



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
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Ph: 780 474 2200
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ASA RULES & REGULATIONS ON HARASSMENT

Purpose

The ASA does not tolerate or condone any degree of harassment by anyone associated with the ASA. It is the responsibility of the ASA, its staff and its Board of Directors; its members; the team officials, referees, and parents of players registered with the ASA; and all volunteers associated with the ASA, to promote a harassment free sport environment.

The ASA is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner, taking necessary corrective action and providing appropriate support for individuals that have been adversely affected by harassment.

Non-Application of the Rules & Regulations

1. The ASA will not commence or continue its investigation should evidence be presented that a higher authority has been asked to review the case, such higher authority including:
 - (a) enforcement services (municipal police, RCMP, etc);
 - (b) the Alberta Human Rights Commission, and
 - (c) Courts of the Province of Alberta.

2. The ASA will advise complainants of their right to refer any case to a higher authority should the ASA feel that a higher level of expertise is needed given the nature of the complaint

Examples of these cases include, but are not restricted to:

- (a) any complaint sexual in nature, and
- (b) any type of physical abuse.



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Harassment Defined

Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offence, discomfort or personal humiliation or embarrassment to a person or group of persons;

The test to determine whether harassment has occurred is three-fold:

1. whether a reasonable person knew or ought to have known that a behaviour would be considered unwelcome or offensive by the recipient;
2. the recipient found the behavior offensive; and
3. there is a connection between the behaviour and the mandate of the ASA.

Delegation of Authority

The ASA Board of Directors or its Executive Director shall appoint as they deem appropriate from time to time, a minimum of two Harassment Officers who will work with the ASA Executive Director on the implementation of these Rules & Regulations.

If the behaviour complained about is the behavior of the Executive Director, the President of the ASA shall act in the place of the Executive Director.

If the Executive Director is for any other reason unable to act in these Rules & Regulations, he may delegate that function to another member of the ASA staff; and in the absence of such delegation the President shall so act, including delegating that function to another member of the ASA staff.

Confidentiality

The ASA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential.



Complaint Procedure

1. Making a Complaint

A complaint shall be made by the complainant to the Executive Director in writing setting out:

- (a) the complainant's name, contact telephone number and contact email address "email address");
- (b) the name of the alleged harasser(s);
- (c) the time and place of the alleged harassment;
- (d) the events leading up to the alleged harassment;
- (e) the details of the alleged harassment; and
- (f) the names (and if possible the contact information) of any witnesses to the alleged harassment.

The complainant may submit other written evidence relating to the complaint.

2. Complaint Review

The Executive Director shall within 30 days review the complaint and any submitted other evidence relating to the complaint, and may interview the complainant, to determine whether the behaviour complained of meets the test of harassment as defined in these Rules & Regulations.

If the Executive Director concludes that the behaviour complained of does not meet the test of harassment as defined, the Executive Director shall so advise the complainant in writing addressed to the complainant at the complainant's email address within that 30 day period, and provide the complainant with a copy of the Rules & Regulations.

The complainant shall have 15 days from the date that email was sent, to request, in writing by email addressed to the Executive Director, a Complaint Investigation whereupon the Executive Director shall within 7 days refer the matter to a Harassment Officer for investigation.

If the Executive Director concludes that the behaviour complained of does meet the test of harassment as defined, he may in his own discretion refer the matter to a Harassment Officer for a Complaint Investigation.