



Incident Policy

POLICY STATEMENT

Ravens Volleyball Club is committed to providing an environment that is safe, inclusive and respectful for all athletes, coaches, family members and board members alike. The Ravens Volleyball Club prohibits any discriminatory practices or incidents. Any incident of harassment or abuse must be reported to the Director of Operations and will be investigated and addressed through the Disciplinary Policy as needed. The following policy will address the Ravens Volleyball Club's expectations in the event of an incident.

INCIDENT PROCEDURE

- Any incident witnessed by or reported to a coach must be documented on the Incident Report Form
 - A coach may document based on direct involvement of the incident or based on a witness report given to them directly
 - No reports should be filed through a third line of reporting
 - All details must come directly from someone involved in the incident or a direct witness of an incident
 - i.e. If a player witnesses an incident tells a parent and the parent then reports to the coach (this is not an acceptable source for reporting)
 - The report must be filled in from the direct witness (i.e the player in the case above)
 - If a coach has any questions or concerns the Coach Liaison will be their first point of contact on the Board unless this member's child is involved
 - The next point of contact would be the Director of Operations

- Completed and signed Incident Form must be submitted via email to the Director of Operations (operations@ravensvolleyballclub.com) within 7 days of the incident
 - If an out-of-office reply is received, forward the report to the President (president@ravensvolleyballclub.com)

- The Director of Operations (or President) is responsible for ensuring the form is completed appropriately



- The Director of Operations (or President) is responsible for further investigation of the incident and following up with all parties involved if necessary
 - This may include but is not limited to:
 - Further phone conversations
 - In-person/Zoom private meetings
 - In-person/Zoom group meetings
 - Reviewing and re-signing appropriate club policy forms
 - Further disciplinary action as seen fit based on the Disciplinary Policy Guidelines

- The Director of Operations (or President) is also responsible for follow up (within 2 weeks of resolution) to ensure the issue has ceased and that no further action is required

❖ *If this policy is not followed, participating parties will be subject to disciplinary action in accordance to the Ravens Volleyball Club Disciplinary Policy guidelines*