



# Bluewater Gymnastics Club

## Board Policies

These Board Policies were initially approved by the Board of Directors on April 9, 2019  
These Board Policies were approved by the Board of Directors on September 28, 2023  
These Board Policies were approved by the Board of Directors on March 5, 2024

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**Board Chair/President**

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**Date**

# Board Policy Revision Record

## Table of Amendments to the Bluewater Gymnastics Club Board Policies

Permanent policies are to be reviewed every three years or as directed / undertaken by the Board from time to time. All amendments are to be recorded on the Board Policies Board Policy Revisions Record at the start of this document.

This Board Policy Revisions Record must be updated upon amendment approval and included in all copies of the Board Policies distributed throughout the organization.

For existing Board Policies being amended, they are to sustain their same Board Policy number. New Board Policies will require a new number.

Policy #	Policy Title	Revision Date	Revision #	Page #	Board Approved Date	Initial by Board Chair	Entered By
1.1.1	Accounting Methods	05-19-2020	1	1-2	05-19-2020		RAN, ED
1.1.7	Investments and Reserves	03-01-2023	1	1-12	03-01-2023	Rob Dawson	Anita Small ED
1.4.2	Reported Complaints, Concerns and Incidents	05-04-2023	1	1-46	05-04-2023	Seanna Pickard	Anita Small ED
1.2.8	Organization Code of Conduct - updated and adding UCCMS as main Code of Conduct in a separate document	05-04-2023	1	1-25	05-04-2023	Seanna Pickard	Anita Small ED
1.1.3	Business Travel and Expenses	05-04-2023	1	1-8	05-31-2023	Seanna Pickard	Anita Small ED
2.2.2	Participant Fees, and Non-Payment and Suspension/Terminations of Members	05-04-2023	1	2-13	05-04-2023	Seanna Pickard	Anita Small ED
1.6.1	Fund Development and Donations	09-28-2023	1	1-58	09-28-2023	Seanna Pickard	Anita Small ED
1.4.2	Reported Complaints, Concerns and Incidents	03-05-2024	1	1-47	03-05-2024	Seanna Pickard	Anita Small ED

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# *Preface*

## **1 INTRODUCTION**

The following material represents the Board Policies as aligned with the Policies framework outlined in the Introduction section of the Governance Policies document.

Board Policies are the Board’s directions to management (Executive Director) on specific topics, themes and items. The implementation of Board Policies is undertaken via Operating Policies and Procedures prepared by management and approved by the Executive Director. Each Operating Policy and Procedure must align with a Board Policy. This alignment could involve one or more Operating Policies or Procedures with any specific Board Policy.

The Board Policies are organized into the three broad policy categories, each with specific Board Policy topics:

- Corporate
- Programs and Services
- Collaborative and Advocacy (External Relations)

# **1 Corporate Board Policies**

**Policy Unit:**

## **1.1 Financial**

<b>Policy Number:</b>	<b>1.1.1</b>	<b>Accounting Methods</b>
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**Relevant Statutory / Regulatory Linkages:**

Canadian Accounting Standards for Not-For-Profit Organizations

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will maintain its financial transactions in a manner consistent with Canadian Accounting Standards for Not-For-Profit Organizations as outlined by the Chartered Professional Accountants of Canada, the requirement of funders, and as per any separate funding agreement.

1. Accounting records will separate out at a minimum the revenues and assigned costs by major program / service and administration.
2. The financial activity of Bluewater Gymnastics Club will be presented in a manner that is an accurate financial reflection of its activity over relevant time periods and is clear and understandable.

2.1. Expense recognition:

2.1.1. That all expenditures will be recognized on the accrual basis with the invoice to be recorded on the date received or on the date of service. Capital expenses will be expensed in the year they are recorded, the Board has approved no amortization for standard practise.

2.1.2. Where staff are aware of expenditures, the invoices for which will not be available until a later date, they may ensure that the amount is included in the current fiscal year.

2.2. Revenue Recognition:

2.2.1. Bluewater Gymnastics Club will follow the deferral method of accounting for contributions. Restricted contributions received from individuals or organizations for a specific purpose are recognized as revenue in the year in which the related expenses are incurred. When a restricted contribution is received for the purchase of a capital asset, the revenue is recognized at the same rate as the amortization of the related asset. Unrestricted contributions are recognized in the year when they are received or when they are pledged if the amount to be received can be estimated and its collection is reasonably assured. Revenue from any client and rental fees are to be recognized in the year the service is provided. Revenues from fundraising events, as well as related expenses, are recognized in the year the event is held. Rental revenue is recorded in the month it is earned.

2.2.2. Other revenue will be recorded as revenue in the month in which the amounts are received.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide consolidated financial reports to the Board of Directors or designated committee on a frequency determined by the Board.

Annually an 'Independent review engagement' by an Accounting firm will provide statements that will be presented to the Board and at Bluewater Gymnastics Club's Annual General Meeting.



<b>Policy Number:</b>	<b>1.1.2</b>	<b>Purchasing and Tendering</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club procurement and purchasing shall be performed in an open, legal, fair and transparent manner, where goods and services are secured in a competitive environment, and where all transactions yield the optimal benefit to the organization.

**1. Framework and Practices**

- 1.1. Bluewater Gymnastics Club may acquire goods and services cooperatively with other not-for-profit or profit agencies / institutions where Bluewater Gymnastics Club can benefit from leveraged purchases.
- 1.2. Where Bluewater Gymnastics Club has established contracts or agreements with preferred suppliers based on its procurement policy, staff must purchase goods and / or services against these contracts or from these preferred suppliers on a timely and as needed basis.
- 1.3. Staff will obtain quotes and prepare specifications where appropriate, and analyze operating expenses to identify and recommend cost saving opportunities, including alternate suppliers.
- 1.4. The Executive Director will ensure the use of a Purchase Approval System with appropriate documentation to be used for all purchases except petty cash and credit card. All Purchase Approvals are by the Executive Director or designate, and are to be initialed on the invoice and cross referenced and attached to a Bluewater Gymnastics Club cheque before the cheque is co-signed.

