



GLACE BAY SOCCER CLUB

Policy Title: Reporting Inappropriate Conduct

Policy Number: GBSC-RIC-2023

Effective Date: 01/01/2023

Review Date: 05/18/2023

Purpose

The purpose of this policy is to provide a clear and confidential process for members of the Glace Bay Soccer Club to report incidents of inappropriate conduct. The club is committed to providing a safe, respectful, and inclusive environment for all participants, and promptly addressing any concerns or complaints related to inappropriate behavior.

Scope

This policy applies to all members of the Glace Bay Soccer Club, including players, coaches, volunteers, officials, parents, and spectators.

Definition of Inappropriate Conduct

Inappropriate conduct refers to any behavior that is contrary to the club's code of conduct or violates applicable laws, regulations, or policies. This includes, but is not limited to, harassment, discrimination, verbal or physical abuse, bullying, sexual misconduct, or any other conduct that is harmful, offensive, or creates an unsafe or hostile environment.

Reporting Process

a. Reporting Options: The Glace Bay Soccer Club provides multiple channels for reporting inappropriate conduct. Individuals who have witnessed or experienced such conduct can choose one of the following methods:

i. Reporting to Club Officials: Report the incident directly to the designated club official(s), such as the Club President, Club Administrator, or a member of the Board of Directors.



GLANCE BAY SOCCER CLUB

ii. **Anonymous Reporting:** The club will ensure confidentiality and take appropriate action based on the information provided.

iii. **Reporting to External Authorities:** If the reported conduct involves criminal activity, such as assault or harassment, individuals are encouraged to report it to the appropriate law enforcement agency.

b. **Timely Reporting:** It is important to report incidents of inappropriate conduct as soon as possible after the incident occurs. Prompt reporting allows the club to take appropriate action swiftly and effectively.

c. **Required Information:** When reporting an incident, individuals should provide as much detailed information as possible, including:

i. Date, time, and location of the incident.

ii. Names of the individuals involved, if known.

iii. Description of the incident, including specific actions or statements made.

iv. Names of any witnesses present.

v. Any supporting documentation, such as emails, messages, or photos.

Confidentiality and Non-Retaliation

a. **Confidentiality:** The Glance Bay Soccer Club will handle all reports of inappropriate conduct with utmost confidentiality. Information disclosed during the reporting process will be shared only with individuals who need to know to facilitate the investigation and resolution of the incident.

b. **Non-Retaliation:** The club strictly prohibits any form of retaliation against individuals who report inappropriate conduct in good faith. Anyone found to be engaging in retaliation will be subject to disciplinary action, which may include suspension or expulsion from the club.

Investigation and Resolution

a. **Investigation:** Upon receipt of a report, the club will initiate a thorough and impartial investigation. The investigation may involve collecting additional information, interviewing witnesses, and engaging appropriate authorities, if necessary.



GLANCE BAY SOCCER CLUB

b. Interim Measures: Depending on the nature of the reported conduct, the club may take interim measures to ensure the safety and well-being of all participants. This may include temporary suspensions, reassignments, or other actions deemed appropriate.

c. Resolution: Once the investigation is complete, the club will take appropriate action based on the findings. This may include disciplinary measures, educational interventions, or referral to external authorities, as warranted by the severity of the conduct.

Communication

The club will maintain open lines of communication with the individuals involved in the reporting process, providing regular updates on the status of the investigation and any subsequent actions taken. The club will also respect the privacy of those involved and disclose information only on a need-to-know basis.

Record-Keeping

The Glance Bay Soccer Club will maintain accurate records of any reports brought forward.