



## **Reporting and Responding to Incidents**

### **PROMOTING A POSITIVE ENVIRONMENT FOR ALL**

A safe and accepting learning environment is essential for student achievement and well-being.

Everyone – staff, athletes, fan, parents, and community members has a role to play in promoting a positive community and making sport program safe and accepting.

This resource provides information on how community base sport programs board, staff must handle participant incidents that occur at on site training or game, at club-related activities or in any other circumstances where the athlete's behaviour can have a negative impact on the club. Our on going efforts to make HEFC environment a safe and accepting for all athletes, staff, parents, opponent Match official, and fans.

All club staff, player, and parents are to **report** to club Administrator or TD any incident that can lead to suspension or expulsion of player.

Administrator or TD to contact the parents of player involved in these types of incidents Staff who work directly with player is to **respond to** incidents that have a negative impact on the club.



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## **RESPONDING**

### **Responding to Incidents**

All staff who work directly with athletes must respond to incidents that can have a negative impact on the club. This includes coaches, and team manager, parents, coaches assistants, match official, fans, teammate, and opposition. Prompt intervention with a few moments of coaching and support can help all children and youth develop healthy relationships and prevent small issues from turning into larger ones. When responding to an incident that involves a player with special needs, staff are expected to respond in a way that takes into account the player's ability.

### **How will staff respond?**

Responding may include

- identifying the inappropriate behavior
- asking the player to stop the inappropriate behavior
- explaining why it is inappropriate or disrespectful
- asking the player to change their behavior in the future.



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#### **What behavior is not allowed?**

We can all help make it clear what behavior is unacceptable and create an environment in our club where players feel welcome. Examples of inappropriate and disrespectful behavior include racist, sexual, sexist or homophobic comments, slurs and jokes or bullying, as well as those activities and behaviors outlined on page 3 that can lead to suspension or expulsion.

#### **Must staff always respond?**

Staff must respond to all incidents, unless doing so would cause immediate physical harm to himself or herself, a player or any other person. In these cases staff are expected to report the incident to the academy administrator or TD as soon as it is safe to do so.

#### **Supporting All Athletes**

Academy must provide supports for all athletes who were affected by or have engaged in serious player incidents and all inappropriate behavior. For players who have been bullied, who have engaged in bullying and who have witnessed bullying, academy must provide programs, interventions or other supports.

## **REPORTING**

#### **What types of incidents must be reported?**



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The behaviors listed below can lead to suspension or expulsion. They must be reported when they occur at all academy related activities or in any other circumstances where the player's, staff, parents behavior could have an impact on the academy.

Player, parents and or staff behaviors that can lead to *suspension*

include:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, cannabis (unless is authorized to use cannabis for medical purposes), or illegal drugs
- being under the influence of alcohol or cannabis (unless the player, or staff is authorized to use cannabis for medical purposes)
- swearing at a staff, parents, opponent, match official, teammate or at any person in a position of authority
- committing an act of vandalism that causes extensive damage to academy equipment trailer at the or to property on academy training or game grounds. bullying, including cyber-bullying
- any other activities identified in academy policy (you can ask the academy



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Administrator, TD, coaches or team managers (what these are).

#### **Player, parents, and staff behaviors that can lead to *expulsion***

include:

- possessing a weapon, including a firearm
- using a weapon to cause or to threaten bodily harm to another person committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or in illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor
- bullying (under certain circumstances). For example, if a player has previously been suspended for engaging in bullying
- any activity for which a player can be suspended (see above) that is motivated by bias, prejudice or hate



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- any other activities identified in academy policy.

#### **Who has to report an incident?**

All club staff are required to report in writing to the club Administrator, or TD any incident that must be considered for suspension or expulsion.

Club staff include but not limited to

- Club Administrator
- Technical Director
- Coaches and assistants
- Team manager
- Child welfare officer
- non-coaching staff, Parents, match official, opponent, fans, teams mate
- bullying, as well as those activities and behaviors outlined on pages that can lead to suspension or expulsion.

#### **Must staff always respond?**



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#### **Supporting All Athletes**

Club must provide supports for all athletes who were affected by or have engaged in serious player incidents and all inappropriate behavior.

For player who have been bullied, who have engaged in bullying and who have witnessed bullying, club must provide programs, interventions or other supports.

**If a player asks a coach or other staff member not to tell anyone about an incident, does the club staff still have to report it to the club?**

If it is an incident that could lead to suspension or expulsion and it happened at club training or game facilities any academy-related event, or in any other circumstances where the student's behavior has a negative impact on the club then the coach or any other staff member must report it to the club.

**What happens when an incident is reported to the club?**

Any incidents reported to the academy will be investigated.

The Club determines what disciplinary action, if any, is required. Through progressive discipline, the club will determine appropriate consequences and supports to help



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player improve their behavior, while taking into account their individual circumstances. The academy will inform the parents of the player who engaged in the incident. If an other player was harmed, their parents will also be informed.

The club will communicate the results of their investigation with the coach and other club staff (where it is appropriate) who reported the incident, and will only disclose that information that is necessary to communicate the results of the investigation.

**What information is shared with parents of the player who engaged in the incident?** The club must tell parents about

- the incident
- the nature of the harm to the other player
- any disciplinary measures taken in response to the incident
- the supports that will be provided for their child in response to the incident.
- The club cannot name or provide any identifying information about the student who was harmed in the incident.

### **What information is shared with parents of the player who was harmed?**

The academy must tell parents about:

- the incident
- the harm to their child
- what steps were taken to protect their child's safety, including any disciplinary measures





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taken in response to the incident

- The supports that will be provided for their child in response to the incident.

The club cannot name or provide any other personal information (e.g., referral to counseling or league), about the player who has engaged in the incident.

In both cases, club must invite the parents to have a discussion about the supports that will be provided for their child.

### **Who else must the club call?**

Depending on the incident, police may be called. Club staff must follow their local police child protection protocols when involving police.

When a club staff believe that a player may be in need of protection, they must continue to follow the usual procedure and call the children's aid society as required by the Child, Youth and Family Services Act.

### **LEARN MORE**

Contact your club administrator. Visit your club website.



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<https://heavenselevenfc.ca/documents/> to review all documents

For information on making Ontario's soccer player safe and accepting, and bullying prevention, visit [canadasoccer.com](http://canadasoccer.com)