

Steps in Dealing with *Athletes* Displaying Bullying Behavior



Bullying will not be tolerated at this organization. If it is determined that **repeated** and **intentional** disrespectful/negative behaviour is occurring, the following steps will be taken:

Please Note: Depending on the severity of the situation, steps may be skipped, and the RCMP may be contacted at any point. Please Note: If more than one athlete is displaying the inappropriate behaviour, a separate meeting and investigation will be held for each.

Step 1. VERBAL WARNING

- The Head Coach will **meet with the athlete** named as displaying inappropriate behaviour. This may not be a bullying situation if there is no history but should be treated as Step 1.
- The HC will **review the Code of Conduct (CoC)** and/or team expectations with the athlete. If it is determined that the athlete is in violation of the CoC, the athlete will be instructed to stop the behaviours, and the coach will determine a **reasonable consequence**.
- The HC will **document** the incident, and the Raiders Board of Directors and caregiver(s) will be notified.

Step 2. INVESTIGATION & LETTER HOME

- If the harmful behavior continues, a **formal investigation** will begin. The Director Governance, HC, caregiver(s), and athlete displaying the bullying behavior will meet in person. This is now considered bullying.
- The CoC will be reviewed, and a **reasonable consequence** will be determined. A **formal letter** will be sent to the caregiver(s) and athlete reviewing the incident, outlining consequences, and clearly stating that a subsequent incident will result in a 'final warning meeting'.
- The incident and meeting will be documented and filed with the organization.

Step 3. FINAL WARNING & SUSPENSION

- If the bullying behaviour continues the Director of Governance, Association President, HC, caregiver(s) and athlete will have another formal meeting initiated by the Director of Governance.
- A suspension will be issued and other disciplinary actions discussed if necessary. Suspension parameters will be outlined in a formal letter and a **FINAL WARNING** is issued. This letter will clearly state that if the behaviour continues, the athlete will be removed from the organization.
- The incident and meeting will be **documented** and **filed** with the organization.

Step 4. REMOVAL FROM THE ORGANIZATION

- Athlete(s) and possibly the entire family will be suspended at length or removed from the organization.
- A formal letter of dismissal will be sent to the athlete/caregivers
- A copy of the letter is documented and filed with the organization.

Steps in Dealing with *Caregivers* Displaying Bullying Behavior



Bullying will not be tolerated at this organization. If it is determined that **repeated** and **intentional** disrespectful/negative behaviour is occurring, the following steps will be taken:

Please Note: Depending on the severity of the situation, steps may be skipped and RCMP contacted at any point.

Please Note: If caregivers for multiple athletes are displaying inappropriate behaviour, a separate meeting and investigation will be held for each.

Step 1

VERBAL WARNING

- If a caregiver is displaying inappropriate/negative behaviour, any individual can report the incident. This may not be a bullying situation if there is no history but should be treated as Step 1.
- A review of the **Code of Conduct** will occur and if it is determined that the caregiver is in breach of the code, the caregiver will be instructed to stop the behaviours and possible consequences given.
- This is **documented** and filed with the club/organization.

Step 2

INVESTIGATION & LETTER

- If the inappropriate/negative behaviour continues, the Raiders Board of Directors will schedule a **formal meeting** with the caregiver and consequences will be determined. This is now considered bullying.
- The caregiver will be provided with a **formal letter** outlining the inappropriate behaviour, disciplinary actions, and next steps if the behaviour continues.
- The incident and meeting will be **documented** and filed with the organization.

Step 3

FINAL WARNING & SUSPENSION

- If the bullying behaviour continues the Raiders Board of Directors will have a **final meeting** with the caregiver(s). A **suspension** will be issued and other disciplinary actions discussed if necessary.
- Suspension parameters (ex. when it starts, how long) are outlined in a formal letter and a **FINAL WARNING** is issued. This letter will clearly state that if the behaviour continues, the caregiver(s) will be removed from the organization.
- The incident and meeting will be **documented** and filed with the organization.

Step 4

REMOVAL FROM THE ORGANIZATION

- Caregiver(s) and possibly the entire family will be suspended at length or removed from the organization.
- A formal **letter of dismissal** is sent to the caregiver(s)
- A copy of the letter is **documented** and filed with the organization

Steps in Dealing with *Coaches/Staff/BOD* Displaying Bullying Behavior



Bullying will not be tolerated at this organization. If it is determined that **repeated** and **intentional** disrespectful/negative behaviour is occurring, the following steps will be taken:

Please Note: Depending on the severity of the situation, steps may be skipped, and the RCMP may be contacted at any point.

Step 1

INITIAL MEETING (ATHLETE, CAREGIVER & STAFF/COACH)

- Caregiver(s) and/or athlete should **talk directly**, and/or **request support from the Division Coordinator**, with the coach/staff/BOD who is displaying the negative behaviour to inform them of the incident(s) and/or their concerns.
- Sometimes a coach/staff/BOD may not realize how their behaviour is impacting an athlete, and a simple conversation is all that is needed. *(If this is a one-time incident, it is not considered bullying)*
- Caregiver(s) and/or athlete should **document** this meeting and all incidents of negative behaviour in case things do not improve and Step 2 is needed.

Step 2

INVESTIGATION & LETTER

- If the issue/concerning behaviour continues, the caregiver(s) and/or athlete will request a meeting with the **Raiders Board of Directors** to raise their concerns and address the situation.
- The Raiders Board of Directors will have a **formal meeting** with the coach/staff in question. If it is determined that the coach/staff is in breach of the Code of Conduct, the code will be reviewed, and the coach/staff will be expected to adjust their behaviour.
- The family report/concerns and meetings will be **documented** and filed with the organization.

Step 3

SUSPENSION AND/OR PROFESSIONAL DEVELOPMENT

- If the behaviour continues or additional complaints are received, the HC, Director of Governance, Association President, and coach/staff/BOD in question will have another **formal meeting** to discuss concerns/situation.
- The Raiders Board of Directors will then determine and communicate further **disciplinary action**. *(Examples: Suspension, professional development, coach mentorship, change of role/duties)*
- A **FINAL WARNING** letter is provided to the coach/staff/BOD in question and the meeting/incident is **documented** and filed with the organization.

Step 4

REMOVAL FROM THE ORGANIZATION

- If the coach/staff/BOD continues to display negative/inappropriate behaviours after two formal warnings, their position will be terminated and a written **termination letter** provided.
- A copy of this letter and all related emails/evidence is **documented** and filed with the organization.