



The Virgin Islands Track & Field Federation...SINCE 1963

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Safeguarding Reporting and Investigation Procedure

The *Safeguarding Reporting and Investigation Procedure* is an inseparable part of the VITFF Safeguarding Policy, and to be trained to all involved in any Track and Field activities across the Virgin Islands of the United States annually.

The procedure sets out the requirements of reporting and defines the investigation steps, roles and timelines of Safeguarding issues.

1. Reporting

Individuals, or their representatives in case of athletes under 14, has to report any misbehaviour of mates, coaches or any officials involved in daily athletic activities, like practice or occasional events like meets, massage or medical checks.

The report should be issued as soon as possible after the abuse/harassment/exploitation happened. To ensure that all the necessary information has been shared at once, the attached reporting form has to be completed and sent to the e-mail address of the Safeguarding Committee: vitff.safeguarding@gmail.com.

2. Safeguarding Committee

In order to ensure fair investigation and judgment of each case, the Committee is set up of 3 Advisors, who are NOT directly involved in track and field daily, but who play a role in the VITFF. The members should represent different gender and race. In the event of any Committee member having a conflict of interest on a given case, the VITFF Executive Committee is nominating a temporary member.

Committee members are:

Head of Committee:

Izabella Kurucz

Members of the Committee:

Ayanna McKay

Daniel DaCosta

3. Roles & Responsibilities

The members of the Committee have the following responsibilities to ensure proper investigation.

Head of Committee:

Responsibilities:

1. Inform the members of the Committee within 24 hours of getting the report
2. Call a meeting
 - i. To share the case;
 - ii. To agree on the timing of interviews.
 - iii. To check whether conflicts of interest are concerned with any member of the Committee
3. Lead the interviews;
4. Ensure proper documentation of the interviews
5. Lead the final meeting and ensure a consensus on the outcome of investigations by voting and proposing further steps/decisions;
6. Inform the Executive Committee of the VITFF about the outcome of investigations;
7. Inform the Police, if necessary.

Members of the Committee:

Responsibilities:

1. Participate in interviews
2. Document the interviews
3. Vote on final decision and proposal

4. Process steps and timeline

| No. | Process step | Responsible | Informed | Outcome | Timing |
|-----|--|-------------------|---|---|---------------|
| 1. | Register the report | Head of Committee | Members of Committee, VITFF Executive Committee | | Day 1 |
| 2. | Inform World Athletics- if necessary | Head of Committee | | | Day 1 |
| 3. | Call a meeting to share the details of the case | Head of Committee | Members of Committee | Interview orders and timelines are set up | Day 2 |
| 4. | Interview of the victim | Head of Committee | Interviewed persons | Written and signed interview | Day 2-8 |
| 5. | Interview of the suspect | Head of Committee | | Written and signed interview | Day 2-8 |
| 6. | Further interviews, if needed | Head of Committee | | Written and signed interview | Day 9-14 |
| 7. | Final meeting | Head of Committee | | Summarized outcome of investigations and proposal of further steps/decisions; | Day 15-21 |
| 8. | Report to Executive Committee | Head of Committee | Executive Committee | Case Closed; further steps agreed | Day 22-28 |
| 9. | Inform World Athletics- if necessary/ Inform Police-if necessary | Head of Committee | World Athletics and/or Police | All necessary reporting completed | Day 22-28 |
| 10. | Learnings built in Safeguarding Policy | VITFF President | All member Clubs | All clubs are trained and modified Policy | Day 30-Day 60 |

5. Reporting obligation towards World Athletics

There are three circumstances in which the existence of a complaint, investigation or case must promptly be disclosed to World Athletics. These are set out below:

1. Matters of World Athletics jurisdiction

Safeguarding matters involving World Athletics Officials, or any persons participating in or accredited at World Athletics Series (WAS) Events, the Olympic Games or a Congress, must be reported to World Athletics (Safeguarding@worldathletics.org) and the Athletics Integrity Unit (ConfidentialReport@athleticsintegrity.org).

2. Risk of Harm in Other Jurisdiction

Safeguarding matters which arise within one MF's (or AA's) jurisdiction, where the MF or AA believes the individual presents a risk of harm to those involved in Athletics in the country or territory of another MF or AA.

