

## PROTOCOL FOR REPORTING REAL-TIME CONCERNS DURING TEAM TRAVEL

### Policy Overview

This policy outlines the required protocol for promptly reporting and addressing any real-time concerns that may arise during water polo club team travel. It ensures all concerns are handled in a timely, transparent, and effective manner to safeguard athlete well-being and maintain the integrity of the Stanford Water Polo Club.

### Scope

This policy applies to all club athletes, coaches, and affiliated personnel traveling with the Stanford Aquatics Club.

### Definitions

- Concern: Any situation or incident that presents a potential or immediate risk to the health, safety, conduct, or well-being of any team member (e.g., injury, mental health issue, misconduct, harassment, unfair or improper treatment, etc.)
- Designated Chaperone (DP): The designated sport chaperone traveling with a club team.
- Club Director: The designated neutral administrator of the sport club, responsible for oversight of registered concerns during club team travel.

### Reporting Protocol

1. Immediate Notification to Designated Chaperone
  - o Any team member or coach must report real-time concerns directly to the sport chaperone as soon as the concern is identified.
  - o Reports should be specific, objective, and timely (i.e., within 24 hours).
2. Designated Chaperone Responsibilities
  - o Serve as the initial point of contact for a team member to report a concern.
  - o Assess the situation promptly and provide immediate support/intervention as needed.
  - o Notify the **Director** of the club **immediately**, regardless of perceived severity.
    - Initiate outreach via a phone call first; follow up with a text or email containing written details.
    - Provide all relevant facts, context, involved parties, and any actions already taken.
  - o Ensure team members' immediate health and safety and document the event appropriately.
3. Club Director Responsibilities
  - o Be available 24/7 during team travel to receive reports from the Sport Chaperone.
  - o Log and review each report promptly upon receipt.
  - o Determine the appropriate steps, which may include:
    - Guiding the SP or team staff through further action
  - o Provide clear instructions for resolution and monitor follow-up.
  - o Maintain neutrality and confidentiality throughout.

## **Post-Report Actions**

### **4. Post-Incident Review**

- o Within 48 hours of an incident, the Director will be responsible for evaluating the details of the reported concern, including initiating a review with involved parties, if appropriate.
- o The review will assess:
  - The root cause of the concern
  - Appropriateness of the response
  - Communication efficacy
- o Club Director will communicate any temporary or permanent changes that need to be implemented.

## **Contact**

- **Title: Designated Chaperone**

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For questions regarding this policy or for reporting a concern:

- **Title: Director of Stanford Water Polo Club**

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