

**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 between gymnasts/participants or the gymnast/participants reports an incident of bullying behavior or harassment, to the coach or staff member, the coach or staff member should:
1. Stop the behavior if possible.  
and
  2. Communicate with the gymnast/participant about expectations and refer to the OGC Code of Conduct  
and/or
  3. Communicate with the gymnast's/participant's parents that an incident has occurred, how it was dealt with and what the expectations are going forward
- (b) If the bullying behavior or harassment is repeated, egregious or if the coach/staff member/parent wishes to escalate a complaint to the Executive Director, then they may submit a formal written Bullying or Harassment Report for consideration.
- (c) If the bullying behavior or harassment is witnessed or reported between gymnast/coach, coach/gymnast, coach/coach, staff/staff, or between any two club members, then a formal written Bullying or Harassment Report may be submitted.
- (d) 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.
- (e) Submit a formal written bullying or harassment report ("**Bully 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
- (f) If the alleged victim is a minor, the coach or staff member will comply with the Club's Protection of Minors Policy.
- (g) 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. See hereto Schedule "C" "Oakville Gymnastics Club Confidentiality and Non-disclosure Agreement")

- (i) 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)	

## **SCHEDULE "C"**

### **CONFIDENTIALITY AND NON-DISLCOSURE AGREEMENT**

#### **Confidential Information.**

Oakville Gymnastics Club (OGC) requires all members to handle any and all sensitive information regarding any information about the affairs of, or belonging to, OGC, its athletes, or parents of athletes, including without limitation: personal information relating any athlete or his/her family, ("Confidential Information") in an appropriate manner.

**Exclusions from Confidential Information.** The obligation of confidentiality with respect to Confidential Information will not apply to any information:

- a. If the information is or becomes publicly known and available other than as a result of prior unauthorized disclosure by Receiving Party or any of its Representatives.
- b. If the information is or was received by Receiving Party from a third-party source which, to the best knowledge of Receiving Party or its Representatives, is or was not under a confidentiality obligation to OGC with regard to such information.
- c. If the information is disclosed by Receiving Party with the OGC prior written permission and approval.
- d. If the information is independently developed by Receiving Party prior to disclosure by OGC and without the use and benefit of any of the OGC's Confidential Information; or
- e. If Receiving Party or any of its Representatives is legally compelled by applicable law, by any court, governmental agency or regulatory authority or by subpoena or discovery request in pending litigation but only if, to the extent lawful, Receiving Party or its Representatives give prompt written notice of that fact to OGC prior to disclosure so that OGC may request a protective order or other remedy to prevent or limit such disclosure and in the absence of such protective order or other remedy, Receiving Party or its Representatives may disclose only such portion of the Confidential Information which it is legally obligated to disclose.

#### **Non-Disclosure.**

By signing this non-disclosure agreement, you acknowledge that Confidential Information could be used to the detriment of OGC and its athletes, or parents of athletes, and should be kept confidential at any time.

Further, you hereby undertake, without time limitation, not to disclose to any third party and to treat in strict confidence all Confidential Information referred to above, except where disclosure is made with the prior written consent of OGC, which consent can be withheld at the sole discretion of OGC. Any unauthorized disclosure of such information to third parties or use of Confidential Information other than for OGC's purposes may result in legal proceedings against you. These undertakings do not prevent you from cooperating in any lawful court proceedings,

law enforcement investigations or Gymnastics Ontario/Gymnastics Canada investigations and providing the information required by such proceedings and investigations.

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

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

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

Witness: \_\_\_\_\_

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

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

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

Witness: \_\_\_\_\_

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

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

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

Witness: \_\_\_\_\_