

Alberta Jiu-Jitsu Association (AJJA) Harassment Policy

Section 1 - Introduction

- 1.1 This policy provides guidelines for dealing with discrimination and harassment complaints in an effective and timely manner and to provide a procedure for informal review and resolution.
- 1.2 In addition to the procedure available under this policy, every person who experiences harassment continues to have the right to seek assistance from:
 - The Canadian Human Rights Commission
 - The Alberta Human Rights and Citizenship Commission
 - The police and/or other appropriate authorities if the behavior is criminal activity (ie abuse, stalking, etc).
- 1.3 If the Complainant initiates proceedings with the Alberta Human Rights and Citizenship Commission with respect to the same incident(s) which is the subject matter of a complaint under this policy, the complainant shall be deemed to have withdrawn the complaint under this policy and the internal process would cease.
- 1.4 If a person proceeds with a complaint under this policy, the complaint will be resolved with the assistance of the Anti-Harassment Counselor and/or Investigative Panel.
- 1.5 If child abuse is suspected or disclosed, reporting to the proper authorities is mandatory. See the AJJA Child Protection Policy for details.

Section 2 - Statement of Policy

- 2.1 The AJJA will not tolerate any harassment by its members towards members or non-members nor will it tolerate any harassment of its members by non-members.
- 2.2 The AJJA believes that every individual, at all times and in all situations, has a right to feel safe and protected from abuse, harassment and assault.
- 2.3 The AJJA is committed to providing a sport and training environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

- 2.4 Every incident of harassment will be dealt with immediately and thoroughly.
- 2.5 This policy applies to all directors, instructors, volunteers, students, officials, and members of the AJJA. The AJJA encourages the prompt reporting of all incidents of harassment, regardless of who the alleged offender may be.
- 2.6 If any member of the AJJA is experiencing harassment or has suspicions about another student being harassed, they should take action using the guidelines in our harassment policy.
- 2.7 Harassment may occur:
- At sporting events, competitions and training sessions.
 - At AJJA related social and business functions (including meetings, seminars, training sessions and workshops).
 - During AJJA related travel.
 - Over the telephone.
 - Elsewhere, if the person is harassed while performing AJJA related responsibilities or because of an AJJA related relationship.
- 2.8 The procedure followed under this policy shall adhere to the process of natural justice which means that
- Everyone will have an opportunity to provide his/her version of events.
 - The issues will be clearly and concisely stated so that the respondent is aware of the allegations.
 - Both respondent and complainant will receive a copy of the investigation report.
 - Decision-makers (investigator and Board of Directors) have a duty to listen fairly to both sides and to reach a decision untainted by bias.
- 2.9 The AJJA is committed to the prevention of harassment through educational programs including information and training (Suggestions in Appendix 1).
- 2.10 Discipline is an indispensable part of sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority:
- Set and communicate performance and training standards to all participants.
 - Ensure that training involving touching or other physical contact occur in an appropriate setting and only after informed consent has been sought and received.
 - Be consistent and non-harassing in taking corrective or punitive action.
 - Use non-harassing terminology, address individuals by name and avoid the use of derogatory, slang or offensive terms.

Section 3 - Definitions

3.1 Definition of Harassment

- Harassment is any behaviour that demeans, humiliates or embarrasses a person on a prohibited ground of discrimination and that a reasonable person should have known would be unwelcome. Prohibited grounds are: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction.
- Harassment can consist of a single incident or several incidents over a period of time. Harassment creates a negative or hostile environment which can interfere with training, focus, enthusiasm and performance. It can result in the victim being refused a promotion or training opportunity. The harasser, who could be of the same or opposite sex as the person harassed, may be an instructor, a student or someone assisting the AJJA (e.g. director, event planner, government official, etc.).

3.2 Types of Harassment

- Harassment can take the form of sexual harassment, sexual assault, abuse of authority, physical abuse, negligence or personal harassment (including emotional, verbal, physiological and mental abuse). Personal harassment (i.e. bullying) is not covered by human rights legislation but the AJJA recognizes that it also involves unwelcome behaviour that demeans or embarrasses and the behaviour will be treated with the same severity as a breach of legislatively prohibited harassment.

