

Organization Code of Conduct

Our Bluewater Gymnastics Club (BGC) **Code of Conduct** clearly outlines boundaries for our employees, volunteers, parents, participants, members, and Board Members. This is a unified policy clarifying acceptable and unacceptable behaviours and outlines the reporting policy, investigation policy and the consequences of failure to comply.

Policy Statement (Intent and Scope)

As a reputable child-serving organization, the Bluewater Gymnastics Club has developed the following code of conduct to guide our employees/volunteers, participants, members, parents, and Board Members. While every individual is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights, and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. We support the Coaching Association of Canada Responsible Coaching Movement and have taken the pledge. We are trained by the Canadian Center for Child Protection and have coaches participate in relevant modules of the Commit to Kids Program based on coaching level. Both programs are aligned with Gymnastics Ontario and Gymnastics Canada.

We pride ourselves on having a strong brand in the community, we have a standard of excellence to uphold as we are a not-for-profit organization led by a volunteer Board with over 35 years locally supporting athletes and families.

1. Application of the Code of Conduct

- 1.1. Employment and association with the Club brings privileges and benefits. At the same time, all staff and volunteers are expected to meet certain obligations including complying with the Club's policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the Club.
- 1.2. Staff and volunteers must be aware that they are expected to model behaviour appropriate for their role as a representative of the Club.
- 1.3. The Code of Conduct applies to the staff and volunteers conduct during Club related business, coaching activities, and events including, but not limited to, competitions, practices, tryouts, training camps and travel.
- 1.4. The Code of Conduct also applies to conduct outside of the Club related business, coaching activities, and events when such conduct adversely affects relationships with other individuals or athletes, or when it is detrimental to the image and reputation of the Club.

2. Code of Ethics

- 2.1. All Club staff and volunteers must agree to follow the National Coaching Certification Program Code of Ethics (2020), which describes three core principles and ethical standards of behaviour.

Leadership and professionalism

This principle considers the inherent power and authority that a coach holds.

Ethical standards of behaviour

- Understand the authority that comes with your position and make decisions that are in the best interest of all participants.

- Share your knowledge and experience openly.
- Maintain the athlete-centered approach to coaching so that every participant's well-being is a priority.
- Be a positive role model.
- Maintain confidentiality and privacy of participants' personal information

Health and safety

This principle considers the mental, emotional, physical health and safety of all participants.

Ethical standards of behaviour

- Recognize and minimize vulnerable situations to ensure the safety of participants.
- Prioritize a holistic approach when planning and delivering training and competition.
- Advocate for, and ensure appropriate supervision of participants, including the Rule of Two
- Participate in education and training to stay current on practices to ensure the continued safety of your participants.
- Understand the scope of your role and skills and call upon others with specialized skills when needed to support your participants

Respect and integrity

This principle considers respect and integrity, which are the rights of all participants.

Ethical standards of behaviour

- Provide equitable opportunity and access for all.
- Establish a respectful and inclusive sport environment where all participants can raise questions or concerns.
- Obey the rules and participate honestly and respectfully.
- Be open, transparent and accountable for your actions.

Maintain objectivity when interacting with all participants.

3. Code of Conduct Implementation

3.1. Discipline

- 3.1.1. Staff, volunteers and others within the Club who do not follow the Code of Ethics may be subject to disciplinary actions should their actions so warrant.

3.2. Travel & Transportation Guidelines:

- 3.2.1. Appropriate judgement should be used; Ideally one coach and two athletes or two adults consisting of at least 1 coach and 1 additional adult and 1 athlete. Parents are to approve travel arrangements for athletes to and from the club at their discretion

3.3. Dignity:

- 3.3.1. Maintain and enhance the dignity and self-esteem of athletes and other individuals by
- a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation
 - b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members

- c) Consistently demonstrating a spirit of sportsmanship, sport leadership, and ethical conduct
- d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- e) Consistently treating individuals fairly and reasonably
- f) Ensuring adherence to the rules of the sport and the spirit of those rules

3.4. Harassment:

3.4.1. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- a) Written or verbal abuse, threats or outbursts
- b) The display of visual material which is offensive or which one ought to know is offensive in the circumstances
- c) Unwelcome remarks, jokes, comments, innuendo, or taunts
- d) Leering or other suggestive or obscene gestures
- e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- g) Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development.
- h) Unwanted physical contact, including, but not limited to, touching, petting, pinching or kissing, physical or sexual assault

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4.5. Doping and Drug Use:

4.5.1. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and the Employee may be subject to disciplinary action as their actions so warrant. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization.

