



**Policy Name:** Harassment, Abuse and Bullying Policy  
**Policy Number:** NCSA-003-06.17.2024  
**Policy Approver:** NCSA Board of Directors  
**Approval Date:** June 17, 2024

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## **POLICY STATEMENT AND OBJECTIVES**

*Nose Creek Swim Association (“NCSA” or the “Club”), is committed to providing a safe and respectful environment that prohibits discriminatory practices and promotes equal opportunities. NCSA will promote awareness of harassment, abuse and bullying among all its members and respond efficiently to complaints or disclosures of such action.*

*This policy applies to all employees, directors, volunteers, coaches, athletes, officials and members of NCSA.*

### **Everyone has a right to feel safe, welcome and included in their sporting organization.**

Harassment, Abuse and 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, such activity 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 behavior has become a growing concern in our gyms, swimming pools, rinks and on our playing fields.

NCSA will not tolerate disrespectful behavior, harassment, abuse or bullying of any kind. All athletes, parents, guardians, coaches, officials and 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 negative culture does not exist at NCSA, it is expected that all members read, understand and abide by the following Harassment, Abuse and Bully Prevention Code of Conduct.

## **HARASSMENT, ABUSE AND BULLY PREVENTION CODE OF CONDUCT**

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Due to the pervasiveness of harassment, abuse and bullying in sports, NCSA takes a no-nonsense approach to all negative behavior and ALL members will be held accountable for their behavior.

### **The Definition of Harassment is:**

- Offensive and unwelcome behaviour. It can be emotional, mental, physical or sexual in nature and involves discrimination against a person because of race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status or pardoned conviction.

- Harassment is defined further as conduct, gestures or comments, which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. Harassment creates a hostile or intimidating environment for work or sports activities and negatively affects performance or work conditions.
- Harassment may occur between peers (e.g., swimmer to swimmer, parent/guardian to official, coach to coach, parent/guardian to coach, etc.) or between someone in a position of power or authority (e.g., coach to swimmer).

#### **The Definition of Abuse is:**

- Abuse is any form of emotional, mental, physical and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child or other individual. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust.
- Child abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected and it will be reported to appropriate authorities.

#### **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:**

- **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.

## **POLICIES AND PROCEDURES**

NCSA promotes zero tolerance for harassment, abuse or bullying; however, NCSA recognizes that this covers a wide spectrum of behaviors and that the consequences need to align appropriately. For example, minor incidents (e.g., inappropriate jokes) should be corrected promptly by the appropriate person of authority (i.e. Coach or a member of the NCSA Board of Directors), taking a constructive

approach and with the aim of educating and bringing about a change in negative attitudes and behavior. Whilst, more serious incidents (e.g., a course of repeated taunting, any form of sexual or physical assault) or repeated incidents, should be escalated to the Harassment Officer, NCSA Executive Board of Directors or President or appropriate authorities when serious enough in nature.

Repeated minor incidents, major incidents or members wishing to launch a formal complaint shall advise the Harassment Officer, NCSA Executive Board of Directors or President of the issue. The allegations will be investigated by the Harassment Officer, NCSA Executive Board of Directors or President and all complaints will be handled in a timely, sensitive, responsible and confidential manner. The names of the parties and the circumstances of the complaint will be kept confidential except where disclosure is necessary for the purpose of investigation or disciplinary measures.

Harassment, Abuse or Bullying will not be tolerated at NCSA: the above definitions fall under this portion of the Code of Conduct. If it is determined that a single incident, or **repeated and intentional** disrespectful and negative behavior is occurring, the following steps will be taken:

- ❖ ***Please note, depending on the severity of the incident, a formal investigation involving the Harassment Officer/Committee (as determined by the Board of Directors) may commence immediately and steps may be skipped, possibly resulting in immediate suspension or expulsion from NCSA.***

#### **STEPS IN DEALING WITH ATHLETES WHO DISPLAY SUCH NEGATIVE BEHAVIOR:**

Step 1: The athlete(s) primary coach will meet separately with the athlete(s) named as displaying the negative 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. The Primary coach will **document** the incident and forward the report to the Harassment Officer. 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.

