



Formal Incident Report Process

ORYA is a youth recreational sports organization and is not an agency of the law. If you feel someone has broken the law you need to contact the local authorities to report your concern(s). If ORYA received a report that indicates a law has been broken, ORYA will immediately turn the allegation information over to local authorities.

Outline of Steps

- Report any perceived breach of the Code to ORYA within 48 hours of incident. Communicate via email or phone to any ORYA Staff or Board member.
- ORYA will confirm receipt of informal report within 24 hours and request a Formal Incident Report be completed to continue investigation into the report.
- Formal Incident Report to be submitted via ORYA's website found [HERE](#). It is expected to be completed and returned to ORYA within 24 hours after ORYA confirms receipt of initial communication.
- After a Formal Incident Report has been received, the accused person(s) will be notified and given the time, date, location and a brief description of the reported incident. At that time he/she/they will be asked to submit a Formal Response to the Incident Report. It is requested the response should be completed and returned to ORYA within 24 hours.
- ORYA staff will review the (2) Formal Report Forms upon receipt to determine if Witness Report Forms are warranted. If warranted, reports will be requested from the named witnesses and requested to be returned within 24 hours.
- Information obtained from witness report forms may be discussed and used to review with either the person(s) who submitted the report or with the person(s) accused of violations. ORYA will not discuss or specify witness identities.

Review Process

ORYA's review process is to determine if the allegation(s) received can be validated and are in violation of either ORYA's Code of Conduct or Policy on Harassment & Bullying. ORYA is only able to make determinations based on written information and subsequent in-person interviews. ORYA may or may not be able to make judgments related to the truthfulness of written or verbal statements.

- ORYA will create a review committee comprised of ORYA Director or Program Director, at least one ORYA Board member and, if applicable, at least one program Advisory Group member.
- The review committee will communicate with and collect requested reports from anyone accused of violation(s) as well as witness reports.



- The review committee will review all received information and may request or require additional in-person meetings with person(s) who submitted incident report, those accused and/or witnesses.
- The review committee will review all information received to determine if allegations can be validated.
- The review committee will determine if disciplinary and corrective actions are warranted.
- The review committee will meet with person(s) who submitted the incident report to communicate findings. The committee will also meet with anyone accused of breach of codes to communicate findings and/or disciplinary or corrective actions.

Once the review committee completes its review and communicates conclusions to parties involved the matter is considered closed. Written information may be kept on file for up to a year.