

# Highline Soccer Association SafeSport Reporting Procedures



**ALL COACHES, VOLUNTEERS, PARENTS, REFEREES AND PLAYERS ARE REQUIRED TO REPORT INCIDENTS OF CONDUCT PROHIBITED BY THE SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENTS**

Generally, these incidents include, but are not limited to:

Sexual Misconduct  
Bullying  
Child Abuse  
Harassment

Physical Misconduct  
Hazing  
Emotional Misconduct\*

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\*Emotional Misconduct, including but not limited to bullying, harassment, or hazing, is conduct that is severe, pervasive, or persistent so as to objectively and unreasonably interfere with or limit another's ability to participate in or benefit from the services, activities, or opportunities of the Highline Soccer Association (HSA).

1. Each League and/or affiliated organization shall designate a Representative to receive the report of any actual or suspected incident. If oral, the Representative shall follow up with reporting party to complete a written incident report form.
2. Upon receipt of an incident report, the League Representative shall **notify the accused party of immediate suspension** pending resolution by League SafeSport Committee and/or local law enforcement, SafeSport, or Washington Youth Soccer.
3. Each League and/or affiliated organization shall establish a SafeSport Committee to receive incident reports from the identified Representative.
4. The SafeSport Committee shall promptly determine whether the alleged conduct meets the level of an incident required to be reported to local law enforcement, SafeSport, and/or Washington Youth Soccer. If so, the League SafeSport Committee shall submit the incident report to:

**A. If Child Abuse or Sexual Misconduct, report to:**

1. Local Law Enforcement
2. SafeSport: 720-524-5640  
<https://safesport.org/response-resolution/report>  
**US Center for SafeSport**  
c/o Response and Resolution Office  
1385 South Colorado Blvd., Suite A-706  
Denver, CO 80222

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3. Washington Youth Soccer, Risk Management.  
See website: <https://washingtoneyouthsoccer.org>
4. Highline Soccer Association Secretary  
See website: <https://highlinesa.org>

## **B. If other prohibited conduct, report to:**

1. Washington Youth Soccer, Risk Management.  
See website: <https://washingtoneyouthsoccer.org>
2. Highline Soccer Association Secretary  
See website: <https://highlinesa.org>

The obligation to report is ongoing beyond the initial submittal. Persons with knowledge are required to timely report any additional information of which they may later become aware.

5. If the SafeSport Committee determines that the report does not involve conduct arising to an incident required to be further reported, the SafeSport Committee shall exercise its discretion or consult its Governing Body for a determination of education, guidance or other corrective action, if any. Reports of conduct not arising to an incident required to be further reported remain confidential at the discretion of the Governing Body.
6. Each League and/or affiliated organization shall maintain a log of all reports including, at a minimum, the names of all involved, a short summary of the alleged incident, and the response. All reports shall be maintained in the log for a period of five (5) years.