

<b>Dodgeball Manitoba</b>	
<b>Policy Name</b>	Respectful Meeting Guidelines
<b>Date Written</b>	July 23 <sup>rd</sup> 2019
<b>Date of last revision</b>	None
<b>Written/Revised by</b>	Kahleigh Krochak

### **1.0 Preamble**

1.1) Dodgeball Manitoba works to foster a respectful, safe environment for its members both on and off the dodgeball court. The organization is always interested in hearing feedback and generating discussion and suggestions from members and believes the best way to do that is in an environment where everyone can feel safe, heard and respected.

### **2.0 Scope**

2.1) This policy applies to all meetings organized by Dodgeball Manitoba, including but not limited to:

- Board meetings
- Annual General Meetings
- Town Hall Meetings
- Meetings with teams or individuals members

### **3.0 Policy**

3.1) While disagreement, discussion and exchange of ideas are essential to the success of any organization, Dodgeball Manitoba requires members to express themselves respectfully at all times.

Guidelines for respectful conduct are as follows:

- Maintain normal speaking volume. Excited or loud speech is fine however individuals should not be yelling at one another.
- Be mindful of others' turn to talk. If you wish to speak, raise your hand or wait until the other is finished speaking. If many people want to speak at once, respect the system implemented by the moderator of the discussion to manage speaking turns.
- Maintain focus on the ideas/suggestion/issue in question. In most cases it is not productive to criticize someone personally

3.2) Dodgeball Manitoba will absolutely not tolerate the following behaviour:

- Abusive or offensive language such as:
  - o Cursing directed at a specific individual, team or group
  - o Insults or teasing
- Use of slurs or other derogatory terms for any race, religion, sexual orientation, socioeconomic status or gender identity
- Personal attacks or belittling of any single individual or group
- Physical violence or threats of physical violence

3.3) Dodgeball Manitoba would like to clarify that disrespectful behaviour is not:

- Disagreeing respectfully with the actions, goals or plans of another member or the organization
- Assertive or direct communication that follows all other Respectful Meeting guidelines
- Consensual banter between two or more members

#### **4.0 Violations of Guidelines**

4.1) Individuals who violate the guidelines listed in 3.1 will be gently reminded by the moderator of the discussion of the guidelines. Individuals who continually break these guidelines may be asked to leave the meeting by the moderator of the meeting.

4.2) Individuals who break the guidelines set out in 3.2 will be asked to leave the meeting immediately without need for a warning.

4.3) If the meeting is one on one or with a small group (less than 10 people), the meeting may be ended at any time by the designated moderator or anyone else in the meeting who feels violations to these guidelines have been made and the meeting cannot proceed productively as a result.

4.4) In case of a larger group meeting (10+ people) the moderator has the power to end the meeting if they feel it cannot be continued productively due to violation of these guidelines.

4.5) In any case where someone is removed from a meeting or a meeting is ended due to a violation of these guidelines, the following will occur:

- A board member not involved in the meeting will reach out to the individual(s) in question to debrief the situation with them and request a written statement within 48hrs
- The board will debrief as a group how to best address the individual(s) concerns
- A board member will send a copy of these guidelines to the individual(s) in question and offer to review it with them to ensure they can follow the guidelines to participate in future meetings

4.6) Every effort will be made to facilitate all members being able to productively attend all relevant meetings organized by Dodgeball Manitoba, however, repeated violations of the Respectful Meeting Guidelines may lead to suspension of a member's privileges to attend meetings