



ABBOTSFORD SOCCER ASSOCIATION

THE PLAYER THE COMMUNITY THE GAME



Reporting Inappropriate Conduct

1. A child discloses information or information is discovered indicating that a coach/volunteer may have acted inappropriately.
2. Coach/Club Representative who receives the report notifies the supervisor/manager.
3. Supervisor/Manager notifies the head of the organization or his/her representative
4. Consultation between the manager and head of the organization to decide if the concern is warranted.
5. If warranted, meet with accused coach/volunteer to discuss allegations and concerns. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation.
6. If the head of the organization determines that the nature of the conduct is NOT sufficiently serious to warrant formal action, the organization may choose to clarify expectations with the coach/volunteer as outlined in the Code of Conduct to Protect Children.
7. If the head of the organization determines that the nature of the conduct is sufficiently serious to warrant action, an internal follow-up takes place.
8. Organization conducts an internal follow-up. Outcome of follow-up:
 - a. **Inappropriate conduct is not substantiated.** Follow internal policies. No further action is necessary but organization may choose to take the opportunity to remind all coaches/volunteers of the Code of Conduct to Protect Children.
 - b. **Inappropriate conduct is substantiated.** Next steps will depend on the severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.
 - c. **Inconclusive.** Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professionals as needed.
9. Adequately supervise and monitor coach/volunteer, consistent with internal policies.

*Consider when/if the child's parents should be notified about allegations of inappropriate conduct.

*Many of these steps would also apply when a coach/volunteer reports observing inappropriate behavior by another coach/volunteer or a peer discloses on behalf of another child.