**2. Authorized Approved Limits for Purchases**

- 2.1. The Executive Director or designate(s) can authorize any purchase if identified in the Board approved current year budget.
- 2.2. The Executive Director or designate(s) can approve any expenditures up to 5% of the budget, if not included in a Board approved current year budget and which will not materially impact the Board approved current year budget and will report this to the Board at its next meeting.
- 2.3. Any purchases not included in a Board approved current year budget and not in the normal course of business over 5%, requires Board approval before the expense is incurred.

**3. Sourcing**

- 3.1. When advertising or invitations have been undertaken to attract the required quotes / tenders and less than three responses have been received, the Executive Director or designate will make a decision based on the quotes received, assuming the applicants are deemed qualified to provide the goods / services.

- 3.2. No goods or services shall be split into lower dollar values to avoid compliance with this Board Policy. Prices are to include cost of warranty, maintenance and service agreements plus applicable taxes where applicable.
- 3.3. An individual and / or companies who desire to do business and contact Bluewater Gymnastics Club are to be requested to provide information on their organization, rates and references. If appropriate, they will be invited to bid on available projects.
- 3.4. In an emergency / special circumstance, the following purchasing authorities shall apply:
  - 3.4.1. The Executive Director has authority to acquire goods or services up to \$25,000 without regard to this Board policy.
  - 3.4.2. The nature of the emergency / special circumstance and action taken must be provided to the Board Chair or designate in writing as soon as possible or at a minimum of twelve (12) hours of the Executive Director's purchasing decision.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. Quarterly review of the cheque register by the Treasurer if requested by the Treasurer.
2. Annual listing of supplier contracts awarded over \$15,000 disclosing the supplier and the amount to the Board by the Executive Director.
3. Annual listing of emergency / special circumstances purchases to be provided to the Board by the Executive Director, along with a confirmation that all purchasing / tendering has been in compliance, outlining any breaches of policy with rationale(s) and action(s) taken.

**Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Tender	A formal request to provide clearly specified goods and / or services
Emergency	Circumstances in which an immediate purchasing decision is necessary to prevent suspension of an essential service or to reduce imminent harm or degradation to an asset or safety of people.

<b>Policy Number:</b>	<b>1.1.3</b>	<b>Business Travel, Seminars and Conferences Expenses Coverage</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club staff, Board and volunteers may be required to travel in the fulfillment of their roles and duties. A policy is required to ensure clarity and fairness in the covering of business travel costs. This policy applies to staff, Board of Directors, and volunteers of Bluewater Gymnastics Club.

**1. Scope**

Meeting Expense:	Includes mileage / travel and other expenses incurred to attend business meetings, e.g. parking, special meeting supplies, meals, accommodations, etc.
Training	All expenses related to attending training sessions. Training is an approved event where staff, Board members or volunteers are expected to learn skills that will enable them to perform their job or committee or volunteer duties more effectively.
Conferences	Conferences are meetings hosted by a professional, trades or similar association, a funder, partner or similar body. Conferences differ from training because the deliverable may not be specific. They tend to have a wider range of delivered information / skill-sets and often incorporate a networking benefit. Conferences can be more than one day in length.
Daily Business Travel	This involves travel that staff or Board members or volunteers need to undertake to perform their daily duties.
Miscellaneous Expenses	There could be a time that staff, Board members or volunteers need to be reimbursed for expenses that do not relate to any of the above categories. These are items that have been purchased on behalf of Bluewater Gymnastics Club and are subject to authorization from the Executive Director, such as supplies.

**2. Expense Coverage**

2.1. **Transportation:** the most economical and efficient mode of transportation should be used as follows:

- 2.1.1. Shared transportation is encouraged when appropriate.
- 2.1.2. Train / bus fare when applicable.

- 2.1.3. Car rental, including fuel purchases. A reputable rental company must be used to ensure adequate insurance coverage is secured.
- 2.1.4. Personal vehicle ensuring that appropriate insurance coverage is in place. CRA mileage rate.
- 2.1.5. Economy airfare, including all applicable taxes, surcharges, cancellation insurance and the following costs will be compensated:
  - a. The cost of seat selection;
  - b. Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory Bluewater Gymnastics Club business. Only charges relating to the individual Bluewater Gymnastics Club staff / Board member or volunteer person are eligible;
  - c. Luggage fees charged by an airline are reimbursable;
- 2.1.6. The cost of passports will not be reimbursed;
- 2.1.7. Transfer fees to and from transportation terminals at points of departure and arrival should be via the most economically feasible method available as circumstances warrant.
- 2.1.8. Parking expenses will be paid when applicable.

2.2. **Accommodation:** reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- 2.2.1. Accommodation chosen should be the most economical and advantageous to the conduct of Bluewater Gymnastics Club business.
- 2.2.2. Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for a single occupancy room.
- 2.2.3. Internet charges for business use on hotel bills will be reimbursed. Other non-meal related incidental expenses detailed on the accommodation's bill, such as movies, will not be reimbursed.

### 3. Expense Reporting and Eligibility

All expense reimbursements / claims must be submitted to the Executive Director or designate within forty (40) working days of the expenses being incurred, except for the corporate credit card for which expense receipts must be submitted within ten (10) working days. The expenses should be reported using the Bluewater Gymnastics Club Expense Claim Form.

Claims for reimbursement will **not** be allowed for:

- 3.1. Personal effects and services – claims for loss of personal effects unless directly related to the performance of work duties; for medical and hospital treatment; for purchase of trunks, hand luggage, clothing and other personal equipment; or for personal services, such as, laundry, dry cleaning, valet services, haircuts or expenses incurred by family or friends, and other personal expenses.
- 3.2. Items not substantiated by receipts will not be reimbursed.

#### 4. Expense Amounts

##### 4.1. Transportation:

Personal vehicle:	Based on CRA annual mileage rate, parking including valet parking
Bus:	regular fare
Train / Bus:	As trip appropriate

##### 4.2. Meals and Allowance Maximums

A maximum total per meal allowance, including tax and gratuity will be provided in support of Board, staff and volunteer travel based on an annually calculated rate from the Executive Director. When the cost of a meal exceeds the maximum only the maximum will be paid. Room service is not allowed unless there is no other option. Where a meal is included as part of the event / meeting, no payment will be made. Alcoholic beverages will not be reimbursed.

Payment of meal costs for third parties is at the discretion of the Board Chair or Executive Director if such costs are incurred to support the work sessions of Bluewater Gymnastics Club.

