



BULLY PREVENTION POLICIES & PROCEDURES

Bullying is a societal problem which is impacting individual's wellbeing in all areas of school, work, sport, and home life. In the sporting world, bullying sometimes hides behind the disguise of teamwork and the push for excellence, so it's often difficult to pinpoint. Whether it is exhibited by athletes, parents, coaches or staff members, disrespectful behaviour has become a growing concern in our gyms, swimming pools, rinks and on our playing fields.

The Saskatoon Goldfins Swim Club will not tolerate disrespectful or bullying behavior of any kind. All athletes, parents, coaches and associated members are expected to display a positive attitude, respectful behavior and support to all members of this organization whether at practice or at an external sporting venue. To ensure that a culture of bullying does not exist at Saskatoon Goldfins Swim Club, it is expected that all members read, understand and abide by the following Bully Prevention Code of Conduct.

BULLY PREVENTION CODE OF CONDUCT

Due to the pervasiveness of bullying in sports, Saskatoon Goldfins Swim Club takes a no-nonsense approach to all bullying behavior and ALL members will be held accountable for their behavior.

The Definition of Bullying is:

- Targeting an individual or group with repetitive and intentional negative actions.
- When one person has more power over others and those being targeted feel they are unable to defend themselves.
- When the person being targeted feels alone, afraid, or unwelcome in the organization.

Types of Bullying include:

- **Physical Aggression:** pushing, grabbing, hitting, pinching, spitting, tripping, etc. Also includes destroying property and threatening.
- **Social Alienation:** gossiping, spreading rumors, intentionally excluding from a group.
- **Verbal Aggression:** name calling, put downs, swearing, screaming or yelling at a person.
- **Intimidation:** threatening others to do something, threatening with a weapon.
- **Sexual Harassment:** any comments or actions of a sexual nature that are unwelcome and make the recipient uncomfortable. Any words written or spoken, or action taken, that ridicules a person's gender, sexual orientation, or gender identification.
- **Racial/Ethnic/Religious Harassment** - offensive comments, jokes or behaviours that disparage or ridicule a person's race, ethnic, or religious background.
- **Cyber Bullying:** using technology to frighten, embarrass, exclude or damage another person's reputation. Can include emails, chat rooms, photographs, social media, text messages, etc.

Bullying will not be tolerated at the Saskatoon Goldfins Swim Club: the above definition and types of bullying fall under this portion of the Code of Conduct. If it is determined that **repeated and intentional** disrespectful and negative behavior is occurring, the following steps will be taken:



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STEPS IN DEALING WITH ATHLETES WHO DISPLAY BULLING BEHAVIOUR:

- 1** The athlete(s) primary coach will meet separately with the athlete(s) named as displaying the bullying behavior. The coach will review the Code of Conduct with the athlete(s) and the parent(s) will be notified. If it is determined the athlete is in violation of the code, the athlete will be instructed to stop the behaviors and the coach will determine an appropriate consequence. Primary coach will document the incident and forward the report to the President. If the initial complaint brought forward is serious or complex in nature, Step 1 may be omitted at the discretion of the coach and proceedings will start at Step 2 below.
- 2** If step one is not successful in resolving the issue or mitigating the problem, the President will start investigation procedures. The Primary Coach, President, parent(s), and possibly the athlete(s) will meet in person and each participant will sign a formal Confidentiality Agreement. The Code of Conduct will be reviewed and an appropriate consequence will be determined. The athlete and parents will be notified that a subsequent incident will result in a formal meeting with the Board of Directors, President, and Head Coach. The incident will be formally documented and filed with the President.
- 3** If the harassment/bullying issue is not resolved, Head Coach, Primary Coach, President, Board of Directors, parent(s) and athlete(s) will have a formal meeting initiated by the Head Coach. Consequences are given and FINAL WARNING is issued. The next step is a meeting with the Board of Directors to determine suspension or removal from the organization. The meeting is documented and filed with the President.
- 4** Athlete is suspended or removed from the organization and the suspension or removal process is **documented and filed with the Main Office Filing System.**

The following should also be noted:

- At any point, the police may become involved due to the severity of the incident.
- Depending on the severity of the incident, a formal investigation involving the President and Board of Directors may commence immediately and steps may be skipped possibly resulting in immediate suspension or expulsion from the sport organization.

