



Halton Hawks FC Serious Occurrence Policy

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Policy Statement

The Halton Hawks FC's goal is to provide a positive soccer experience for all stakeholders involved with the Club. Even with a dedicated leadership team, generous volunteers, and hard-working staff there are sometimes occurrences of a serious nature that need to be addressed formally and promptly by the Club.

HHFC takes situations in which someone is offended, made to feel uncomfortable or intimidated or are put in a precarious position very seriously, as these situations can often be very upsetting and affect the relationship between those involved and the Club.

The Halton Hawks FC is committed to hearing, investigating and ensuring proper action is taken in the event of a serious occurrence. This policy has been created to outline the serious occurrence reporting process to address situations where an unwelcome conduct or communication creates an intimidating, hostile or offensive environment.

GLOSSARY OF POLICY TERMS

Serious Occurrences

A serious occurrence is defined as a situation in which inappropriate behaviour or unwelcome conduct is displayed in association with an Halton Hawks FC program.

Inappropriate behaviour/unwelcome conduct is defined as follows:

- Comments, conduct, or gestures directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading and/or offensive in nature.

Criminal Misconduct

Allegations of criminal misconduct or suspected player abuse will be reported to law enforcement.

Confidentiality

Every effort will be made to preserve confidentiality and protect the privacy of those involved in the investigation to the extent the investigative process allows.

Retaliation

Retaliation against any person involved in the complaint process is prohibited by the HHFC and will result in disciplinary action. This includes individuals who initiate complaints, persons against whom a complaint has been filed, players, and witnesses.

Reporting Procedure

The Halton Hawks FC has developed and implemented a formal procedure for receiving, investigating and resolving complaints. The procedure will include reasonable and prompt time lines.

The Halton Hawks FC's Executive Director and the Director of Finance and Human Resources are responsible for receiving, investigating and resolving complaints. If the complaint directly involves the HHFC Executive Director, the complaint must be addressed to the President of the HHFC Board of Directors.

Policy Review, Training and Usage Reporting

This Serious Occurrence Policy will be included in HHFC staff and volunteer orientations. The Policy and its related forms will be made available to all staff, players, parents, referees and volunteers via HHFC's website and will be included in all program manuals.

This policy will be reviewed annually by HHFC's Executive Director, and periodic staff training regarding this Policy and reporting procedure will be scheduled throughout the year. The Executive Director will give an annual report to the Board of Directors regarding the use and efficacy of the Serious Occurrence Policy and Reporting Process and will recommend changes to the program, if applicable, at that time.

SERIOUS OCCURRENCE REPORTING PROCESS

Reporting Procedure

If a member, parent, volunteer, player or employee believes he/she has been exposed to an inappropriate behaviour or an unwelcome conduct, he/she should bring this problem to the immediate attention of the Club's Executive Director or the Director of Finance and Human Resources by completing the [Serious Occurrence Report Form](#). This form should be submitted within 48 hours of the incident to ensure clarity and consistency in the report.

The completed [Serious Occurrence Report Form](#) should be submitted via one of the following ways:

- I. In person - Please submit the completed form in a sealed envelope, attention HHFC Executive Director. Should the Serious Occurrence involved HHFC's [Executive Director](#), please address the envelope to the President of the Board of Directors, Halton Hawks FC.

Please be reminded that retaliation of any kind is strictly prohibited and may result in disciplinary action.

Investigation

All Serious Occurrence reports will be investigated as soon as reasonably possible and may consist of personal interviews with the complainant(s), the alleged perpetrator(s), and witnesses to the alleged incident(s). Please reference HHFC's [Serious Occurrence Report Review and Resolution Process](#) for detailed steps regarding how claims are processed internally.

Resolution of Claim

Upon completion of the investigation, HHFC's Executive Director will determine if an inappropriate behaviour or an unwelcome conduct did in fact occur and recommend an appropriate resolution for the complaint. The complainant will be given a Written Notification of Resolution describing the actions to be taken to stop the inappropriate behaviour or an unwelcome conduct.

The complainant may be advised of ways to resolve the problem on his/her own including, but not limited to:

- I. Meeting the individual in person and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.
- II. Writing the individual and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.
- III. Asking the HHFC Executive Director or the Director of Finance and Human Resources to meet the individual and request the behaviour to stop.

If the complainant(s) find(s) the resolution acceptable, the Executive Director or designee will follow up with the complainant to ensure that the problem has in fact been resolved. A confidential copy of the complaint and resolution will be filed with HHFC.

If the complainant(s) find(s) the resolution unacceptable, the Executive Director or designee will follow up with a meeting between the parties to explore potential resolutions to the satisfaction of all parties involved and will work with both parties to ensure a reasonable resolution is reached.

If you have any questions regarding the Halton Hawks FC's Serious Occurrence Policy, Reporting Form or Review and Resolution Process, please contact HHFC's Executive Director via [email](#) or by phone at 647 618 1695.