unwelcome conduct or communication creates an intimidating, hostile or offensive environment. Guidelines

Glossary of Policy Terms

- 4) **Serious Occurrences:** A serious occurrence is defined as a situation in which inappropriate behaviour or unwelcome conduct is displayed in association within the Edmonton Interdistrict Youth Soccer Association program.
- 5) **Inappropriate behaviour/unwelcome conduct** is defined as follows: Comments, conduct, or gestures directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading and/or offensive in nature.
- 6) **Criminal Misconduct:** Allegations of criminal misconduct or suspected player abuse will be reported to law enforcement.

Confidentiality

- 7) Every effort will be made to preserve confidentiality and protect the privacy of those involved in the investigation to the extent the investigative process allows.

Retaliation

- 8) Retaliation against any person involved in the complaint process is prohibited by the EIYSA and will result in disciplinary action. This includes individuals who initiate complaints, persons against whom a complaint has been filed, players, and witnesses.

Reporting Procedure

- 9) The Edmonton Interdistrict Youth Soccer Association has developed and implemented a formal procedure for receiving, investigating and resolving complaints. The procedure will include reasonable and prompt time lines. The Edmonton Interdistrict Youth Soccer Association's Executive Director is responsible for receiving, investigating and resolving complaints. If the complaint directly involves the EIYSA General Manager, the complaint must be addressed to the President of the EIYSA Board of Directors.



Policy Review, Training and Usage Reporting

- 10) This Serious Occurrence Policy will be included in EIYSA staff and volunteer orientations. The Policy and its related forms will be made available to all staff, players, parents, referees and volunteers via EIYSA's website and will be included in all program manuals.
- 11) This policy will be reviewed annually by EIYSA's Executive Director, and periodic staff training regarding this Policy and reporting procedure will be scheduled throughout the year. The Executive Director may give an annual report to the Board of Directors regarding the use and efficacy of the Serious Occurrence Policy and Reporting Process and will recommend changes to the program, if applicable, at that time.

Serious Occurrence Reporting Process

Reporting Procedure

- 12) If a member, parent, volunteer, player or employee believes he/she has been exposed to an inappropriate behaviour or an unwelcome conduct, he/she should bring this problem to the immediate attention of the EIYSA's Executive Director by completing the Serious Occurrence Report Form. This form should be submitted within 48 hours of the incident to ensure clarity and consistency in the report.
- 13) The completed Serious Occurrence Report Form should be submitted via one of the following ways:
 - a) In person - Please submit the completed form in a sealed envelope, attention EIYSA Executive Director. Should the Serious Occurrence involved EIYSA's Executive Director, please address the envelope to the President of the Board of Directors, of the Edmonton Interdistrict Youth Soccer Association.
 - b) Via email - Please email a copy of the completed form to the Executive Director of the Edmonton Interdistrict Youth Soccer Association. Should the Serious Occurrence involved EIYSA's Executive Director, please email the completed form to EIYSA's President of the Board of Directors.
- 14) Please be reminded that retaliation of any kind is strictly prohibited and may result in disciplinary action.

Investigation

- 15) All Serious Occurrence reports will be investigated as soon as reasonably possible and may consist of personal interviews with the complainant(s), the alleged perpetrator(s), and witnesses to the alleged incident(s). Please reference EIYSA's Serious Occurrence Report Review and Resolution Process for detailed steps regarding how claims are processed internally. Resolution of Claim Upon completion of the investigation, EIYSA's Executive Director will determine if an inappropriate behaviour or an unwelcome conduct did in fact occur and recommend an appropriate resolution for the complaint. The complainant will be given a Written Notification of Resolution describing the actions to be taken to stop the inappropriate behaviour or an unwelcome conduct.
- 16) The complainant may be advised of ways to resolve the problem on his/her own including, but not limited to:
 - a) Meeting the individual in person and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.
 - b) Writing the individual and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.
 - c) Asking the EIYSA Executive Director or the Operations Supervisor to meet the individual and request the behaviour to stop.
- 17) If the complainant(s) find(s) the resolution acceptable, the Executive Director or designee will follow up with the complainant to ensure that the problem has in fact been resolved. A confidential copy of the complaint and resolution will be filed with EIYSA.
- 18) If the complainant(s) find(s) the resolution unacceptable, the Executive Director or designee will follow up with a meeting between the parties to explore potential resolutions to the satisfaction of all parties involved and will work with both parties to ensure a reasonable resolution is reached.



19) If you have any questions regarding the Edmonton Interdistrict Youth Soccer Association's Serious Occurrence Policy, Reporting Form or Review and Resolution Process, please contact EIYSA's Executive Director via email or by phone at 780-619-9097.



Serious Occurrence Report Form

FORMAL COMPLAINT MUST BE COMPLETED IN WRITING TO THE EIYSA EXECUTIVE DIRECTOR OR THE EIYSA PRESIDENT USING THIS SERIOUS OCCURRENCE REPORT FORM.

All the information contained below must be completed.

Name: _____

Parent

Volunteer

Player

EIYSA Employee

Witness

Circumstances surrounding the allegation(s)	
Name of Accused:	
Relationship with Complainant:	
Time(s) of the Incident(s):	
Date(s):	
Location(s) where the alleged incident(s) would have taken place:	
Name of Witness (1):	
Name of Witness (2):	
Name of Witness (3):	

Statement

Please provide a detailed description of inappropriate behavior or misconduct

