

Adopted January 2006
Revised September 2012

Shooting Federation of Nova Scotia (SFNS)

Policy on Harassment and Abuse

Although this policy has been written for the use of the SFNS, any member club may adopt it for their own use by simply showing credit to SFNS and stating that where the name SFNS occurs it shall be replaced by the name of the member club.

Clubs should note that many insurance companies, including the Shooting Federation of Canada insurer, will not defend against claims of harassment or abuse.

SFNS endorses the following policy on harassment and abuse:

Everyone involved with sport and recreation shall be free from harassment and/or abuse. Everyone is responsible to ensure people are free from harassment and/or abuse. Everyone will respect the rules of fair and safe play.

Definition of Harassment

Any physical, emotional, or psychological behavior that demeans an individual is harassment. Harassment or abuse can include anything that is disrespectful, insulting, intimidating, hurtful, humiliating, degrading, or otherwise offensive or creates an uncomfortable environment for any person or group

Harassment may include:

Written or spoken insults, abuse, or threats.

Racial or ethnic slurs including racially derogatory nicknames.

Unwelcome remarks, jokes, innuendoes, or taunting about a person's appearance, body, attire, age, marital status, gender, ethnicity, race, religion, accent, sexual orientation, or disability.

Practical jokes that cause awkwardness or embarrassment, endanger the safety of an employee, student or client, or negatively affect work performance.

Unwelcome inquiries about a person's source of income or funding.

Unwanted and inappropriate physical contact such as kissing, touching, leering, patting or pinching.

Inquiries or comments about a person's sex life or sexual preferences.

Condescending remarks or behavior, which undermine self-respect.

Physical assault [including sexual assault].

Misuse of authority such as deliberately punitive assignments.

BOUNDARIES

1. PHYSICAL CONDUCT

Personal coaches, sport administrators, volunteers, officials, etc. shall not touch participant/children in a manner not necessary for instruction or safety.

Unacceptable touching includes hugging, kissing, tickling, rough housing, wrestling or slapping bottoms. Contact should not involve touching the genital area, buttocks, breasts or mouths. Massage should only be performed by trained personnel.

Among participants the same principles should apply. There should be no unacceptable touching between participants of different age or between peers. Coaches must not direct, encourage, or promote any conduct that can cause physical harm to a participant, including the use of drugs to manipulate menstrual cycles or having a participant train or play while injured.

Physical contact by personnel should fulfill the need of the participant, not the personnel member. The comfort level and dignity of the participant should always be priority. Personnel should avoid touching a participant out of sight of others.

In comforting/congratulating participants, personnel should limit touching to safe areas, such as hand-to-shoulder. The intention to congratulate or comfort should be made clear to the participant and his or her right to refuse it should be respected.

2. Verbal.

Participants and personnel should not:

Make sexual jokes, engage in sexually explicit conversation or comments.

Verbally demean, ridicule, belittle, embarrass or insult anyone.

Make derogatory or joking comments about the body size, weight, shape, specific body parts or physical appearance of anyone.

Make comments, jokes, or enquiry's about the menstrual cycle.

Make jokes or derogatory comments about gender, race, religion or culture.

3. Interpersonal Relationships

Personnel should not:

Assume the roles or undertake the duties of a sexual educator, dietician, physiotherapist, masseuse, psychiatrist or psychologist.

Without adequate training, conduct fitness tests.

4. Secrets

All participants and personnel should be aware that:

They shall never engage in establishing or keeping secrets.

Children/participants should never be asked to keep a secret.

5. Injured/ill children and youth

All injuries sustained while participating in sport organization activities must be documented on an Incident Report Form and forwarded to the organization executive.

In the case of injured or ill participants, the following guidelines shall apply:
All injuries or illness experienced by children or youth in the presence of personnel must be reported to parents.

Minor injuries such as scrapes and minor bruises which can be treated without a physician's care or without the administration of any drug should be treated by a personnel member who has first aid training.

Major injuries such as a broken bone or serious cuts should only be treated by personnel with certified first aid training until a paramedic or physician can attend the injury.

Personnel shall seek professional medical help for injuries other than those that are minor.

Under-age participants who have minor illnesses should be assessed by parents/guardians as to their ability to participate in sports activities.

At high level of competition, participants with a minor illness should be assessed by a physician who can offer recommendation regarding participation in the sport.

No participant, regardless of the level of competition, should be forced/coerced/made to feel obliged to participate beyond his or her capability when injured, suffering from an illness, or recovering from an injury.

Personnel should avoid treating injuries out of sight of others, use a two deep[two personnel, or two participants] supervision system.

Only people who are qualified in administering first aid or treating sports injuries should attempt to treat an injury.

Never override the treatment advice of the participants physician.

6. Permission

All team personnel must receive permission from parents/guardians for participants to be involved in matches, practices, training sessions when the parent/guardian is not going to be present.

