



White Clay Soccer Club Incident Reporting Policy

The White Clay Soccer Club has adopted a **Zero Tolerance Policy** towards verbal, physical, and sexual abuse, harassment, or threatening behavior by anyone involved in the club. All participants (including, but not limited to, parents, players, coaches, and volunteers) who are abusive (as determined by the club) toward any person (including, but not limited to, opposing teams, parents, coaches, referees, players, and spectators) **will** be subject to disciplinary action.

Introduction

A fundamental goal of the White Clay Soccer Club is to provide a positive soccer experience for all of its players. It is an unfortunate fact that incidents negatively impacting the soccer experience can, and do, occur from time to time. The purpose of this policy is to describe the club's efforts to avoid those incidents and the process for addressing them when they occur.

The White Clay Soccer Club Incident Reporting Committee reviews incidents, complaints and concerns from individuals, other clubs and/or the leagues, gathers information from all parties involved, mediates or conducts hearings, reports findings and may initiate disciplinary proceedings against any player, team official or spectator.

Informal Discussions

Issues and concerns (e.g., coaching style, team management, player conflicts, field conditions, etc.) have the potential to grow and become worse over time. We believe that the best way to deal with these types of issues or concerns is to address them directly and as they arise. Whenever possible, any issue or concern should first be brought up and discussed openly with the head coach of the team most closely associated with that issue or concern.

Any issue or concern that cannot be resolved through discussions with the head coach should be brought to the attention of our Director of Coaching. The Director of Coaching will contact the parties involved and attempt to work cooperatively with them to resolve the matter informally.

Incident Reporting

All alleged violations of the Zero Tolerance Policy must be reported. Any other issues or concerns that cannot be resolved through informal discussions, as described above, should be formally reported to the WCSC Incident Reporting Committee in accordance with the reporting procedures described below. The club can make no assurance that any issue or concern will receive effective consideration without the submission of a formal incident report in accordance with this policy.

Incident Reporting Committee

The purpose of the Incident Reporting Committee is to respond to all incidents that are formally reported and conduct investigations, as needed, to achieve a resolution to the reported issue or concern. The committee shall be guided, as necessary, by the rules and regulations of EPYSA or any league that has governing authority over the incident. The Incident Reporting Committee shall have all necessary powers to determine what action, if any, the club will take in response to any reported incident. These powers include the power, with guidance from the WCSC Executive Board, to impose discipline under appropriate circumstances. Disciplinary sanctions that may be imposed include, but are not limited to, probation, suspension and expulsion from the club.

The Incident Reporting Committee consists of three members: (i) the current Vice President of WCSC, who will act as the Committee Chair, (ii) a WCSC coach, and (iii) a WCSC team manager. Any committee member may recuse himself or herself from consideration of any incident due to familiarity with the persons involved or for other similar reasons. In the event of a recusal, the President will designate an alternate member to represent the committee with respect to that incident in order to ensure consideration by a fully-constituted three-member committee. Unless invited by the committee, no one other than committee members and the President shall be permitted to attend committee meetings or to participate in committee deliberations.

Submission of Incident Report

Incidents, complaints and concerns can be reported using the WCSC Incident Report Form. The purpose of the form is to enable members to report to the club any incidents or conditions in need of remedy so that those issues may be addressed by the appropriate official(s) in a timely fashion. **Any violation of the Zero Tolerance Policy must be reported.**

All submissions will be initially reviewed by the Committee Chair. As part of this initial review, the Chair will acknowledge receipt of the form, determine if additional information is needed from the individual submitting the form, and determine the appropriate course of action for the committee to take. Every effort will be made to ensure that information received by the Incident Reporting Committee is kept confidential, except to the extent necessary to evaluate and respond to reported incidents.

Incident Reports submitted to WCSC Incident Reporting Committee are kept CONFIDENTIAL.

Investigation

The Incident Reporting Committee will undertake a review process to better understand the incident and the causes that led up to it. The review process will include contacting the parties involved and may include independent investigation into such other matters as the Incident Reporting Committee deems relevant. The review process shall be completed as promptly as practicable but need not be completed within any specific time frame. **Alleged violations of the Zero Tolerance Policy will be handled with appropriate urgency so that the club may take immediate action.** In cases where the nature of the incident necessitates immediate action, the procedures of the committee may be modified in an effort to reach a timely resolution.

Reporting Findings

Following the conclusion of its review process, the Incident Reporting Committee shall meet to consider its findings and to determine what action, if any, the club will take in response to the reported incident. The Incident Reporting Committee shall review each incident, and take guidance from the Executive Board for any decision to impose disciplinary sanctions. The Committee Chair will prepare a report of the committee's findings and the actions taken to resolve the incident.

All reports are kept CONFIDENTIAL.

The Incident Reporting Committee shall notify a reporting person not later than two business days after it reaches a decision with respect to any reported incident. The notice shall provide a summary of any action taken or to be taken by the club. In the event any disciplinary sanction is imposed in connection with any reported incident, the Incident Reporting Committee shall notify the person or persons to be sanctioned within two business days after the decision to impose the sanction is made.

Disciplinary Action

The Incident Reporting Committee has discretionary power in determining the degree of penalties to be applied. Disciplinary sanctions that may be imposed include, but are not limited to, probation, suspension and expulsion from the club. In all cases, a notice about the decision of disciplinary action will be sent to the offender within two business days following the decision.

Protest and Appeal

Disciplinary Actions can be appealed to the Board of Directors within seven (7) days of receipt of the decision.

