



Kanata Rhythmic Sportive Gymnastics Club Policies and Procedures

Article 1 Code of Conduct

Gymnasts

- Treat everyone and their personal property with respect. This includes: self, fellow gymnasts, coaches, parents and custodial staff, as well as during a competition or event all judges, other Club members and coaches and organizing committee members.
- Follow the Club established gym rules.
- Attend the established training hours for your program.
- Treat all Club equipment with due care and respect.

Parents

- Treat everyone and their personal property with respect. This includes: fellow parents, gymnasts, coaches, and custodial staff, as well as during a competition or event all judges, other Club members and coaches and organizing committee members.
- Follow the Club established gym rules.
- Treat all Club equipment with due care and respect.
- Volunteer with good grace at Club run events.

Coaches

- Treat all gymnasts on a fair and equitable basis.
- Treat everyone and their personal property with respect. This includes: gymnasts, coaches, parents and custodial staff, as well as during a competition or event all judges, other Club members and coaches and organizing committee members.
- Treat all Club equipment with due care and respect.

Article 2 Harassment

It is recommended that a person who has concerns about potential Harassment within the Club should be encouraged to talk to the gymnast's coach, or the Head Coach, or to another Board Member.

Any Member of the Club may identify a Harassment issue in writing to the Board of Directors to be raised at a Grievance Committee. This will follow the Grievance Policy outlined below.

If required the complaint can be escalated to GO's Ethics Committee.

Article 3 Risk Management

The intent of this policy is to protect the Safety of gymnasts and Club members, and the assets of the Club.

Police Check

To ensure the safety of Club members and the financial assets of the Club, all members of the Board and the Operations Committee shall be required to have a police check before the start of their term or as soon as possible after taking on their role, and repeated every two years after that. This will also include any coaches over the age of 18, Team Managers and Official Chaperones. In addition, a member of the Club prior to taking on significant financial responsibility may also be asked by the Board to have a police check. Police Checks shall be done at no cost to the members.

Two Deep Policy

Where practical, the Club shall strive to observe a "two deep" policy, where supervision of



minor gymnasts in areas of risk such as washrooms should always have two adults present.

Article 4 Privacy

The KRSG Club uses the information collected at registration for its own purposes associated with the operation of the Club and its registration processes with Gymnastics Ontario. Information is not released to other third parties for any reasons without the written permission of the Club members.

Waivers

As part of the registration process, waivers shall be signed releasing all rights of compensation and ownership to any images captured by any means.

Club Lists

To facilitate distribution of information within the Club, Club Phone and e-mail lists are distributed to all members of the Club on a regular basis. These shall only be used for Club purposes and not distributed to other third parties.

Police Check

The Police Check reports will be collected by the Club President and/or the Vice-President of Operations. Any results may be discussed within the Board, and if appropriate the Club Member in question may be asked to refrain from any position of responsibility that may impact the safety of Club Members or Club assets.

Photos and Video

Images of Club members including gymnasts, may be captured during regular and special Club activities through video, photo and digital camera, and may be used for the purpose of the Club's training techniques, website, promotional material and publications.

Print Media

The Club will release from time to time, articles, results and images of Club members to the media for informational and promotional purposes. These may include gymnasts' or other members' full names and their town, but will not include other identifying material such as addresses or phone numbers without the express permission of the member.

Email Accounts

The Club will provide club based email addresses ie President@krsg.org to members of the Board and Executive as numbers permit, to limit the requirement for personal email addresses to be used for club business.

Website

The Club will post from time to time, articles and results that may list Club members on the Club website. These may include gymnasts' or other members' full names and their town, but will not include other identifying material such as addresses or phone numbers without the express permission of the member.

The Club may post from time to time images of individual or groups of gymnasts on the Club website. These shall be identified by first name only, either as text associated with the photo or as text associated with the filename of the image or as image alternate text, unless express permission of the member is obtained. Where possible but not required, the Club will try and limit the full name of a gymnast being published with an accompanying article.

Upon reasonable request to the Board of Directors, the Club will try and limit the use of a



particular gymnast's images or information in publications under their control.

