



WEST'S ANTI-BULLYING POLICY

Purpose: Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive and can be devastating to a victim. WEST is committed to providing a safe, caring and friendly environment for everyone. If bullying occurs it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member.

WHAT IS BULLYING?

WEST's policy on bullying is designed to harmonize with WEST's Code of Conduct and the anti-bullying provisions of the USA Swimming Code of Conduct. Generally, USA Swimming's Code of Conduct section 304.3.7 defines bullying as:

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:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity;
or
5. 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

Anyone who feels that he or she has been bullied while at WEST is encouraged to promptly do one or more of the following:

- Talk to your parents;
- Talk to a coach or board member;
- Write a letter or email to a coach or board member.



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Every effort should be made to bring the complaint to the attention of WEST as soon as possible to make sure that memories are fresh and behavior can be accurately documented and the bullying behavior can be stopped as soon as possible.

HOW WEST HANDLES BULLYING

If bullying is occurring, it is WEST's goal to STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately.
2. Separate the individuals involved.
3. Make sure everyone is safe.
4. Address any immediate medical or mental health needs.
5. Reestablish the peace through calm, respectful behavior.
6. Investigate the incident.
7. Follow up with an action plan if any improper behavior is found.
8. Communicate the action plan to the individuals involved.
9. Implement the action plan.