Step 2: If step one is not successful in resolving the issue or mitigating the problem, the Harassment Officer will start investigation procedures. The Primary Coach, Harassment Officer, 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, Harassment Officer, and Head Coach. The incident will be formally **documented** and filed with the Harassment Officer.

Step 3: If the harassment, abuse or bullying issue is not resolved, the Head Coach, Primary Coach, Harassment Officer, parent(s) and athlete(s) will have a formal meeting initiated by the Head Coach. Consequences will be 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, at its sole and unfettered discretion. The meeting is **documented** and filed with the Harassment Officer.

**Step 4:** Athlete is suspended or removed from NCSA and the suspension or removal process is **documented and filed with the Main Office Filing System.**

In the event of a suspension or removal from NCSA, there will be no form of monetary compensation or reimbursement of fees or dues.

***At any Step, the police may become involved due to the severity of the incident.***

#### **STEPS IN DEALING WITH PARENTS DISPLAYING SUCH NEGATIVE BEHAVIOR**

Step 1: If a parent is repeatedly displaying negative behavior, any individual can report the incident to the Primary Coach. The Primary Coach is obligated to then report the incident to the Head Coach and the Harassment Officer. The 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 Harassment Officer.

Step 2: If the negative behavior continues, the Head Coach, Primary Coach and Harassment Officer will meet with the parent and a consequence will be determined. The parent will be given notice that if the 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 Harassment Officer.

Step 3: The Head Coach, Primary Coach, Harassment Officer 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 the parent is completely barred from the organization. Incident is **documented** and filed with the Harassment Officer.

Step 4: Parents are barred from NCSA. The Board of Directors can call a meeting with the parent and/or provide a letter of dismissal. The Board of Directors can, on a case by case basis, determine whether or not the family is also barred from NCSA. Incident is **documented** and forwarded to the Harassment Officer.

In the event of a suspension or removal from NCSA, there will be no form of monetary compensation or reimbursement of fees or dues.

***At any Step, the police may become involved due to the severity of the incident.***

#### **STEPS IN DEALING WITH A COACH WHO IS DISPLAYING SUCH NEGATIVE BEHAVIOR**

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Step 1: Parents and/or athletes will talk directly to the coach who is displaying the negative 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 Harassment Officer.

Step 2: If the parent and/or athlete feel that the issue has not been resolved, the parent and/or athlete will meet with the Head Coach, Harassment Officer, and the coach displaying the negative behavior. Each participant will sign a formal Confidentiality Agreement. The Code of Conduct will be reviewed and the

Harassment Officer begins investigation procedures. The meeting is **documented** and filed with the Harassment Officer. 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.

Step 3: Head Coach, Harassment Officer, 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 such behavior are 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 Harassment Officer**.

Step 4: Coach is terminated from position. Meeting is **documented** and forwarded to the Harassment Officer as well as the main office filing system.

In the event of a suspension, removal or termination from NCSA, there will be no form of monetary compensation or reimbursement of wages.

**At any Step, the police may become involved due to the severity of the incident.**

#### **IMPORTANT**

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**IMPORTANT:** In the event that a complaint is made and/ or an investigation is required, whether it be for an athlete, parent, coach, or other member of NCSA, only those involved in the investigation will be advised of the complaint outcome. Parties to the incident will be interviewed individually by the Harassment Officer, 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.

- o 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.
- o Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences and be subject to discipline, at the discretion of the Board of Directors.
- o If an incident of high severity occurs, it is up to the Board of Directors and the Harassment Officer as to whether steps can be skipped and/or an individual is removed immediately from NCSA. Incidents of high severity would include: breaking the law, inflicting physical injury, sharing of sexual images on-line, exploitation of a minor, and others.
- o At any point in the process of a complaint, the police may become involved depending on the severity and/or nature of the complaint.