



STEPS IN DEALING WITH PARENTS WHO DISPLAY BULLYING BEHAVIOUR:

Name of Parent:

Please attach all documentation to this page.

Date of incident:

Date of discussion:

Step 1: If a parent is repeatedly displaying bullying 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 **Safe Sport Officer**. The Head Coach, Primary Coach, and the Parent will meet to **review the Parent Code of Conduct**. If it is determined that the parent is in breach of the Code of Conduct, a request is made to the parent to stop the behavior. The **incident is documented and filed with the Safe Sport Officer**. If the initial complaint brought forward is serious or complex in nature, Step 1 may be omitted and the proceedings will start at Step 2 below.

Date of incident:

Date of discussion:

Step 2: If step one is unsuccessful in resolving the behavior(s), **The Head Coach, Primary Coach, Safe Sport Officer** will meet with the **parent** and **an appropriate 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(s) during practice and /or competitions for a period of time or indefinitely. The **incident is documented and filed with the Board of Directors**.

Date of incident:

Date of discussion:

Step 3: **Head Coach, Primary Coach, Safe Sport Officer, and the Board of Directors**, will meet with the **Parent** and **a time frame will be determined in which the parent will not be allowed on site at the Sporting venue(s) during swim practice and/or competitions**. This is the **FINAL WARNING** before a parent is completely barred from the Okotoks Mavericks Swimming club. The incident is **documented and filed with the Board of Directors**.

Step 4: **Parent** is barred from the Okotoks Mavericks Swimming club. **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 barred from the Mavericks Swimming Club as well. The **Incident is documented and filed with The Board of Directors**.

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