Safe Sport Reporting Procedure

Our Commitment

Chilliwack Minor Fastpitch Association (CMFA) is committed to providing a safe, respectful, and inclusive environment for everyone involved in softball.

All concerns involving bullying, harassment, discrimination, abuse, inappropriate conduct, or participant safety will be taken seriously.

You do not need to be certain that misconduct has occurred to report a concern.

1. Who Do I Contact?

Immediate Danger or Emergency

Call **911** if someone is in immediate danger or requires emergency assistance.

Suspected Child Abuse or Neglect

Report directly to the appropriate child protection authority. In British Columbia, contact the Ministry of Children and Family Development at **1-800-663-9122**, available 24 hours a day. Call 911 if there is immediate danger.

Safe Sport or Participant Protection Concerns

Contact either of CMFA's designated Safe Sport/Complaint Officers:

Safe Sport Officer 1: Shawn Gieselman
Email: Shawn.Gieselman@chilliwackminorfastpitch.com

Safe Sport Officer 2: Courtney Gill
Email: Courtney.Gill@chilliwackminorfastpitch.com

Examples of concerns include:

- Bullying, harassment, discrimination, or intimidation
- Physical, emotional, or sexual misconduct
- Inappropriate communication or boundary violations
- Unsafe supervision or conduct involving athletes
- Retaliation against someone who has raised a concern

If a concern involves a Safe Sport Officer, report it to the other officer or an appropriate independent external reporting authority.

Routine Team or Administrative Concerns
For scheduling, team operations, playing time, or other routine disagreements, contact the coach, team manager, division coordinator, or appropriate association representative.

If a routine concern involves suspected maltreatment or participant safety, it may be reported directly through the Safe Sport process.

2. How Do I Submit a Report?
Concerns may be submitted by email to either designated Safe Sport Officer.

When possible, include:

- Your name and contact information
- The name of the individual or individuals involved
- A brief description of what happened
- The date, time, and location of the incident
- Names of any witnesses
- Relevant messages, screenshots, or other supporting information

You may ask a trusted adult, parent, or guardian to help you report a concern.

You do not need to confront the individual involved before making a report.

3. What Happens After a Report?

Step 1 – Report Received
A designated Safe Sport Officer receives the concern and handles the information as confidentially as reasonably possible.

Step 2 – Initial Safety Assessment
The officer reviews the concern to identify immediate safety needs, mandatory reporting obligations, and whether protective measures or external referrals are necessary.

Step 3 – Appropriate Referral or Response

Depending on the nature of the concern, it may be:

- Referred to police or child protection authorities.
- Referred to Softball BC or another appropriate sport safeguarding process.
- Addressed through an applicable CMFA complaint or disciplinary procedure.
- Directed to CMFA's conflict resolution process if it is a routine dispute rather than a safeguarding matter.

Step 4 – Follow-Up

The reporting individual will receive an appropriate acknowledgement and, where possible, information about next steps.

Any investigation, decision, or disciplinary action will follow the applicable process, with attention to fairness, confidentiality, and participant safety.

4. Protection Against Retaliation

CMFA prohibits retaliation against anyone who raises a concern in good faith or participates in an appropriate reporting process.

Reports will be handled respectfully, with information shared only as necessary for safety, legal obligations, and a fair response.

Everyone deserves to feel safe, respected, and supported in softball. Speaking up is an important part of protecting our community.

Policy Owner: CMFA Executive Committee
Approved By: CMFA Executive Committee
Effective Date: Upon Approval
Review Cycle: Annually
Applies To: All CMFA athletes, parents, guardians, coaches, volunteers, and participants
Status: Draft – Pending Executive Approval
Related Documents: CMFA Safe Sport & Participant Protection Policy; Coach & Volunteer Code of Conduct; Parent & Athlete Code of Conduct