4.5.2. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport.

4.6. Inappropriate Behaviour

4.6.1. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

4.6.2. Avoid excessive consumption of alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events.

4.6.3. Respect the property of others and not willfully cause damage.

4.6.4. Adhere to all federal, provincial, municipal and host country laws.

4.7. Athlete Safety

4.7.1. 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.

4.7.2. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.

4.7.3. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.

4.8. Safety; Incident & Injury Reporting

4.8.1. Non-Injury 'incident form' is internal documentation reported to a Director and Executive Director

4.8.2. Gymnastics Ontario 'Sport Injury report form', internal and external documentation reported to a Director and Executive Director and Board President

4.9. Athlete Development

4.9.1. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.

4.9.2. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.

4.9.3. Act in the best interest of the athlete's development as a whole person.

4.9.4. Respect coaches.

4.9.5. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.

4.10. Athlete Protection

- 4.10.1. Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
 - 4.10.2. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
 - 4.10.3. Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the Employee is in a position of power, trust or authority over the athlete.
 - 4.10.4. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
- 4.11. Reporting a Complaint & the Investigation
- 4.11.1. Any member of the public, including but not limited to parents, athletes, club or organization representatives, coaches, or other Individuals of the Club may report any complaint to a Supervisor/Manager or Director or Executive Director or President or any member of the Executive or Board Member. All complaints will be escalated to the Executive Director and President of the Board. Please see the BGC policies for the reporting documentation and process.
 - 4.11.2. Complaints should be filed as soon as possible.
 - 4.11.3. Investigations will be determined by the President and the Executive Director, based on the nature and severity of the incident. A third party may be commissioned to support the investigation.
 - 4.11.4. Appropriate consequences/disciplinary actions are to be determined by Management.
- 4.12. Infractions:
- 4.12.1. Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to athletes, Individuals, the Club, others or to the public. Examples of infractions can include, but are not limited to, incidents of:
 - a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct such as outbursts of anger or argument
 - c) Non-compliance with, or disregard for, Club policies, procedures, rules, or regulations including confidentiality policy
 - d) Violations of the Code of Conduct
 - e) Any incident of hazing and/or Physical abuse
 - f) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - g) Pranks, jokes, or other activities that endanger the safety of others

- h) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- i) Conduct that intentionally damages the image, credibility, or reputation of the Club or Individuals, including engaging in inappropriate social media
- j) Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
- k) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others
- l) Board Members have a fiduciary duties; to ensure the organization is supported and protected, being a champion of the organization and the members.

4.13. Criminal Charges & Convictions:

4.13.1. A staff person or volunteer's conviction for any of the following Criminal Code offenses will be deemed an infraction and will result in termination of employment from the Club:

- a) Any child pornography offences, any sexual offences
- b) Any offence of physical or psychological violence, Any offence of assault
- c) Any offence involving trafficking of illegal drugs

4.14. Personal Opinions

4.14.1. All individuals within the Bluewater Gymnastics Club must not state personal opinions and share disparaging information that will harm individuals or the organization.

4.15. Application of the Rule of Two

4.15.1. Bluewater Gymnastics Club follows the 'Rule of Two' which means that the coach is never out of sight with your child. At least one NCCP trained or certified coach and a screened individual or NCCP coach should always be present with an athlete especially a minor athlete, when in a potentially vulnerable situation such as in a locker room, washroom or meeting room. All one-on-one interactions between a coach and an athlete must take place within view of the second coach or a screened employee, volunteer, parent / guardian or adult which may have to be recruited if a second NCCP coach is not available. One of the individuals should ideally be of the same gender as the athlete. In the case that a same gender individual as the athlete or in the case that a 'screened' employee, volunteer, parent / guardian or adult are not available a second employee, volunteer, parent / guardian or adult can be an acceptable practice within Bluewater Gymnastics Club

4.16. Background Checks-Police Checks and Vulnerable Sector Checks

4.16.1. Bluewater Gymnastics Club has a strict policy that all coaches must have a police check and a vulnerable sector (vs) screen for adult Coaches, as per RCMP 18 years or older qualify for verses screening. All Administrative employees, volunteers and designated service providers will be pre-screened as per policy and guidelines established by professional associations and organizations in sport.

