

**OAKVILLE GYMNASTICS CLUB  
PROCEDURES FOR PREVENTING AND RESPONDING TO  
BULLYING AND HARASSMENT**

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**1. Introduction**

The Oakville Gymnastics Club (the “**Club**”) has implemented these Procedures for Preventing and Responding to Bullying and Harassment to work in conjunction with the Club’s Anti-Bullying and Anti-Harassment Policy.

The Club believes that its athletes, members, coaches, staff members and volunteers (the “**Members**”) have the right to participate in Club activities, free from bullying and harassment.

Bullying occurs when an individual or a group uses strength or power to hurt, either physically or emotionally, by intimidating or demeaning others. Bullying can be emotional, physical, racist, homophobic, biphobic, transphobic, verbal or cyber. It is often covert, and is a conscious attempt to hurt, threaten or frighten someone.

Bullying is the use of aggression with the intention of hurting or humiliating another person. It is perpetuated through the misuse of real or perceived power over a period of time. Bullying results in pain and distress to the victim. Members who are being bullied, may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in athletic performance, behavior patterns, work patterns, lacking concentration or skipping practices, competitions or other Club events.

Harassment is any unwanted physical, verbal, or written behaviour that offends or humiliates.

These procedures are designed to help Members to prevent and respond to bullying and harassment.

**2. Procedures**

**2.1 *Prevention of Bullying and Harassment***

- (a) All Members, including but not limited to athletes, coaches, staff members, Board members, participants, parents and guardians, are expected to adhere to the Club’s Code of Conduct.
- (b) During each gymnastics season or session, as applicable, each athlete and their parents or guardians will agree in writing to be bound by the terms of the Club’s Code of Conduct by signing an Acknowledgement substantially in the form annexed hereto as Schedule “A”.
- (c) For Members under the age of 18 years old, the Member’s parents or guardian will be responsible for ensuring their child understands and complies with the Code of Conduct.

**2.2 *Responding to Bullying and Harassment***

- (a) When bullying behavior or harassment is observed, Members are expected to report such behavior to a coach, staff member or Executive Director. If the subject of the complaint is the Executive Director, then the Member can report the behavior to a member of the Executive Committee of the Board of Directors.
- (b) When bullying behavior or harassment is reported to a coach or staff member, such person receiving the report shall:
  - (i) Stop the behaviour if possible; and
  - (ii) Submit a bullying or harassment report (“**Bullying or Harassment Report**”) to the Executive Director through the Club’s online form or by email. The Bullying or Harassment Report shall be in a form substantially similar to the form of report attached as Schedule “B” hereto; and
  - (iii) If the alleged victim is a minor, the coach or staff member will comply with the Club’s Protection of Minors Policy.
  - (iv) Within 10 calendar days of receiving the Bullying or Harassment Notification, the Executive Director will hold a mandatory reconciliation meeting (“**Reconciliation Meeting**”) with the:
    - (1) victim of the bullying or harassment and if deemed necessary for the protection of the victim, the victim of the bullying or harassment can meet privately with the Executive Director;
    - (2) the alleged perpetrator of the bullying or harassment;
    - (3) the parents or guardians of both parties; and
    - (4) at the discretion of the Executive Director, the parties’ coaches or member of the Board of Directors.

for the purpose of assessing the bullying or harassment allegations and assessing what happened. All parties shall be required to sign non-disclosure agreement prior to the Reconciliation Meeting.

- (v) If the Executive Director determines, on the balance of probabilities, that the victim was the subject of bullying or harassment, the Executive Director shall, within 10 calendar days of the Reconciliation Meeting, hold a secondary meeting (“**Secondary Meeting**”) discuss the impact of the alleged perpetrator’s behaviour with the perpetrator and schedule regular check-ins with the parties to ensure that the bullying or harassment has stopped. The perpetrator will be held accountable for his/her actions and the Executive Director will establish appropriate constructive or disciplinary consequences. Within 30 days of the Secondary Meeting, the Executive Director shall provide a formal written report (the “**Bullying Response Report**”) to the victim, perpetrator and the Board of Directors. The Bullying Response Report shall detail:
  - (1) the parties involved;
  - (2) the material details of the bullying or harassment behaviors;

