



EDMONTON SOUTHWEST UNITED

soccer club | established 1982

POLICY ADM-25-03 | STEPS FOR REPORTING INAPPROPRIATE BEHAVIOUR

Approved July 6, 2025

Review on July 6, 2026 or before, as required

Policy Purpose

This policy is intended to support individuals who suspect that inappropriate behaviour may be occurring within the programming of Edmonton Southwest United SC (SWU). It provides guidance on how to report such concerns in a clear and responsible manner. This policy does not replace legal advice or statutory reporting obligations. Allegations or suspicions of child abuse must be reported to child welfare authorities, law enforcement, and/or legal counsel, as required by law.

Policy Scope

This policy applies to all members of SWU, including but not limited to:

- Players
- Coaches
- Managers
- Directors
- Volunteers
- Parents and Guardians
- Club Staff

It is applicable during all SWU-related activities, including practices, games, tournaments, events, travel, and any interactions conducted on behalf of the Club.

Policy Statement - Everyone has a Duty to Report Child Abuse

In alignment with the policies and Codes of Conduct of the Canadian Soccer Association (CSA), the Alberta Soccer Association (ASA), and the Edmonton Minor Soccer Association (EMSA), SWU affirms the following:

- SWU has a duty to safeguard the welfare of all children and youth by protecting them from all forms of physical, sexual, and emotional harm, as well as neglect, bullying, and exploitation.
- This responsibility extends to every individual involved with SWU, whether in a paid or volunteer capacity. This includes:
 - Coaches and technical staff
 - Volunteers and team officials
 - Match officials
 - Managers and support staff
 - Board members
 - Registered players
 - Parents or guardians when participating in Club activities



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Reporting Process

If you observe or suspect inappropriate behaviour in breach of the Club's Player Safety Code of Conduct, take the following steps:

1. Immediate Risk or Criminal Activity

- Contact emergency services or local law enforcement immediately (e.g., 911) if a child is in immediate danger or if a criminal act has occurred.

2. Child Welfare Concerns

- Contact Child and Family Services to report any suspected child abuse or neglect, in accordance with provincial legislation.

3. Club-Level Reporting

- Report concerns that violate Club policy (but are not criminal or emergency-level issues) to the designated SWU Safe Sport Representative or SWU Director of Discipline in writing.

4. Confidentiality and Documentation

- All reports will be handled with confidentiality. SWU will document all reports, actions taken, and outcomes in accordance with its Safe Sport procedures.

5. No Retaliation

- SWU prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation.

Additional Resources

- A visual infographic outlining the reporting process is provided on the following page for ease of understanding.
- For more information on recognizing and responding to abuse in sport, visit:
 - commit2kids.ca
 - cybertip.ca

INAPPROPRIATE CONDUCT

STEPS FOR REPORTING:

This card is a component of the Commit to Kids® program. It is intended as a quick reference for use in a sporting environment and is not meant to be exhaustive or to replace legal advice. Users are strongly encouraged to consult with any or all of child welfare, law enforcement and legal counsel as appropriate to a given situation.

1



A child **discloses information** or **information is discovered** indicating that a coach/volunteer may have acted inappropriately. (Document)

2



Coach who receives the report **notifies the supervisor/manager**. (Document)

3



Manager **notifies the head** of the organization.

4



Consultation between the manager and head of the organization to decide if concern is warranted. (Document)

5



If warranted, meet with accused coach/volunteer to **discuss allegations and concerns**. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation. (Document)

6



If the head of the organization determines that the nature of the conduct is **not** sufficiently serious to warrant formal action, the organization may choose to **clarify expectations** with the coach/volunteer as outlined in the Code of Conduct to Protect Children. (Document)



As part of any investigation or internal follow-up process, an organization should **critically assess the adequacy of existing child protection policies** and practices in light of concerns raised. If needed, strengthen policies and practices to better protect children.



NOTE: Consider when/if the child's parents should be notified about allegations of inappropriate conduct.

7



If the head of the organization determines that the nature of the conduct is sufficiently serious to warrant action, an **internal follow-up** takes place. (Document)

8



Organization conducts an internal follow up. (Document)
OUTCOME OF FOLLOW-UP:

A) Inappropriate conduct is not substantiated.

Follow internal policies. No further action necessary but organization may choose to take the opportunity to remind all coaches/volunteers of the Code of Conduct to Protect Children.

B) Inappropriate conduct is substantiated. Next

steps will depend on severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.

C) Inconclusive. Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professionals as needed.

9



Adequately **supervise and monitor** coach/volunteer, consistent with internal policies. (Document)

Many of these steps would also apply when:

- A coach/volunteer reports observing inappropriate behaviour by another coach/volunteer
- A peer discloses on behalf of another child



The safety of the child and other children in the organization must be ensured at all times in the process.



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