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REPORTING MISCONDUCT  
SOP

JUNE 2022

# REPORTING MISCONDUCT SOP

Below is the standard operating procedure (SOP) for responding to reports of misconduct by a USA Lacrosse ('USAL') member or applicant, or other person involved in a lacrosse related activity. To maintain privacy, information reported will only be shared with the appropriate USA Lacrosse staff, USAL counsel, and the appropriate authorities on an as needed basis. Reports may be anonymous, however, some contact information may be needed to validate reported information. A report that warrants involvement of local authorities may need at a minimum the reporter's name and contact information in to initiate an investigation.

1. A report of misconduct can be submitted to USAL via the [online reporting form](#), [email](#), or telephone. If a report is received by email or phone call, it will subsequently be submitted via the [online reporting form](#) for record/ tracking purposes\*.
2. The report will be received/ reviewed by the Manager, Athlete Protection and Safety.
3. After review (and internal consultation if needed) a determination will be made if the report involves non-criminal misconduct or criminal misconduct.
4. If the report involves non-criminal misconduct the reporter will be directed to contact the administration of their Local Lacrosse Organization (LLO) to resolve the matter\*\*. A report received involving non-criminal misconduct will be noted in the reporter's membership account for record.
5. If the report involves criminal conduct of any nature (excluding minor offenses not involving threat to person or property), child abuse or neglect, sexual abuse, child exploitation, or criminal activities involving a minor, then a report to law enforcement in the appropriate jurisdiction is required. Reports involving child abuse, sexual abuse, child exploitation, or criminal activities involving a minor and similar allegations must also be reported to child protective services in the jurisdiction of the alleged offense.
  - a. The Manager, Athlete Protection and Safety, will inquire if a report was made to the appropriate authorities in the respective jurisdiction(s).
    - i. If it has, then USAL will request the case/file information for confirmation and tracking purposes.
    - ii. If it has not, then the Manager, Athlete Protection and Safety, will within 24 hours of receiving the report either a) assist the reporter with a submission to local authorities or b) will submit a report.
  - b. Upon substantiating or submitting a report of criminal misconduct, USAL will:
    - i. Change the membership status of the individual to Suspended.
    - ii. Send a Notice of Temporary Suspension of Membership to the individual, identifying the reason for the suspension.
    - iii. Send instructions for submitting an appeal.
    - iv. If the alleged offender is not a current, but a past USAL member, then a note will be put in their file, and if deemed appropriate, purchasing access will be removed to prevent future activation of membership.
6. The process may now transition into the appeal process – please see appeals SOP.



NOTE: All case information will be entered into USAL Athlete Protection and Safety Case Management database, which will be updated with all associated documents and communications.

\*A USAL staff member that is not Manager, Athlete Protection and Safety or Director, Center for Sports Science who receives a report of alleged criminal misconduct will:

- a. Inquire if a report was made to local authorities in the appropriate jurisdiction(s).
  - i. If it has, then USAL will request the case/file information for confirmation and tracking purposes.
  - ii. If it has not, then the staff member will either a) assist the reporter with a submission to local authorities or b) will submit a report themselves within 24-hours of disclosure.
- b. Inform the Manager, Athlete Protection and Safety within 24-hours of receiving original report.
- c. Complete and submit the information in the [online reporting form](#).

\*\*If a non-criminal misconduct report is from or about National Team Program, Development Program, or other USAL assets, then the matter will be referred to the USAL Misconduct and Appeals Review Subcommittee (MARS) for investigation and resolution.