

Date: 2/13/18

Subject: Safe Sport Incident Reporting

From: Leo C. Gibbons, Jr. – Operational Risk & Safe Sport Chairperson

To: All Niagara LSC Safe Sport Club Coordinators



Please try to speak to all your Athletes, Coaches, Officials & Parents regarding the proper procedure for reporting alleged Safe Sport Violations and or Club Policy Violations.

It seems that in most cases reported to date we have an issue with either the victim not reporting the incident at the time it happens, or the Coach not being advised until after the incident has been reported to me. This needs some immediate attention.

We should instruct the victim to immediately report the incident to the Coach and ask that the Coach record the incident on the “Letter of Correspondence” form attached below.

This in no way means that the Niagara LSC Safe Sport Chair or any SSCC is taking over the disciplinary roles of each individual Club. It is only a way of keeping lines of communication open for record keeping purposes to keep Niagara LSC in a transparent position.

So....in short here is what we should all be doing:

1. Please drop me a short email detailing the alleged incident on the day of the violation – very simply stating a brief account of the incident (who, what, where, when, etc.)
2. Encourage the victim or Parent to fill out a “Letter of Correspondence” and send a copy to the Club Board & Niagara LSC Safe Sport Chair as soon as practical.
3. Once the Club has come to a resolution of the violation – send an email to the Niagara LSC Safe Sport Chair that the incident has been resolved (or not) for record keeping purposes.

Thanks for your help in providing our athletes a safe environment to train and compete in.

Respectfully,

Safe Sport Chair

2/13/18