

South Florida Flag Football League Incident Report Process

1) **Submission:**

- a) Players/Parties involved file an incident report online via the SFFFL website official incident report form.

2) **Notification: (14 days)**

- a) Chairperson of the committee (Secretary) receives the report and notifies the SFFFL Board of Directors a report has been received by email. Secretary attaches a copy of the incident report
- b) Chairperson of the committee notifies the party who filed the report that the report has been received and provides a timeline of when the report will be reviewed and discussed (within 14 days of the report being received- may need to call a special meeting)

3) **Initial Discussion: (within 14 days of notification)**

- a) Secretary convenes a special board meeting, or adds incident report onto the agenda of next board meeting if within 14 day timeline
- b) Secretary provides the board an overview of the report
- c) Board develops a strategy to communicate with involved parties to gather more information, if needed (per the discretion of the board of directors).

4) **Information Gathering: (14 days after initial discussion)**

- a) Secretary reaches out to involved parties via official email requesting more information (if needed)
 - i) More information can be received by email or the Secretary may choose to invite the parties involved to a virtual meeting (separate)
 - ii) Secretary should not meet with any party or reach out to any party alone (other board members must be present)
 - iii) Secretary will use only official email as correspondence to parties throughout the process
- b) Secretary will conclude the information gathering process after giving each party a chance to present information (if necessary)

5) **Final Discussion and Decision: (14 days after initial discussion)**

- a) Secretary convenes a special board meeting (or adds on to the agenda of existing board meeting if it fits the timeline)
- b) Board deliberation and discussion on outcome of incident report
- c) Board decision is reached by majority vote (if any board members involved in the incident report they are to be excluded from conversation).
- d) Board develops, drafts, and finalizes notification letter

6) **Notification of Outcome: (within 24-48 hours of final discussion and decision)**

- a) Secretary notifies **all** parties involved of decision rendered using official email correspondence