4.17. Distribution of Decisions

4.17.1. Gymnastics Ontario and/or Gymnastics Canada with whom the staff or volunteer has an affiliation may be advised of any decisions by the Bluewater Gymnastics Club for violations of the Code of Conduct.

5. Reporting Documentation & Process

- 5.1. The Executive Director will forward to the Executive Committee the complaint(s) received and lead the investigation unless the Executive Committee decides that a third party or third parties may need to be involved for investigation or panel recommendations.
- 5.2. The Executive Director and Chair will ensure the necessary authorities are reported if applicable as per Children's Aid child protection requirements.
- 5.3. The Executive Director and Chair will decide if the complaint(s) need to be forwarded to Gymnastics Canada and/or Gymnastics Ontario.
- 5.4. The Executive Director will review the reporting and investigation process with Gymnastics Canada and/or Gymnastics Ontario if applicable.
- 5.5. In the case of a provisional suspension from a governing body of Gymnastics Canada or Gymnastics Ontario, the Executive Director and Chair and/or Board will review actions required during an investigation period including unpaid or paid suspension. Legal advice may be required in accordance with HR policies and procedures.
- 5.6. The Chair or the Board has the authority to act immediately with third-party recommendations and/or legal advice. Recommendations are also included from the Executive Director due to operational, community and staff implications including athletes and parents. The Executive Director may utilize resources such as Child Protection Specialists and the Coaching Association of Canada or any other confidential resource required when making those recommendations.
- 5.7. The investigation by the Executive Director will be executed fairly and with confidentiality including the Chair or Executive Committee as required. In the case where a third party is commissioned by the Club or an investigation by a governing body such as Gymnastics Canada or Gymnastics Ontario, that subsequent investigation may be led through that third-party investigation. Those recommendations may also be taken into consideration in regard to decisions and outcomes on consequences and disciplinary actions from the local Club independent investigation.
- 5.8. Decisions and outcomes will be reported at the discretion of the Board of Directors communicated through the Executive Director to those involved or others as required in keeping with respect of all involved the best way possible.

6. Organizational Code of Conduct Policy Signing

- 6.1. The Executive Director is to have available a signature version of the Organizational Code of Conduct Policy available, and have two (2) copies signed annually by all Club staff and volunteers. The Executive Director will ensure one signed copy remains with each staff person and volunteer, and the second signed copy of the policy is placed in each staff person's and volunteer's personnel file.
- 6.2. The Executive Director is to ensure that no staff person or volunteer starts in their position / role with the Club before the Organizational Code of Conduct Policy is signed. If a situation is discovered where the policy has not been signed, and work / volunteer activity has been initiated, the Executive Director or designate is to have the policy signed by the appropriate

person immediately or ensure the staff member or volunteer immediately ceases their work or volunteering until the policy is signed.

- 6.3. Refusal to sign the Organizational Code of Conduct Policy will result in the staff person or volunteer being terminated and could result in other consequences based on employment or parent / guardian commitment hours requirements.

7. Rule of Two

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Gymnastics Ontario and/or Gymnastics Canada with whom the Employee has an affiliation may be advised of any decisions by BGC for violations of the *Code of Conduct*. Decisions of BGC Management on sharing of information to appropriate individuals.

Acceptance and Acknowledgement

By signing this document, I fully acknowledge and understand the Code of Conduct. I further understand that any breach of the policy or procedures is considered among the most serious issues at Bluewater Gymnastics Club. Failure to comply with the Code of Conduct and BGC Policy and Procedures shall constitute grounds for the removal of an employee, volunteer, parent, participant, member, or Board Member.

I, _____, have read the policy and procedures and I fully acknowledge and understand them. I am aware of my responsibilities and agree to comply.

SIGNATURE Athlete

DATE

SIGNATURE Parent

DATE

SIGNATURE Parent

DATE

WITNESS/Coach SIGNATURE

DATE

Executive Director SIGNATURE

DATE

