

Lynn Valley Little League Incident Reporting Protocol

Purpose

The purpose of this protocol is to ensure that **all incidents** involving player safety, misconduct, injury, or property damage are **documented promptly, handled appropriately, and reviewed** to protect players, volunteers, and the league.

What Must Be Reported

An **Incident Report must be completed** for any of the following:

A. Player or Volunteer Safety

- Injuries requiring **First Aid BEYOND basic care**
- Injuries requiring **medical attention**
- Concussions or suspected concussions
- Heat-related illness
- Any emergency requiring **911** or EMT response

B. Conduct & Behavior

- Physical altercations (player, coach, spectator)
- Verbal abuse, threats, or harassment
- Ejections of players, coaches, or spectators
- Bullying or hazing
- Suspected abuse or neglect (follow mandatory reporting laws)
- Racist, sexist, homophobic, transphobic or other anti-inclusive behaviour

Facility & Equipment

- Unsafe field or facility conditions
- Equipment failure causing or risking injury
- Property damage

Other Serious Incidents

- Police involvement
- Missing or unattended child
- Any situation that could expose the league to liability

Immediate Response Procedures

When an incident occurs:

1. Ensure Safety First

- Stop play if necessary
- Remove injured individuals from danger
- Call **911** if there is a medical emergency

2. Provide Care

- Administer first aid within training scope
- Do not diagnose injuries
- For head injuries, **remove player immediately** and do not allow return to play

3. Secure the Area

- Separate involved parties if emotions are high

Notification Requirements

The following individuals must be notified as soon as possible:

- **League Safety Officer**
- **League President or Vice President**
- **Player's parent or guardian** (immediately for injuries or misconduct)
- **Local authorities** (if criminal activity or abuse is suspected)

Incident Report Documentation

An Incident Report Form must be completed **within 24 hours** by the coach, umpire, or league official/volunteer or parent involved.

Required Information:

- Date, time, and location
- Division and teams involved
- Names of injured or involved individuals
- Description of incident (facts only, no opinions)
- Witness names and contact information
- Action taken (first aid, ejections, 911 called, etc.)
- Name and signature of person completing report

Submission & Record Keeping

- Submit report to the **League Safety Officer**
- Safety Officer forwards reports as required to:
 - League Board
 - District Administrator (if applicable)
 - Little League International (if applicable)
- Maintain incident reports in a **secure, confidential file** for at least **7 years**

Follow-Up Actions

The League Safety Officer will (**when** needed):

- Review the incident for policy violations or safety concerns
- Ensure injured players meet **return-to-play requirements**
- Recommend corrective actions (training, discipline, facility repairs)
- Track recurring issues and trends

Confidentiality

- Incident details are **confidential**
- Information is shared only with individuals who have a legitimate need to know
- No incident details should be discussed on social media

Training & Awareness

- All League and Development coaches and volunteers must review this protocol annually
- Incident reporting procedures will be covered in preseason meetings
- Blank incident report forms will be given to all coaches, available at fields and online

Non-Retaliation Policy

No individual shall face retaliation for **reporting an incident in good faith**.