

United States Parkour Association

Reporting Procedures for Abuse, Harassment, and Misconduct

Last Updated: 2024 October 9th

This policy provides a clear and confidential process for reporting incidents of abuse, harassment, misconduct, and other inappropriate behaviors within the organization of United States Parkour Association (USPK), ensuring a safe environment for all athletes, coaches, staff, and organization members.

Scope

This reporting procedure applies to all athletes, coaches, staff, volunteers, and any individuals involved in USPK-sanctioned events, programs, and activities.

Definitions

- **Abuse:** Any action that results in physical, emotional, or sexual harm.
- **Harassment:** Unwelcome behavior that is intimidating, humiliating, or threatening.
- **Misconduct:** Any unethical or inappropriate behavior, including bullying, discrimination, or violations of the United States Parkour Association Code of Conduct.
- **Retaliation:** Any adverse action taken against an individual for reporting an incident or participating in an investigation.

Reporting Channels

Individuals are encouraged to report any incident of abuse, harassment, or misconduct using any of the following channels:

Anonymous Reporting Form: Available on USPK's website for submitting concerns anonymously.

Email: Reports can be sent to a confidential email address specifically designated for incident reporting (e.g., ethics@uspk.org).

Designated Official: Alan Tran, Board Chair – ethics@uspk.org

Who Can Report?

Any athlete, coach, staff member, volunteer, or bystander who witnesses or experiences abuse, harassment, or misconduct can report the incident. Reports may also come from parents, guardians, or organization members.

Types of Reportable Incidents

The following types of incidents can be reported through these channels:

- Physical abuse or violence.
- Emotional abuse, including bullying or verbal harassment.
- Sexual abuse or inappropriate behavior.
- Discrimination based on race, gender, sexual orientation, disability, or other protected categories.
- Violations of the United States Parkour Association Member Code of Conduct, including unethical behavior, manipulation, or exploitation.

Confidentiality and Anonymity

Reports will be handled with the utmost confidentiality. The identity of the reporter, the alleged offender, and any witnesses will remain confidential unless required by law. The United States Parkour Association will take every measure to ensure that personal information is protected throughout the reporting and investigation process.

Anonymous Reports: Individuals can submit reports without identifying themselves. However, anonymous reporting may limit the ability to fully investigate the matter.

No Retaliation Policy

The United States Parkour Association strictly prohibits retaliation against individuals who report incidents or participate in investigations. Retaliation will result in disciplinary action.

Reporting Process

1) Reporting Timelines

Reports can be submitted at any time after an incident has occurred. However, timely reporting is encouraged to ensure a prompt investigation.

2) Initial Response to Reports

Once a report is submitted:

1. **Acknowledgement:** United States Parkour Association will acknowledge receipt of the report within 48 hours and provide the reporter with information on the next steps.
2. **Preliminary Review:** The Ethics Officer or designated official will conduct an initial review to determine the credibility and severity of the report within five (5) business days. This is a quick assessment to determine:
 - i. If the report is credible (i.e., does it provide enough details or evidence to warrant further investigation?).
 - ii. The severity of the incident (e.g., does it involve potential physical abuse, harassment, or another form of serious misconduct?).
 - iii. Whether the issue falls under the United States Parkour Association's jurisdiction or if external authorities (e.g., law enforcement or child protective services) need to be involved.

The outcomes of a preliminary review determine whether a credible report will initiate an investigation or if the report is outside of United States Parkour Associations jurisdiction and a referral to external services will be made.

3. **Assignment of Investigator:** If deemed credible, an investigator (internal or external) will be assigned to the case.

3) Investigation Process

The investigation process is as follows:

1. **Fact-Finding:** The investigator will interview the reporter, the accused, and any relevant witnesses. Evidence, such as emails, messages, or other forms of documentation, will be reviewed.
2. **Confidentiality:** Throughout the process, all parties involved will be required to maintain confidentiality.
3. **Timeline:** The investigation should be completed within 30 days of the report, unless additional time is required due to the complexity of the case.
4. **Outcome:** Once the investigation is completed, a report will be compiled, and appropriate actions will be recommended to the USPK Board of Directors or Ethics Committee.

4) Disciplinary Action

Based on the findings of the investigation, the following disciplinary actions may be taken against individuals found guilty of abuse, harassment, or misconduct:

- Verbal or written warnings.
- Temporary suspension from USPK activities.
- Permanent expulsion from USPK programs or membership.
- Reporting to law enforcement or child protective services (as required by law).

5) Appeals Process

Individuals subject to disciplinary actions may file an appeal within 30 days of the decision. The appeal must be in writing and submitted to the Ethics Committee or designated appeal body. The appeal process will be concluded within 45 days of the request.

Mandatory Reporting to Authorities

In cases involving minors or when the law requires, United States Parkour Association will report incidents to local, state, and federal law enforcement or child protective services. The United States Parkour Association is obligated to comply with all local, state, and federal laws regarding mandatory reporting.

Support for Victims

Victims of abuse, harassment, or misconduct will be offered support services, including counseling or legal referrals if necessary. The United States Parkour Association will provide resources to assist those impacted by these incidents.

Policy Review and Updates

This reporting policy will be reviewed annually by the Board of Directors to ensure it remains current and effective. Any updates or changes will be communicated to all members.

Education and Awareness

All members of the United States Parkour Association, including athletes, coaches, and staff, will receive regular training on how to recognize, report, and prevent abuse, harassment, and misconduct. Training will be updated annually.