

Safe Sport Response: Reporting and Investigations

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Last updated:



1. Purpose

Safe sport refers to our collective responsibility to create, foster and preserve sport environments that ensure positive, healthy and fulfilling experiences for all individuals.

British Columbia Sports Hall of Fame and Museum (The BC Sports Hall) is committed to creating a safe sport environment that is accessible, inclusive and free of abuse, harassment, discrimination and all forms of maltreatment.

Reporting concerns and violations to the **British Columbia Universal Code of Conduct (BC UCC)** is the responsibility of the BC Sports Hall. BC Sports Hall will investigate all reported violations as described in the BC UCC.

2. Prohibited Behaviors

Any non-conformance with the Safe Sport Policy Suite should be reported immediately regardless of the perceived severity. The policy suite includes Employee Policies and Procedures, Participant Protection, and Teammate Screening, among others. Specifically prohibited behaviors within the BC UCC include the list below and must also be reported:

Psychological Maltreatment

Neglect

Sexual Maltreatment

Grooming

Retaliation

Boundary Transgressions

Physical Maltreatment

Discrimination

Aiding and Abetting

Failure to Report

Intentionally Filing a False Allegation

Interfering with the Process

- All reports of maltreatment will be investigated; however, the severity of the violation will dictate the extent of the investigation and this will be determined collaboratively by the CEO and the Chair, Governance.
- Coaches, athletes and support workers are encouraged to initiate reporting by completing a **Safe Sport Violation Report Form**. [Link to be prepared.](#)
- No one submitting a report in good faith will be subject to reprisal.
- Participants including the affected participant, witnesses and managers may be required to participate in the investigation. The Information collected from the investigation process will be kept confidential.
- The intent of the investigation is to review the reported maltreatment and address possible corrective actions that are needed to prevent the incident from reoccurring.
- Any investigation documents may be shared with the BC Sports Hall Chair if requested by any of the following stakeholders:
 - BC Sports Hall Senior Leadership Team member
 - The report initiator
 - The person who suffered the maltreatment

4. Investigation Training

All those responsible for the carrying out and investigation will be trained either by a recognized course or within an internal training program. Additional training will be provided and expertise developed internally for personnel responsible for carrying out these investigations.

Where no trained internal investigation resource is available, an outside agency may be engaged. The BC Sports Hall may consult with viaSport British Columbia for recommendations on experienced investigation resources.

5. Investigation Contents

All information gathered, and any written summary prepared by WSL is confidential. The investigation report must contain:

- Names of those involved;
- Names and contact of any witnesses;
- Location of maltreatment;
- Date and time of maltreatment;
- Type of maltreatment;
- Injuries sustained;
- Sequence of events leading to maltreatment;
- Cause(s); and
- Corrective action(s).

6. Internal Investigation Report Distribution

The investigator will prepare a written summary for presentation to the CEO and the Chair, Governance who will determine if a resolution is possible, or alternative means of resolution.

Organizational representatives must receive a copy of the investigations report or summary for review. These include but are not limited to:

- CEO
- Chair, Governance Committee
- Manager and Supervisor responsible for the area of operations of the case of maltreatment,

BC Sports Hall reserves the right to inform the appropriate bodies of maltreatment.