##### 4.3. Hotel

Overnight accommodation, when applicable, must be pre-approved by the Executive Director or designate.

5. **Expense Approvals:** Supporting documentation must be provided for expenses incurred and must clearly identify the purpose of the expense. For overnight business travel, conference and training attendance, approval must be obtained in advance. Any miscellaneous expenses must be qualified by the Executive Director or designate whenever possible in advance of purchase. The following outlines the authorization criteria for expense disbursements:

5.1 The organization has a co-signing cheque approval procedure for expenses that are over (\$6000). The preferred method of payment is credit card or e-transfer. Cheques will be issued only if the preferred methods of payment are not accepted by the Supplier. Any expense paid through credit card and or e-transfer requires a monthly review process by two signing authorities.

#### **Monitoring Report Requirements (Frequency, Content, Etc.)**

The Executive Director will report annually to the Board on all related activities, expenses and compliance results for this Board Policy and recommend next fiscal year's travel allowances.

<b>Policy Number:</b>	<b>1.1.4</b>	<b>Signing Authorities</b>
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**Relevant Statutory / Regulatory Linkages:**

By-Laws \_\_\_\_\_  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club has established signing authority for cheques and contracts / agreements to ensure effective security practices.

1. Cheques require two designated signatures, from amongst the following positions:
  - 1.1. Any Officer
  - 1.2. Executive Director
  - 1.3. The Executive Director cannot sign a cheque for them.
2. An agreement or contract that has legal standing except for staff Offers of Employment, requires:
  - 2.1. The Board Chair's or designate' s signature for all contracts of five or more years or over \$12,000 in total value in duration plus Board approval.
  - 2.2. The Executive Director or designate to sign all other contracts except those prescribed as per Clause 2.1 and above.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide annually an inventory of all contracts in force at the time of the report, their ending dates and any assessment or related relevant considerations.

<b>Policy Number:</b>	<b>1.1.5</b>	<b>Revenue Agreements and Other Revenues</b>
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**Relevant Statutory / Regulatory Linkages:**

Sponsor Agreements  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will make every effort to optimize its revenues and to use them to achieve its Mandate, Mission, Vision and stated goals / outcomes, consistent with all funding agreements it enters into.

1. The Executive Director will negotiate, supported by the Board as appropriate, funding, sponsorship and other revenue agreements with partners.
2. Funding agreements that exceed \$10,000 will be presented by the Executive Director to the Board at the next Board meeting.
3. The Executive Director will ensure all such agreement requirements are met as per the prevailing agreement in terms of outcomes / goals, permitted uses of funds, insurance, collaboration, reporting and other requirements.
4. The Executive Director will have Bluewater Gymnastics Club’s programs and services developed so as to optimize revenue opportunities and optimize service delivery.
5. The Executive Director will seek out all grant funding, social enterprise, rental fees and other sources of revenue that can be achieved to support the Mandate, Mission and capacities of Bluewater Gymnastics Club.
6. All revenues from funding agreements and other sources will be utilized consistent with the terms and conditions of these agreements and reported on to the funding sources as per agreement requirements.
7. The Board will set annually, via the budget process, of Executive Director recommendations, all fees, rental rates and other revenue changes.
8. The Executive Director has the authority to set a fee or charge for services that occur periodically and do not materially impact revenues or create a liability for Bluewater Gymnastics Club.

**Monitoring Report Requirements (Frequency, Content, etc.)**

All revenues are to be reported by the Executive Director within the annual budget process and the quarterly financial statements

<b>Policy Number:</b>	<b>1.1.6</b>	<b>Budget Development and Monitoring</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will develop an annual budget that supports its operations; Strategic Plan; programs and priorities, fund requirements and the strategies within the Annual Work Plan:

1. Three to four months prior to the end of the fiscal year, the Board will establish the priorities, targets and outcomes for the next fiscal year as a basis to develop a draft budget.
2. With Board direction, the Executive Director will have developed a draft budget for the next fiscal year consistent with Board directions and targets; fee levels, funding requirements; and other relevant inputs.
3. The Corporate Services Committee will meet to review and further develop the draft budget.
4. The Corporate Services Committee will recommend Board approval of a draft budget.
5. The draft budget will be presented to the Board by the Executive Director and the Corporate Services Committee Chair for amendments and approval.
6. The Corporate Services Committee will review budget performance monthly followed by a Board review quarterly, including both the operating statements and the balance sheet.
7. The Executive Director or designate will present to the Corporate Services Committee the monthly financial statements with a variance analysis that includes a rationale and action plan(s) for any material variances.
8. The Executive Director will have prepared end of year budget forecasts at the end of the second and third quarters for Corporate Services Committee review and subsequent Board presentation.
9. The Corporate Services Committee's role is to review the budget's development within directions given by the Board, to receive and review the Executive Director's Monitoring Reports on behalf of the Board, and to make recommendations to the Board based on its reviews.
10. The Executive Director is accountable for the development, achievement and monitoring reports involving the implementation of the Board's approved budget.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide the following Monitoring Reports:

1. A draft budget to be approved by the Board.
2. Monthly financial statements to the Corporate Services Committee and to the Board with variance analyses.
3. End of year forecast at the end of the second and third fiscal quarters.



<b>Policy Number:</b>	<b>1.1.7</b>	<b>Investments and Reserves</b>
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**Relevant Statutory / Regulatory Linkages:**

By-Laws

Canadian Revenue Agency

**Policy Statement (Intent and Scope)**

The Bluewater Gymnastics Club Board can establish financial reserves at its discretion and undertake investments of available funds in order to better support its long-term sustainability and initiatives, and to maximize revenues, if in compliance with Canada Revenue Agency requirements for not-for-profit corporations.