STEPS IN DEALING WITH PARENTS WHO DISPLAY BULLING BEHAVIOUR:

- 1** If a parent is repeatedly displaying bullying behavior, any individual can report the incident to the Primary coach. Primary Coach is obligated to then report the incident to the Head Coach and the President. Head Coach, Primary Coach and parent will meet and each participant will sign a formal Confidentiality Agreement. A review of the Code of Conduct will be done and if it is determined that the parent is in breach of the Code, a request is made to the parent to stop the behaviors. The Incident is **documented** and filed with the President.
- 2** If the bullying behavior continues, Head Coach, Primary Coach and President will meet with parent and a consequence will be determined. The parent will be given notice that if behavior continues, they will not be allowed on site of the sporting venue during practice and /or competitions for a period of time or indefinitely. The incident is **documented** and filed with the President.
- 3** Head Coach, Primary Coach, President and Board of Directors will meet with the parent and a time frame is determined in which the parent is not allowed on site of the sporting venue during practice and/or competition. This is the FINAL WARNING before parent is completely barred from the organization. Incident is documented and filed with the Harrassment Officer.
- 4** Parent is barred from the sporting organization. Board of Directors can call a meeting with parent and/or provided with a letter of dismissal. Board of Directors can, on a case by case basis, determine whether or not the family is also barred from the organization. Incident is documented and forwarded to President.

The following should also be noted:

- At any point, the police may become involved due to the severity of the incident.



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STEPS IN DEALING WITH COACHES WHO DISPLAY BULLING BEHAVIOUR:

- 1** Parent and/or athlete will talk directly to the coach who is displaying the bullying behavior and inform them of the incident(s). Sometimes the coach does not realize how their behavior is coming across to others and a simple reminder of the Code of Conduct is all that is needed. Parent will **document** the meeting and all incidents of negative behavior and a copy is forwarded to the President.
- 2** If the parent and/or athlete feel that the issue has not been resolved, the parent and/or athlete will meet with Head Coach, President, and the coach displaying the bullying behavior. Each participant will sign a formal Confidentiality Agreement. The Code of Conduct will be reviewed and the President begins investigation procedures. The meeting is **documented** and filed with the President. If it is determined that the coach is in breach of the code of conduct, the coach will be required to stop or change behaviors, and will be notified that further incidents will result in a formal meeting with the Board of Directors and disciplinary action may occur.
- 3** Head Coach, President, Board of Directors and the coach/perpetrator will meet. Parents may be involved in this meeting but this is up to the Board. The Code of Conduct is reviewed and all incidents of bullying discussed and documented. Based on the investigation, the Board will determine what disciplinary action is needed. A FINAL WARNING is given to the coach and meeting is **documented** and filed with the President.
- 4** Coach is terminated from position. Meeting is **documented** and forwarded to the President as well as the main office filing system.

The following should also be noted:

- At any point from step 1 through 4, the police may be involved due to the severity of the incident.

IMPORTANT:

In the event that a bullying complaint is made and/ or an investigation is required, whether it be for an athlete, parent, coach, or other member of the sporting organization, only those involved in the investigation will be advised of the complaint outcome. Parties to the incident will be interviewed individually by the investigator, along with anyone else who may be able to provide relevant information. Confidentiality Agreements will be contracts used to minimize gossip, hearsay or the spread of misinformation within the sporting community.

- Retaliation against any individual for reporting an incident under this Code is a violation of this policy and will not be tolerated. Any retaliatory action should be reported immediately to the Board of Directors
- Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences.
- If an incident of high severity occurs, it is up to the Board of Directors and the President as to whether steps can be skipped and/or an individual is removed immediately from the organization. Incidents of high severity would include: breaking the law, inflicting physical injury, sharing of sexual images on-line, exploitation of a minor, and others.
- At any point in the process of a complaint, the police may become involved depending on the severity and/or nature of the complaint.