Harassment can take many forms, such as:

- Threats, intimidation, or verbal abuse
 - Unwelcome remarks or jokes about subjects like your race, religion, disability or age
 - Displaying sexist, racist or other offensive pictures or posters
 - Sexually suggestive remarks or gestures
 - Inappropriate physical contact, such as touching, patting, pinching or punching
 - Physical assault, including sexual assault
- **Sexual Harassment** refers to unwelcome conduct of a sexual nature. It includes behaviour that creates an intimidating, unwelcome, hostile, or offensive training environment or that could reasonably be thought to put sexual conditions on a person's training or promotion opportunities. Sexual harassment is frequently more about power than about sex. It

often occurs in situations where there is unequal power between the people involved and is an attempt by one person to assert power over the other. Sexual harassment is a demeaning practice, one that constitutes a profound affront to the dignity of the person who is forced to endure it. By requiring a person to contend with unwelcome sexual actions or explicit sexual demands, sexual harassment attacks the dignity and self-respect of the victim both as a martial artist and a human being. It is useful to remember that sexual harassment knows no particular gender affiliations or requirements. Men can harass women, men can harass men, women can harass men, and women can harass women.

Sexual harassment includes (but is not limited to):

- Questions and discussions about a person's sexual life
- Unnecessary physical contact such as touching, patting or pinching
- Commenting on sexual attractiveness or sexual unattractiveness
- Leering or other gestures
- Unwelcome remarks, jokes, innuendoes or taunting
- Persisting in asking for a date after having been refused
- Displaying cartoons or posters of a sexual nature
- Writing sexually suggestive letters or notes

*It is important to note that training in martial arts is a very physical act and that close contact between people is often necessary for training purposes. However, any contact that makes a person uncomfortable should be ceased immediately. If the request to stop has been made and the contact is not ceased, it becomes sexual harassment.

- **Sexual Assault** is any type of sexual activity that is unwanted or performed by someone to whom consent has not been granted. Sexual assault can be verbal, visual or anything that forces a person to join in unwanted sexual contact or attention. It can happen in different situations, by a stranger in an isolated place, on a date, or in the home by someone you know. A sexual assault may include the use of physical force, threats or intimidation. Sexual assault is a crime.

Sexual assault includes (but is not limited to):

- Inappropriate touching
- Vaginal, anal or oral penetration
- Rape
- Attempted rape
- Child molestation
- Voyeurism (watching private sexual acts)
- Exhibitionism (a person exposing themselves in public)
- Incest (sexual contact between family members)

- **Abuse of Authority** occurs when a person uses authority unreasonably to interfere with a member or the member's training. It includes humiliation, intimidation, threats and coercion. It does not include normal instructing activities, such as grading, correcting techniques and discipline, as long as these are not done in a discriminatory manner.
- **Physical Abuse** includes putting your hands on a person against their will. It also includes shoving, pushing, grabbing, pulling, kicking, biting or forcing someone to stay somewhere. Regardless of the relationship between two people, using physical violence or force against someone is a crime.

*It is important to note that training in martial arts is a very physical act and that contact between people is often necessary for training purposes. However, any contact that injures another person intentionally in the training area or physical contact outside the training area between martial artists is physical abuse.

