

WORKSTREAM 2 – System and structure

Action 2: create your club's reporting mechanism

To enable members of your sport club to report safely, it is important to clarify the various reporting options.

Example of the reporting mechanisms for a sport club

1. Internal reporting options (within the club)

- **Safeguarding Officer** (in many cases it is enough to only mention the Safeguarding Officer in the club's reporting mechanisms):

Name: [Enter]

Email address: [Enter]

Phone number: [Enter]

Or you can contact the Safeguarding Officer directly at the training venue or competition.

- **Trainer or coach:**

Preferably only if the trainer is not involved in the incident.

- **Board:**

Board email address: [Enter]

The report will be treated confidentially and, in most cases, forwarded to the Safeguarding Officer. It is the Safeguarding Officer who will handle the report.

2. External reporting options

- **Sport Federation Safeguarding Officer:**

If your sport club is affiliated with a sport federation, you can contact the Federation's Safeguarding Officer (if there is one), for advice, guidance, and possible referrals.

Name: [Enter]

Email address: [Enter]

Phone number: [Enter]

- **Police:**

In the event of criminal offenses, you must contact the police directly.

- **Other organisations in your country** that handle reports of interpersonal violence.

List these organisations and include them in the reporting options for your members.