1. The Board will establish reserve funds at its sole discretion within Canadian Accounting Standards for Not-For-Profit Organizations and relevant regulations.
2. Reserve funds can be established for specific applications / needs, projects or for general purposes.
3. Each reserve fund will have an approved Terms of Reference, including at a minimum:
  - 3.1. Name of the reserve.
  - 3.2. Description of its unrestricted or restricted and any special constraints, terms or conditions.
  - 3.3. The eligible use of annual earned income and / or the principal in the reserve fund.
  - 3.4. Any low or high (cap) limits on a reserve fund's size.
4. Reserve funds, and their annual income, will be included on the balance sheet and can only be expended based on Board approval within the annual budget that incorporates such funds / transfers or by a direct motion of the Board or other approval process recognized by the Board.
5. Reserve and other funds can be invested based on Board approval in low-risk financial investments, such as government bonds, Guaranteed Investment Certificates and similar vehicles.
6. Reserve funds that are unrestricted can be used at the discretion of the General Manager as part of the board approved annual budget. Reserve funds that are restricted, can only be used for capital expansion, program expansion, scholarship/accessibility initiatives, reserve funds for acts of God, IE pandemic and community strategic partnership initiatives. Reserve funds that are restricted, can only be moved out of the restricted fund by a direct motion of the Board confirming the amount and use.
7. The term / length of an investment period for such funds needs to align with the need for the funds in the annual budget, for a project or other purpose, and cannot exceed five (5) year in duration.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Corporate Services Committee or Board is responsible for the undertaking and monitoring of Bluewater Gymnastics Club investments and will report to the Board, at least annually on the security, return and placement, and potential future use of the invested reserve funds.

<b>Policy Number:</b>	<b>1.1.8</b>	<b>Corporate Credit Cards and Petty Cash</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will provide a corporate credit card to the Executive Director or designate(s) for corporate purchases, and a petty cash fund for office incidental requirements.

**1. Corporate Credit Card**

- 1.1. Corporate credit cards, at the Executive Director’s discretion, will be permitted with a aggregate spending limit of \$12,000 as approved by the Executive Director.
- 1.2. The Executive Director, or designate, and the cardholder are accountable for all use of the corporate credit card.
- 1.3. The corporate credit cards can be used for any purchase of goods or services for Bluewater Gymnastics Club supported by the approved purchasing documentation.
- 1.4. Under no circumstances is the corporate credit card to be used for any personal expenses. All non-business expenses are to be charged by a staff person, Board member, volunteer, partner or any other person to their personal credit card(s).
- 1.5. A credit card receipt is required for all uses with a record of the date, purchased item or items, parties involved and business transacted and are to be submitted within ten (10) working days.

**2. Petty Cash Fund**

- 2.1. A petty cash advance of up to \$1,000 may be maintained in the office for special events and other purposes.
- 2.2. The Executive Director or a designated staff person is to be responsible for the supervision of the petty cash, and the Executive Director is accountable for these funds.
- 2.3. Any petty cash funds utilized require a receipt that is dated, signed by the receiver of the funds, and identifies the cash value and item(s) purchased. Exceptions will be made for parking meters or automated machines when no receipt is provided but documentation as to time, date and location is required.
- 2.4. No petty cash funds can be used for personal expenses incurred by staff, a Board member or a volunteer.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director is to provide all receipts for the use of corporate credit cards and petty cash to the Board Treasurer at the discretion of the Treasurer.

**Policy Unit:**

**1.2 Human Resources**

<b>Policy Number:</b>	<b>1.2.1</b>	<b>Employee Compensation and Staffing Contract Negotiations</b>
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**Relevant Statutory / Regulatory Linkages:**

Ontario Employment Standards Act  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club strives to ensure staff are fairly compensated within the organizational resources available. For any staff employed directly by Bluewater Gymnastics Club, the following will be implemented:

1. Offers of Employment, whether permanent, part time or contractual, will be consistent with approved wage grids, Human Resource policies and standards of practices or as approved by the Board of Directors if outside of these parameters.
2. Internal relative compensation and position descriptions for all staff will be created and evaluated against / within a recognized classification and compensation system to be developed by the Executive Director and approved by the Board through the budget process.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Annual report outlining compliance, plus anticipated future year considerations.

**Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Compensation includes wages, benefits and any staff incentive program.

<b>Policy Number:</b>	<b>1.2.2</b>	<b>Emergency Executive Director Replacement</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

When the Executive Director becomes sick, deceased or otherwise unavailable on an unscheduled and uncovered basis to fulfill the position’s responsibilities, and no designated Executive Director has been identified (e.g. not for vacations, training sessions or normal sick or bereavement leave coverage), the Executive Committee will have the authority to appoint an Interim Executive Director.

1. A staff person or Board Director, upon finding out that the Executive Director is not able to continue to fulfill the position’s responsibilities, is to immediately contact the Chair or Vice Chair, who then has responsibility to enact the Executive Director Emergency Replacement Policy.
2. The Chair or Vice Chair of the Board will call an immediate Executive Committee meeting and appoint an Interim Executive Director from amongst the senior staff team, particularly one of the two identified by the Executive Director as interim replacements, or retain at the Executive Committee’s discretion, a third party Interim Executive Director, identifying appropriate Executive Limitations/Requirements, tenure duration and other factors as may be relevant and known at the time.
3. The Executive Committee will assess the incumbent Executive Director’s situation in terms of duration of an absence and / or ability to return to the position, and then undertake the following actions:
  - 3.1. Immediately communicate to all members of the Board of Directors the emergency replacement initiative and the actions taken.
  - 3.2. Have prepared and distributed appropriate internal and external communications, dependant on the circumstances of the situation.
  - 3.3. Monitor the Interim Executive Director’s activities on a minimum weekly basis, and continue to monitor as relevant, the incumbent Executive Director’s circumstances.
4. If the incumbent Executive Director is not able to continue in the position for any reason after a reasonable length of time as determined by the Executive Committee, the Committee will undertake a recommendation to the Board of Directors on the need for and the strategy / process to secure a new Executive Director.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Chair or designate is:

1. To report to the Board immediately upon the appointment of an Interim Executive Director by the Board Process Committee.
2. To report at each subsequent Board of Director's meeting on the current status of the situation and the actions being taken.
3. To make a recommendation to the Board of Directors for their consideration related to the need and process for selecting a new Executive Director, if required.

### **Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Emergency Replacement	Constitutes a situation where the Executive Director is scheduled to be at work/on duty, and they experience a health, accident or other circumstance that will not allow the individual to fulfill the roles and responsibilities of the Executive Director position and no short-term position coverage has been arranged by the Executive Director. This situation would also occur if the Executive Director was to disappear and his/her whereabouts was unknown, or became deceased unexpectedly.
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<b>Policy Number:</b>	<b>1.2.3</b>	<b>Recruitment, Retention and Turnover</b>
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**Relevant Statutory / Regulatory Linkages:**

Ontario / Canada Human Rights Code

Ontario Employment Standards Act

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club strives to fairly recruit and retain the best staff members possible to achieve its Mandate.