- **Negligence** is the failure to take reasonable care to avoid foreseeable harm to other people or their property. It occurs when the duty of care is forsaken and due diligence is not taken.
 - Due Diligence involves taking all reasonable care to protect the safety of students, instructors, visitors and property. Due diligence requires inspecting, investigating, following up on complaints and being pro-active. You must live up to a standard of care that is reasonable in the circumstances. Due diligence is common sense on its best behavior. It is a means to an end: risk reduction and fewer accidents leads to a high standard of conduct.
 - Reasonable Care means a balanced, wise, prudent judgment that is logical to others. It means taking actions that any reasonable person would take.
 - Duty of Care is the responsibility each instructor has to protect their students, instructors, visitors and property from foreseeable harm. It requires everything 'reasonably practicable' to be done to protect the health and safety of others in the dojo. This duty is placed on all instructors, their students and any others who have an influence on the hazards in a dojo (i.e. parents sitting around the mats, maintenance crews).
 - If an accident occurs, the authorities will want to hear about specific activities that you as an instructor undertook that were relevant to the prevention of the accident. If you testify that your students knew the safety rules then you must be prepared to say when the rules were last reviewed and whether or not you can give hard evidence

of post training observation, review and reinforcement. Examples – dojo safety, facility inspections, etc. The duty holder must show that it was not reasonably practicable to do more than what was done or that they have taken “reasonable care” and exercised “due diligence”.

- **Personal Abuse** (including Emotional, Verbal, Physiological and Mental Abuse) involves one person continuously degrading or belittling another person or accusing another person of being stupid, unattractive, a bad person or any other similar fault. These types of abuse create a tormented emotional environment and lead to low self-esteem and self-confidence. The abuser uses personal abuse for the purposes of control. In a martial arts setting, it can be the instructors (or high ranked students) yelling at a person, harshly criticizing their abilities, ridiculing their ideas or threatening physical abuse.

Personal abuse can take the form of:

- Humiliation and put-downs
- Hypercriticism
- Refusal to communicate
- Use of sarcasm and unpleasant tone of voice
- Extreme moodiness
- Threats (i.e. "If you don't shape up, I will...")
- Domination and control
- Withdrawal of affection

3.3 Responsible Adult - Where the Complainant or the Respondent is a minor, or otherwise unable to speak for themselves, a parent, guardian, or other adult of the person's choice who may speak on behalf of the Complainant or Respondent.

3.4 Complainant – Person making a complaint.

3.5 Respondent - The alleged offender.

3.6 Anti-harassment Counselor - A designate of the AJJA who has been trained on this policy and its procedures.

- The Anti-harassment Counselor for the AJJA is [REDACTED].
- The role of the Anti-harassment Counselor is to:
 - Serve in a neutral, unbiased capacity
 - Provide information about the resources and support available
 - Receive complaints
 - Assist in informal resolution of complaints
 - Make recommendations as to further action

- Handle complaints which may be resolved through informal procedures and refer complaints, when necessary, to the authorities.
- 3.7 Investigator - A member of the Board of Directors or individual appointed by the Board who has been properly trained to investigate harassment complaints. In the event of a complaint, the Investigator compiles an Investigation Report for review by the Board (as provided under this policy).
- The Investigator for the AJJA is [REDACTED].
- 3.8 Investigation Report - The product of an investigation completed by the Investigator, including, but not limited to, a summary of details, determination of whether harassment occurred and recommendations for resolution, including recommendations for disciplinary action if harassment is found.
- 3.9 The AJJA Board of Directors (also, “the Board of Directors”, “the Board” or “the Directors”) – The elected officials who sit on the Alberta Jiu-Jitsu Association’s board. In making decisions, a minimum of 5 members of the Board must be present for the decision to be official.
- 3.10 Appeal Panel - At least 3 individuals appointed by the AJJA to consider an appeal from a decision of the Board of Directors with regards to a harassment investigation. No member of the Appeal Panel shall have any prior involvement with the matter under appeal.
- 3.11 Retaliation - Any action taken against an individual in retaliation for:
- Initiating this policy on behalf of himself/herself or another individual.
 - Participating or cooperating in any investigation under this policy.
 - Associating with anyone who has invoked this policy or participated in an investigation.
- 3.12 Unsubstantiated Complaint - Complaints in which the evidence indicates that harassment did not occur or that there was insufficient evidence to prove that harassment occurred.

Section 4 - Rights and Responsibilities

- 4.1 The AJJA Board of Directors is responsible for the implementation of this policy.
- 4.2 The AJJA will designate and train Anti-harassment Counselors.

