

## Harassment and Abuse Policy

Burns Lake Minor Hockey is committed to ensuring a safe, inclusive and free from harassment and abuse environment in all aspects of hockey, on and off the ice. BLMHA follows Hockey Canada and BC Hockey's lead in ensuring our members respect these values. BLMHA will refer to Hockey Canada and BC Hockey's 'Maltreatment, Bullying and Harassment Protection and Prevention Policy' which can be found on our website, BC Hockey's website and Hockey Canada's website. Also known as Rule 11 Maltreatment, BC Hockey Policy 5.16.

Harassment takes many forms and is difficult to define, but can be generally defined as behavior including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

It is the responsibility of the parent/guardian to ensure that family and friends that they bring to the arena and hockey events follow our policies. BLMHA reserves the right to discipline parents/guardians of those family and friends who do not follow our policies.

The following is a list of examples of behaviours that are considered to be harassment and abuse from Hockey Canada and BC Hockey's 'Maltreatment, Bullying and Harassment Protection and Prevention Policy'. This list is not exhaustive nor complete, BLMHA reserves the right to decide if an action, listed or not, to be unacceptable by following Bylaw 10 of our constitution. :

- Unwarranted yelling and screaming;
- Passive aggressive behaviour;
- Continually criticizing a Participant's abilities;
- Blaming and humiliating another Participant for mistakes;
- Making unreasonable demands related to performance;
- Repeated insults or put downs;
- Repeated threats to remove or restrict opportunities or privileges;
- Denying or discounting a Participant's accomplishments; and
- Threats of and actual physical or sexual violence;
- Written or verbal abuse or threats;
- Unwelcome remarks, jokes, innuendos, or taunting about a Participant's body, sexual orientation, gender identity or expression, attire, age, marital status, ethnic or racial origin, religion;
- Displaying of racist or other offensive or derogatory material;
- Practical jokes which cause awkwardness or embarrassment, endangering a Participant's safety or negatively affecting performance;
- Hazing or initiation rites;
- Obscene gestures;
- Intimidation;
- Behaviour which undermines self-respect or adversely affects performance or working

- conditions;
- False accusations of Harassment motivated by malice or mischief, and meant to cause harm to other Participants;
- sexual harassment
- or other physical, psychological maltreatment

Disciplinary action will be taken for violations of this Policy as deemed appropriate by the Executive, up to and including expulsion from membership in BLMHA.

Cases of harassment will be investigated by the Discipline Committee, as per Bylaw 10, in consultation with the Harassment Advisor of B.C. Hockey. Recommendations will be made by the Discipline Committee to the BLMHA Executive, based on the most current harassment policies and guidelines available through BC Hockey (Policy Manual Section 5.16 page 55-66)

Individuals who make allegations that are clearly unfounded, false, vexatious, and frivolous or who make allegations for any collateral or otherwise improper motive will be subject to potential discipline. Please refer to Bylaw Discipline Committee, Appeal Committee, and Complaints for further information on the Discipline Committee and the Appeal Procedure.

Parent/Fan Violations as a minimum, BLMHA is responsible to enforce the following disciplinary action when dealing with Parents/Fans for not abiding by Rule 11 Maltreatment, BC Hockey Policy 5.16.

- 1st Offence – warning letter with conditions applied before return to practices, games, arena or involvement with team. These may involve a letter of apology to appropriate personnel be it the coaching staff, referee or other game partner and completion of Respect in Sport at the cost to the offender.
- 2nd Offence – 30 day suspension from practices, games, arena or involvement with team.
- 3rd Offence – suspension from practices, games, arena or involvement with team for the remainder of the season.

The President or delegate (s) will receive copies of all violations from Associations for further follow up.

#### **General Responsibilities of ALL Members and Volunteers of BLMHA**

- **Respect** - All members and volunteers will be responsible for their conduct in regards to discussions with or about the Executive, members and volunteers. The use of spoken or written word used to disparage or cast in a negative light will be expressly forbidden. To be clear this shall include but is not limited to the use of social media, websites, the internet, or any other form of media.

- The Executive shall hold all members and volunteers accountable for any instances where non-compliance with this responsibility is found. This shall be resolved through the President and/or the discipline committee.

This Policy Manual was compiled to provide a guideline and information for the Parents, Executive, Coaches, and Referees etc.

## Complaint Procedure

As outlined in Bylaw 14 it is the right of members of BLMHA to submit a complaint, in writing, to the President or Vice President of the Association clearly indicating that it is a complaint. This will ensure it will be addressed by and dealt with by the Executive as outlined below.

1. Prior to submitting a complaint, the complainant will:
  - a. Wait a minimum of 24 hours following an incident before taking any action. This cooling-off period will help eliminate over-reactions and give the complainant time to determine an appropriate course of action.
  - b. If safe to do so, make every attempt to resolve the issue with the person or people involved, making use of a third party to act as a mediator where appropriate.
  - c. If you are unable to resolve the issue, a letter of complaint may be submitted.
2. In submitting a letter of complaint, the complainant must:
  - a. Outline the facts of the incident from their perspective.
  - b. Provide details of how they have attempted to resolve the issue.
  - c. Provide suggestions for the resolution of the issue.
  - d. Note: If any, or all, of the above three points are not included in the letter of complaint, the Executive may decide to:
    - i. Return the letter, requesting more details/information
    - ii. Make a decision on how to deal with the issue, based on the information provided.
    - iii. Determine the urgency of the issue.
3. If the issue is of an urgent nature, a special meeting of the Executive will be called to present the issue.
4. If the issue is not of an urgent nature, it will be brought forward to the next regular meeting of the Executive.
5. All letters of complaint will be brought before the Executive. No issues will be dealt with or decided upon solely by the President.

6. If the issue deals with and/or names individual people, members or non-members, it will be dealt with at an in-camera meeting of the Executive, in order to protect the privacy of all people involved.
7. The letter of complaint will be read out to all Executive members by the President. Copies will not be distributed, again as a means of protecting the privacy of the people involved and ensuring sensitive information remains confidential.
8. Once they have heard the complaint, the Executive will:
  - a. Determine if all of the information is complete, or if further investigation is required, bearing in mind that everyone involved needs to be given the opportunity to provide a response. ~~their side of the story.~~
9. If further investigation is required, the Executive will, by motion, refer the issue to the Discipline Committee for investigation. Once the investigation is complete, the Discipline Committee will present a report to the Executive, along with a recommendation for the resolution of the issue. (~~Refer to Bylaw 4 Discipline Committee for timelines and details~~)
  - a. The Discipline Committee has 72 hours to meet after notification of the incident.
  - b. The Discipline Committee will inform the Executive of their recommendations within 24 hours. Unless a response is required from the other party.
  - c. The other party has 24 hours to respond to the disciplinary committee.
  - d. All responses and investigations will be complete within 7 days of receiving the complaint.
  - e. If there are no responses from Discipline Committee, or either party the executive can make a decision based on information they have received.
10. If no further investigation is required, or once the Discipline Committee has made their presentation to the Executive, a decision will be made, by motion of the Executive, on the resolution of the issue.
11. All parties involved will be informed, in writing, of the outcome of the issue.
- ~~12. Refer to Bylaw 12 Appeal Procedures to determine which circumstances are subject to appeal by the complainant. No appeals will be received or considered by the Executive for any circumstances other than those outlined in Bylaw 5. These aren't listed in Bylaw 12?~~