



## INCIDENT REPORTING PROCESS

This document is applicable to all Coaches, Team Managers and Committee Members (Defined Person) of the Perth Saints FC.

The Perth Saints FC Vision is to be the destination of choice in our region for people of all ages who want to play football in a supportive, friendly and community focused environment.

Our club values are Respect, Teamwork and Development.

With this in mind, the club takes the conduct of our players, members, coaches and parents seriously and the implementation of a robust *Incident Reporting Process* will ensure we are able to hold to account any members who breach the club's code of conduct, or the spirit of the game.

The incidents as listed below must be reported to the Club Secretary within 48 hours of the incident having occurred. For clarity, this includes if the Defined Person has not directly witnessed the incident but is made aware of it by another person.

Incidents involving a Perth Saints player, coach, volunteer or parent:

- Violent conduct (fighting with another person)
- Racial abuse or vilification of any kind
- Sustained verbal abuse (against another player, referee or parent)
- Inappropriate physical contact
- Behaviour that could be classified as bullying or harassment
- Threatening behaviour
- Behaviour not in line with the club values that has potential to bring the club into disrepute

The Coach, Team Manager or Committee Member is obligated to report the incident to the Club Secretary via email [secretary@perthsaintsfc.com](mailto:secretary@perthsaintsfc.com) and provide as much information as possible including;

- Time, date and location of incident
- The nature of the incident
- Any witnesses

The incident will then be assessed by the full Management Committee and an investigation may take place if required.

A deliberate failure to report an incident may result in disciplinary action being taken.

**Perth Saints FC Management Committee**

June 2022