- 4.3 The AJJA will act quickly on any complaint of harassment with the goals of resolving the situation fairly and preventing future occurrences including determining and enforcing appropriate discipline, if required.
- 4.4 All members of the AJJA have the responsibility to follow the codes of conduct and behave according to the rules outlined by the AJJA.
- 4.5 The respondent has the right to know what the complaint is and what kind of penalties they may be facing.
- 4.6 In the event of a complaint, both parties have the right to know whether there will be an investigation, who will make decisions and whether those decisions can be appealed.
- 4.7 The complainant has a right to go to other organizations for information, support and help immediately or if the internal complaint process doesn't work for them.
- 4.8 Instructors and Directors have a responsibility to stop harassment as soon as they become aware of it.
- 4.9 The person or people accused of harassment have a responsibility to meet with the investigator and work with the board to resolve the complaint.

Section 5 - Confidentiality

- 5.1 Throughout the process of this policy, every effort will be made to maintain confidentiality and information relating to the complaint, including content of meetings interviews, results of investigations and other relevant material, will only be disclosed to the extent necessary to carry out procedures provided in this policy.

Section 6 - Complaint Procedure

- 6.1 A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the Complainant) is encouraged to follow the step below in dealing with the harassment.
- 6.2 Direct Action - Make it known to the person responsible for the conduct (the Respondent) that the behavior is unwelcome, offensive and contrary to policy.
 - This step is optional, depending on the person's level of comfort with their harasser and the severity of the harassment.

- Harassment can often be stopped just by speaking up or by writing the harasser. Some people do not realize that their comments or actions are hurtful. Attempt to tell your harasser that you do not appreciate their comments or actions. Explain that they make you uncomfortable and you want them to stop. If direct action does not resolve the situation, proceed to step 2.

6.3 Informal Procedures - Enlist the help of an Anti-harassment Counselor. This person has anti-harassment training and can give advice as to how to proceed. They can help the complainant write a letter or initiate a conversation or may be able to approach the person accused of harassment to let them know their behaviour is causing discomfort or not appropriate. Informal procedures do not involve an investigation, a report or an official decision.

- At the first meeting between the Anti-harassment Counselor and the Complainant, the Harassment Advisor shall inform the Complainant of:
 - The option of pursuing informal resolution of the complaint
 - The availability of counseling and other resources
 - The confidentiality provisions of this policy
 - Other avenues of recourse, including the right to file a complaint with the Alberta Human Rights and Citizenship Commission or to contact the police if the harassment involves physical or sexual assault, which are criminal offences, or in any case where the conduct may be an offense pursuant to the Criminal Code. Contact Information is provided in Appendix 2.

6.4 Following the initial meeting between the Complainant and the Harassment Advisor, either of the following steps may be taken:

- a. If the Complainant and the Anti-harassment Counselor agree that the conduct does not constitute harassment, the Anti-harassment Counselor will take no further action and will make no written record of the complaint.
- b. If the Complainant wishes to proceed with the complaint, the Anti-harassment Counselor shall assist the Complainant in preparing a written complaint outlining the name of the respondent, the details of the alleged incident(s) of harassment and the names of any witnesses. The written complaint shall be dated and signed by the Complainant.
- c. If the Complainant wishes to attempt resolution of the complaint on an informal basis, the Anti-harassment Counselor will attempt informal resolution of the complaint. This may include the following:
 - The Complainant talks to the Respondent about the behavior.
 - The Anti-harassment Counselor talks to the Respondent about the behavior.

