

**Truro and Area Minor Hockey Association
Policy/Procedure**

SUBJECT Risk Management	TITLE Harassment/Abuse
NUMBER 4.4	DATE APPROVED January 2010

<p>POLICY Harassment / Abuse</p>
<p>PURPOSE</p> <p>Truro and Area Minor Hockey Association is committed to providing a positive environment for all participants free from all forms of harassment and abuse. TAMHA is also committed to providing an environment where individuals are treated with respect and dignity and prohibits discriminatory practices.</p>
<p>DEFINITIONS</p> <p>Abuse Any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury, harm, or emotional damage to a person.</p> <p>Harassment Comments, conduct or gestures that are insulting, intimidating, humiliating, malicious, degrading, unsolicited or unwelcome attention or actions which annoy another individual. It can include the following:</p> <ul style="list-style-type: none"> - condescending, patronizing, threatening or punishing actions which undermine self esteem - practical jokes which cause awkwardness or embarrassment or may endanger a person's safety - hazing, unwanted physical contact - discriminatory conduct - retaliation for having raised a concern, filed a complaint, etc. <p>Harassment is considered to have taken place if a person knows, or ought to reasonably have known that their behavior is unwelcome.</p> <p>Assault Intentional application of force by one person against another without consent.</p> <p>Sexual Assault Assault committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated.</p>

Child Abuse

Any form of physical, emotional or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Sexual Harassment

Acts of sexual harassment are unwanted, uninvited remarks, gestures, sounds or actions of a sexual nature that make an individual feel unsafe, degraded or uncomfortable creating an intimidating and hostile or offensive sports/recreational environment. Sexual harassment IS NOT a hug between mutual friends, mutual flirtation, sincere and personal compliments or a spontaneous show of affection.

Verbal Abuse

Screaming, yelling, name calling at a group or individual especially when repeated or consistent.

Emotional Abuse

Attacks, especially prolonged and chronic, on an individual's self esteem. This is psychologically behavior, especially when a person in a position of power, authority or trust exhibits it. Emotional Abuse takes many forms including but not limited to name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, ignoring someone's needs, or discriminating against that person.

Bullying

Intentionally hurting someone in order to insult, humiliate, degrade, or exclude him or her. Basically it is "mean" behavior that involves three groups of people: the bullies, the bullied and the bystanders. Hurtful actions may be physical, verbal, relational, financial or cyber bullying. Bullying IS NOT conflict between friends, an argument between two people of equal power, accidental, normal relational development challenges, friendly teasing that all parties are enjoying or something that people grow out of.

RESPONSIBILITY

The Executive Board of TAMHA is responsible for:

- discouraging and preventing harassment within TAMHA
- investigating formal complaints of harassment in a sensitive, responsible and timely manner
- Imposing appropriate disciplinary or corrective measures which a complaint of harassment has been substantiated regardless of the position of authority of the offender
- providing advice to persons who experience harassment
- doing all in their power to support and assist any member, volunteer or employee of TAMHA who experiences harassment by someone who is not a member, volunteer or employee
- making all members, volunteers and employees aware of the problem of harassment and in particular, sexual harassment and of the procedures contained in this Policy informing both complainants and respondents of the procedures contained in this Policy and of their rights

under the law.

- Regularly reviewing the terms of this Policy to ensure that they adequately meet the Associations legal obligations and public policy objectives.

Every Member, volunteer and employee has a responsibility to play a part in ensuring that the TAMHA sport environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behavior contrary to this Policy. In addition any member, volunteer or employee who believes another member, volunteer or employee has experienced or is experiencing harassment is encouraged to notify a Board Member of TAMHA.

CONFIDENTIALITY

TAMHA Board understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. TAMHA Board recognizes the interests of both the complainant and the respondent in keeping the matter confidential. TAMHA Board shall not disclose to outside parties the name of the complainant; the circumstances giving rise to the complaint, the name of the respondent unless a disciplinary or other remedial process requires such disclosure.

COMPLAINT PROCEDURE

All complaints or appeals must be referred to the Board's President and/or Second Vice President in writing or by email. Complainants may request to consult with the Risk Manager or any member of the Board if they feel there is a situation which requires the possibility of an appeal process.

Any member of the association who believes that he or she is experiencing harassment with the association activities should:

- if appropriate under the circumstances, advise the harasser(s) that the behavior is offensive to them and unwelcome and request the behavior to stop
- keep a detailed written record of date(s), time(s), conversation(s), unacceptable behavior and the witnesses to the incident
- notify any member of the TAMHA Executive of the complaint in writing or by email

RESPONSIBILITY OF MEMBERS

Any member of the association, who witnesses harassment or becomes aware that an individual is being harassed, has a responsibility to report the incident to the Executive/Board. It is the responsibility of each hockey participant to ensure that these prohibited activities do not occur.

INVESTIGATION

The nature of the complaint will determine how it gets dealt with as noted below:

- Physical Abuse: as defined in this policy, and by Hockey Nova Scotia, will be addressed by the association by forwarding the complaint directly to a child protection agency and the local police. Notice will also be sent to the Regional Director of Hockey Nova Scotia.
- The association's executive will quickly investigate non-criminal harassment and, if warranted, the harasser will be dealt with or spoken to by the executive in accordance with the association policy.

The association will deal with all complaints in a timely manner as follows:

- Determine the exact nature of the complaint
- Receive copies of details of the complaint from both the harassed and the alleged harasser.
- Interview parties involved, including witnesses, to clarify the facts.
- Determine what, if any, corrective action will be taken.
- Communicate to both parties the conclusions reached and the corrective action taken.

CORRECTIVE ACTION

Substantiated complaints under this harassment policy may result in corrective action or discipline, up to and including removal from all hockey related activities related to the association.

Complaints made under false pretences are also subject to any corrective action imposed by the association.