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Section I: Compliance, Ethics, And Member Conduct		
Policy Number and Name: I-01 Table of Contents	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022

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Section I: Compliance, Ethics, And Member Conduct

Policy Number and Name: I-02 Code of Conduct & Ethics	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022
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1. Overview

The overview of this Policy is to inform athletes, parents, and coaches of their responsibilities and the expectations set forth by Wainwright Gymnastics Club.

2. Definitions

Capitalized terms have the following meanings in this Code:

- 2.1 **“WGC Activities”** means all events that are sanctioned, sponsored or otherwise supported by AGF. Events include, but are not limited to, those ordinarily arising in the course of AGF’s business and incident thereto (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with AGF activities, and any meetings. For the purposes of this Code, **“WGC Activities”** also includes other non-AGF events and circumstances outside of the foregoing, when such conduct adversely affects relationships within WGC (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of WGC. Such applicability will be determined by WGC, in its sole discretion.
- 2.2 **“Bylaws”** means the bylaws of WGC, as the same may be amended from time to time.
- 2.3 **“Code”** means this Code of Conduct.
- 2.4 **“GymCan”** means the national sports organization that governs gymnastics in Canada.
- 2.5 **“Members”** has the meaning set forth in the Bylaws.
- 2.6 **“Other Individuals”** means any other person employed by or engaged in activities with AGF, including but not limited to: directors, officers, committee members and staff of AGF; judges and other officials; volunteers; team managers; and administrators.
- 2.7 **“Position of Trust”** means a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
- 2.8 **“Safe Sport Environment”** means a safe, inclusive, open, observable and transparent sporting environment for all of WGC’s Members, supported by policies and procedures based upon and consistent with best practices as established by youth sporting organizations in Canada from time to time.



- 2.9 **“Vulnerable Individual”** means a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

3. Purpose

3.1 **General:** WGC has adopted this Code as part of its broader commitment to promote gymnastics activities for individuals of all ages and abilities. This Code serves to make Members and Other Individuals aware that there is an expectation, at all times, of appropriate conduct and behaviour at WGC Activities.

3.2 **Safe Sport Environment:** WGC advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and well-being.

3.3 **Minimum Expectations:** This Code sets out the minimum expectations for acceptable conduct for all Members. Conduct that is contrary to this Code will not be tolerated and may be subject to disciplinary sanctions pursuant to applicable policies and procedures.

4. Application of this Code of Conduct

4.1 **Generally:** This Code applies broadly to all Members of WGC, to all WGC Activities, to Other Individuals and to other activities as set forth in Section 4.2.

4.2 **Application to Other Activities:** This Code also applies to Member conduct outside of WGC Activities when such conduct adversely affects relationships within WGC (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of WGC. Such applicability will be determined by WGC, in its sole discretion.

5. Responsibilities and Obligations – General

Members and Other Individuals participating in WGC Activities and at other activities to which this Code applies have the following responsibilities:

5.1 **Compliance:** To comply with all applicable laws in the jurisdiction where the WGC Activity is taking place (i.e. host province or host country), and comply with WGC’s Bylaws, policies and procedures, including but not limited to this Code and the rules of each specific discipline or program within WGC, and the spirit of those rules.



5.2 Display Respect: To promote and represent the sport of gymnastics as constructively and positively as possible, including through displaying respect for all individuals involved in the sport. Specifically, Members have a responsibility to assist in supporting the dignity and self-esteem of Members and other individuals, by:

5.2.1 Demonstrating respect towards individuals, regardless of body type, physical characteristics, athletic ability, and without discrimination or harassment of any kind.

5.2.2 Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or other individuals.

5.2.3 Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.

5.2.4 Appropriately acting to correct or prevent practices that are discriminatory.

5.2.5 Consistently treating individuals fairly and reasonably.

5.2.6 Demonstrating respect for, and not intentionally causing damage to, property and equipment used or encountered in connection with participating in WGC Activities.

5.2.7 Respect all judges, coaches and volunteers and refrain from attempting to intimidate, embarrass, or improperly influence any individual responsible for judging or administering a competition or making any selection decisions.

5.3 No Abuse, Maltreatment, Harassment or Discrimination: To refrain from any behaviour that constitutes abuse, maltreatment, harassment or discrimination.

5.4 Interactions with Vulnerable Individuals: When interacting with Vulnerable Individuals, or when in a Position of Trust over an individual, to implement practical approaches to these interactions, including but not limited to:

5.4.1 Limiting physical interactions to non-threatening and non-sexual touching, i.e. high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc. Hugs are permitted so long as these are brief and in public, for example following a successful routine in competition.

5.4.2 Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power with one individual).