- The Anti-harassment Counselor acts as an informal mediator between the Complainant and Respondent.
 - Other types of informal resolution that do not include an investigation.
- d. If the Complaint is resolved informally to the satisfaction of the Anti-harassment Counselor, the Complainant and the Respondent, or if the Complainant decides to withdraw the complaint, the Anti-harassment Counselor will make careful notes of the actions taken and no report shall be submitted to the AJJA.
 - e. If the complaint is not resolved informally to the satisfaction of the Anti-harassment Counselor, the Complainant and the Respondent, it shall become a formal complaint and referred to an Investigator.
 - f. If the Complainant does not wish to proceed with an informal resolution, or if the Anti-harassment Counselor feels it can not be informally resolved, the Harassment Advisor will refer the complaint to an Investigator using the procedure outlined in this Policy. The formal complaint shall be forwarded to an Investigator for an investigation.
 - g. If filing a formal complaint is not a feasible option or the outcome of the investigation is not acceptable, the complainant may turn to outside organization. The anti-harassment counselor has information on other organizations that may be able to help with their complaint.

Section 7 - Investigation Procedure

- 7.1 When an Investigator receives a complaint from the Anti-harassment Counselor, the Investigator will review and clarify the Complainant's written complaint and give a copy of the written complaint to the Respondent.
- 7.2 When the Investigator gives a copy of the written complaint to the Respondent, they will include with the written complaint a copy of this policy.
- 7.3 The Respondent will provide a written response to the Investigator within ten (10) working days of receiving the written complaint. If there are special circumstances, the Investigator may extend the time for response.
- 7.4 The Investigator will receive the written response from the Respondent and forward a copy to the Complainant.

- 7.5 In a timely manner, beginning within three (3) working days of receiving the written response, the Investigator shall conduct an investigation and prepare a written Investigation Report.
- 7.6 During the investigation, Complainant and Respondent shall advise the investigators of all evidence which is relevant to the complaint.
- 7.7 The Investigation Report from the Investigator shall contain:
- A summary of the relevant facts.
 - A determination as to whether the acts in question constitute harassment as defined in this policy.
 - If the act(s) constitute harassment, recommendations for resolution which may include disciplinary action against the Respondent.
- 7.8 When recommending disciplinary action, the Investigator shall consider factors such as:
- The nature of the harassment
 - Whether the harassment involved any physical contact
 - The nature of the relationship between the Complainant and the Respondent
 - Whether the harassment was an isolated incident or part of an ongoing pattern
- 7.9 On completion of the report, the Investigator shall forward a copy of the Investigation Report to the Complainant, the Respondent and the AJJA Board of Directors.
- 7.10 After considering the Investigation Report, the Board of Directors will:
- Make a determination as to whether the Respondent breached the harassment policy.
 - If the Board of Directors determines that Respondent has breached the harassment policy, recommend appropriate resolutions or disciplinary action to be taken.
- 7.11 When imposing disciplinary action against the Respondent, the Board of Directors shall consider the factors referred to in paragraph 7.8 and may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:
- A verbal apology
 - A written apology
 - A letter of reprimand from the AJJA
 - Referral to counseling and a requirement for attendance
 - Sensitivity training in harassment issues
 - Removal of certain privileges of membership
 - Temporary suspension
 - Expulsion from membership in the AJJA

- 7.12 The Board of Directors must send a copy of its decision in writing to the Complainant and Respondent not more than 10 days after it makes its decision.

Section 8 - Disciplinary Action

- 8.1 Disciplinary action will be imposed for every instance in which a Respondent is found by the Board of Directors to be in breach of this policy. In addition, disciplinary action will be imposed on the Complainant for every instance in which the Board of Directors finds the complaint to be unsubstantiated and made in bad faith.
- 8.2 The initial breach of policy will be matched with discipline of similar severity. In some cases, a verbal apology is appropriate. In extreme cases, the Respondent or Complainant will be barred from training in any AJJA member club and attending any AJJA events.
- 8.3 In the event of a second breach of policy, acceptable disciplinary action will be determined for the complaint and then the action will be doubled in severity (i.e. if a one week suspension from the AJJA was appropriate, two weeks will be the final suspension). In addition, a second breach of policy automatically involves an additional 6 month suspension from AJJA events and training in AJJA clubs.
- 8.4 After a third breach of policy, the member will be barred from training in any AJJA member club and attending any AJJA events.
- 8.5 An AJJA member that is barred from training in any AJJA member club and attending any AJJA events may be reinstated to the AJJA after a minimum 3 year period. After 3 years, the Respondent may submit an Appeal for Reinstatement to the Board of Directors for consideration. Victim(s) of the Respondent's harassment must be informed, in writing, of the Appeal for Reinstatement whether they are members of the AJJA or not. The decision to reinstate a barred member is solely at the discretion of the Board of Directors.
- 8.6 The Anti-harassment Counselor is responsible for ensuring the Respondent adheres to the restrictions placed on them or completes the required tasks as stated in the Board of Directors' decision.

