



SOUTH BURNABY METRO CLUB

South
Burnaby Metro Club – Soccer Division,
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Anti-Bullying Policy (Effective Date: September 1, 2025)

Purpose and Commitment

South Burnaby Metro Club (SBMC) is committed to providing a **safe, respectful, and inclusive environment** for all children and youth participating in our programs — whether as players, referees, coaches, or in any other role.

Bullying has **no place** in our Club. It can cause lasting harm and undermine the sense of community we strive to build. This policy outlines our commitment to preventing bullying and guiding our staff, volunteers, and participants in promoting kindness, empathy, and respect at all times.

This policy is supported by resources provided by the Government of British Columbia.

1. Why an Anti-Bullying Policy Matters

According to the Government of British Columbia:

- 1 in 3 Canadian teens report being bullied recently.
- Nearly half of Canadian parents say their child has been bullied at some point.

Bullying often targets aspects of a person's **culture, appearance, ability, identity, or background**, including gender identity and sexual orientation. Children who identify as **LGBTQ2S+** are three times more likely to experience bullying than their heterosexual peers.

The **effects of bullying can be traumatic and long-lasting**, often extending into adulthood and leading to emotional, social, and psychological harm.

2. Understanding What Bullying Is

Not all conflict, rude behaviour, or single acts of aggression are considered bullying.

Bullying involves a **pattern of harmful behaviour** that is deliberate, repeated, and intended to hurt someone physically or emotionally.

Three key indicators help identify bullying:

1. **Power imbalance** – The person bullying may use physical strength, social status, or influence over others to harm someone else.
2. **Repetition** – Bullying occurs repeatedly, creating fear and anxiety in the targeted child.
3. **Intent to harm** – The behaviour is meant to cause physical or emotional pain, embarrassment, or distress.

Someone engaging in bullying behaviour continues even after it is clear their actions are hurtful or when asked to stop, showing no remorse or concern for the impact on others.

3. Types of Bullying

Bullying can take many forms. Common examples include:

- **Physical:** Hitting, kicking, pushing, tripping, pinching, or damaging property.
- **Verbal:** Name-calling, insults, teasing, intimidation, homophobic or racist remarks, verbal abuse.
- **Social/Emotional (Relational):** Spreading rumours, lying, excluding others, making mean gestures or jokes, or embarrassing someone publicly.
- **Cyberbullying:** Using technology — such as social media, messaging apps, video games, or websites — to tease, threaten, or humiliate others.

Cyberbullying can occur at any time, even outside soccer settings, and can follow a child into their home environment.

4. Signs a Child May Be Experiencing Bullying

Children who are being bullied may show changes in mood, health, or behaviour, such as:

- Avoiding school or team activities.
- Appearing anxious, fearful, or withdrawn.
- Showing low self-esteem or self-blame.
- Frequent unexplained physical complaints (e.g., headaches, stomachaches).
- Loss of interest in soccer or social activities.

- Unexplained injuries, torn clothing, or damaged personal items.
- Irritability, sadness, or emotional outbursts.
- Difficulty sleeping or frequent nightmares.
- Talking about self-harm or aggression toward others.
- Noticeable withdrawal from friends or lack of invitations to social activities.

5. Signs a Child May Be Engaging in Bullying Behaviour

Children who bully others may display patterns of aggressive or controlling behaviour, such as:

- Little empathy or concern for others' feelings.
- Aggression toward siblings, peers, teachers, or animals.
- Being bossy, manipulative, or using threats to get their way.
- Bringing home unexplained items or extra money.
- Acting secretive about whereabouts or possessions.
- Easily frustrated or quick to anger.
- Believing that aggression or intimidation is an acceptable way to resolve conflict.
- Blaming others for fights or acting defensively when confronted.
- Seeking to dominate or control others.
- Spending time with peers who also exhibit aggressive behaviour.
- Frequently misinterpreting accidents or neutral situations as personal attacks.

6. Club Responsibility

South Burnaby Metro Club recognizes its **duty to protect all participants** from bullying in any form.

