SAFE SPORT REPORTING PROTOCOL

Report a Case
- Complaint to be submitted in writing to appointed Safeguarding Officer [Sample incident report form in Annex A]

Non Reportable Case or Reportable Case
- Safeguarding Officer to determine by reference to Table of Safe Sport Related Reportable Offences and facts of each case:
  - Whether case is Reportable or Non-Reportable
  - Whether case is Safe Sport related
- Safeguarding Officer to act within 24 hours

Non Safe Sport-Related and Non-Reportable Case
- Refer case to respective Sporting Organisations

Non Safe Sport-Related and Reportable Case
- Refer case to Singapore Police Force (SPF)

Non Reportable Case – Breach of Code of Ethics / Conduct Does not Involve Sporting Organisation (no conflict of interest)
- Sporting Organisation can initiate their own inquiry/investigation
- Inform victims' parents (if he/she/they is/are under 21 years old) within 24 hours
- Inform SportSG Safe Sport Taskforce of outcomes and disciplinary actions
- SportSG Safe Sport Taskforce to follow up and fact find if necessary. SportSG may also take immediate appropriate action against subject of complaint if he/she is on the National Registry of Coaches. (including interim suspension from the NROC if need be).

Non Reportable Case – Breach of Code of Ethics / Conduct Involves Sporting Organisation (conflict of interest)
- Refer case to SportSG Safe Sport Taskforce within 24 hours
- SportSG Safe Sport Taskforce to follow up and fact find if necessary. SportSG may also take immediate appropriate action against subject of complaint if he/she is on the NROC. (including interim suspension from the NROC if need be).

Safe Sport-Related and Reportable Case
- Report to SPF
- Inform SportSG Safe Sport Taskforce
- Inform victim's parents (if he/she is a minor) within 24 hours
- Sporting Organisation can take immediate appropriate action and file course of action for reference. Update SportSG Safe Sport Taskforce if action is taken.
- SportSG may also take immediate appropriate action against subject of complaint if he/she is on the NROC (including interim suspension from the NROC if need be).

Review by Safe Sport Commission
- Safe Sport Commission to review and recommend next steps for formal/further actions and/or sanctions.
- Further fact finding if necessary

Investigations by SPF
- To be handled by SPF or other authorities
- Sporting Organisation to keep track of outcome
- Update SportSG Safe Sport Taskforce for necessary actions

Hearing and Assessment

Outcome
- To keep all relevant parties informed of the outcome including complainant, victim and/or parents of victim.

Outcome
- To keep all relevant parties informed of the outcome of Singapore Police Force investigations and/or Court outcomes

Case Archive
- Safe Sport Commission to archive all documents, exhibits, evidence and records on the case