This might be due to knowledge of an individual's intention to relocate to take up employment or other form of paid or voluntary engagement within another national team, MF or AA, or similar circumstances.

3. Serious Matters involving International-Level Individuals

Safeguarding matters which fall within a MF's or AA's jurisdiction, but which involve international-level individuals operating in Athletics who either:

a. have had their employment or voluntary functions within the MF or AA terminated, or whose license was not renewed, as a result of safeguarding-related allegations.

This would include someone who was being investigated for safeguarding allegations but resigned from their role within the MF or AA before proceedings concluded.

b. are the subject of a provisional suspension, investigation, or sanction by the MF, AA, or an authorised third party for a serious matter, or have been charged in a Criminal Court for conduct which would constitute a safeguarding violation under the World Athletics Safeguarding Rules (section 3, Prohibited Conduct), whether in the context of sport or otherwise, and whether those charges were found proven or not.

International-Level Individual is defined as:

a. someone who has previously been selected or appointed to attend international competitions or act as an official member of a delegation on behalf of the MF or AA, or;

b. someone who acts as a coach or athlete support personnel to international-level athlete(s) within the MF's or AA's territory, whether or not the individual falls under that MF's or AA's jurisdiction.

This includes individuals who operate within a MF or AA's territory but who may not be members of the MF or AA (e.g. a private coach).

Serious Matters are defined as:

matters of a safeguarding or disciplinary nature resulting or having the potential to result in a ban of more than one year. A ban means any form of restriction or limitation on their ability to work or compete within Athletics/sport).

Reports of any matters outlined above can be made to Safeguarding@worldathletics.org and ConfidentialReport@athleticsintegrity.org.

Reports should contain, where possible, the name, birthdate and nationality of the individual, their role within Athletics, the charge they face or faced, the outcome of any investigation or disciplinary matter (e.g. whether the charge was found proven or not, and what sanction was imposed, if any), and a copy of the decision taken. Where necessary, the names and identities of complainant(s) and/or victim(s) may be redacted.

SAFEGUARDING ISSUE REPORTING FORM

| | |
|---|-------------|
| Name of the reporter(and role): | |
| Name of the Victim: | |
| Date of Birth of the Victim: | |
| Gender and Role of the Victim: | |
| Name of the Suspect: | |
| Gender and Role of the Suspect: | |
| Date of incident: | |
| Detailed report of the case: | |
| | |
| Medical treatment was done? | Yes No |
| Name of potential witness/es: | |
| Date of report: | |
| I hereby certify that the information and data provided above are accurate and true to the best of my knowledge. I acknowledge that false statements may have legal consequences. | |
| Date of report: | |
| Signature of reporter: | |

If an individual is at immediate risk of harm there should be no delay in reporting the matter to emergency services There are occasions when the consent of the individual to report a matter should be sought, taking into account their age and mental capacity

The capacity for consent may vary based on the age of a child along with other factors and may also differ between a child and an adult If an individual refuses to give consent the matter may still need to be reported

This is an area that varies widely across different countries and is usually addressed by national or local legislation or procedures and should be included in a Member Federation's safeguarding policy

If the concern is one that requires the involvement of law enforcement agencies, because of the nature of the incident or because it may be a criminal offence, then it is essential that they are made aware of the matter as a priority

If at any point anyone has a concern about an individual who requires medical support (for physical or psychological injury) this should be sought in the first instance

SAFEGUARDING ISSUE INVESTIGATION SUMMARY FORM

| | |
|--|-----------|
| Name of the reporter(and role): | |
| Name of the Victim: | |
| Date of Birth of the Victim: | |
| Gender and Role of the Victim: | |
| Name of the Suspect: | |
| Gender and Role of the Suspect: | |
| Date of incident: | |
| Detailed report of the investigation (including dates, participants) | |
| | |
| Medical treatment was done? | Yes No |
| Decision of the Safeguarding Committee | |
| | |
| Date of Report: | |
| Head of Safeguarding Committe (name and signature): | |
| Member of Safeguarding Committe (name and signature): | |
| Member of Safeguarding Committe (name and signature): | |
| Ratification of the Executive Committee | |
| | |
| Date of Ratification: | |
| Signature of the Executive Committee: | |

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