

**Archdiocese of Seattle
Catholic Youth Organization
Incident Report Policy**

Incident reports (from a coach and/or parent) will be submitted to the parish/school athletic coordinator. The parish/school athletic coordinator will talk to the coach and/or parent who has submitted the report (in an attempt to get more details). The parish/school athletic coordinator will then submit the report to the CYO Athletic Director for further investigation. The CYO Athletic Director will take the following steps to insure a complete investigation and timely response:

1. Discuss the details of the incident with the parish/school athletic coordinator(s), the involved coach(s), and the game official(s).
2. Discuss (if necessary) the incident with the parent(s) who submitted the initial report to his/her parish/school athletic coordinator.
3. Share the incident report with the appropriate sports commission and ask for immediate feedback.
4. Share (if necessary) the incident report with the Athletic Advisory Board.
5. Work with the appropriate sports commission (and the Athletic Advisory Board) to determine whether on not disciplinary action is warranted and the nature and extent of the action to be given.
6. Compose a letter summarizing the findings of the investigation, decisions made regarding disciplinary action, and the reasons for any disciplinary action given to an individual and/or team.
7. Distribute letter to pastor(s), principal(s), and parish/school athletic coordinators. Ask parish/school athletic coordinators to share the contents of the letter with all players and parents directly or indirectly involved in the incident.
8. Work with the parish/school athletic coordinator(s) to proactively prevent a similar incident from happening again.
9. Keep incident report and response on file.
10. Communicate with CYO Executive Director regarding incidents as appropriate; either in the midst of the investigation or within an “end of season” report.

All incident reports (involving more than one parish/school) should be submitted to the CYO Athletic Director in a timely manner. Some incident reports, however, may involve just one parish/school and can be handled and appropriately resolved at the parish/school level. Incident reports of this nature do not need to be shared with the CYO Athletic Director.

Coaches, parents, and players alike are encouraged to report unsportsmanlike conduct to their respective parish/school athletic coordinators.

Disciplinary action resulting in an individual being expelled from CYO Athletics can be appealed. The individual being expelled must appeal in writing to the Athletic Advisory Board. The appeal must include a \$25 fee that will be refunded if the appeal is allowed. The Athletic Advisory Board will attempt to schedule a hearing within 21 days. Game suspensions cannot be appealed.