We are committed to:

- Promoting **respectful communication** among all players, coaches, referees, and families.
- Providing **education and awareness** about recognizing and preventing bullying.
- Encouraging **early reporting** of bullying behaviour and ensuring appropriate follow-up.
- Creating a **culture of inclusion** where every participant feels safe, supported, and valued.

7. Reporting and Response

If bullying is observed or suspected:

- Report the concern immediately to a coach, team manager, or designated Club official.
- SBMC will review all reports promptly and confidentially, ensuring fairness for all parties involved.
- Confirmed incidents of bullying may result in disciplinary action, up to and including suspension or removal from Club activities.

8. Our Shared Responsibility

Every member of the South Burnaby Metro Club community — players, parents, coaches, referees, and volunteers — plays a part in building a positive, inclusive environment.

Together, we can stand up against bullying and promote the values of respect, teamwork, and integrity that define our Club.

Bullying Reporting Procedure & Action Plan

Purpose

This procedure provides a clear process for reporting, **documenting, and addressing bullying incidents** within South Burnaby Metro Club (SBMC).

The goal is to ensure **every concern is taken seriously**, handled confidentially, and resolved promptly in a way that prioritizes the **well-being and safety of all participants**.

1. Reporting a Concern

If a player, parent, coach, or volunteer witnesses or experiences bullying, they should report it as soon as possible using one of the following methods:

1. Contact the Club's Designated Safe Sport Official (DSSO)

- The DSSO is the **main point of contact** for bullying reports.
- This official is trained to handle sensitive matters involving children and families with care and confidentiality.
- Contact information for the DSSO will be posted on the Club website and shared with all members.

2. Submit a Written Report

- A Bullying Incident Report Form is available online and through team officials.
- Reports should include:
 - Names of individuals involved (if known)
 - Description of what happened (date, time, location, witnesses)
 - Any actions already taken (if applicable)
- Reports may be submitted by:
 - Email to the DSSO
 - In person to a team official or Club administrator
 - Anonymously, if the reporter prefers confidentiality

3. Verbal Reports

- If a child is uncomfortable submitting a written report, they can speak directly to a coach, team manager, or the DSSO.
- The receiving adult must document the report on the Club's incident form as soon as possible.

2. Club Response Process

Once a report is received, the Club will take the following steps:

1. Acknowledge the Report

- The DSSO will confirm receipt of the report within 48 hours and ensure the safety and well-being of the child are prioritized.

2. Initial Review

- The DSSO, in consultation with the Club Executive or Risk Management Committee, will review the information to determine the nature and seriousness of the incident.

3. Fact-Finding / Investigation

- The DSSO or an appointed Club Official will gather additional information as needed (e.g., speak to the child, parents, witnesses, or coaches).
- All information will be handled with sensitivity and confidentiality.

4. Action and Resolution

- If bullying is confirmed, appropriate action will be taken, which may include:
 - Mediation between involved parties (if appropriate)
 - Behavioural warnings or disciplinary measures
 - Education or counselling supports
 - Suspension or removal from Club activities (in severe cases)
- The child and their family will be supported throughout the process.

5. Escalation to Authorities

If the behaviour involves threats, physical harm, harassment, or other potentially illegal acts, the Club will immediately consult or report to the police or other relevant authorities.

3. Documentation and Record-Keeping

- Every reported incident will be formally documented using the Club's Bullying Incident Report Form.
- Records will include details of the report, investigation, actions taken, and outcome.
- All documentation will be stored securely and confidentially by the Club's DSSO or Risk Management Officer.

4. Timeliness and Follow-Up

As stated in **Canada Soccer's Guide to Safety**, there is no time limit for initiating a complaint. However, all reports should be made **as soon as possible** so the Club can respond quickly, preserve accurate information, and stop harmful behaviour early.

After an investigation, the DSSO will:

- Follow up with the affected child and family to ensure they feel supported.
- Monitor the situation to prevent further incidents.
- Provide a summary of actions (without breaching confidentiality) to the Club Executive for accountability.