The Executive Director will:

1. Seek to employ and / or contract the most competent available person without regard to race, ancestry, place of origin, colour, creed, gender, orientation, age, marital status, family relationships, disability, residence or political affiliation.
2. Establish a clear understanding of the conditions under which each person is being employed and / or contracted, and to provide working conditions and an atmosphere conducive to enabling each staff member to contribute to the fullest extent of his / her skills and competence.
3. Make every effort to employ or contract individuals who have the skills, abilities and attributes necessary to successfully fulfil the position requirements.
4. Establish a process for staff who are leaving Bluewater Gymnastics Club to provide feedback / undertake an exit interview.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide an annual report:

1. Summarizing recruiting / contracting and turnover activity and issue(s).
2. Identifying significant trends in staff exits.
3. Informing the Board of Directors on anticipated future staffing actions required.



<b>Policy Number:</b>	<b>1.2.4</b>	<b>Staff Succession, Recruitment and Personnel Files</b>
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**Relevant Statutory / Regulatory Linkages:**

- Information of Freedom and Protection of Privacy Act
- Canadian and Ontario Human Rights Codes
- Employment Standards Act
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club believes in the effective use of succession planning and the recruitment of staff based on the best person available related to education, skills and capacity to be offered employment or contracted with the organization.

1. Staff Succession Planning
  - 1.1. The Executive Director will develop and annually review a Staff Succession Plan for all supervisory and coaching positions within Bluewater Gymnastics Club.
  - 1.2. The Succession Plan will be connected to the annual Staff Performance Appraisal Program, and also include training and development strategies to allow staff to prepare themselves for possible advancement within Bluewater Gymnastics Club.
2. Staff Recruitment
  - 2.1. All staff positions will have a position description stating the responsibilities, education, skills and attributes required.
  - 2.2. New or vacant staff position ads will be placed on the Bluewater Gymnastics Club website, relevant electronic job boards, appropriate trade journals, newspapers, etc.
  - 2.3. Internal candidates are to be encouraged to apply where appropriate.
  - 2.4. The best candidate in terms of fulfilling the stated education, skills and attribute requirements is to be selected ensuring compliance with legislation, codes and labour agreements where applicable.
  - 2.5. All selected candidates are to have Criminal Reference and vulnerable sector checks for 18+ adults, and internal record (external candidates only) checks completed with satisfactory results and appropriate driver's licence and insurance as required by the position.
  - 2.6. All selected candidates for a position are to be provided a written Offer of Employment, detailing all terms and conditions of employment, that once accepted, is signed by both parties and is to be placed in their personnel file.

### 3. Personnel Files

- 3.1. The Executive Director or designate will maintain an individual personnel file on each staff person that will contain all signed performance appraisals, the original Offer of Employment and any subsequent employment adjustments, training activities, requests for leave, disciplinary letters, Code of Conduct signed copy and other related materials.
- 3.2. Each staff person has the right to personally review their personnel file through a request to the Executive Director or designate, and such a request cannot be unreasonably delayed or denied.
- 3.3. The Executive Director's personal files will be held by the Board of Directors through the Chair on Bluewater Gymnastics Club's premises in a designated secure location.

#### **Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report to the Board annually that the staff recruitment and personnel files management activities has been in compliance with the policy or identify any breaches and the actions taken.

The Chair will annually report to the Board that the Executive Director's personnel file's management is in compliance with this policy, or identify any breaches and the actions taken.

<b>Policy Number:</b>	<b>1.2.5</b>	<b>Staff Performance Appraisals</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club believes in the importance of supporting staff development and performance through regular staff evaluations.

1. The Executive Director will ensure the development and implementation of an annual staff performance appraisal program that at a minimum:
  - 1.1. Assesses performance against annual set goals and position requirements, measures and expectations.
  - 1.2. Identifies both strengths and areas for improvement for the staff person.
  - 1.3. Identifies and directs further skill and capacity development needs with associated training and educational needs.
  - 1.4. Establishes annual goals by position for the next performance evaluation period.
  - 1.5. Is signed as presented with copies received by both the Executive Director or designate and the staff member, with the original document placed in the staff person’s personnel file.
2. Performance appraisals will be completed for all full time, contract and part-time staff working more than 25 hours a week employed by Bluewater Gymnastics Club for more than one (1) year. Part time Coaches, Part time Coaches in Training and Seasonal Coaches will be reviewed on the discretion of the Executive Director.
3. Performance appraisals will be implemented by the Executive Director or direct supervisor of the position, and the Executive Director will ensure all staff receive an annual performance appraisal.
4. The Executive Director’s performance appraisal will be completed by the Board as per the relevant Governance Policy.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report annually to the Board that the staff performance appraisals have been completed and on any concerns or challenges that may have evolved.

<b>Policy Number:</b>	<b>1.2.6</b>	<b>Staff Compensation and Benefits</b>
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**Relevant Statutory / Regulatory Linkages:**

- Ontario Employment Standards Act
- Pay Equity Act
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will ensure fair and affordable compensation for paid staff, as well as appropriate employee benefits within the resources available to the organization.

1. The Executive Director will budget for and pay staff compensation and benefit costs as per relevant Board approved staff compensation and benefits program.
2. The Executive Director will undertake a staff market compensation review, including the Executive Director position, every five (5) years for all full time, positions and present the results to the Board for consideration and action.
3. The Executive Director requires Board approval for any staff that compensation is not consistent with the Board approved staff compensation grid.
4. Coaches in Training (CIT) Program is established within industry best practises.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report to the Board:

1. Annually that all staff compensation and benefits paid are consistent with the staff compensation program.
2. The Executive Director will report every five years to the Board on the market comparison of Bluewater Gymnastics Club staff compensation and benefits for Board assessment and direction.