Article 5 **Discipline**

In general when a Club member is not following the Bylaws or Policies and Procedures of the Club, a coach or a Board Member will approach the member and informally discuss the concern.

If this does not resolve the issue then the Club member who does not follow the Policies and Procedures of the Club may be subject to discipline which may include reprimand, suspension or expulsion from the Club.

The Discipline Committee shall consist of 3 members of the Board, none of whom shall be a party to the issue.

The Discipline Committee shall inform the member verbally and via email that a discipline concern has been raised, and where applicable, if the member is temporarily suspended from Club activity. The member may or may not be temporarily suspended based on a decision made by the Discipline Committee.

The Committee shall review the issue and meet with all parties as soon as possible and make a decision with respect to the issue raised. All parties shall abide with the decision, except when the party chooses to escalate the issue to the Discipline Committee of Gymnastics Ontario.

If a parent membership is terminated –the associated gymnast may also be asked to leave the programme at the discretion of the Board.

At the discretion of the Board of Directors, a terminated parent may not to be present at any training facility or Club event.

Article 6 **Grievance**

It is recommended that a person who has issues with Coaching practices be encouraged to talk to the gymnast's coach directly to resolve the concerns, or if this is not possible to the Head Coach, and finally the Club President. Issues with Club Procedures may be raised first with the Coach or to a Board Member.

Any Member of the Club may identify an issue in writing to the Board of Directors to be raised at a Grievance Committee at the earliest possible convenience, ideally within two weeks of the receipt of the Grievance.

The Grievance Committee shall consist of 3 members of the Board, none of whom shall be a party to the grievance.

The Committee shall review the issue and meet with all parties and make a decision with respect to the issue raised. All parties shall abide with the decision, except when the party chooses to escalate the issue to the Grievance Committee of Gymnastics Ontario.



Article 7 Cancellation Fees

Recreational

Cancellations received by the registrar before the third class are eligible for a partial refund. The refund consists of the original amount paid - less an administration fee, Gymnastics Ontario Registration Fee, and fee per class attended.

No refunds are provided for cancellations for gymnasts registering for the 6 week spring session.

Advanced Training

In the month that the gymnast resigns for medical reasons (Doctor's certificate required), that month's payment is not refundable. In the event that the gymnast is resigning for non-medical reasons, that month and one more month's fees will be charged. In both cases a pro-rated refund for the remaining time will be made less the GO Registration Fee and an administration fee.

Article 8 Athlete Placement

All matters of gymnast placement are at the final discretion of the Head Coach. This includes but is not limited to:

- Acceptance into the Club
- Stream (i.e. recreational, interclub, provincial)
- Competitive Level
- Placement into a small or large group
- Entrance into competition

Article 9 Asset Management

The Board of Directors shall make the final decisions associated with the disposal of all Club assets. These decisions make include sale, donation or garbage disposal. Any financial returns shall be property of the Club.

Article 10 Coaches Contracts and Coaching Policies

All Club coaches are self employed contractors working for the Club with a specific contract.

The Club shall not require an exclusive contract with its coaches.

Coaches shall not enter into private coaching agreements with Club gymnasts, without the permission of the Board of Directors.

Article 11 Junior Coaches

In the situation where a Coach is under the age of 18, a responsible adult shall be present at all times with the coach and her gymnasts.



Article 12 Coaches Re-imbusement

Coaches are responsible for the direct costs of any NCCP certifications that they undertake. The Club may assist through the organization of local training courses and other related activities.

The Club from time to time may choose to send coaches to additional development programs, and may partially or completely cover the cost of these programs.

Article 13 Development of Judges

The Club will assist Gymnastics Ontario where possible in the recruitment and development of technically proficient and impartial judges.

Article 14 Canadian & World Gymnaestradas

Where at all possible, the Club shall plan to attend both the Canadian and World Gymnaestradas.

The Team composition shall be at the discretion of the Head Coach.

The Team Manager shall be appointed by the Board of Directors. The Team Manager is responsible for coordination with the event organization, all Club coordination, and all travel arrangements for the Club Team.

Inclusion of supporters shall be at the discretion of the Board.

All costs including basic uniform, travel and accommodation for the Head Coach and Team Manager shall be covered by the Club either directly or through fundraising.