5.4.3 Ensure that the “Rule of Two” is followed wherever possible, as set forth in the Safe Sport Policy.



5.5 Anti-Doping: To comply with all anti-doping policies and procedures established by GymCan or other applicable governing bodies, and not use, direct or imply use, possess, distribute, or promote the use of performance-enhancing drugs or substances, whether such drugs or substances are legal, prescribed, controlled or illegal. Any infraction of applicable anti-doping policies or procedures will be considered an infraction of this Code, and may be subject to disciplinary action imposed by WGC which may be in addition to any disciplinary action imposed by GymCan or the other applicable governing body.

5.6 Alcohol, Drugs and other Mood-Altering Substances: Members are prohibited from reporting to any WGC Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.

5.6.1 Consumption (vaping, smoking, eating, or ingesting by any other means) of cannabis, any other mood-altering substance, and any illegal substance, is prohibited at all times during WGC Activities. Alcohol may be consumed by adults from time to time at WGC-related business, social, and recreational events, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will adults operate a motor vehicle if their abilities to do so are in any way impaired.

5.6.2 Where minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with WGC. Under no circumstances shall any adult provide, promote, or condone the use or consumption of alcohol, drugs (other than properly prescribed medications) or performance-enhancing substances by a minor.

5.6.3 Minors are prohibited from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, any other mood-altering substance, and any illegal substance at all times.

5.7 Coercion: If in a Position of Trust, refrain from the use of power or authority in any attempt to coerce another person to engage in inappropriate activities.

6. Additional Responsibilities – Coaches

The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. In addition to the general responsibilities and obligations set forth herein, coaches have the following additional responsibilities when participating in WGC Activities and at other activities to which this Code applies:

6.1 Certification: Coach, supervise, and teach skills to athletes that are appropriate to, and within the scope of, the current level of NCCP training and certification. Accurately represent coaching and professional credentials, such as NCCP certification, post secondary credentials, and other training (e.g. first aid certification). Adhere to AGF's background and police check policies.



6.2 Athlete Safety and Support: Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the management of athletes' medical and psychological treatments. Report any medical problems for athletes selected to represent WGC in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing WGC. Provide athletes (and the parents/guardians of minor athletes) with all necessary information to be involved in the decisions that affect the athlete.

6.3 Interactions with Minors: Subject to Section 5.4.3 above, refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.

6.4 Support for Other Coaches and Clubs: Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs. Respect other coaches and, should an athlete desire to change member clubs, support and cooperate with the other coach in the exchange of pertinent information.

6.5 Prohibited Relationships: Under no circumstance shall a coach engage in a sexual relationship of any kind with an athlete under 18 years old, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a Position of Trust over the athlete.

6.6 Interaction with other Manuals or Handbooks: Adhere to the requirements of applicable manuals and handbooks when coaching at a WGC Activity, for example with respect to attire, interactions with other coaches and team managers etc.

6.7 Positive Communication: Adhere to the requirements of the *Complaints, Meetings & Discipline Policy & Procedure* section of this policy to ensure incidents and/or concerns are addressed and resolved. Any parent or athlete communication directed to a coach, which requires the attention of the Head Coach and/or Board members (such as reporting a complaint or incident), whether through in-person communication, texting, email, and/or social media messaging should be redirected as per the policy directives.



7. Additional Responsibilities – Athletes

Addition to the general responsibilities and obligations set forth herein, athletes have the following additional responsibilities when participating in WGC Activities and at other activities to which this Code applies:

- 7.1 Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing WGC.
- 7.2 Participate and appear on-time and prepared to participate to their best abilities.
- 7.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.
- 7.4 Adhere to WGC's rules and requirements regarding clothing and equipment.
- 7.5 Never ridicule a participant for a poor performance or practice.
- 7.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to other athletes, officials, coaches, or spectators.

8. Additional Responsibilities – Parents / Guardians

In addition to the general responsibilities and obligations set forth herein, parents and guardians of athletes have the following additional responsibilities when observing or participating in WGC Activities and at other activities to which this Code applies:

- 8.1 Encourage athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 8.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 8.3 Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.
- 8.4 Adhere to the requirements of the *Complaints, Meetings & Discipline Policy & Procedure* section of this policy to ensure any complaints or concerns are addressed and resolved. Any communication should be given as per the policy directives.



8.5 Promote a positive and supportive environment for all Athletes, Coaches, and other Members by refraining from sharing frustrations with other parents instead of reporting them through the prescribed communication methods.

9. Additional Responsibilities – AGF Staff, Board Members and Committee Members

In addition to the general responsibilities and obligations set forth herein, WGC staff, board members, committee members and other individuals acting on behalf of WGC have the following additional responsibilities when participating in WGC Activities and at other activities to which this Code applies:

10.1 When conducting WGC business, function primarily as a member of WGC or the WGC board and/or committee(s), as applicable, not prioritizing the goals or interests of any other organization or constituency.