Section 9 - Retaliation

- 9.1 Any attempt by the accused or his/her friends, family or associates to retaliate against the complainant will be It is a discriminatory practice for a

person against whom a complaint has been filed, or any person acting on their behalf, to retaliate or threaten retaliation against the individual who filed the complaint or the alleged victim.

- 9.2 Instances of retaliation are harassment and will be treated as a second or third offence, depending on the case.

Section 10 - Unsubstantiated Complaints

- 10.1 An unsubstantiated complaint that was made in good faith (i.e. the complainant genuinely thought harassment occurred) will not draw any negative consequences to the Complainant. When it is determined that an unsubstantiated complaint was made in good faith the procedure for closing the complaint is as follows:
- All records of the complaint will be removed from the personnel file of the Respondent.
 - Copies of the complaint, details of the investigation report and the board's decision will be kept in both the Complainant and Anti-harassment Counselor's files.
- 10.2 An unsubstantiated complaint that was made in bad faith (i.e. the Complainant knowingly submitted a false complaint to harm the Respondent, another person or the Respondent's reputation) will have negative consequences for the Complainant and any person who is found to have knowingly supported the false complaint. When it is determined that an unsubstantiated complaint was made in bad faith the procedure for closing the complaint is as follows:
- All records of the complaint will be removed from the personnel file of the Respondent.
 - The Respondent will be given the option of filing a harassment complaint against the complainant.
 - Copies of the complaint, details of the investigation report and the board's decision will be kept in both the Complainant and Anti-harassment Counselor's files.
 - Within 21 days of receiving the Board's decision to rule the complaint unsubstantiated in bad faith, the Complainant must submit, in writing, the reasons why they submitted an unsubstantiated complaint or why they feel the complaint is not unsubstantiated.
 - Upon receiving the Complainant's submission, the Board will meet and decide on disciplinary action against the Complainant. Directors shall consider the factors which led up to the unsubstantiated complaint and may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:
 - A verbal apology
 - A written apology

- A letter of reprimand from the AJJA
- Referral to counseling and a requirement for attendance
- Removal of certain privileges of membership
- Temporary suspension
- Expulsion from membership in the AJJA

10.3 A decision by the board that a complaint is unsubstantiated, in good or bad faith, can be appealed, if the criteria for an appeal are met, by following the steps in Section 10.

Section 11 - Appeals

- 11.1 An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for appeal are restricted to the following:
- The AJJA failed to follow procedures set out in the harassment policy.
 - The Board of Directors' decision was influenced by bias.
 - The Board of Directors considered irrelevant evidence or failed to consider relevant evidence in making its decision.
 - The Board of Directors' decision was wholly unreasonable based on the facts and circumstances.
- 11.2 The Notice of Appeal and Request for Hearing must be in writing and shall:
- Name the party who is appealing the decision
 - Set out the grounds for appeal
 - Detail the facts in support of the grounds for appeal
 - Include the Investigative Report
 - Include the Board of Directors' decision
- 11.3 A Complainant or Respondent who wishes to appeal the decision of the Board of Directors may initiate an appeal by serving the Board of Directors with a 'Notice of Appeal and Request for Hearing' not more than 30 days after the date they receive notice of the Board's decision.
- 11.4 Upon receipt of a Notice of Appeal and Request for Hearing, the Board shall:
- Appoint an Appeal Panel to hear the appeal.
 - Send a copy of the Notice of Appeal and Request for Hearing to the other party or parties involved in the complaint.
- 11.5 The Appeal Panel may consist of any member of the AJJA who is 18 years of age, does not sit on the Board of Directors and has not participated in the investigation (complainant, respondent, investigator or witness) up to the time of the appeal.

