

# Four Corners Fastpitch Association

## Risk Incident Reporting Procedure

Four Corners Fastpitch Association's (FCFA) Risk Management Policy requires a "Risk Incident Reporting Procedure" that provides a structured process for reporting "Risk Incidents" to the Risk Manager, Risk Management Committee and the FCFA Board:

### **1. Purpose:**

- a. **As a measure** to assist with safety and security for ALL Youth Participants, Program Administrators, Coaches, Assistant coaches, Team Managers, parent coaches, on field volunteers, and anyone who has care, custody and/or control of youth participants, directly involved in any FCFA program or activity (ref FCFA Background Check Policy).
- b. **Provide a discreet process** for reporting/recording observed "incidents" during/at, any/all FCFA sanctioned activities.

### **2. Control:**

- a. An "**Observed Incident**" shall be described as any or all of the following:
  - Inappropriate physical contact of any persons as described in paragraph 1.a.
  - Physical abuse of any persons as described in paragraph 1.a.
  - Verbal abuse of any persons as described in paragraph 1.a.
  - Use of abusive and foul language by participants or fans at a FCFA sanctioned activity.
  - Purposeful and/or malicious disruption of a FCFA sanctioned activity.
  - Alcoholic beverages area never allowed at any FCFA sanctioned activity.

### **3. Reporting an Observed Incident:**

- a) Immediately contact the "Area Representative" for your FCFA sanctioned event.
- b) If the Area Representative is not available contact the FCFA Risk Manager.
- c) Where the Incident may involve physical contact or abuse call **911 FIRST** then contact the Area Representative and/or Risk Manager.
- d) You will be required to submit a written statement to the FCFA Risk /management Committee. Please make sure you also list any witnesses as well as the person(s) directly involved in the Incident.

The safety and security of all Participants and Spectators at FCFA sanctioned events is all of our responsibility. Let's all work to keep our events safe and fun for all.

Four Corners Fastpitch Association  
Risk Management Committee