10.2 Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of WGC business and the maintenance of Member confidence.

10.3 Conduct themselves professionally, lawfully and in good faith in the best interests of WGC.

10.4 Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.

10.5 Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.

10.6 Keep informed about WGC activities, the provincial gymnastics community, and general trends in the sectors in which it operates.

10.7 Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to Alberta law.

10.8 Respect the confidentiality appropriate to issues of a sensitive nature.

10.9 Ensure that all WGC Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.

10.10 Respect the decisions of the majority.

10.11 Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.



10.12 Have a thorough knowledge and understanding of all WGC's governance documents.

10.13 Conform to the Bylaws and policies approved by WGC, in particular this Code as well as any policies with respect to privacy and confidentiality.

10.14 Adhere to the requirements of the *Complaints, Meetings & Discipline Policy & Procedure* section of this policy to ensure they are addressed and resolved. Any communication directed to a Board Member, whether through in-person communication, texting, email, and/or social media messaging should be redirected as per the policy directives.

10.15 Promote a positive and supportive environment for all Athletes, Coaches, and other Members by refraining from sharing frustrations with other Board Members and parents instead of reporting them, or encouraging them to be reported, through the prescribed communication methods.

11. Privacy

In order to implement and enforce this Code and other policies and procedures of WGC, WGC may from time to time be required to obtain and use personal information relating to Members as well as other affected parties, in particular where a complaint has been filed pursuant to the Complaints, Hearings and Discipline Policy & Procedure. Where disciplinary action is undertaken as a result of the outcomes from the Complaints, Hearings and Discipline Policy & Procedure, WGC may, in its discretion, disclose the outcomes to other amateur sport organizations or other organizations or institutions that need to know the information or where required or permitted by applicable law.

12. Member Compliance Declaration

As a condition of membership with WGC, each Member is required to comply with this Code and other WGC policies and procedures at all times in connection with WGC Activities.



Section I: Compliance, Ethics, And Member Conduct		
Policy Number and Name: I-03 Abuse, Maltreatment & Discrimination Policy	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022

1. Definitions

Capitalized terms have the following meanings in this Policy:

1.1 **"WGC Activities"** means all events that are sanctioned, sponsored or otherwise supported by WGC, including but not limited to those ordinarily arising in the course of WGC's business and incident thereto (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with WGC activities, and meetings. For the purposes of this Policy, "WGC Activities" also includes other non-WGC events and circumstances outside of the foregoing, when such conduct adversely affects relationships within WGC (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of WGC. Such applicability will be determined by WGC, in its sole discretion.

1.2 **"WGC Personnel"** means all employees, consultants and contractors to WGC, members of WGC's board of directors, and any person serving on an WGC committee who is not also a director;

1.3 **"Bullying"** has the meaning described in Section 6;

1.4 **"Bylaws"** means the bylaws of WGC, as the same may be amended from time to time;

1.5 **"Discrimination"** has the meaning described in Section 8;

1.6 **"Harassment"** has the meaning described in Section 6;

1.7 **"Hazing"** has the meaning described in Section 6;

1.8 **"Members"** has the meaning set forth in the Bylaws and includes but is not limited to registered participants such as coaches, athletes, parents and/or guardians of athletes and officials.

1.9 **"Other Individuals"** means any other person employed by or engaged in activities with WGC, including but not limited to: directors, officers, committee members and staff of WGC; judges and other officials; volunteers; team managers; and administrators.

1.10 **"Position of Trust"** means a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach



1.11 “**Vulnerable Individual**” means a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

2. Purpose of this Policy

WGC is committed to promoting a sporting environment in which all Members are able to participate in WGC Activities in a safe and inclusive training and competitive environment, free from any form of abuse, maltreatment, harassment or discrimination, regardless of the level or capacity in which the Member is participating. WGC expects that its Members and Other Individuals within the scope of this Policy, conduct themselves in a prudent and reasonable manner, free from any form of abuse, maltreatment, harassment or discrimination. The purpose of this Policy is to define the behaviours which WGC considers to be forms of abuse, maltreatment, harassment or discrimination. WGC requires that all individuals within the scope of this Policy refrain from engaging in, allowing, condoning or ignoring any behavior that constitutes abuse, maltreatment, harassment or discrimination.

3. Scope of Policy

This Policy applies broadly, and includes the following persons while in attendance at or participating in any WGC Activities:

- 3.1 All WGC Members, which includes but is not limited to coaches and athletes;
- 3.2 All WGC Personnel;
- 3.3 All team managers, team support, judges, technical observers and other officials;
- 3.4 All other volunteers at WGC Activities; and
- 3.5 Parents, guardians and spectators.