- 11.6 Once an Appeal Panel has been appointed, the Appeal Panel shall consider the grounds for appeal and determine if there are sufficient grounds for the appeal.
- 11.7 If the Appeal Panel determines that there are not sufficient grounds for the appeal, the Appeal Panel will dismiss the appeal and notify, in writing, the AJJA and all parties involved in the complaint of its decision.
- 11.8 If the Appeal Panel determines that there are sufficient grounds for the appeal, it shall inform, in writing, the AJJA and all parties involved in the complaint of its decision to conduct an appeal hearing. The hearing must be conducted no less than fourteen (14) days and no more than thirty (30) days after the decision to hear the appeal.
- 11.9 The hearing shall follow an agenda as deemed appropriate by the Appeal Panel. The agenda must be presented to all parties involved in the hearing three (3) days prior to the hearing.
- 11.10 The Appeal Panel shall, at its sole discretion, determine the rules of procedure which will govern the hearing. Procedures may include a requirement of advanced disclosure of evidence and/or witness statements. The rules of procedure must accompany the Notice of Hearing and be presented to all parties involved at least ten (10) days prior to the hearing.
- 11.11 The Appeal Panel will send a copy of the Notice of Hearing to the Complainant and Respondent and to the AJJA. The Notice of Hearing must be sent at least ten (10) days in advance of the scheduled hearing and shall:
- Specify the date, time and location of the hearing
 - Set out the rules of procedure that will govern the hearing
 - Advise the parties that they should bring with them to the hearing all relevant witnesses and other evidence they wish to be considered by the Appeal Panel.
- 11.12 Within fifteen (15) days of completing the hearing, the Appeal Panel shall send notice of its decision, in writing, to the Complainant, the Respondent and the AJJA Board of Directors.
- 11.13 The AJJA Board of Directors shall implement the Appeal Panel's recommendations.

Section 12 - Representation by Responsible Adults

- 12.1 If the Complainant is a minor or someone otherwise unable to speak for themselves, the complaint may be brought forward by a "Responsible

Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:

- Making a complaint
- Receiving all notices on behalf of the Complainant
- Being present at all dealings with the Complainant

12.2 If the Respondent is a minor or someone otherwise unable to speak for themselves, the following shall apply:

- If the Anti-harassment Counselor is attempting an informal resolution of the complaint, the Anti-harassment Counselor may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent, the Anti-harassment Counselor informs the Respondent that he/she may have a Responsible Adult present during the meeting.
- If the complaint is referred to a Investigative Panel for investigation:
- A copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known
- The Respondent shall be advised that he/she has the right to be represented by a Responsible Adult
- The Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
 - Responding to a written complaint
 - Receiving all notices of behalf of the Respondent
 - Being present at all dealings with the Respondent

Section 13 - Records

13.1 The President of the AJJA shall be responsible to keep all records required to be kept under this policy, including the Anti-harassment Counselor's reports.

13.2 In any instance where a complaint is filed, informally or formally, a record is kept in a secure place to which no one but the President and the Anti-harassment Counselors have access.

13.3 Each Anti-harassment Counselor shall have access to notes and records made by any other Anti-harassment Counselor of the AJJA.

13.4 Where a complaint is resolved informally without investigation:

- The Anti-harassment Counselor shall provide the President with a confidential written record of the complaint and details of the informal resolution.
- No record of the complaint is made in the AJJA's records relating to the Respondent or Complainant.

13.5 Where an investigation results in a finding of harassment, the outcome of the investigation and any disciplinary action shall be recorded in the AJJA's records relating to the Respondent. The records shall include copies of the Complaint, the Anti-harassment Counselor's Report, the Investigation Report, the Board of Directors' decision and, if applicable, the Appeal Panel's decision.

