



Cloverdale Minor Baseball Association

Bullying & Harassment Committee Guidelines and Procedures

Every person who has direct or indirect involvement with Cloverdale Minor Baseball Association (CMBA) should feel safe and comfortable in their involvement.

As such, these guidelines are applicable to all parties involved within CMBA from the Blast ball to Junior Men divisions and covers players, coaches, umpires and spectators for both CMBA teams and visiting teams.

During the spring and summer seasons, CMBA requires every division from Tadpole up to Junior Men have players (parents for Tadpole), parents and coaches complete a code of conduct supplied by the Bullying & Harassment committee. The head coach for each team is required to review the code of conduct with all players/parents/assistant coaches at the beginning of each season and will keep the signed codes of conduct for their team. These may be called upon if there is a complaint involving anyone within the team at which point the coach is responsible to provide the associated code of conduct to the Bullying & Harassment Committee

The Definition of Bullying & Harassment is:

Targeting an individual or group with repetitive and intentional negative actions. Individuals include players, parents, coaches and umpires within CMBA or any visiting teams.

When one person has more power over others and those being targeted feel they are unable to defend themselves.

When the person(s) being targeted feels alone, afraid, or unwelcome in the organization.

Types of Bullying & Harassment

- Physical Aggression: pushing, grabbing, hitting, pinching, spitting, tripping, etc. Also includes destroying property and threatening. (Could include any type of aggressive contact)
- Social Alienation: gossiping, spreading rumours, intentionally excluding from a group.
- Verbal Aggression: name Calling, put downs, swearing, screaming, or yelling at a person.
- Intimidation: threatening others to do something, threatening in any way.
- Sexual Harassment: any comments or actions of a sexual nature that are unwelcome and make the recipient uncomfortable. Any words written or spoken, or action taken, that ridicules a person's gender, sexual orientation, or gender identification.
- Racial/Ethnic/Religious Harassment: offensive comments, jokes or behaviours that disparage or ridicule a person's race, ethnic, or religious background.
- Cyber Bullying: using technology to frighten, embarrass, exclude or damage another person's reputation. Can include emails, chat rooms, photographs, social media, text messages, etc.
- Including not adhering to the association's fair play rules or punishing a players' game time as retaliation for disagreements.



Policies and Procedures

Bullying and harassment will not be tolerated by CMBA. The above definitions and types of bullying and harassment fall under this portion of the Code of Conduct. If it is determined that repeated and intentional disrespectful and negative behaviour is occurring, the following steps will be taken:

- Please note, depending on the severity of the incident, a formal investigation involving the Bullying & Harassment Committee may commence immediately and steps may be skipped possibly resulting in immediate suspension or expulsion from CMBA.

Steps in reporting a complaint:

There is an email set up that will go directly to the Bullying & Harassment Committee Chair. The complainant will remain anonymous if that is their desire to prevent any fear of retaliation (this is addressed below).

All complaints must be submitted via this email (even if they get reported verbally to one of the Bullying & Harassment Committee members) as soon as possible to allow for the process in dealing with the complaint to begin.

Steps in dealing with athletes/parents/ coaches who display bullying or harassing behaviour:

Step 1: When an email is received via the bullying email or a verbal complaint (encouragement to send an email will be emphasized) the committee chair will forward the complaint to the rest of the committee and a zoom, phone or in person meeting will be held with brevity to determine the following:

- The severity of the complaint and on which step to begin the process
- Which member will be conducting the investigation and reporting back to the committee (all attempts to have an unbiased member of the committee investigate will be taken)
- The Division co-ordinator will be notified about the complaint

Step 2: The head coach associated with the offending party will meet separately with the person(s) named in the complaint who displayed the bullying or harassing behaviour (in the case of the head coach being the offending party the coach will meet with the committee member assigned to investigate the complaint). The signed code of conduct will be reviewed with the offending person(s), in the case of this being an athlete(s) the parent(s) may be present and/or will be notified. If it is determined the offending person(s) is in violation of the code, the offending person(s) will be instructed to stop the behaviours and the Bullying & Harassment Committee (with the coach's support) will determine an appropriate consequence. The head coach will document the incident and forward the report to the Bullying & Harassment Committee chair. If the initial complaint brought forward is serious or complex in nature, Step 2 may be omitted at the discretion of the Bullying & Harassment committee or coach and proceedings will start at Step 3 below.



Step 3: If step two is not successful in resolving the issue or mitigating the problem, a member of the Bullying & Harassment Committee will start the investigation procedures. The Head Coach, member of the Bullying & Harassment Committee, (parent(s) in the case of a player), and possibly the offending person(s) will meet in person and each participant will sign a formal Confidentiality Agreement and the Code of Conduct will be reviewed along with the complaint at hand. The member of the Bullying & Harassment Committee will report back to the committee where an appropriate consequence will be determined. The offending person(s) and parents if required will be notified of the appropriate consequence. The incident will be formally documented and filed with the Bullying & Harassment committee chair.

Step 4: If the harassment/bullying issue is not resolved or is severe enough to warrant skipping step one, two and three; the Head Coach, Bullying & Harassment Committee, parent (s) (in the case of an athlete(s)) and the offending person(s) will have a formal meeting initiated by the Bullying & Harassment Committee member. Consequences are given and FINAL WARNING is issued. The next step is a meeting with the Bullying & Harassment Committee to determine suspension or removal from the organization. The meeting is documented and filed with the Bullying & Harassment Committee chair and the Board of Directors of CMBA.

Step 5: The offending person(s) could be suspended or removed from the organization and the suspension or removal process is documented and filed with the Board of CMBA and possibly submitted to BC Baseball.

At any Step, the police may become involved depending on the severity of the incident.

Potential Consequences.

All parties involved with CMBA should be aware of the consequences from actions deemed inappropriate, including:

- Verbal apology to parties involved (with committee member as witness)
- Written apology to parties involved (and copy to the Bullying & Harassment committee)
- Temporary ban on attending CMBA events
- Permanent ban on attending CMBA events
- Suspension of coaching privileges
 - Partial season (e.g. 1 game or more, 1 week)
 - Full season or remainder of season including upcoming seasons
- Permanent Suspension of coaching privileges

IMPORTANT: In the event that a bullying or harassment complaint is made and/ or an investigation is required, whether it be for an athlete, parent, coach, or other member of the sporting organization, only those involved in the investigation will be advised of the complaint outcome. Parties to the incident will be interviewed individually by the investigator, along with anyone else who may be able to provide relevant information. Confidentiality Agreements will be contracts used to minimize gossip, hearsay or the spread of misinformation within the association community.



Retaliation against any individual for reporting an incident under this Code is a violation of this policy and **will not be tolerated**. Any retaliatory action should be reported immediately to the Bullying & Harassment Committee.

Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences.

If an incident of high severity occurs, it is up to the Bullying & Harassment Committee to assess whether steps can be skipped and/or an individual is removed immediately from the organization. Incidents of high severity would include breaking the law, inflicting physical injury, sexual harassment of any kind, exploitation of a minor, and others.

At any point in the process of a complaint, the police may become involved depending on the severity and/or nature of the complaint.