4. Zero Tolerance Statement

No Abuse, Maltreatment, Harassment or Discrimination: WGC has zero tolerance for any type of abuse, maltreatment, harassment or discrimination and supports the creation and maintenance of safe sport environments where all Members can participate safely and free from any type of abuse, maltreatment, harassment or discrimination. Members are required to report instances or suspected instances of any of the foregoing, where the perpetrator or target of such conduct is a Member of WGC, or where such conduct takes place at an WGC Activity. WGC shall address such conduct pursuant to its policies and procedures, in a timely manner.



5. Abuse and Maltreatment

Abuse and maltreatment tend to be characterized based on the nature of the relationship in which the behaviour occurs. Specifically, physical abuse, emotional abuse, sexual abuse and neglect tend to occur by a person in a Position of Trust and against a Vulnerable Individual. Examples of these relationships include but are not limited to parent-athlete or coach-athlete relationships. The descriptions below provide broad definitional parameters of the various types of abuse and maltreatment that may occur in the sport environment. The subsequent examples are used to help differentiate behaviours but should not be taken as an exhaustive list:

5.1 Physical abuse: Refers to the exercise of physical force, or contact or non-contact behaviour, that has the potential to cause physical harm or inflict physical injury on someone. Examples of contact physical abuse include hitting, shaking, punching, pushing, blocking normal movement or physical interference with or without the use of equipment, and any other dangerous or harmful use of force or restraint. Examples of non-contact physical abuse include verbal or written threats of violence, threatening physical gestures, overstretching of an athlete, deliberately disregarding medical advice, forcing a premature return to activity following a serious injury, excessive repetition of a skill to the point of injury and throwing objects.

5.2 Emotional abuse: Refers to a pattern of deliberate non-contact behaviours that have the potential to cause harm. These behaviours may be verbal (e.g. shouting, belittling, humiliating, intimidating, name-calling, degrading) or non-verbal (e.g. denial of attention and support, hitting of throwing objects in frustration, social isolation, stalking). It also includes exposing an individual to violence. Emotional abuse is often at the foundation of other forms of maltreatment.

5.3 Sexual abuse: Refers to any sexual interaction perpetrated against the victim's will, and includes contact and non-contact behaviours. Examples of contact sexual abuse include fondling, intercourse, unwanted touching which is not accidental, and any kind of sexual violence. Examples of non-contact sexual abuse include indecent exposure, sexually oriented comments or jokes, voyeurism, intimidating sexual remarks, advances, suggestions or requests, and displaying or sharing obscene or pornographic images or materials. Note that sexual abuse includes making a sexual solicitation or advance where the person making the solicitation or advance is in a Position of Trust. Any reprisal or retaliation, or threat of reprisal or retaliation, for rejecting a sexual solicitation or advance is also prohibited.



5.4 **Neglect:** Refers to acts of omission in care and/or general deprivation of attention. Neglect occurs when an individual fails to protect and nurture the health and welfare of others in their care, including but not limited to denying adequate hydration, nutrition or medical attention, abandonment of an athlete following a poor training or competitive result, inadequate supervision, chronic rejection, prohibiting social relations within or outside sport, ignoring an injury, or failure to intervene when made aware of misconduct.

6. **Harassment**

“Harassment” (which for the purposes of this Policy also includes bullying and hazing, as described below) refers to a course of vexatious conduct or comments and unwanted or coerced behaviors that the person knew or ought reasonably to have known would be unwelcome, inappropriate or otherwise offensive to another person or group of people. Harassing behaviours include comments, conduct, actions or gestures directed towards an individual or group of individuals which are insulting, intimidating, humiliating, malicious or offensive. Harassment also includes psychological harassment and refers to a course of vexatious conduct or comments and unwanted or coerced behaviours that the person knew or reasonably ought to have known would be unwelcome and inappropriate or otherwise offensive to another person or group of people. Forms of harassment in sport may include, but are not limited to:

6.1 Physical harassment (e.g. pushing, shoving, hitting, pinching, grabbing);

6.2 Sexual harassment (e.g. vulgar, degrading or lewd comments, repeated propositions to engage in sexual conduct, sexist jokes, inquiries or comments about a person’s sex life, unwelcome flirtations, advances or propositions, unwanted sexual contact);

6.3 Emotional harassment (e.g. offensive or hostile expressions or gestures, threats, written or verbal abuse or outbursts, put-down jokes, stalking, visual displays of offensive material, condescending or patronizing behaviour which is intended to undermine self-esteem or diminish performance);

6.4 Harassment based on gender, race, sexual orientation (e.g. referring to someone’s gender, race, sexual orientation or other characteristic in negative, vulgar or derogatory terms or exclusion of an individual based on those grounds);

6.5 Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety, or negatively affect performance.