13.6 Where an investigation results in a finding that the complaint is not substantiated, all records of the complaint shall be removed from the AJJA's records relating to the Respondent and a note will be made in the AJJA's records relating to the Complainant.

Section 14 - Monitoring the Policy

14.1 This policy will be reviewed on an annual basis by the Board of Directors, the Anti-harassment Counselor, the Investigator and two randomly selected members of the AJJA who are of the age of majority. It will be reviewed for completeness, relevance and ability to address the needs and concerns of our members.

14.2 Any member of the AJJA who has concerns about or suggestions for improving the harassment policy, is asked to submit them to the Anti-harassment Counselor at any time. These comments will be sent to all board members and discussed at the next board meeting.

Section 15 - Review and Approval

15.1 This policy was approved by the AJJA board of directors on the ___ day of _____, 200__.

15.2 This policy shall be reviewed by the AJJA and the Anti-harassment Counselor on an annual basis.

Appendix 1

The AJJA's Suggested Guidelines for the Prevention of Harassment

Internal Education and Communication of Policy

1. Include information on abuse and harassment as part of orientation to new members and volunteers.
2. Include compliance with policy as part of membership eligibility.
3. Distribute information explaining the policy and process as part of annual meetings, volunteer training, and/or wherever else deemed appropriate.

Coaching and Leadership

1. Support and distribute the Coaches Association of AB Coaching Code of Conduct and the Canadian Professional Coaches Association's Code of Ethics.

Adherence to Policies

1. Ensure all members, especially school owners, parents and all instructors, read, understand, have copies of and comply with the AJJA protection policy and Child protection policies. Adherence to these policies will help everyone avoid situations in which harassment could occur or could be conceived to have occurred
2. Ensure all members, especially instructors, read, understand, have copies of and comply with the AJJA injury and incident procedures. Adherence to these policies will provide a written record in the event that a harassment complaint is initiated.
3. Ensure all members have access to an Anti-harassment Counselor and their resources. Each member must be able to contact a Counselor at any time whether by phone, personal visit or e-mail. Access to resources will prevent further harassment and help members recognize harassment should it occur.

APPENDIX 2

Resources Sport

| Organization | Purpose | Phone | Website |
|---------------------------------------|---|--------------|---|
| Sport Alberta | Federation of amateur sport in Alberta | 403-220-8196 | www.sportalberta.ca |
| Sport and Recreation Branch | Provincial government branch responsible for sport and recreation. | 780-427-6549 | www.cd.gov.ab.ca/building_communities/sport_recreation/ |
| Coaching Association of Canada | Provides coaches with the necessary foundation of skills, knowledge, and attitudes to foster excellence in sport. | 613-235-5000 | www.coach.ca |
| Centre for Sport and Law | Provides legal consultation in areas of sport administration. | 905-682-6098 | www.sportlaw.ca |

Human Rights

| Organization | Purpose | Phone | Website |
|---|---|----------------|--|
| Canadian Human Rights Commission | Investigates complaints of harassment on behalf of the Country | 1-800-999-6899 | |
| AB Human Rights and Citizenship Commission | Investigates complaints of harassment on behalf of the Province | (403) 297-6571 | |
| Calgary Police | Sexual Assault Unit | 403- 206-8390 | http://www.gov.calgary.ab.ca/police/inside/frame1.html |

Abuse Services

| Organization | Purpose | Phone | Website |
|---|--|----------------|--|
| Alberta Children's Services | Call to report Child Abuse | 800-387-KIDS | http://www.child.gov.ab.ca/ |
| Kids Help Phone | 24 hour crisis line for children, staffed by counselors. | 1.800.668.6868 | http://kidshelp.sympatico.ca/en/help.asp |
| Calgary Communities Against Sexual Abuse | sexual abuse and sexual assault victim's services, prevention services | (403) 237-5888 | www.aasac.ca/calgary |