



SUSC
Box 30070
Saskatoon, SK S7L 7M6

Harassment, Abuse and Bullying Policy

Non-exhaustive Definitions:

Harassment: Aggressive pressure or intimidation
Condescending, patronizing, unwelcome comments or actions

Abuse: Speak in an insulting and offensive way to or about someone
Physical, verbal, non-verbal, relational and reactive disregard to person's gender, race, and/or social position

Bullying: The act of intimidating a person to make them do something
Use superior strength or influence to intimidate

Policy Statement:

It is the policy of the Saskatoon United Soccer Club that there shall be zero tolerance of harassment, abuse and bullying of any player, coach, assistant coach, manager and/or parent. The Saskatoon United Soccer Club and its Board of Directors expect every player, parent, volunteer, and coaching staff to take all reasonable steps to ensure all members of the SUSC Zone are protected from maltreatment.

If any form of maltreatment occurs, all players, parents or volunteer staffs who witnessed the maltreatment are responsible to forward the events of that situation and to know that incidents will be dealt with promptly and effectively.

Harassment, Abuse and Bullying Complaint Procedures:

A person that experiences harassment, abuse or bullying is encouraged to make it known to the "alleged abuser" that the behavior is unwelcomed, offensive and contrary to the policies of the Saskatoon United Soccer Club. If confronting the "alleged abuser" is not possible or if after confronting the "alleged abuser", the abuse continues the "alleged victim" should report the incident to the Chair of the Discipline Committee of The Saskatoon United Soccer Club.

The "alleged victim" must put the complaint in writing by filling out the Harassment, Abuse and Bullying Incident form available on line at www.susc.ca

The Chair of the Discipline committee is to serve in a neutral, non-biased capacity in receiving the complaint, and where appropriate assisting in its informal resolution.

Complaint Procedure:

There are three possible outcomes from a meeting of the Complainant and the Chair of the Disciplinary Committee which may then go to the Discipline Committee for review. A written report will be provided to the SUSC Board:

- The complainant may decide to file a formal written complain, in which case the Chair of the Disciplinary Committee will conduct an inquiry of the incident and will contact the parties involved to meet and come to an acceptable resolution
- The Complainant may decide to pursue an informal resolution utilizing appropriate mediation techniques and strategies which will negotiate an acceptable resolution of the complaint
- It may be determined by the Chair of the Disciplinary Committee that the conduct does not constitute harassment, abuse or bullying as defined by the policy, in which case the matter will be closed

The Chair of the Disciplinary Committee will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President of SUSC with a recommendation that:

- No further action is required
- The complaint has merit and should proceed to a hearing

Hearing:

The Disciplinary Committee will meet no more than 15 business days after the recommendation has been approved by the President

The Disciplinary Committee will govern the hearing as it deems appropriate in the circumstances, provided that:

- A quorum shall be all of the Disciplinary Committee Members (minimum of 3)
- Decisions shall be by a majority vote where the chairperson carries a vote
- Both the Complainant and the respondent will be given the opportunity to make oral and/or written submissions to the panel
- The hearing shall be held in private and is governed closed door
- The parties shall be given 10 business days written notice of the day, time and location of the hearing
- The respondent shall receive a copy of the formal complaint
- The complainant and the respondent shall receive a copy of the Chair person initial report
- The complainant and respondent must be present at the hearing;
 - failure to attend by the complainant will nullify the complaint
 - failure to attend by the respondent will move hearing directly to decision process

Decision:

Within 10 days of the conclusion of the hearing, the Disciplinary Committee will provide its written decision to the President, the complainant and the respondent. The decision will contain:

- a summary of relevant facts
- determination as to whether the acts complained constitute harassment, abuse or bullying as defined by policy
- disciplinary action against the respondent if the acts constitute harassment, abuse or bullying
- in addition the decision may contain measure to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitutes harassment, abuse or bullying

If the Disciplinary Committee determines that the allegations of harassment, abuse or bullying are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the Complainant.

Unless otherwise stated in writing, disciplinary sanctions directed by the committee shall take effect immediately

The decision of the Committee will be final and binding upon the Complainant, the Respondent and the Saskatoon United Soccer Club. Appeals to this process must be carried out according to the process outlined:

Appeals:

Both the Complainant and the Respondent shall have the right to appeal the decision of the Committee. A notice of intention to appeal, along with grounds for appeal, must be provided to the Chair of the Disciplinary Committee within 72 hours of receiving the report. The notice must include the grounds upon which the decision is being appealed.

Appeals may be made on the following grounds:

- The investigation was conducted in an unfair or biased manner
- Members of the Committee were unfair or biased
- Committee members did not follow procedures as outlined in this policy
- Committee members reached a decision which could not be supported by the evidence as provided in the investigation
- Committee members reached a decision which was grossly unfair or unreasonable

The appeal shall be heard by a Board appointed by the President of the Saskatoon United Soccer Club comprised of:

- One representative of SUSC
- One representative of SYSI
- One individual not associated with SUSC

The decision of the Appeal Board will be based on a review of the documentation regarding the complaint, including the statements of the Complainant and Respondent, the Report of the Chair, the decision of the Committee and the notice of the appeal.

In deciding the appeal, the Appeal Board may uphold the decision of the Committee and/or modify any of the Committee's recommendations for disciplinary measures.

The decision of the Appeal Board will be final and binding. A written response must be made within 10 days from the date the decision is made.

Record Keeping:

The President of SUSC and the Secretary of SUSC shall keep a secure record of the Committee reports and any appeal proceedings. The record shall contain all relevant documents including but not limited to:

- A copy of the complaint or report
- Response to the complaint
- Terms of the reference of the Chair
- Interim measures
- Witness statements
- Chair's investigation report
- Mediated solution –signed by both parties
- Decision of the panel
- Sanctions imposed
- All correspondence
- Appeals
- Decision of the Appeal Board

These documents shall be held in confidence by the Saskatoon United Soccer Club. However, there may be circumstances where information may/must be shared which include but not limited to:

- When criminal conduct may be involved
- When it is believed necessary to protect others from harassment, abuse or bullying
- In the course of an investigation by a law enforcement agency
- To protect the interest of the Saskatoon united Soccer Club
- When required by law

It is important to note that the Saskatoon United Soccer Club will not allow or pursue retaliation of any kind for reports or complaints, or for assistance or information provided to applicable authorities in connection with an investigation of harassment, abuse or bullying, where the reports or complaints are made or provided in good faith.