6.6 Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.



6.7 Retaliation or threats of retaliation against an individual who reports allegations of misconduct to WGC. “Bullying” refers to physical, verbal or psychological attacks or intimidations that may cause fear, distress or potential harm to others. These behaviours often occur between peers and may be characterized as direct, overt attacks (such as physical attacks, threats or mocking) or indirect, relational attacks (such as gossip, spreading rumours, social exclusion). “Hazing” refers to any potentially or actually humiliating, degrading, abusive, or dangerous activity expected of an athlete by a more senior individual, which does not contribute to any positive development, but is required to be accepted as part of a team, regardless of the athlete’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.

7. Discrimination

“Discrimination” is unfair or improper behaviour, whether intentional or not, that results in differential treatment of one or more individuals and that is related to one or more of any grounds of discrimination prohibited by any applicable human rights legislation, including but not limited to:

7.1 Race or perceived race;

7.2 Ancestry, citizenship, nationality or national origin, colour, ethnic background or origin;

7.3 Religion or religious beliefs;

7.4 Age;

7.5 Gender;

7.6 Sexual orientation, gender identity and gender expression;

7.7 Marital, civil or family status or association; and

7.8 Physical or mental disability.

8. Complaints

An individual who believes they have experienced abuse, maltreatment, harassment, bullying or hazing, or who has witnessed abuse, maltreatment, harassment, bullying or hazing where either the perpetrator or the victim of such conduct is a person described as being within the scope of this Policy, should file a complaint to WGC Board of Directors or to Administration. If you have reasonable suspicion or believe that danger or violence are imminent or that a participant is in immediate danger or risk, and/or is a victim of any form of abuse or neglect, you should:



- 8.1 Do nothing to put yourself in further risk;
- 8.2 Help the participant withdraw from the situation, if possible;
- 8.3 Inform others nearby of the situation, if possible;
- 8.4 Call 9-1-1 immediately if the situation required immediate attention; and
- 8.5 Report the situation immediately to administration.

9. Prohibition Against Retaliation

Retaliation occurs when an individual experiences or is subject to negative consequences due to reporting or participating in an investigation or related process. WGC will not condone acts of retaliation by its Members or other individuals within the scope of this Policy. Any Member or other third party who believe that they or someone else as been subjected to retaliation should report such retaliation to WGC administration as soon as possible.



Section I: Compliance, Ethics, And Member Conduct		
Policy Number and Name: I-04 Safe Sport Policy	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022

1. General

In addition to this Policy, Members of WGC may also be subject to the safe sport or equivalent policies of GymCan or of other provincial or national sport governing bodies, or other bodies having jurisdiction over sports in Canada.

2. Definitions

Capitalized terms have the following meanings in this Policy:

2.1 **“WGC Activities”** means all events that are sanctioned, sponsored or otherwise supported by WGC, including but not limited to those ordinarily arising in the course of WGC’s business and incident thereto (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with WGC activities, and meetings. For the purposes of this Policy, “WGC Activities” also includes other non-WGC events and circumstances outside of the foregoing, when such conduct adversely affects relationships within WGC (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of WGC. Such applicability will be determined by WGC, in its sole discretion.

2.2 **“Bylaws”** means the bylaws of WGC, as the same may be amended from time to time;

2.3 **“Duty of Care”** means the requirement that reasonable care be taken to avoid acts or omissions that could expose others to risk or harm.

2.4 **“Member”** has the meaning set forth in the By-Laws, and includes but is not limited to registered participants such as coaches and athletes, and parents and/or guardians of athletes.

2.5 **“Position of Trust”** means a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach

2.6 **“Safe Sport Environment”** has the meaning set forth in Section 3.1.1 below.

2.7 **“Rule of Two”** has the meaning set forth in Section 6 below.

2.8 **“Vulnerable Individual”** means a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.



3. Purpose of this Policy

3.1 This Policy has been developed in support of WGC's following commitments and objectives:

3.1.1 WGC is committed to promoting a sporting environment in which all Members are able to participate in WGC Activities in a safe, healthy and inclusive training and competitive environment, free from any form of abuse, maltreatment, harassment or discrimination, regardless of the level or capacity in which the Member is participating.

3.1.2 The welfare of all participants in the sport is one of WGC's foremost considerations. In particular, the protection of athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics community.

3.2 AGF will provide support to its member clubs in their provision of fun, healthy, inclusive and Safe Sport Environments. WGC believes that gymnastics can enrich the lives of everyone involved, and WGC will strive to ensure, through the provision of support and assistance to its Members that the training and event participation environment is one where all participants know they are safe, and are treated with respect and dignity.

4. Policy Application

This Policy applies to all Members of WGC and to all WGC Activities.