<b>Policy Number:</b>	<b>1.2.7</b>	<b>Discrimination, Bullying and Related Behaviours</b>
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**Relevant Statutory / Regulatory Linkages:**

Canadian and Ontario Human Rights Act / Codes

Affiliation Agreements (Gymnastics Canada / Ontario)

Organizational Code of Conduct

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will provide a participant and work environment that is free from all forms of emotional and physical violence and is respectful and tolerant of and values all participants, staff, volunteers and others no matter their age, ethnicity, backgrounds, orientation, financial means and similar perspectives.

1. The Executive Director will ensure there is a copy of all relevant Human Rights and related acts, regulations, policies and guidelines and contact offices and numbers in all Bluewater Gymnastics Club locations, and make it available upon request by participants, staff, volunteers and Board members.
2. Any participant of Bluewater Gymnastics Club, staff person, parent or volunteer, except a Board member, who feels they have been or are being discriminated against or bullied, whether verbally, written or electronically, is to identify such behaviours and the person or persons responsible to their coach or direct supervisor, who will then identify such behaviour to the Executive Director or designate.
3. The Executive Director or designate will further review the claim to the degree necessary, at a minimum discussing claims with all individual parties involved, and make a determination if action is required based on relevant legislative acts and regulatory requirements, and relevant professional standards.
4. If the Executive Director or designate determines action is needed, they will discuss the issue with the party or parties involved indicating the changes in attitude(s) and behaviour(s) necessary and implement the Staff Disciplinary Policy if required.
5. If any participant, staff or volunteer involved disagrees with the Executive Director's or designate's decision(s) and action(s), they have the option, at their sole discretion, to use the available legislative and regulatory processes of the Province of Ontario or Canada.
6. If the Executive Director's designate (e.g. coach) is cited as the party for such actions, the complaint goes to and will be undertaken by the Executive Director as per the process outlined in Clauses 2, 3 and 4 above.
7. If the Executive Director is the party cited for such actions, the claimant will go to the Board Chair who will undertake the same process as outlined in Clauses 2, 3 and 4 above.
8. If the party cited is a Board member, the complaint will go to the Board Chair who will follow the process outlined in Clauses, 2, 3 and 4 above.

9. If the Board Chair is the party of concern, the claim will go to the Board Vice-Chair who will then be joined by the Treasurer and one other Board member to implement the process identified in Clauses 2, 3 and 4 above.
10. If the complaint being brought forward involves two or more people who are participants of Bluewater Gymnastics Club and not staff, volunteers or Board members, the Executive Director can establish a different resolution process as per statutory, regulatory or Affiliation Agreement requirements and best practises.
11. Any verbal or written reprimand for such behaviours and the actions taken are to be documented in the staff person's or volunteer's personnel file and must indicate the expected attitude and behaviour changes. The personnel file is to be updated quarterly for twelve (12) months as to whether the attitude and behaviours change(s) and action(s) taken have been successful and what further actions are required or were taken.
12. The Executive Director will have a separate file or files kept by themselves or designate titled Discrimination, Bullying and Related Issues and place a copy of all materials relevant to all such cases in that file. Only the Executive Director or designate, and the current Board Chair can access the file, or an investigating officer from a related authority or affiliation body or a person approved by a court order or warrant.

#### **Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report to the Board annually on the number of such claims, the actions taken and the results to ensure all statutory privacy requirements are met.

<b>Policy Number:</b>	<b>1.2.8</b>	<b>Organizational Code of Conduct</b>
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**Relevant Statutory / Regulatory Linkages:**

Regulatory and Legislative Laws

Affiliation Agreements

Coaching Association of Canada

Responsible Coaching Movement

Canadian Centre for Child Protection

**Policy Statement (Intent and Scope)**

As a reputable child-serving organization, the Bluewater Gymnastics Club will undertake the following code of conduct to guide its staff, volunteers, participants, members, parents and Board Members. The Club views every individual as valued and unique, and comes together as an organization in the best interests of children and their families. The safety, rights, and well-being of the children served are at the core of the Club's daily operations. The Club nurtures supportive relationships with children while balancing and encouraging appropriate boundaries. The Bluewater Gymnastics Club supports the Coaching Association of Canada Responsible Coaching Movement and have taken the pledge. The Club's staff are trained by the Canadian Center for Child Protection and the 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.

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

#### 4. Code of Conduct Implementation

##### 4.1. Discipline

- 4.1.1. 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.

##### 4.2. Travel & Transportation Guidelines:

- 4.2.1. 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

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- 4.3.1. 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

1.1.2. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory

1.1.3. Consistently treating individuals fairly and reasonably

1.1.4. Ensuring adherence to the rules of the sport and the spirit of those rules

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  - 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
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  - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
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  - h) Unwanted physical contact, including, but not limited to, touching, petting, pinching or kissing, physical or sexual assault

#### 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 BWG 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.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. The Executive Director will report to the Board annually on the level of compliance with the Organizational Code of Conduct Policy, any breaches and recommended action taken.
2. The Executive Director will report to the Chair of the Board or designate within twelve (12) hours of any significant break of the Organizational Code of Conduct Policy. The Chair will immediately inform or have the Board informed of the breach and take whatever action the Board Chair feels appropriate.

<b>Policy Number:</b>	<b>1.2.9</b>	<b>Staff and Volunteer Operational Policies and Procedures</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club is committed to effective operating policies, procedure and processes in all its operations.

1. The Executive Director will ensure that Operating Policies and Procedures are in place and monitored for staffing and volunteer considerations related to:
  - 1.1. Scheduling
  - 1.2. Absenteeism and sick leave notifications, monitoring and medical notices
  - 1.3. Employer – Employee Relations
  - 1.4. Grievances
  - 1.5. Inquiries
  - 1.6. Personnel Files
  - 1.7. Accident Reporting
2. All Operating Policies and Procedures are to conform to relevant Board Policies, regulatory and statutory requirements.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director annually will report to the Board confirming the presence of these Operating Policies and Procedures, and material compliance issues and the actions taken, and any need for significant reviews/charges.



<b>Policy Number:</b>	<b>1.2.10 Staff and Volunteer Behaviour Responsibilities</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club strives to achieve a safe and productive work environment for all participants, staff, volunteers and others that is fair and focused on the needs of the participants and their families, recognizing the unique relationship between the Executive Director and the Board of Directors.

