



## **WATER POLO CANADA INCIDENT REPORTING FORM**

The safety, privacy, and opportunity for all Water Polo Canada registrants to participate in an environment free of abuse, harassment, or discrimination is important to us.

This incident form is intended for use by individuals who wish to report an incident of unacceptable conduct or make a complaint against a Water Polo Canada member or registrant which is contrary to Water Polo Canada's, or a member Provincial Sport Organization's, Code of Conduct (it is not intended to address rules of competition). Please know that you may also contact Lise McLean, Water Polo Canada's Safe Sport Officer, directly or refer to any of the other **Resources** listed below to assist you.

Once completed, this incident report should be submitted to the Safe Sport Officer at: [reporting@waterpolo.ca](mailto:reporting@waterpolo.ca) who will review the report and recommend a course of action to the parties (e.g. mediation, collaboration, refer to WPC's or PSO's Executive Director for investigation or other recommended action, refer matter to the Police). Depending on the nature of the complaint, you may wish to consult with:

- Your Club's Board of Directors
- Your Provincial Sport Organization
- A lawyer or human resources professional
- The **Resources** section below

All information received by Water Polo Canada or the Safe Sport Officer will be considered confidential, subject to Water Polo Canada's reporting obligations as outlined below.

As part of ensuring the safety of all registrants, Water Polo Canada or the Safe Sport Officer, is expected to report to the appropriate authority (which may include the police or Children's Aid Societies) in the followings cases:

1. If your reporting advises that there is a risk of danger to yourself or another member or registrant.
2. If your reporting advises that someone has physically or sexually abused, you or is likely to do so.

### **RESOURCES**

In addition to the resources offered through Water Polo Canada, please find additional independent resources below:

[CANADIAN SPORT HELPLINE](https://www.sportsdispute.ca/) - 1-888-83SPORT (1-888-837-7676)

Offered in partnership by the [Sport Dispute Resolution Centre of Canada](https://www.sportsdispute.ca/) (SDRCC) and the [Canadian Centre for Mental Health in Sport](https://www.ccmhs.ca/) (CCMHS), this tool-free, anonymous,



confidential, independent service allows people to share and validate their concerns, obtain guidance on next steps, and get referrals to other resources.

#### [KIDS HELP PHONE](#) – 1-800-688-6868

A bilingual and anonymous phone counselling, web counselling and referral service for children and youth. Kids Help Phone provides counselling and supports all issues and topics, including emotional well-being, body issues and questions, bullying and abuse, identity, sex and relationships, school and work, and family and friends. Visit [Resources Around Me](#) to learn more about the services available in your area.

#### [RED CROSS COMMUNITY SERVICES](#)

Red Cross provides a number of services in communities including health services, water safety, first aid education, and prevention of violence, bullying and abuse. You can find what is available in your community [here](#).

#### [VICTIM SERVICES GOVERNMENT OF CANADA](#)

The Canadian Government provides a number of services to victims of crime, including emotional support, counselling, advocacy and safety planning. Access their [directory](#).

#### [CANADIAN ASSOCIATION FOR SUICIDE PREVENTION \(CASP\)](#)

CASP's goal is to reduce the suicide rate in Canada and to minimize the consequences of suicidal behaviour. Need Help? Find your local [Crisis Centre](#).

#### [FIRST NATIONS & INUIT HOPE FOR WELLNESS](#) – 1-855-242-3310

A helpline dedicated to supporting First Nations and Inuit Peoples. Service is available in Cree, Ojibway, Inuktitut, English and French. To reach the helpline call 1-855-242-3310.

#### [TRANS LIFELINE](#) – 1-877-330-6336

A helpline dedicated to the well-being of transgender people. The phone line is staffed by transgender people for transgender people. Call 1-877-330-6366.

#### [CANADIAN CENTRE ON SUBSTANCE USE & ADDICTION](#)

The Centre was created by the Canadian Government to address and provide leadership on substance use in Canada. To find a treatment centre near you [click here](#).

#### [CANADIAN CENTRE FOR GENDER AND SEXUAL DIVERSITY](#)

Sports Inclusion Program

<http://ccgsd-ccdgs.org/sports/>

## INCIDENT REPORT

**1. We first need to learn about who was involved in the situation(s) which occurred to bring about your reporting.**

A. If you are making a report personally, please fill out the following information:

I am a [Check one]:

- ☐ Player
- ☐ Coach
- ☐ Parent
- ☐ Volunteer
- ☐ Official
- ☐ Other \_\_\_\_\_

First name		Last name	
Address			
City/Town	Province		Postal Code
Telephone number		Email	

B. If you are making a report on behalf of someone else.

I am a [Check one]:

- ☐ Player
- ☐ Coach
- ☐ Parent
- ☐ Volunteer
- ☐ Official
- ☐ Other \_\_\_\_\_

First name	Last name
Title/role	
Name of club	

The person on whose behalf I am making this report for is:

First name	Last name
Title/role	
Name of club	

C. Name of person(s) I would like to make a report about is:

First name	Last name
Title/role	
Name of club	
First name	Last name
Title/role	
Name of club	

**2. We also need to learn some of the background about what happened in order to assist us in finding a resolution.**

A. Approximately when did the last incident occur?

(Date): \_\_\_\_\_

B. Have there been multiple incidents? If so, approximately when did each incident occur?

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C. Please check the ground(s) that best describes your incident(s):

## Harassment

Type of behaviour [Check all that apply]:

- ☐ Conduct
- ☐ Gestures
- ☐ Comments
- ☐ Other \_\_\_\_\_

Harassment based on [Check all that apply]:

- ☐ Race
- ☐ Ethnicity
- ☐ Disability
- ☐ Color
- ☐ Gender
- ☐ Sex
- ☐ Religion
- ☐ Age
- ☐ Sexual Orientation
- ☐ Marital Status
- ☐ Family Status
- ☐ Pardoned Conviction
- ☐ Other \_\_\_\_\_

### **Abuse**

Type of behaviour [Check all that apply]:

- ☐ Physical
- ☐ Verbal
- ☐ Emotional
- ☐ Sexual
- ☐ Other \_\_\_\_\_

### **Bullying**

Type of behaviour [Check all that apply]:

- ☐ Physical
- ☐ Verbal
- ☐ Other \_\_\_\_\_

### **Other**

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**Incident(s) Summary (Please attach additional pages as necessary)**

Please provide a summary of the incident(s) you are reporting. In order for us to better understand the situation and so that we can work on gathering the information we need to address your report, we ask that your summary of the incident(s) answers the following questions as best as possible (if you believe any additional documents are necessary to provide background, please attach that documentation to this form)

a) Where did the incident(s) happen?

b) Who was involved (Name and title/role)?

c) What happened?

d) Have you discussed this matter with your Club, Provincial Sport Organization, or Safe Sport Officer? If so, who have you discussed it with and was any action taken?

e) What type of remedy/resolution(s) are you seeking?

f) Other details you believe we should consider (e.g. witness details)?

I am submitting this report on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_

Name: \_\_\_\_\_