BC Amateur Baseball Association
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Reporting Safe Sport Concerns

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. When individuals have concerns about compliance with Baseball BC safe sport policies, a variety of reporting options are available to them. The purpose of this policy is to explain Baseball BC's reporting, investigation, and discipline procedures related to safe sport concerns or complaints.

(2.0) Submission of Complaints

Individuals may make Safe Sport complaints to Baseball BC by contacting the president, chief executive officer, or Discipline Committee Chair.

When another individual (Director, Staff, etc.) at Baseball BC receives a Safe Sport complaint, they shall immediately forward the complaint to the Discipline Committee Chair.

Jurisdiction over complaints is determined in Section 2.0 of the discipline policy.

(3.0) Written Complaints

Complaints should generally be submitted in written form and should include the following information:

- The name of the individual alleged to have breached policy. Complaints against associations are not accepted.
- The policy that is alleged to have been breached.
- Information about the allegations, with as much detail as possible including date, location, etc. For verbal allegations, exact quotes are preferable, using exact words.

It is generally the responsibility of the complainant to prove their complaint. Witness statements can be submitted. It is generally not the role of the Discipline Committee to seek witness reports.

Complainants should be aware that their complaint will be shared with the respondent as part of the discipline process.

(4.0) Anonamous Complaints

Baseball BC will process anonymous complaints; however, such complaints may carry less weight and may be harder to prove. For example, a respondent may have difficulty defending

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themselves from the potential bias of the complainant, when a complainant is not identified. Anonamous complaints are still shared with the respondent.

(5.0) Non-Written Complaints

Baseball BC will only process complaints that are not in written form when the allegations meet the definition of very serious conduct, as defined in Section 2.0 G of the discipline policy.

When Baseball BC has knowledge of very serious conduct, the Discipline Committee may open an investigation without a written complaint. Baseball BC would be considered the complainant.

Non-written complaints, particularly those submitted verbally, may be hard to prove; therefore, in many cases, the Discipline Committee may be unable to open a case, without a written complaint that contains evidence. Non-written complaints that are submitted in video form may be easier to prove and are more likely to result in a case being opened without a written complaint.

(5.0) Duty to Report

When the president, chief executive officer, or discipline committee chair may have reason to believe that a criminal offence may have occurred, they shall advise the victim that may wish to submit a police report, or Baseball BC may contact the local police or RCMP directly. This duty applies, regardless of whether Baseball BC assumes jurisdiction over a case.