

HARASSMENT PROCEDURE

1 PROCEDURE

Synchro Swim BC will not tolerate any form of harassment directed towards or performed by its members because of race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, age, or abilities.

1.1 FIRST STEPS

1. Synchro Swim BC encourages any individual who is subjected to any form of harassment to report the harassment to the appropriate club, team, centre, or the Association as designated below:
 - **Any incident involving an athlete should be referred to the applicable coach or club as per the club's policy.**
 - Any incident involving a coach or an official should be first referred to the applicable club executive, or if that is not possible, or not resolved to the individual's satisfaction, to the Synchro BC Executive Director.
2. Escalation processes should be clearly defined within each club's policy with ultimate escalation directed to the Synchro BC Executive Director as warranted, in writing and using the Harassment Complaint Form. If the Executive Director is in conflict, the form should be forwarded to one of the Synchro BC Board of Directors.
3. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the BC Human Rights Tribunal, even when steps are being taken under this policy.

1.2 INFORMAL PROCESS

1. If the conduct continues or is still unresolved, the member should then seek the advice of the Harassment Advisor that has been designated by Synchro BC.
2. The Harassment Advisor shall obtain the original signed and dated Harassment Complaint Form and any additional new findings from the Executive Director.
3. The Harassment Advisor should then meet with the complainant to try to resolve the situation informally. The Harassment Advisor should also let the complainant know of:
 - The option of pursuing an informal resolution of the complaint;
 - The right to make a formal written complaint when an informal resolution is inappropriate or not feasible
 - The availability of support for counseling
 - The confidentiality provision of this policy
 - Other avenues of recourse

4. Following this meeting, the following steps may be taken depending on the result:
 - **It may be determined that the conduct does not constitute harassment**, in which case the Harassment Advisor will take no further action.
 - **The complainant may decide to pursue an informal resolution of the complaint**, in which case the Harassment Advisor will meet with the respondent with a view of obtaining an apology and an assurance that the offensive conduct will not be repeated. A written contract or agreement may be required.
 - **The complainant may not decide to pursue an informal or formal resolution and yet the Harassment Advisor feels there is enough evidence to warrant fault**, then the Harassment Advisor may meet with the respondent in view of obtaining an apology on assurance that the offensive conduct will not be repeated, making every reasonable effort to protect the identity of the complainant. If the Harassment Advisor is satisfied that the complaint has been resolved, then no further action is needed. If the Harassment Advisor is not satisfied, then the Advisor may refer the matter to a Harassment Officer designated by Synchro BC.
 - **The complainant may desire to pursue a formal resolution**, in which case the matter will be referred to a Harassment Officer designated by Synchro BC.

1.3 FORMAL PROCESS

1. The Harassment Officer, after receiving the complaint from the Advisor, will review and clarify the complainant's written statement and give a copy to the complainant and the respondent. To allow the alleged harasser the opportunity to respond to the allegations, the Officer will also request a written response from the respondent to be delivered within ten days.
2. The investigation may include interviews with the complainant, the respondent and any witnesses, as the investigator deems appropriate.
3. Within a reasonable amount of time of receiving the initial complaint, the Officer shall notify the conduct a thorough investigation and prepare a report which contains;
 - a summary of the relevant facts,
 - a determination as to whether the acts in question qualifies as harassment as defined by this policy,
 - Recommended disciplinary action against the respondent.
4. When recommending the action to be taken, the Officer shall consider factors such as:
 - the nature of the harassment;
 - whether the harassment involved any physical contact;
 - whether the harassment was an isolated incident or part of an ongoing pattern;
 - the nature of the relationship between the complainant and the respondent;
 - the relative age of both parties;
 - whether the respondent has been involved in previous harassment incidents;
 - whether the respondent retaliated against the complainant.
5. The officer shall then forward copies of the report to the complainant, the respondent, the Synchro BC Board of Directors and the involved club if applicable. Should discipline be required, the Synchro BC Board of Directors will appoint an Ad Hoc Committee and proceedings will start as outlined in the Discipline Policy.
6. It is the responsibility of all parties involved to know Synchro BC's policy regarding harassment.

2 RETALIATION

No person may engage in retaliation, intimidation or any other form of punishment against people who raise good faith concerns about harassment or who assist in an investigation. Retaliation will be grounds for discipline.

3 REFERENCES

Member: member in good standing of the British Columbia Amateur Synchronized Swimming Association (dba “Synchro BC”), in accordance with the current Bylaws.

Codes of Conduct: the approved Code(s) of Conduct for members of the association that describe expected standards and behavior as a member of the association.

Complaint: an issue that is informally or formally brought to the attention of the association in writing, and alleges misconduct or other non-compliance of Policies or Rules & Regulations by a particular member(s)

Complainant: the individual who files a harassment complaint, in accordance with the Harassment Policy

Respondent: The alleged offender – the individual or club against whom a harassment complaint is filed, in accordance with the Harassment Policy

Harassment Advisor: An individual appointed by Synchro BC. The role of the Harassment Advisor is to

- serve in a neutral unbiased capacity
- receive and assist in informal resolutions
- make recommendations for further action.
- provide information about the resources and support available

The Harassment Advisor will handle complaints that may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

Harassment Officer: An individual appointed by Synchro BC to investigate a harassment complaint as provided in this policy.

4 RESOURCES

Resources provided upon request

Access to this Policy will be provided to all members.

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