

Submitting Incident Reports

The purpose of this policy is to establish a clear and standardized procedure for reporting and documenting incidents within Best S.T.E.P. Forward. Timely and accurate reporting is essential for maintaining a safe and secure working environment and for implementing corrective measures to prevent future incidents.

Definitions of Incidents: Incidents include, but are not limited to injuries, accidents, rule violations, disputes, misconduct, and any other noteworthy occurrences that may impact the safety of integrity or the organization.

Injuries: any injury, whether minor or serious, sustained by a participant during league activities must be reported. This includes injuries occurring during practices, games, or league-sanctioned events.

Rule Violations: Violations of league rules, code of conduct, or fair play standards should be reported. This includes actions that compromise the integrity of the game or create an unsafe environment.

Disputes and Conflicts: Any disputes or conflicts among participants, including players, coaches, officials, or spectators, that cannot be resolved on the spot and impact the smooth conduct of organization activities should be reported.

Misconduct: Incidents involving misconduct, such as unsportsmanlike behavior, verbal or physical abuse, harassment, discrimination, or any behavior inconsistent with the league's values, require reporting.

Reporting Procedures:

1. Immediate Action:

In the event of a serious or emergency situation requiring immediate attention, employees/volunteers are encouraged to contact emergency services prior to notifying organization leaders.

2. Completion of Report:

The report should include details such as date, time, location, individuals involved, a description of the incident, and any action(s) taken in response.

3. Submission Deadline:

Incident reports should be submitted as soon as possible after the occurrence, the report is due within 24 hours, to ensure timely investigation and resolution.

Investigation and Resolution:

1. Communication with Involved Parties:

The designated investigator may communicate with individuals involved in the incident to gather additional information and perspectives.

2. Resolution and Corrective Actions:

Based on the investigation, the organization will determine an appropriate resolution and any necessary corrective action(s). This may include disciplinary measures, additional training, or changes to organization's policies.

Appeals Process for Incident Reports:

Individuals subject to suspension or removal will be provided with a written notification outlining the reasons for decision and any relevant policies that were violated.

Initiating an Appeal:

- 1. Applicant Eligibility:** Any participant involved in the incident, or an authorized representative acting on their behalf, may initiate an appeal. Appeals may only be made after the completion of the initial incident investigation and resolution.
- 2. Submission Deadline:** Appeals must be submitted in writing to Best S.T.E.P. Forward within 10 days of receiving notification of the initial incident resolution.
- 3. Grounds for Appeal:** Appeals may be made on the grounds of procedural errors, new evidence, or perceived unfairness in the initial investigation or resolution process.

Appeals Committee:

The Appeals Committee will be composed of impartial individuals who were not involved in the initial incident, investigation, or resolution. The Appeals Committee may include league officials, representatives, or individuals with expertise in the relevant field. The committee will be diverse and representative to ensure a fair and unbiased review.

Appeals Process:

- 1. Submission Review:** Upon receiving an appeal, the Appeals Committee will review the submitted documents and assess whether the appeal meets the eligibility criteria.
- 2. Notification:** The appellant will be notified regarding the acceptance or rejection of the appeal. If accepted, the Appeals Committee will commence the review process.
- 3. Review Meeting:** The Appeals Committee will conduct a meeting to review the appeal, examine the evidence, and listen to any statements or arguments from the involved parties.

4. **Decision:** Following the review, the Appeals Committee will make a decision to uphold, modify, or overturn the initial incident resolution. The decision will be communicated in writing to all relevant parties.

5. **Finality of Decision:** The decision of the Appeals Committee is final and binding. It marks the conclusion of the organization's internal appeals process.

Review and Improvement:

Best S.T.E.P. Forward will periodically review incident reports and resolutions to identify trends, areas for improvement, and potential policy adjustments to enhance the safety and well-being of all participants.