5. WGC's Ongoing Commitment to a Safe Sport Environment

5.1 WGC, in understanding and discharging its Duty of Care, commits to ensuring that its policies and procedures support a safe, inclusive, open, observable and transparent sporting environment for all of its Members (a "Safe Sport Environment"), and that such policies and procedures are based upon and are consistent with best practices as established by youth sporting organizations in Canada from time to time. WGC intends that its programs and services be consistent with and support this Policy.

5.2 Prioritizing, establishing and maintaining a Safe Sport Environment involves the responsibility and practices of everyone involved in gymnastics, in particular those in a Position of Trust, to ensure the safety and development of athletes, coaches and all other participants.

5.3 WGC recognizes the critical role in the delivery of a Safe Sport Environment.



6. Safe Sport Environment

6.1 WGC strives to provide athletes who are Members of WGC and/or who are participating in WGC Activities with the following:

- 6.1.1 safe, healthy and inclusive gymnastics environments;
- 6.1.2 qualified, experienced, and athlete-centered leadership that attends to the well-being and developmental needs of athletes;
- 6.1.3 a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
- 6.1.4 the opportunity to feel empowered, use their voice, and share in the leadership and decision making of their sport experience;
- 6.1.5 appropriate opportunities for proper preparation for competitions;
- 6.1.6 information that is important to athlete well-being and opportunities to strive for success;
- 6.1.7 access to education related to the sport, participation, welfare and safety;
- 6.1.8 respect, dignity, and appropriate safeguards from abuse, maltreatment, harassment, or discrimination;
- 6.1.9 mechanisms for reporting misconduct to an independent third party without fear of reprisal; and
- 6.1.10 tools to allow athletes to know, understand, protect, and advocate for their interests.

7. Adherence to the “Rule of Two”

7.1 In supporting its commitment to a Safe Sport Environment, WGC adopt the “Rule of Two” in the responsible delivery by persons in a Position of Trust, of coaching and related programs and services. The “Rule of Two” means:

- 7.1.1 That the coach (or responsible adult) is never alone with or out of sight with any Vulnerable Individual.
- 7.1.2 Two coaches (or responsible adults) should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach (or a responsible adult) and an athlete must be open and observable except for medical emergencies.
- 7.1.3 One of the coaches (or responsible adults) must also be of the same gender as the athlete.



7.1.4 Should there be a circumstance where a second screened and or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

7.2 WGC recognizes that, in particular in circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. WGC expects the persons in a Position of Trust entrusted with the care of Vulnerable Individuals will take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

8. Evaluation

WGC shall continually monitor, evaluate and amend its policies, practices and procedures, including this Policy, at any time and without notice. It is the responsibility of each member of WGC to understand and keep up to date with current versions of its policies.

9. Obligation to Report

An adult Member is obligated to report, on a timely basis and with all relevant information, to WGC or to appropriate law enforcement or child protection services, any actual or suspected psychological misconduct, sexual misconduct, physical misconduct or neglect involving a Vulnerable Individual. Any adult Member who fails in this duty to report shall be subject to disciplinary action by WGC.



Section I: Compliance, Ethics, And Member Conduct

Policy Number and Name: I-05 Complaints, Meetings & Discipline Policy & Procedure	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022
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1. Definitions

Capitalized terms have the following meanings in this Policy:

A) **“WGC Activities”** means all events that are sanctioned, sponsored or otherwise supported by WGC, including but not limited to those ordinarily arising in the course of WGC’s business and incident thereto, such as: competitions, practices, training camps, travel associated with WGC activities, and meetings (“WGC Activities”). For the purposes of this Policy, “WGC Activities” also includes other non WGC events and circumstances outside of the foregoing, when such conduct adversely affects relationships within WGC (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of WGC. Such applicability will be determined by WGC, in its sole discretion.

B) **“WGC Personnel”** means all employees, consultants and contractors to WGC, members of WGC’s board of directors, and any person serving on an WGC committee who is not also a director.

C) **“WGC Policy”** or **“WGC Policies”** refers to the Bylaws, the Code of Conduct, and any other policy, procedure, rule and regulation of WGC that is in effect from time to time, or any one of them, as the context requires.

D) **“Bylaws”** means the bylaws of WGC, as the same may be amended from time to time;

E) **“GymCan”** means the national sports organization that governs gymnastics in Canada.

F) **“Member”** has the meaning set forth in the Bylaws of WGC and includes but is not limited to registered participants such as coaches, athletes, parents and/or guardians of athletes and officials.

