

In order to maintain social security within DSZ WAVE, at least one Confidential Counselor will be appointed. A Confidential Counselor (VCP, abbreviation of the Dutch term) is the first point of contact for members and people otherwise affiliated with DSZ WAVE considering unwanted behaviour within or outside of the association.

The Confidential Counselor's primary role will be to maintain the social and emotional security within DSZ WAVE by, for example, dealing with reports of unwanted behaviour in confidence and, together with the notifier, decide what further steps need to be taken, or to provide a listening ear when it comes to personal problems. To make sure that the VCP is able to perform these tasks to the best of their abilities, the protocol below was established.

1. General terms

1. Unwanted behaviour includes, but is not limited to:
 - a) sexual intimidation;
 - b) aggression and violence;
 - c) bullying;
 - d) discrimination and/or racism;
 - e) internal criminality.
2. Personal problems include, but are not limited to:
 - a) feelings of general discomfort or friction with other members;
 - b) struggles with, or doubts about, sexual orientation and/or sexuality;
 - c) worries about the personal financial status;
 - d) worries about the personal study progress;
 - e) unsafe or uncomfortable home situations.
3. The Confidential Counselor will be appointed by the General Assembly (GA) for an undetermined period of time, with a minimum duration of one year.
4. The Confidential Counselor is not a member of the board of DSZ WAVE.

2. Tasks

1. The Confidential Counselor has the following two general tasks:
 - a) receive the victims of acts of unwanted behaviour by other members of DSZ WAVE or other persons that are in close relation to DSZ WAVE for when these acts have happened within the activities of DSZ WAVE;
 - b) receive the members of DSZ WAVE with personal problems.
2. Next to that, the Confidential Counselor has the following tasks:
 - a) the Confidential Counselor can be approached by members, donors, parents, volunteers, employees and other persons affiliated to DSZ WAVE for problems within and possibly outside of the association that have something to do with acts of unwanted behaviour;
 - b) the Confidential Counselor can also be approached by members of sister associations about problems that originate in, or are caused by, DSZ WAVE or one of her members during or in respect to joint activities;
 - c) the Confidential Counselor may, with permission of the notifier, proceed to approach the person that the report is about, but has to guarantee the anonymity of the notifier of the report and the confidentiality of his/her function;
 - d) the Confidential Counselor monitors and guides the notifier in the further process of the report;
 - e) the Confidential Counselor mediates, answers questions, forwards to institutions (sports federations, NOC*NSF, TU Delft, study advisors or student psychologists), researches when needed and registers;
 - f) the Confidential Counselor processes the reports in a strictly confidential way and makes sure that this confidentiality is guaranteed;
 - g) the Confidential Counselor keeps a basic log of all reports;
 - h) the Confidential Counselor may inform the board or his/her colleague-counselor of DSZ WAVE of the fact that a report of unwanted behaviour has been filed, but only comments on the content of the report to the board of DSZ WAVE after having received permission of the notifier.

3. Execution of the tasks

1. The Confidential Counselor works completely independently, but is the responsibility of the board of DSZ WAVE.
2. The Confidential Counselor works according to the protocol for Confidential Counselors (VCP) by NOC*NSF as much as possible. The Confidential Counselor preferably follows the course "Confidential Counselor in Sports" by NOC*NSF.
3. In the case that a board member of DSZ WAVE or another well-known member of DSZ WAVE is approached, then, upon request of the notifier, the Confidential Counselor can be brought in. A board member or volunteer of DSZ WAVE will point out the possibility to bring in a VCP to the notifier.
4. The Confidential Counselor has a duty of confidentiality and secrecy. However, some situations may arise where the VCP needs to breach this due to a distress of their conscience. The VCP may only breach their duty of confidentiality if he/she meets the requirements stated in the 'Code of Conduct Coping with Confidentiality for Confidential Counselors' (see this code of conduct in appendix A).
5. A member of the association that is appointed to be Confidential Counselor, may not be suspended, expelled, fined or punished in any other way for actions that have been committed from their function as Confidential Counselor.
6. The Confidential Counselor has the possibility to turn to one of the external parties mentioned in appendix B for advice when he/she deems necessary in one of the cases brought to him/her.
7. For statistical reasons and the yearly report of the association, the Confidential Counselor will share the number of yearly cases with the board once a year.

4. Visibility and accessibility

1. To improve the visibility of the Confidential Counselor, their contact details will be published on an allocated page on the DSZ WAVE website.
2. The specific allocated page for the Confidential Counselors on the DSZ WAVE website, together with the existence of the VCP's themselves, will be brought to the attention of
 - a) the trainers and coaches during their first meeting of the academic year;
 - b) the new members in the 'welcome to DSZ WAVE' email that they receive;
 - c) the public in general under the header 'contact' on the DSZ WAVE website.

A. Code of Conduct Coping with Confidentiality for Confidential Counselors

1. The Confidential Counselor enters into a confidential relation with the notifier or other persons that call upon them or to who the VCP directs his/her attention. Therefore the VCP promises all people involved in a case confidentiality of everything he/she learns during the execution of his/her tasks as VCP.
2. Exemptions to section 1 are only possible if the notifier or other persons give written permission to break this promise of confidentiality, or when very urgent reasons are present, as described in section 3.
3. Should written permission of the involved person to share information with third parties (the colleague-VCP, the board of DSZ WAVE or one of the parties named in appendix B) not exist, the Confidential Counselor can see him/herself released from the promise of confidentiality when all five criteria below are met:
 - a) the Confidential Counselor has done everything in his/her power to get permission from the involved person(s) to share their information;
 - b) the Confidential Counselor suffers from a distress of their conscience by keeping the confidentiality up;
 - c) there is no other way to solve the problem, other than breaking the confidentiality promise;
 - d) it is almost certain that breaking the confidentiality promise will not lead to identifiable and severe damage and/or danger to the involved people and third parties
 - e) the Confidential Counselor is convinced that breaking the confidentiality promise will largely prevent or limit damage to the involved people and third parties.
4. Should such a situation arise, the VCP will discuss his/her reasons to break the confidentiality promise with a specialised and/or experienced party before actually doing so.
5. The Confidential Counselor informs the involved person(s) of the intent of breaking the promise of confidentiality before doing so.
6. If breaking the promise of confidentiality requires so, the VCP will refer the involved person(s) to another Confidential Counselor and/or institution.

B. Parties for external advice

The following external parties can be turned to by the Confidential Counselor by the clauses stated in article 3, section 1 and article 3, section 6.

- Confidential Counselor KNZB
Petra van den Hoek
vcp@knzb.nl
06-55440359
- Confidential Counselor NTB
Theo Mosch and Marianne Vlasveld
vcp@triathlonbond.nl
085-0701800
- Centre for Safe Sports (NOC*NSF)
centrumveiligesport@nocnsf.nl
0900-2025590
- SpeakUp (anonymous phone line of the Centre for Safe Sports)
login code 29113
- Centre for Sexual Violence
0800-0188
- External Confidential Counselor and Counselor Unwanted Behaviour TU Delft
Sandra van der Hor
s.vanderhor@tudelft.nl
06-21170603