5. Communication and Education

To foster a culture of openness and safety:

- All members will be informed of this procedure at registration and through the Club website.
- Coaches and volunteers will receive training on **recognizing and responding to bullying**.
- Players and parents will be reminded that **reporting bullying is encouraged and supported**—never punished or ignored.

Summary Flow – Reporting Bullying at SBMC

Step 1: Witness or experience bullying → Report to DSSO, coach, or team official.

Step 2: DSSO reviews and documents report.

Step 3: Investigation and consultation with Club leadership.

Step 4: Action taken (disciplinary, educational, or restorative).

Step 5: Follow-up and ongoing support for the affected child and family.

Step 6: Escalation to police if necessary.

BULLYING CONFLICT RESOLUTION

Purpose

This action plan outlines the steps that South Burnaby Metro Club (SBMC) will take to **resolve incidents of bullying** in a fair, transparent, and supportive manner.

The focus is on protecting the well-being of all children involved, restoring respectful relationships, and maintaining a safe club environment.

1. Notification and Initial Assessment

1. When a bullying report is received, the Designated Club Official (DCO) will:
 - Review the details of the incident promptly.
 - Ensure immediate safety and well-being of the children involved.
 - Notify the **parents/guardians of all children** connected to the situation.
 - Act as the **main point of contact** for all communication with the families.
2. The DCO will gather information from:
 - The child who was bullied.
 - The child accused of bullying.
 - Any witnesses (e.g., teammates, coaches, or parents).
 - Other relevant club staff.
3. The DCO will document all reports, meetings, and outcomes using the Club's **Bullying Incident Report Form**.

2. Mediation and Discussion

1. Where appropriate and safe to do so, the DCO will:
 - Facilitate a reconciliation meeting between the children involved, with the consent of their parents/guardians.
 - Focus discussions on understanding the harm caused, promoting empathy, and setting expectations for future behaviour.
2. If direct reconciliation is not feasible:
 - The DCO (or a designated club liaison, such as a coach or team representative) will meet separately with each family to discuss the incident, its impact, and possible next steps.
3. All meetings will be handled with **neutrality, confidentiality, and care**, ensuring both parties feel heard and respected.

3. Determining Next Steps

1. Based on the findings, the DCO and Club Executive will assess the severity of the incident and determine appropriate action, which may include:
 - Verbal or written warnings to the child engaging in bullying behaviour.
 - Educational measures, such as behaviour reflection activities or mentorship.
 - Temporary suspension from practices or games.
 - Formal disciplinary action, if the bullying behaviour is serious or repeated.
2. The DCO will monitor compliance with any agreed-upon actions and ensure follow-up with both families.
3. If the incident involves threats, violence, or other potentially criminal behaviour, police or child protection authorities will be consulted immediately.

4. Communication and Support

1. The DCO will maintain open communication with both families throughout the process and ensure updates are provided as appropriate.
2. The child who experienced bullying will be offered ongoing support and reassurance from coaches or club mentors.
3. Club staff will be briefed (confidentially and appropriately) to help them manage any related team dynamics and ensure continued safety and inclusion.

5. Documentation and Transparency

1. The DCO will ensure that:
 - Minutes are taken at all meetings.
 - All discussions, actions, and outcomes are documented and securely stored.
 - Records are kept confidential but accessible to the Club Executive if review is required.
2. This documentation protects both the club and the individuals involved and ensures accountability at every stage.

6. Commitment to Reconciliation

Whenever possible and safe, SBMC aims to restore positive relationships between players and families through communication, understanding, and education.

The goal is to build empathy and respect while reinforcing the Club's values of sportsmanship, integrity, and community.

Summary Flow – Bullying Resolution Process

Step 1: Report received → DCO reviews and notifies parents.

Step 2: Information gathered from all parties.

Step 3: Mediation or separate meetings with families.

Step 4: Action determined (warning, education, or discipline).

Step 5: Police consultation if required.

Step 6: Follow-up and documentation of outcomes.

Step 7: Reconciliation and monitoring for ongoing safety.

BC SOCCER ALIGNMENT

All [Insert the name of your club here] policies must align with BC Soccer's Bylaws, Rules & Regulations, and applicable Policies and procedures.