



## TERRAPINS SWIM TEAM: ACTION PLAN TO ADDRESS BULLYING

*The following is the Terrapins Swim Team policy to implement the USA Swimming rule prohibiting bullying.*

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### Action Plan of the Terrapins Swim Team to Address Bullying

#### **PURPOSE**

Bullying of any kind is unacceptable at the Terrapins Swim Team (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening has a **responsibility** to tell a coach, parent, team administrator or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the Terrapins takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

#### **WHAT IS BULLYING?**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;

*Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services*



- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### **REPORTING PROCEDURE**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Team Director, or other designated individual;
- Write a letter or email to the Club Coach, Director, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

### **HOW WE HANDLE BULLYING**

If bullying is occurring during team-related activities such as at workouts or meets, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE VICTIMS** using the following approach:

### ***FINDING OUT WHAT HAPPENED***

- 1. First, we get the facts.**

*Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services*



- a. Keep all the involved children separate. This may require temporary workout schedule changes until the information is gathered.
  - b. Get the information from several sources, both adults and kids.
  - c. Listen without blaming and allow all participants to come forward..
  - d. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information and conduct the necessary interviews
  - e. Contact law enforcement authorities in if a crime is suspected.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a. Review the USA Swimming definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - What is the history between the kids involved?
    - Have there been past conflicts?
    - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
    - Has this happened before? Is the child worried it will happen again?
    - Does the child feel that retribution will occur if they report the situation
    - Is the child fearful of those responsible
  - c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - d. Once you have determined if the situation is bullying support the victim(s) and implement the required steps contained in the policy, take immediate action to isolate those responsible and this may include suspension or workout reassignment until further action is taken or necessary.
  - e. Begin a longer term solution to make sure those responsible are unable to continue their behavior in the context of the team. Highest priority is given to the victim and NOT those responsible. If practice changes and additional measure are required to insure the safety of the victim it will be those responsible who must make these changes. Every effort will be made to not interrupt the training and participation of the VICTIM.

### ***SUPPORTING THE VICTIMS***

#### **3. Support the kids who are being bullied**

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.

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- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
  - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
  - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

#### **4. Sanctions for those responsible for Bullying**

- a. The team may suspend or terminate membership to anyone who engages in bullying behavior after sufficient evidence is found.
- b. Violations will be reported to USA Swimming for potential additional sanctions.
- c. If applicable law enforcement will be contacted

#### **5. Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. Immediately inform a coach, parent or team administrator of the behavior you witnessed. It is RESPONSIBILITY of all swimmers to report bullying as quickly as possible.

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