

Muslim Association of Canada

Reference:

- MAC Workplace Harassment, Violence and Discrimination Policy
- Conduct to Protect Children-Canada Soccer Guide to Soccer

Harassment” means:

(a) Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, humiliating or intimidating.

- Disrespecting the coaches, parents & players
- Humiliating or intimidating coaches, parents & players
- Repeated remarks, jokes, or innuendos that demean, ridicule, intimidate
- Displaying or circulating offensive or derogatory pictures or materials
- Repeated unwanted practical jokes that embarrass or insult someone
- Repeated abuse of authority from club management and coaches
- Vandalism or tampering with club property and or equipment

(b) Sexual Harassment.

Sexual Harassment” means:

(a) Engaging in a course of vexatious comment or conduct against a coaches and players/athletes in the club because of sex or gender where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or

(b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the coaches, players/athletes and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

- Repeated unwelcome suggestive remarks, jokes, innuendos, or taunting about a person’s body or sex
- Repeated unwelcome physical contact such as patting, touching, pinching, or hitting;
- Inappropriate sexual touching, advances, suggestions, or requests;
- Repeated leering or other gestures of a sexually suggestive nature
- Unwelcome social invitations, with sexual overtones or flirting, with a subordinate or physical assault of a sexual nature.

Muslim Association of Canada

Violence” means:

- (a) The exercise of physical force by a person against a coaches & players/athletes, that causes or could cause physical injury to the coaches & players/athletes
- (b) An attempt to exercise physical force against coaches & players, in the club, that could cause physical injury to the coaches & players/athletes
- (c) A statement or behavior that is reasonable for a coaches & players/athletes to interpret as a threat to exercise physical force against coaches & players/athletes that could cause physical injury to the coaches & players/athletes

Policy and Program Requirements

- Senior Managers and Managers are responsible for fostering a work environment free of Harassment, Discrimination and Club Violence.
- All employees must be informed of this Policy and Program.
- Employees must be informed of the name or title and address of the Club Management to report harassment or violence to. Any reports are officially sent to info@mac-united.ca or parents can email the Calgary Minor Soccer Association (CMSA) to issue a complaint.

The Complaint process, including the investigation if necessary, should be completed without undue delay.

- An official complaint will be sent to the club’s email address
- Any suspicion of child abuse & sexual harassment are to be reported to law enforcement
- A meeting will be held with both parties with MAC United Management
- Immediate disciplinary action will be taken after the meeting.
- Corrective action must be timely in all situations of Workplace Harassment.

Harassment, Discrimination, or Violence may result in corrective or disciplinary measures being taken, up to and including termination of the coaches/parents. Disciplinary or corrective measures may also be taken against the following: any manager who is aware of a harassment, discrimination or violence situation and who fails

Muslim Association of Canada

to take corrective action; anyone who interferes with the resolution of a complaint by threats, intimidation or retaliation; or anyone who files a complaint that is frivolous or in bad faith.

Reporting Club Harassment

Step 1 - Reporting a Complaint

A parent, coach and or player/athlete who is the recipient of, or witness to an incident of harassment shall report the incident or complaint to their club management. If the supervisor is the person engaging in harassment, or if the coaches/managers is under the direct control of the person engaging in harassment, the parent, coach and or player/athlete should report the incident or complaint to the MAC Calgary Chapter, or to a Manager who she/he feels comfortable reporting the incident to. Parents, coaches and or player/athlete are required to report harassment as soon as possible.

A report should include the following information:

- Name of the parents/coach who has allegedly experienced harassment and contact information;
- Name of the alleged harasser(s), position and contact information;
- Names of the witness(es) if any, or other person(s) with relevant information to provide about the incident (if any) and contact information;
- Date or dates of the incident(s);
- Location(s) of the incident(s);
- Frequency of the incident(s);
- Details of the incident(s);
- Any supporting documents (emails, handwritten notes, photographs, etc.) that the player/athletes who complains of harassment may have in his/her possession that are relevant to the Complaint
- The date and signature of the parent/player who has filed the Complaint.
- The sharing of information related to the Workplace Harassment Complaint with the parties must comply with the principles of privacy and access to information.

