

Incident Report Process & Chain of Command

Purpose

This policy provides a structured approach for reporting, reviewing, and resolving incidents involving players, parents, or coaches within the organization as reported by an internal member of the organization (coach or parent rep). It ensures transparency, accountability, and due process.

Steps for Incident Reporting & Resolution

Step 1: Incident Occurrence

- Something has occurred where an incident report has to be completed.
 - Something has been brought to the attention of the Parent Representative or a coach.
 - The coaching staff or parent rep has witnessed something that requires attention.
- The internal party will complete and submit the Internal Incident Report within 24hrs.

Step 2: Disciplinary Committee Investigation

- The Disciplinary Committee will review the Internal Incident Report.
 - The Disciplinary Committee may alter a determined consequence or future action from a coach if deemed necessary.
- If necessary, the Disciplinary Committee will conduct an investigation into the incident.
- If preliminary findings from the Disciplinary Committee determine that the incident could be considered “major” and a consequence could likely result in a **suspension** from team activities (practice, scrimmages, games or various team events) a formal hearing is required. A hearing requires a minimum of 7 days notice unless the implicated party waives the notice period.
- The Disciplinary Committee will determine appropriate actions, which may include warnings, suspensions, or further disciplinary measures. All parties involved will be informed in writing of the actions being determined by the Disciplinary Committee.
- If the issue is considered “severe” or requires final approval, it is escalated to the **Board of Directors**, and the process will proceed to **Step 3: Board of Directors Final Review & Decision**

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- The Board of Directors will review the findings from the Discipline Committee and will make the final determination in response to the incident.
- The Board’s ruling is final, and all parties involved will be informed in writing.
- Any necessary follow-up actions, including policy changes or additional training, will be implemented.

Additional Notes

- **Timelines:** Each level of review should be completed within a reasonable timeframe to ensure timely resolution.
- **Confidentiality:** All reports and discussions remain confidential, shared only with those directly involved in the review process.
- **Retaliation Protection:** Any retaliation against individuals reporting concerns will result in disciplinary action.

The Board of Directors reserves the right to change the above hierarchy of consequences as listed in the Code of Conduct and may tailor the consequences to the severity of the incident. Such a change may be made by unanimous consent only. This means if the Board finds an egregious violation, they may proceed to multiple game suspensions or dismissal from the team.

[Internal Incident Report Link](#)