2. WGC’s Commitment and Expectations

WGC is committed to supporting its members in providing gymnastics environments and experiences to Members and to participants in WGC Activities in which all are treated with respect, characterized by the values of fairness, integrity, and open communication. Membership in WGC, as well as participation in its activities, brings many benefits and privileges. At the same time, Members are required to fulfill certain responsibilities and obligations including, but not limited to, complying with WGC Policies. Behaviour by Members that does not comply with WGC Policies can result in harm to the integrity and reputation of



WGC, and result in harm to Members. Conduct that violates WGC's Policies may be subject to discipline pursuant to this Policy.

3. Purpose of this Policy

This Policy is intended to outline the policies and procedures of WGC with respect to complaints of breaches of a WGC policy.

4. Policy Application

This Policy applies to all Members of WGC, all WGC Personnel and to all WGC Activities. Complaints not involving Members, WGC Personnel or arising outside of the scope of WGC Activities, shall be addressed by such entities or organizations responsible for such personnel or activities, which may include AGF, GymCan or another provincial sport organization, unless the complaint is specifically requested to be considered, and is agreed to be considered, by WGC in its sole discretion, having regard to jurisdictional considerations as set forth in Section 5.

5. Jurisdiction of WGC

A) Generally: WGC has responsibility over alleged breaches or violations, by Members or by WGC Personnel, of WGC Policies applicable to its Members and WGC Personnel and/or with respect to WGC Activities.

B) Limits on WGC's Jurisdiction: WGC, as a sport organization, works within a multijurisdictional sport structure. AGF encourages, and may under certain circumstances require, that its member clubs be responsible for the management of complaints occurring within the programs and activities they deliver and involving personnel within their club membership. Member clubs shall, however, advise AGF of any complaints of serious misconduct received. AGF may maintain appropriate records and provide assistance, support, and/or escalate the complaint, if needed.

6. Types of Complaints

A) General:

A **minor** infraction is, generally, a single non-material breach of a WGC Policy, or a single non-material incident of failing to achieve expected standards of conduct, that does not result in significant harm to a person or persons, WGC, or the sport of gymnastics. A minor infraction will generally be dealt with by the Head Coach, with any written documentation being sent to Admin for filing and the Vice President to be made aware.

A **major** infraction is, generally, any instance of failing to achieve the expected standards of conduct, whether under a WGC Policy or otherwise, that results, or has the potential to result, in significant or material harm to a person or persons, to AGF, or to the sport of gymnastics. Multiple or repeated instances of infractions that would normally be considered to be minor in nature shall be treated as more serious infractions, and any



resulting disciplinary action shall reflect the repetitiveness of any violations. The Vice President should be involved in any meetings due to a major infraction.

A **criminal** offence is, always reported immediately to AGF, GymCan and local law enforcements.

7. Athlete Behavioural Management

A) If an athlete is being disciplined for **minor infractions** for behavioural reasons the following representatives may be part of the disciplinary actions:

- Coach
- Athlete
- Parents
- President or Vice President of WGC Board of Directors (if request)

The WGC board of Directors always need to be notified of any complaint in nature to; follow through with notifying all disciplinary structures such as AGF, GymCan, and/law enforcement if needed.

B) Further behavioural management may be implemented if a gymnast continues to act in an inappropriate manner or breaching contract or if the gymnast is being disciplined for a major infaction:

- i. First Course of Action is Parent Meeting with:
 - Coach/s
 - Athlete
 - Parents
 - President or Vice President of WGC Board of Directors
- ii. If behaviour is not corrected, 1 week suspension will be implemented
- iii. If behaviour is not corrected after a suspension, the athlete's contract will be terminated.

8. Documentation of Athlete Behavioural Management

WGC Disciplinary Action Form must be filled out by gymnast coach and supported by the representing Board Member. The form can be located in Coach Binder or requested to administration. Administration will contact parents to set up a meeting. The disciplinary form will be placed on gymnast file for records. All disciplinary forms will be signed off by the Vice President as acknowledgment.

9. Coach/Parent/Board Member and Athlete Incident Complaints and Investigations

A) As outlined in the Parent and Athlete Handbook, Members who have a conflict or problem with a coach/parent/board member are encouraged to wait 24 hours to address matters.



- B) All complaints must be made to the Wainwright Gymnastics Club email address: waingymclub@gmail.com.
- If at any time a coach or board member receives a complaint, whether verbally, through their email, social media, or via text message, they are required to remind the complainant that all complaints must be sent to the general administrative email.
 - No further discussions shall be had on the matter until a formal complaint has been received.
- C) Communication should include as much detail as possible including involved parties, dates, times, and a clear description of the actual complaint. Any relevant background information should be included as well.
- D) Once a complaint has been received, it will be forwarded to the President and Vice President and cc'd to the secretary for follow up.