Step 2 – Investigation

The MAC United Management will facilitate a timely investigation that is fair and appropriate in the circumstances and notify all involved parties. The investigation will be completed in a reasonable time period, which is dependent on the individual circumstances of each Complaint. MAC reserves the right to suspend the coach/parent from coaching or attending practices/games pending the outcome of an investigation.

The club management will not disclose any details about the Complaint or the related investigation except where such disclosure is necessary to investigate the incident, take corrective action, or is otherwise required by law.

Muslim Association of Canada

The investigation will include:

- a) A documented interview with the Complainant and/or victim
- b) A documented interview with the alleged perpetrators/Respondent
- c) A documented interview with any witnesses; and
- d) Any other step the MAC Management deems necessary to fully and fairly investigate the Complaint.

At the conclusion of the investigation into the Complaint, the Investigator will prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence.

The parent/player who experienced the alleged harassment, the Respondent, and relevant witnesses may be interviewed by the Investigator, as will any individuals who may be able to provide relevant information. As appropriate in the circumstances, the Respondent may be given the opportunity to respond to the specific allegations raised by the Complainant.

The club management will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence. They are expected to cooperate with Investigators and provide any details of incidents they have experienced or witnessed.

If the club management finds that harassment has occurred, appropriate remedial action will be taken as well as steps to prevent any recurrence. Any coach that breaches this Policy will be subject to disciplinary action, up to and including removal from the club. The appropriate action to be taken will depend on the seriousness of the violation, previous discipline and a review of the circumstances and evidence. Corrective action taken against a coach may include disciplinary action up to and including termination for cause.

If the investigation is inconclusive or if it is determined that there has been no violation of this Policy and Program, MAC may still recommend appropriate preventative action relating to incidents or Complaints of Workplace Harassment.

Upon the completion of the investigation, the Investigator will prepare a written report summarizing the steps taken during the investigation, the Complaint, the allegations of the Complainant, the Respondent's response, the evidence of any witnesses, and the evidence gathered overall. The report will set out findings of fact and come to a conclusion about whether Workplace Harassment was found to have occurred.

Muslim Association of Canada

Step 3 – Results of the Investigation

- MAC Management will notify the Complainant and the Respondent (if she/he is a coach of MAC) in writing of the results of the investigation including any corrective action taken, or that will be taken, in response to the harassment.
- It is important to note that the investigation report itself is privileged and will not be disclosed to either the Complainant or Respondent unless required by law.

Discrimination

All Club Management and coaches at MAC United are responsible for maintaining a professional, inclusive work environment. MAC expressly and strictly prohibits any form of unlawful discrimination against any player/athlete based on legally-protected characteristics. Improper interference with the ability of other Workers to perform their expected job duties is absolutely not tolerated.

We are committed to taking quick action to eliminate any discrimination that occurs in the club. Coaches and parents should report any act of discrimination to the club management, and if the discrimination amounts to harassment, coaches, parents and or players should report the incident to MAC United Management or the MAC Calgary Chapter.

Confidentiality

Information about incidents and Complaints shall be kept confidential to the extent possible. Information obtained about an incident or Complaint of harassment or Violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect coaches, parents, players/athletes, investigate the incident, or take corrective action or otherwise as required by law.

While the investigation is on-going, the player/athlete who has allegedly experienced the harassment and/or violence, the Respondent and any witnesses should not discuss the incident or Complaint or the investigation with each other or other coaches, parents, players/athletes, or witnesses, unless necessary to obtain advice about their rights.

The club management will instruct the coaches and or parents of their obligation not to discuss the Complaint, incident or investigation with other coaches and or parents unless necessary for the investigation. The club management may discuss the investigation and disclose the incident or Complaint-related information only as necessary to conduct the investigation.