1. The Executive Director will have Operating Policies and Procedures in place and monitored for staff and volunteers related to the workplace:
  - 1.1. Alcohol and Substance Abuse
  - 1.2. Political Activity
  - 1.3. Private Employment
  - 1.4. Code of Conduct Standards – social media
  - 1.5. Smoking
  - 1.6. Personal Use of Bluewater Gymnastics Club Telephone and Electronic Equipment and Applications / Software and Personal Visits to / on Bluewater Gymnastics Club sites
  - 1.7. Weapons
  - 1.8. Dress Code
  - 1.9. Offensive Language
2. All such Operating Policies and Procedures are to form part of new staff and volunteer orientations and current staff and volunteer re-orientations.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report annually confirming the presence of and monitoring of the relevant Operating Policies and any material compliance issues and the actions taken.

<b>Policy Number:</b>	<b>1.2.11</b>	<b>Staff and Volunteer Discipline</b>
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**Relevant Statutory / Regulatory Linkages:**

Ontario Employment Standards Act

Canadian and Ontario Human Rights Codes / Acts

Confidentiality Act

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club values the contributions of its staff and operational volunteers but recognizes the need, from time to time, for staff and volunteer disciplinary actions. This policy will not apply to Board of Directors members who have their own Governance Policies on this topic.

1. The Executive Director will develop and put in place a staff and operational volunteers' disciplinary process that is consistent with all regulatory, legislative and the Philosophy of Bluewater Gymnastics Club.
2. The disciplinary process or supervision is to be based on a progressive disciplinary model that can include verbal warnings, written warnings or suspensions, and could ultimately lead to dismissal if required.
3. Verbal and written warnings are to also include expected performance and / or behavioural changes and outcomes, time frames for improvement and potential subsequent actions that could occur if the changes required do not occur as stated or outlined.
4. The staff and operational volunteer disciplinary process is to be connected to the annual staff performance appraisal program where appropriate.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. The Executive Director will report to the Board Chair directly, as well as the Board at large, immediately on any disciplinary action that could lead to a legal liability (potential for a law suit) for Bluewater Gymnastics Club or a material cost not included in the annual budget.
2. The Executive Director will annually report to the Board on any significant staff or operational volunteers disciplinary actions, only in those years such an event occurs.

<b>Policy Number:</b>	<b>1.2.12</b>	<b>Parent and Other Operating Volunteers</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club values the vital role operating volunteers play in achieving its Mandate and Goals. Bluewater Gymnastics Club supports the engagement of these volunteers to enhance its ongoing work. This policy does not apply to the Board of Directors who have their own Governance Policies on this topic.

1. Volunteer Management Program:

1.1. The Executive Director will ensure the ongoing development of a Volunteer Management Program that incorporates:

- 1.1.1. A parent / guardian and operating volunteer recruitment program for Bluewater Gymnastics Club that reflects community representation.
- 1.1.2. A relevant volunteer orientation program.
- 1.1.3. Opportunities for related training and development.
- 1.1.4. A volunteer recognition program.
- 1.1.5. Processes that will ensure positive volunteer development and experiences.
- 1.1.6. A process for conflict resolution.

2. Parent / Guardian Participation Requirements

- 2.1. Parents / guardians of participant(s) in High Performance and Junior Level Programs will be required to perform a designated amount of annual volunteer hours in support of Club operations as a basis to support enhanced Club engagement and sustainability.
- 2.2. The Executive Director will submit via the annual budget process to the Board recommendation on the number of volunteer hours required by each family by program and a list of potential tasks / duties or volunteer activities that qualify towards the required annual volunteer hours or a member fee surcharge to cover not participating in the volunteer hours commitment program.
- 2.3. The Executive Director will ensure that each new or returning family receives a Participant Handbook each year that clearly details the volunteer hours of commitment and duties by Club program.
- 2.4. The Executive Director will develop efficient communication, scheduling, duty schedule replacement and other procedures that ensure maximum participation of these requirements by parents / guardians.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Annual report by the Executive Director on the number and use of volunteers to the Board and Committee hour totals and compliance.

<b>Policy Number:</b>	<b>1.2.13</b>	<b>Training and Professional Development</b>
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**Relevant Statutory / Regulatory**

**Linkages:**

Health and Safety Act

Environment Act

Affiliation Agreements

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club believes in the importance and value of continuous learning and professional development for all its staff, volunteers and Board of Director members.

1. The Executive Director will ensure annual funds are available in the draft budget to fund relevant training and professional development for staff, volunteers and Board members.
2. Such training and professional development must be relevant to the needs, plans and operations of Bluewater Gymnastics Club, and the participants it serves / supports.
3. Bluewater Gymnastics Club will fund, in whole and in part, the costs of such training and professional development.
4. The Executive Director, at their sole discretion, or designate, will approve all staff and volunteers training and professional development, and the costs to be funded based on an Operating Policy and Procedures approved by the Executive Director.
5. Costs of training and professional development will be covered as per the Business Travel, Seminars and Conference Express Coverage Policy (1.1.3)
6. Board of Directors' training and professional development funding will be approved annually by the Board via the budget and process.
7. Board of Directors' training and professional development is available to all Board members and non-Board members on Standing Committee based on a Board approved motion.

**Monitoring**

1. The Executive Director will annually report to the Board of Directors on the training and professional development undertaken and funding compliances with the Board approval budget.
2. The Board Vice Chair in their annual report to the Board on Board member training, development and funding activities.

**Policy Unit:**

**1.3 Marketing and Communications**

<b>Policy Number:</b>	<b>1.3.1</b>	<b>Communications Plan, Branding and Reporting</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club requires effective, comprehensive and timely written, printed, verbal, multi/social media, website and other communication and information transmission strategies to effectively inform and engage all its stakeholders and the community in a meaningful, timely and transparent basis.

1. Communications Plan and Branding
  - 1.1. The Executive Director will ensure that the organization has a branding strategy, with logo, core messages and related reinforcement activities in place that is approved by the Board of Directors.
  - 1.2. The Executive Director will have developed each year, an Annual Communications Plan that will guide and direct the communications strategies, investments and undertakings of the organization on a planned and scheduled basis. This would be presented annually to the Board for information purposes only.
  - 1.3. The Executive Director will undertake, either at the Board’s direction or based on internal staff assessments, a recommendation to the Board of Directors for the development of a new branding program as the need occurs from time to time.
  - 1.4. The Executive Director will ensure that the organization’s logo, core messages and related branding and promotional materials are consistently used across all internal and external communications, forms, letterhead, websites, social media and related materials and applications.
  - 1.5. The Executive Director will actively support external communication materials, content and distribution as required for Board initiatives as per Board direction.
  
