



Calgary Foothills Soccer Club

Bullying Policy and Procedure

Vision

Bullying of any kind is unacceptable at Calgary Foothills Soccer Club. Our mandate has and always will be to create the best soccer experience possible for every child in our programs. This includes providing a caring, friendly, safe and harassment free sport environment.

It is the responsibility of all staff, board members, coaches, referees, parents and volunteers to take all reasonable steps to safeguard the welfare of CFSC players and to protect them from any form of maltreatment.

Bullying Policy

Calgary Foothills SC is committed to investigating reported incidents of bullying or harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a bullying or harassment investigation.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is done to intimidate, coerce, fear, control, embarrass or exclude.

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding cleats/clothing, threatening gestures);
- Physical - pushing, kicking, hitting, punching or any use of violence;
- Racist - racial taunts, graffiti, gestures;
- Sexual - unwanted physical contact or sexually abusive comments;
- Homophobic - because of, or focusing on the issue of sexuality; or
- Verbal name calling, sarcasm, spreading rumours, teasing.

Bullying may be:

- Planned or unintentional;
- Individual or group action(s);
- Of an isolated or continual nature.

Procedure When Bullying Occurs

1. Any incident of bullying or harassment should be reported to either the team coach or manager as soon as possible.
2. The team coach and manager will discuss the situation and will investigate the incident speaking to both parties individually.
3. The team manager will inform parents of the players involved and may call a meeting to discuss the incident and make a plan to prevent future incidents from occurring.
4. The team manager will file a Bullying Incident Report form with the director of soccer operations within 30 days of receiving the information that an incident has occurred.
5. The director of soccer operations will keep a record of all bullying incident forms submitted.
6. If the measures taken to end the bullying are not effective and the bullying is seen to continue a second report will be filed with the director of soccer operations and will be forwarded by the director to the CFSC board.
7. Upon receipt of a second incident referral from the director of soccer operations, the board will make a ruling on intervention and/or possible disciplinary action.
8. If mediation and disciplinary action do not bring the bullying or harassing behavior to an end, the CFSC board may consider further disciplinary action or player expulsion from the club.
9. In any situation where it is deemed necessary and appropriate by the director of soccer operations or the board, the police may be consulted regarding matters of bullying or harassment.

Recommended Actions

If the club decides it is appropriate to intervene after receipt of a referral from the director of soccer operations, following are some suggested measures that may be taken:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails or is deemed as not appropriate a small panel (including executive board members and the director of soccer operations) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity.
3. The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken.
4. The same panel should also interview any witnesses to gather additional information; again, minutes should be taken.
5. If bullying has in their view taken place the athletes should be warned and put on notice of further action. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
6. Coaches and managers involved with both athletes should be made aware of the concerns and outcome of the process i.e. the warning.

Consequences for Those Who Bully

Athletes found to be bullying teammates or members of other teams/clubs may face consequences including:

- Formal apology;
- Restitution for any damage to property or personal possessions;

- Benching;
- Barring from travel to tournaments or training trips;
- Suspension;
- Expulsion from CFSC

Any retaliation by athletes, or their parents, against someone who reports bullying will be dealt with very seriously.

Appeals:

Both the Complainant and the Respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with the grounds for appeal, must be provided to the Club President within 72 hours of receiving the notice of decision.

Appeals may be made on the following grounds:

- A meeting was conducted in an unfair or biased manner;
- Panel members did not follow procedures as set out in this policy;
- Members of the Panel were biased;
- Panel members reached a decision which could not be supported by the evidence as provided in the investigation; and/or
- Panel members reached a decision which was grossly unfair or unreasonable.



Calgary Foothills Soccer Club Bullying Incident Initial Report Form

This is an Initial Report Form. It is to be filled out by a team official who has been made aware of a bullying incident and filed with Colin MacKay, CFSC Director of Soccer Operations (socceroperations@calgaryfoothillssoccer.com) as per the CFSC Bullying Policy and Procedure.

This is a: First Incident Second Incident Third or Subsequent Incident

Date of Previous Incident(s) if applicable:

This Report Filed By:

Name(s)		
Position on Team		
Contact Information		

Information regarding person(s) being bullied:

Name(s)			
Parents Names			
Contact Info			
Team Name			
Coach			
Assistant Coach			
Team Manager			

Information regarding person(s) being accused of bullying:

Name(s)			
Parents Names			
Contact Info			
Team Name			
Coach			
Assistant Coach			
Team Manager			

Description of the Incident

Date and Time	
Location	
Behaviors	
Witnesses to the Incident	
Any Actions Taken at Time of Incident	

Initial Reporting of Incident to Team Officials

Date Incident Reported to Team Official(s)	
Name of Person Who Reported Incident	
Team Official Who Incident Was Reported To	

Follow-up Undertaken at Team Level

Person who performed initial investigation of Incident	
Date Investigation Undertaken	
Names of Persons Interviewed and Dates of Interviews	
Conclusions from investigating party	
Actions Taken	
Person responsible for follow-up with bullied individual and Date to be followed up	

Filed by: _____

Signature _____ Date: _____

Received by Director of Operations Colin MacKay:

Signature _____

Date: _____