**INSERT CLUB NAME HERE GENERAL BULLYING POLICY**

Bullying is the use of verbal, emotional, or physical aggression, whether intentional or not, regardless of the method of transmission, directed at any other person that to a reasonable person has the effect of:

 causing physical or emotional harm to the other person or person’s property

 placing the other person in reasonable fear of harm to himself/herself

 creating a hostile environment for the other person at any club or USA Swimming activity

 infringing on the rights of the other person at any club or USA Swimming activity

 materially and substantially disrupting the training process of any club

Here at **CLUB NAME** we

 make it clear that it will not tolerate bullying in any form.

 have a policy to address bullying.

 make it clear how to report bullying.

 take bullying seriously, assure parents and swimmers it will be addressed immediately.

**REPORTING**

The bullied person may not report the bullying for fear of retaliation, embarrassment, lack of trust in receiving help.

1. If anyone witnesses bullying you MUST STOP IT ON THE SPOT by

 intervention

 separation

 ensuring safety

 stay calm and unemotional

 speak separately to each person involved

2. If bullying is reported to a coach, the coach MUST FIND OUT WHAT HAPPENED by

 separating people involved

 getting the story from several sources - those involved and parents and other kids

 listening to the bullied and bullies

 not using the word “bully” when speaking to those involved

 realizing you may never have the full story

**SUPPORT AND CONSEQUENCES**

explain privately why the behavior is inappropriate to the one bullying

work with the one bullying to make amends and repair the situation

 apology letter, repair or pay for property damage

 do not require face to face meeting with bullied person

 speak with parents of all children involved

 speak with bullied child to help him/her understand why person may be bullying - scared, want to fit in, stress, abuse

 suspension for a short period of time may be necessary or restriction from travel with the team depending on bullying issue

speak to the parents of all swimmers involved