

# **BIFC Conduct Review Board and Conduct and Disciplinary Complaint Process**

Revised October 14, 2024

## **I. PURPOSE AND BACKGROUND**

Conduct Review Board ("CRB") is a standing committee of the BIFC Board of Directors with two purposes:

- Provide a venue to receive, review, and resolve conduct and disciplinary issues involving players, and volunteer and paid staff for BIFC
- Develop and update conduct and discipline policies, training and other related activities of BIFC (at least annually meeting before the October Board meeting to allow full board discussion before the November AGM)

The purpose of this document is to provide BIFC stakeholders, including CRB Members, BIFC Board of Directors, BIFC Staff, BIFC Coaches, and BIFC Members an easy-to-follow guide on how or what to do when there is a report or observance of board, coach, staff, member, or player misconduct.

BIFC standards of conduct are defined by codes and policies assented to by club members, including but not limited to: the BIFC Parent, Player, and Coach/Staff/Volunteer Codes of Conduct; the BIFC Media Policy; the Washington Youth Sport Code of Conduct, and the Safe Sport Act ("Standards of Conduct").

It is the CRB's belief that the majority of conduct and disciplinary concerns can be handled directly through conversation with BIFC coaches, staff, board members, parents, and players. However, this process sets out formal methods for reporting and reviewing any and all concerns. No matter how received, all concerns will be promptly reviewed, investigated as appropriate, and resolved for the purpose of safety, to uphold BIFC's Standards of Conduct, and to ensure the quality of our BIFC programs.

## **II. BIFC CONDUCT REVIEW BOARD MEMBERSHIP**

The BIFC CRB consists of the following members:

BIFC Board President - Chair  
BIFC Vice President  
BIFC Board Secretary  
BIFC VP Select Soccer  
BIFC VP Recreational Soccer  
BIFC Director of Coaching  
BIFC Recreational Director  
BIFC Safety Officer

Consistent with requirements for any BIFC staff member, all CRB members shall take Safe Sport Act training annually.

### **III. BIFC SAFETY OFFICER**

The BIFC Safety Officer is an independent third party appointed by the BIFC Board. The Safety Officer will participate in the operation of and receive reports from the CRB as described below. The Safety Officer shall exercise the same level of care at maintaining the confidentiality of sensitive information as other BIFC Board members. The Safety Officer may vote on CRB matters only.

### **IV. BIFC CONDUCT REVIEW BOARD PROCEDURES, VOTING, AND DECISION MAKING**

The BIFC Board By-Laws are incorporated by reference and shall govern the CRB except to the extent more specific procedures are set forth herein. For voting purposes, a quorum of the CRB represents five members of the CRB.

### **V. RECORDS**

The BIFC Board President shall keep the records of the CRB. Records may be kept electronically. CRB records must be retained and transferred to the incoming president at the end of the current president's term.

### **VI. BIFC CONDUCT REVIEW PROCESS**

Any member of the BIFC community can file a conduct or disciplinary complaint. In addition to reporting a complaint to the organization via a coach, staff member or board member, a confidential complaint reporting system will be maintained by the CRB through the BIFC website.

The CRB encourages concerns about general conduct and minor infractions be addressed at the lowest level by speaking directly with the coach (on or off the field) and/or staff. For example: concerns about a coach's practice planning or concerns about a player showing poor sportsmanship in a game. Escalations, or concerns relating to a pattern of repeated behavior, should be with the Director of Coaching and/or Director of Recreation (depending on the venue for the behavior) for resolution/action.

#### ***A. CRB Process for Addressing Complaints***

1. Complaint. A triggering complaint comes to the knowledge of the CRB. When in doubt, ask the CRB Chair or another CRB member for guidance. A triggering complaint is defined as:
  - a. Where a member of the CRB observes or learns of a reported disciplinary issue or pattern of behavior that is not consistent with the Standards of Conduct, that has not been previously addressed or corrected by BIFC.
  - b. Any complaint potentially involving a Safe Sport violation. In the case of a Safe Sport violation direct observation by the complainant is not necessary. Any reasonably suspected Safe Sport violation will automatically trigger mandatory reporting to the Center for Safe Sport and/or local law enforcement (see below).
2. Notice to BIFC Chair and Safety Officer. CRB Member promptly calls, texts, emails, or otherwise contacts the BIFC CRB Chair and Safety Officer to apprise them of the

complaint/issue. The Safety Officer will then designate three members of the CRB (“the Panel”) to process the complaint.

3. Complaint Review Process. The Panel will process the report as outlined below. Throughout, the Panel will inform the Safety Officer of its actions. To begin, the Panel will do one of the following:
  - a. Deem the complaint not appropriate for the CRB and refer it to the appropriate staff/coach for action and correction; report this decision to the BIFC Board of Directors and the Safety Officer; or
  - b. Deem the complaint appropriate for the CRB and start an inquiry into the disciplinary issue that reaches reasonable evidence-based conclusions, as follows:
    - i. One member of the CRB designated by the Panel will perform a fact-finding process that may include interviewing involved parties and collecting statements and supporting evidence. Additional follow-up may be necessary to ensure a thorough investigation is completed.
    - ii. The investigator will create a confidential and documented finding of fact, with detail appropriate to the complaint received. More serious complaints will justify more thorough findings of fact. The finding of fact must be reviewed by the Panel and the Safety Officer.
    - iii. After fact finding, the complaint will be formally dismissed or substantiated by a vote of the Panel. In cases involving potential Safe Sport violations or substantiated complaints of serious misconduct, the Panel will make a confidential documented recommendation of corrective measures.
4. Executive: The Executive is that person who has the authority to impose corrective measures, which is typically the Director of Coaching. When the respondent is part of or appointed by the Board, the Board (minus the respondent if necessary) will operate as the Executive.
5. Corrective measures: In any matter involving inappropriate conduct, it is within the discretion of the Executive to impose corrective measures that are proportional to the finding, while taking into account the respondent’s history and any recommendation from the Panel. Corrective measures include but are not limited to direction, training, formal warnings, suspension, or termination from employment and/or club membership. In some matters, the Executive may impose preventative measures, such as leave of absence for the subject of the complaint, prior to the conclusion of a CRB review. The CRB must ensure that corrective measures are completed and appropriately documented.
6. Communication: The status of any ongoing or recently completed CRB review will be presented to the Safety Officer and BIFC Board of Directors no later than the next board meeting, consistent with privacy and confidentiality needs. After the completion of a CRB review, follow-up communication will be provided to any other appropriate parties, including BIFC members where relevant and to the extent duties of confidentiality allow.
7. Recusal: If the complaint is directed to or otherwise involves a CRB member or their family, that member must recuse themselves from any involvement with any investigation and determination of corrective action.

8. Vacancies: Vacancies on the CRB may be filled by members of the BIFC Board, with notice to the same body.

***B. Mandatory Reporting Criteria to the BIFC Conduct Review Board***

1. Mandatory reporters (coaches, staff, volunteers with consistent contact with children) **must report any reasonable suspicion of abuse or misconduct towards a minor to law enforcement within 24 hours.**
2. In addition, the observing coach, staff, Board member, or BIFC member must report to the Chair of the CRB the following infractions within 24 hours.
  - a. Any reasonable suspicion of abuse or misconduct towards a minor. The CRB Chair or Vice Chair will be responsible for following Safe Sport and law enforcement mandatory reporting procedures for these complaints if they have not yet been followed; and
  - b. Major safety violations
3. All complaints involving mandatory reporting requirements will be resolved according to the above CRB procedures, so long as such efforts do not interfere with law enforcement or Safe Sport regulatory efforts.