

Policy on Responding to and Reporting Inappropriate Conduct

1. Purpose

OAKVILLE JAGUARS SOCCER ACADEMY is committed to providing a safe, respectful, and inclusive environment for all participants. This policy outlines the steps to take if inappropriate conduct is witnessed or suspected involving any adult, adolescent, or child within the club community.

The goal is to ensure that all concerns are addressed promptly, confidentially, and appropriately, in accordance with the Canada Soccer Safe Sport Framework.

2. Who This Policy Applies To

This policy applies to:

- Coaches, team managers, referees, volunteers, and administrators
- Players and participants of all ages
- Parents and guardians
- Club officials and board members

It covers all **OAKVILLE JAGUARS SOCCER ACADEMY** activities, including practices, games, tournaments, travel, online communication, and social events.

3. What Constitutes Inappropriate Conduct

“Inappropriate conduct” refers to any action, behaviour, or comment that violates the club’s Safe Sport, Conduct, or Inclusion policies, including but not limited to:

- Bullying, harassment, or discrimination
- Verbal, emotional, physical, or sexual misconduct
- Boundary violations (e.g., being alone with a minor, private messaging, or unwanted physical contact)
- Retaliation against an individual who reports a concern

Even if behaviour does not meet the threshold of abuse, it may still be unacceptable, harmful, or contrary to club values and must be reported.

4. Duty to Report

All members of the **OAKVILLE JAGUARS SOCCER ACADEMY** community — including parents, players, and staff — have a duty to report any concern or suspicion of inappropriate conduct.

Reporting is not optional. It ensures that concerns are properly assessed and that the safety of all participants is prioritized.

5. What To Do If You Witness or Suspect Inappropriate Conduct

Step 1 – Ensure Immediate Safety

- If someone is in immediate danger, call 911
- Remove the individual(s) from harm if safe to do so
- Notify an on-site coach or staff member immediately

Step 2 – Report the Concern

- Report as soon as possible, even if unsure
- You may report to:
 - OAKVILLE JAGUARS SOCCER ACADEMY Safe Sport Officer
 - Club Executive Member
 - Ontario Soccer Safe Sport Representative
 - Canada Soccer Independent Safe Sport Reporting System

Reports can be made verbally, in writing, or by email. Anonymous reports will be accepted and reviewed in good faith, although follow-up may be limited.

Step 3 – Provide Factual Information

Include as much detail as possible:

- Who was involved (names, roles)
- What happened (facts of the incident)
- When and where it occurred
- Witnesses (if any)
- Immediate actions taken

Avoid speculation or assumptions — report only what you saw, heard, or know.

Step 4 – Maintain Confidentiality

- Do not discuss the matter outside the reporting process
- Respect the privacy and dignity of all involved
- All reports will be handled confidentially and without retaliation

Step 5 – Cooperate with the Investigation

- The Safe Sport Officer or designated authority will review the concern
- You may be asked for additional information
- Follow-up will be handled in accordance with club and governing body policies

6. How OAKVILLE JAGUARS SOCCER ACADEMY Handles Reports

Upon receiving a report, the club will:

1. Acknowledge receipt promptly
2. Assess the level of risk and take immediate action if necessary
3. Determine next steps, which may include:
 - Internal club review
 - Referral to Ontario Soccer or Canada Soccer Safe Sport mechanisms
 - Referral to child protection services or law enforcement, if required
4. Maintain detailed documentation of all reports and actions taken

All reports are treated seriously, regardless of who submits them.

7. Non-Retaliation and Protection

No individual will face negative consequences for reporting a concern in good faith, even if it is later unsubstantiated.

OAKVILLE JAGUARS SOCCER ACADEMY strictly prohibits retaliation, intimidation, or reprisal against anyone who reports or participates in an investigation.

8. Education and Awareness

The club is committed to ensuring all members understand how and where to report concerns:

- Coaches and staff complete annual Safe Sport and Rule of Two training
- Parents/guardians receive this policy during registration and communications
- Players are educated on respect, boundaries, and speaking up

9. Continuous Improvement

This policy is reviewed annually by the OAKVILLE JAGUARS SOCCER ACADEMY Board of Directors and Safe Sport Officer to ensure alignment with national and provincial standards and best practices.

10. Commitment Statement

OAKVILLE JAGUARS SOCCER ACADEMY believes every athlete has the right to participate in a safe, inclusive, and respectful environment.

We all share responsibility for protecting that environment — by staying informed, speaking up, and supporting one another with integrity.