



Boulder Dance Coalition

Chronological step-by-step guide for victims of perceived harassment

1) Ensure immediate safety (if needed)

- If there is **physical assault, threat, non-compliance with personal space or danger**, call **911** or go somewhere safe immediately.
 - Harassment can escalate into assault; that becomes a criminal matter.
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2) Document everything as soon as possible

Start a record **right away**, even if you're unsure what you'll do next:

- Dates, times, locations
- What was said/done
- Names of witnesses
- Save texts, emails, photos, DMs

This documentation can be critical evidence later.

3) Review the Dance Organization's policy

The Boulder Dance Coalition requires that our members have:

- An **anti-harassment policy**
 - A **reporting procedure** (organizer, board member, etc.)
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4) Report to the Dance Organizer (first formal step)

- Report the harassment to the Dance Organizer (**unless they are the harasser**).

Do this **in writing if possible** so there's a record.

5) Continue documenting after reporting

Track:

- Dance Organizer response (or lack of response)
 - Any retaliation (exclusion, termination, etc.)
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6) Escalate if nothing happens

- If your report is ignored or mishandled, follow the procedures to report to the Boulder Dance Coalition Safety Committee: www.boulderdance.org/harassment-policy.
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7) Consider reporting to police (if criminal conduct occurred)

If there was:

- Sexual assault
- Physical contact or coercion

You can file a police report **in addition to reporting to the Dance organizer and to the Boulder Dance Coalition.**

8) Consider consulting an attorney that specializes in harassment cases.

A lawyer can help you:

- Understand your rights
- File claims correctly
- Seek compensation or a lawsuit if appropriate

This is especially useful if:

- The Dance Organization ignored the issue
 - You experienced retaliation
 - The harassment was severe or ongoing
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9) Take care of your well-being

Harassment can have real psychological effects. Consider:

- Counseling or therapy
 - Support groups
 - Trusted friends or advocates
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Simple timeline recap

1. Get safe (if needed)
2. Document everything
3. Check policy
4. Report to the Dance Organizer
5. Track responses and retaliation
6. Escalate to the Boulder Dance Coalition
7. Report to police (if applicable)
8. Talk to a lawyer
9. Seek support