7. Travel

During trips:

Participants must always be accompanied by an adult who is neither an assistant coach nor a coach[female participants must be accompanied by a female adult]

Adults and children, personnel and participants, or participants of opposite gender must not room together.

A published travel policy must be available at the beginning of the year.

There will be no use of alcohol or illicit drugs by participants.

It is the responsibility of the personnel and accompanying adult to enforce the restriction of alcohol or drugs.

No child is to be alone at any time with an adult who is not their parent/guardian.

8. Transporting Children and Youth

Ideally, all participants should have their own transport to and from events. In the event that transportation is required by participants, personnel should only provide transportation when:

- The driver is appropriately licensed
- Other participants/personnel are also in the vehicle
- The ride has been approved by parents/guardians
- The ride is given directly to and/or from the event - no other stops or side trips should occur.

Any extraordinary event such as a car accident shall be reported immediately to the parents/guardians and at the earliest date possible to the SFNS.

REPORTING

1. Organizational Structure

The SFNS shall have a harassment committee to process reports of incidents and if none exists than the executive shall act.

2. Reporting Procedure

Complaint Intake

Any person in the sport (coaches, executive, or council members) may be contacted about harassment or abuse. The person who receives the report must:

- Listen and believe
- Never turn a deaf ear, even for seemingly trivial calls for help
- Support the person
- Reassure them continuously
- Speak on a level they understand
- Provide an environment where they can speak freely

If a child has been or is at risk of being physically, sexually, or psychologically abused, or if a criminal offense has occurred, the person receiving the complaint must call and inform the appropriate children's agency. The local police will have the number. The person receiving the complaint has this legal responsibility and may not rely on others to fulfill it.

If a criminal offense has occurred or may occur, whether a child or an adult is involved, the police must be called.

The person receiving the report must:

- Complete the Complaint Intake Sheet
- Call Children's Aid if necessary
- Call the police, if a criminal offense has been or may be committed
- Make notes on the results of these phone calls, such as who received the call and what they advised
- Report the harassment or abuse to the SFNS Executive within 48 hours, unless the person making the report specifies otherwise.

3. Assessment

Upon receiving the report the executive must determine if the incident could reasonably be considered harassment/abuse as defined by the policy. If so the committee must proceed with the interim step outline below.

If the incident could not be considered harassment/abuse than the executive may wish to determine if they can facilitate a resolution of the matter.

4. Interim Steps

If protection is required the executive shall hold an emergency meeting, which may take place by phone, to determine what interim steps are needed to protect participants. This may include but is not limited to the following:

- Immediate suspension of the respondent
- Imposing conditions upon the continued participation of the respondent
- Ensuring the respondent is never alone with children
- Changing boundaries
- Enforcing the boundaries.

5. Options for Resolution

If a member of the executive was not the initial person receiving the report then the executive shall contact the complainant within seven days with the following:

- Advise the complainant of any interim steps taken to protect them or others within the organization
- Provide the complainant with a copy of the harassment policy
- Advise the complainant of the options available to them:
 - informal/alternate dispute resolution
 - a formal hearing before the executive
 - a formal hearing before the multi sports organization's harassment committee
 - the Nova Scotia Human Rights Commission

6. Timing of Appeal

Anyone who wishes to appeal a decision, also known as the appellant, shall have 14 days from the date on which they received notice of the decision to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the harassment issues coordinator of the multi sport organization.

7. Grounds for Appeal

Sufficient grounds for an appeal include SFNS doing any of the following:

- Making a decision for which it did not have authority or jurisdiction as set out in governing documents
- Failing to follow procedures as laid out in this document
- Making a decision which was influenced by bias
- Exercising its discretion for an improper purpose
- Making a decision which was grossly unreasonable

8. **Sanctions**

If harassment or abuse has occurred sanctions may include the following:

- Verbal apology
- Written apology
- Letter of reprimand from SFNS
- Fine or levy
- Successfully completing counseling or sensitivity training
- Removal of privileges of coaching or volunteering
- Reduction of responsibilities
- Outlining strict terms of participation in the activity in any capacity

In determining the sanctions to be provided the following may be taken into consideration:

- The nature of the harassment
- The severity of the harassment
- The age of the complainant
- The impact of the respondent's conduct on the complainant, other participants, or personnel
- Whether the respondent admitted responsibility
- Whether the respondent retaliated against the complainant.

As no program can guarantee a child molester will not re-offend, an individual who has sexually abused a child shall be removed from the SFNS and **never permitted to re-enter in any capacity**

9. **Monitoring**

All sanctions, other than dismissal, must be monitored. The executive shall name individuals to monitor and implement all sanctions.

10. **Confidentiality**

Confidentiality cannot be maintained for children who are in need of protection from physical, sexual, or psychological abuse because the abuse must be reported to child welfare services under provincial legislation.

Confidentiality may be maintained for adults

Confidentiality in an investigation shall be maintained as much as possible to protect both the complainant and respondent.

END.