- (3) the reporting procedures employed to inform the Club of the bullying or harassment behaviors;
- (4) the steps taken to respond to the bullying and harassment behaviors;
- (5) the constructive or disciplinary measures taken; and
- (6) the outcome of matter (including updates after subsequent check-ins).
- (i) If within 60 days of the Secondary Meeting, all efforts to prevent and constructively address bullying or harassment have failed, the Executive Director may suspend the perpetrator from Club activities in accordance with the Club's Discipline Procedures. Suspension will be used by the Executive Director to secure the welfare and safety of the victim and the positive functioning of Club activities while the Discipline Procedures are being followed.
- (vii) The Executive Director may recommend to the Board of Directors that the perpetrator's membership be terminated when that person is under criminal investigation or their presence at Club activities may pose a risk to others.
- (viii) The perpetrator or its family shall not be able to use a suspension of the perpetrator as a reason for not paying any fees to the Club. For greater certainty, the perpetrator shall be responsible for the fees that would have been incurred during a suspension.

## **SCHEDULE “A” CODE OF CONDUCT**

### **1. Mission Statement**

The Oakville Gymnastics Club (the “**Club**”) mission is to promote, support and foster a love for the sport of gymnastics.

### **2. Application of the Code of Conduct**

This Code of Conduct applies to all of the Club’s athletes, members, coaches, staff members and volunteers (the “**Members**”). All Members have a responsibility to look after each other’s wellbeing.

### **3. Code of Conduct**

All Members shall note that your behavior is a reflection of the entire Club. All policies, procedures, rules and regulations of the Club must be followed at all times.

#### **3.1 Athletes**

- (a) Athletes must always treat others, both athletes and staff, with respect and courtesy.
- (b) Athletes are expected to support one another in training and competition.
- (c) Athletes shall, at all times, act as ambassadors of the Club.

#### **3.2 Coaches and Staff**

- (a) Coaches and staff must always treat others with respect and courtesy.
- (b) Coaches and staff must always support all athletes during training and competition.
- (c) Coaches and staff shall not criticize any athlete, coach, staff or parent.
- (d) Coaches and staff, at all times, are to show support for the Club.

#### **3.3 Parents and/or Guardians**

- (a) All Parents will work co-operatively together for the betterment of the Club.
- (b) Parents shall not criticize any athlete, coach, staff member, board member or member in public, on-site, social media or other forms of electronic communications.
- (c) Unsportsmanlike conduct is prohibited in any form.
- (d) Verbal, physical or psychological abuse is prohibited.

*(remainder of page left blank intentionally; signature page follows)*

**Athlete Acknowledgement**

I understand and agree to follow this Code of Conduct. I understand that my violation of any part of it may result in discipline, suspension or termination of membership from the Club.

Athlete  
Signature: \_\_\_\_\_

Athlete Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Parent or Legal Guardian Acknowledgement***

I understand and agree to follow this Code of Conduct. I understand that my violation of any part of it may result in discipline, suspension or termination of membership from the Club.

*I have ensured that my child (or Athlete under my care) understands his/her obligations under the Code of Conduct and that any violation of the Code of Conduct may result in discipline, suspension or termination of membership from the Club.*

Parent Signature 1: \_\_\_\_\_

Parent Name 1: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature 2: \_\_\_\_\_

Parent Name 2: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE "B"**  
**BULLYING OR HARASSMENT REPORT**

**Reporter Contact Information**

Name:	
Email: (optional)	
Phone Number: (optional)	
I am:	<input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Parent <input type="checkbox"/> Staff Member <input type="checkbox"/> Volunteer
Did you witness the incident:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Incident Information**

Individual that was harmed:	
Individual that did the harm:	
Date and time of incident:	
Location of incident:	
Nature of harm being reported:	<input type="checkbox"/> Physical <input type="checkbox"/> Emotional <input type="checkbox"/> Verbal <input type="checkbox"/> Cyber/Online <input type="checkbox"/> Social
Were there any other witnesses? If so, please name them.	
Please provide details of the incident that you feel are important:  (use additional pages if necessary)	