WGC Board of Directors Responsibility

- E) The appropriate board members will begin the investigation process into the complaint. This may include:
- Further clarification/discussions with the complainant;
 - Meetings between parents and coaches and/or board members;
 - Meetings with any participating parties or witnesses;
 - Requesting written witness statements.
- F) Once a complaint has been reviewed and all parties have had a chance to share their experience, the board will determine whether the complaint has merit and if follow-up and/or disciplinary action is required. WGC strives to follow up with all parties within 2 weeks.



Section I: Compliance, Ethics, And Member Conduct

Policy Number and Name:
I-06 WGC Disciplinary Action Form

Date of Approval: December 15th, 2022

Activation Date: December 16th, 2022

WGC DISCIPLINARY ACTION FORM
(Administrative/Staff/Gymnast/Parent)

Member: _____
Group: _____
Parent's Name: _____
Coach/Supervisor _____

TYPE OF ACTION:

- ☐ Verbal Warning Date: _____
☐ Written Warning Date: _____
☐ Suspension: Begins: _____ Ends: _____
☐ Termination: Effective: _____

Date(s) of Incident: _____ Time of Incident: _____

Description of the Incident(s) or Behavior(s):

Reported by:

Other Individuals who may have information:

Supporting Evidence, if any (please describe; attach copies of any documentation):

Parent Meeting, include date and time, and people present:

Comments from meeting:



Supporting Documentation, if any (please describe; attach copies of any documentation):

Corrective Action Plan:

Next Action Step if Problem Continues:

Follow up

☐ Two weeks ☐ One month ☐ Three months ☐ Six months

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the disciplinary action. I understand that this form will be placed in my personnel file. I further have been informed that I may submit a written response to the information in this form, and that my written response will also be kept in my personnel file.

Coach/Admin Signature

Date

President/VP of WGC Signature

Date

Athlete/Parent Signature

Date



Section I: Compliance, Ethics, And Member Conduct		
Policy Number and Name: I-07 Travel Policy	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022

Policy Number and Name: I-07 Travel Policy	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022
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1. Purpose

The purpose of this Policy is to inform athletes, parents, and coaches traveling to competitions or camps of their responsibilities and the expectation of the Wainwright Gymnastics Club.

2. Application of the Policy

Specific individuals have responsibilities when teams travel. These individuals include:

- a) Parents traveling with athlete
- b) Coaches
- c) Athletes

3. Responsibilities

Parents have the following Responsibility-

Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities.

- a) Pay all event fees prior to the start of travel
- b) Register for event accommodations in a timely manner.
- c) Punctual drop off and pick up of their child at times and places indicated by coaches.
- d) Adhere to coach or administration requests for parent meetings, team meetings, or team functions and be punctual to such events.
- e) Adhere to coach requests for athlete curfew times.
- f) Report any athlete illness or injury.
- g) Report any incident likely to bring discredit to WGC.
- h) Adhere to WGC Policies and Procedures, particularly the *Code of Conduct & Ethics Policy*.
- i) If traveling outside of Canada, ensure that all passports and documents are valid and not expired.
- j) Recommended by WGC that accident and medical insurance is purchased at own cost when travelling outside of Canada.



Coaches have the following Responsibility-

- a) Arrange all team meetings and events.
- b) Communicate with parents and gymnasts on times and locations of competitions and events.
- c) Determine curfew times.
- d) Report to WGC Board of Directors or administration any incident likely to bring discredit to WGC.
- e) Adhere to WGC Policies and Procedures, particularly the *Code of Conduct & Ethics Policy*.
- f) If traveling outside of Canada, ensure that all passports and documents are valid and not expired.
- g) Completed the Respect in Sport Training.
- h) Hold a valid Canada-wide Police Check.
- i) Coaches must be roomed separately from athletes, unless the athlete is the child of the coach.

Athletes have the following Responsibility-

- a) Arrive at each event ready to participate.
- b) Represent WGC to the best of their abilities at all times.
- c) Communicate any problems or concerns to parents and coaches.
- d) Minors are not allowed to be unattended at any time.
- e) Report any illness or injury to parents and coaches.
- f) Adhere to WGC Policies and Procedures, particularly the *Code of Conduct & Ethics Policy*.

Special Note:

GymCan accident policy does not cover meets outside of Canada. WGC recommends that any individual traveling outside of Canada purchases travel insurance and accident insurance for gymnast at own cost. When purchasing accident insurance confirm that it covers an athlete at a sport competition.



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WGC Administration Email: waingymclub@gmail.com

Section I: Compliance, Ethics, And Member Conduct		
Policy Number and Name: I-08 WGC Board of Directors Approval	Date of Approval: December 15 th , 2022	Activation Date: December 16 th , 2022

Date of Approval: _____

Activation Date: _____

Signed by President

Print Name

Signed by Secretary

Print Name