



STEPS IN DEALING WITH ATHLETES WHO DISPLAY BULLYING BEHAVIOUR:

Name of swimmer:

Please attach all documentation to this page.

Date of incident:

Date of discussion:

Step 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 **Head Coach**. 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,

Date of incident:

Date of discussion:

Step 2: If step one is not successful in resolving the issue or mitigating the problem, The **Safe Sport Officer** will start investigation procedures. **The Primary Coach, Head Coach and Safe Sport Officer, parent (s) and the Athlete(s) displaying the bullying behavior will meet in person** and each participant will sign a formal Confidentiality Agreement (optional. The confidentiality agreement is to assure that all involved do not talk about it outside of the investigation). **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, Safe Sport Officer, Head Coach and Primary Coach. **The incident will be formally documented by the Safe Sport Officer and filed with the Head Coach and the Board of Directors.**

Date of incident:

Date of discussion:

Step 3: If the bullying issue is not resolved, **Head Coach, Primary Coach, Safe Sport Officer, 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 Board of Directors.**

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Step 4: Athlete and possibly entire family is suspended or removed from the organization and the suspension or removal process is **documented and filed with the Head Coach, Board of Directors and Safe Sport Officer**.

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