2. Reporting
  - 2.1. The Executive Director will have produced each year, an Annual Report on the activities, finances and related considerations of the organization, with the content, distribution and related consideration approved by the Board.
  - 2.2. Board directed reports and communications require approval of all content by the Chair and/or the Executive Committee.

2.3. The Executive Director has the authority to produce newsletters that provide one or more stakeholder groups with information on the strategic directions, operations and activities of Bluewater Gymnastics Club as a basis to inform stakeholders, support fundraising, share information with community organizations and affiliations and to enhance organizational awareness.

3. Communications Quality

3.1. The Executive Director is responsible for the quality of all communications to achieve the following:

3.1.1. Clear language that is understood by the target audience(s)

3.1.2. Quality assurance procedures to ensure the information is as accurate, factual and timely as possible

3.1.3. Content that is fair, balanced and complete in its presentation.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will annually report to the Board of Directors on the range of activities associated with this policy or by individual serious occurrence reports to the Board

<b>Policy Number:</b>	<b>1.3.2</b>	<b>Stakeholder Consultation</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club encourages consultation with all its stakeholders (participants and family members, staff, volunteers, community members, sponsors, affiliates, and partners) in regards to new initiatives, strategic planning or other activities where stakeholder input would have evident benefit and value in informing the decisions to be made by the Board and staff.

1. Bluewater Gymnastics Club will work on the principle that any input received from stakeholder consultation programs will be valued, and reasonably utilized to inform the decisions of the Board and staff.
2. All consultation program input and recommendations are advisory only, and their use is at the discretion of the Board and / or the Executive Director.
3. Consultation with stakeholders can occur through surveys, focus groups, general meetings, individual interviews or other strategies, involving written, electronic, verbal or other communication methods with communication supports provided for people who require these supports in order to be engaged.
4. The Board of Directors will determine the consultation strategies that it deems appropriate and of value related to any Board Governance or Board Policy initiatives, strategic planning or other Board responsibilities.
5. The Executive Director or designate, will determine the consultation process for any other initiatives where stakeholder consultation is deemed appropriate and of value.
6. Participants in any consultation process will be entitled to receive a summary of the overall consultation results when such information releases do not breach confidentiality, privacy or contractual parameters. Receipt of such summaries can occur electronically and / or in writing.

**Monitoring Report Requirements (Frequency, Content, etc.)**

None required



<b>Policy Number:</b>	<b>1.3.3</b>	<b>Authority to Speak on Behalf of Bluewater Gymnastics Club</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club recognizes the importance of having only identified and approved spokespersons for the organization in order to ensure clear and consistent messages.

1. The Chair , or a person designated by the Chair, may speak on behalf of the Bluewater Gymnastics Club corporate entity to the media, at conferences, with affiliates, in planning forums or any other setting, unless a Board motion is passed that restricts the Chair or the Chair’s designate power to do so, or sets limits on what content can be communicated.
2. The Executive Director can speak on behalf of Bluewater Gymnastics Club’s operations, services, administration, community activities or related parameters at any time, unless restricted by a motion of the Board of Directors. The Executive Director cannot speak on behalf of the Board of Directors unless authorized to do so by either the Chair directly or the Board of Directors through a motion.
3. No other member of the Board of Directors, staff person or volunteer connected with Bluewater Gymnastics Club can speak publicly on behalf of the organization in terms of participants, policies, operations, financial commitments or contractual obligations, unless designated by the Board of Directors, or in terms of a staff person, by the Executive Director.
4. Any breach / non-compliance of this Board policy is to be immediately reported to the Chair by any person discovering such an issue. The Chair will determine appropriate response by Bluewater Gymnastics Club, and at a minimum, will report such an occurrence at the next Board meeting.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Executive Director to report on policy compliance and any breaches annually and actions taken.

**Policy Unit:**

## **1.4 Administration**

<b>Policy Number:</b>	<b>1.4.1</b>	<b>External Memberships and Participation</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will actively participate in / with external organizations, provincial and national bodies, planning forums, professional and sector groups and other bodies which are relevant to and bring value to the Mandate and work of Bluewater Gymnastics Club and where evident benefits are identifiable.

1. Membership or participation in external organizations or forums can involve participants, Board members, volunteers and staff at any level in the organization.
2. The Executive Director will ensure that a current inventory of all organizations, planning forums and related external bodies participated in by the organization is available for review.
3. A review will be undertaken every year of each external body or organizational membership participated in to determine the benefits being realized compared to the investments being made of time and funds. Based on assessments by the Executive Director, recommendations will be made to the Board of Directors, where their approval is required, such as for affiliation agreements.
4. Where membership fees are required, the Board of Directors will undertake a review on such activities during its annual budget deliberations.
5. Participants, Board members, volunteers or staff who participate in external bodies and organizations are encouraged to be active, take leadership roles and to regularly report back to the appropriate level of the organization on these efforts when relevant decisions are made, research outcomes become available or strategic directions are established that are of importance to Bluewater Gymnastics Club.
6. Staff membership and / or participation in any external body or organization when they represent or speak on behalf of Bluewater Gymnastics Club requires the approval of the Executive Director, and for the Executive Director or a Board member, the Chair approves.
7. The Executive Director, in regard to all staff and volunteer participation, has the right to terminate membership / participation in an external organization at their discretion, if such participation is deemed not to have appropriate value to Bluewater Gymnastics Club or interferes with the staff person’s core responsibilities.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. Budget process for fee-based external participation fees by the Board with recommendations from the Executive Director.
2. The Executive Director to report to the Board on external participation activities, resources utilization and benefits annually.

<b>Policy Number:</b>	<b>1.4.2</b>	<b>Reported Complaints, Concerns and Incidents</b>
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**Relevant Statutory / Regulatory Linkages:**

- Affiliation Agreements
- Relevant Legislation
- Employment Standards Act

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club encourages input and comments from all its stakeholders and partners whether positive or negative.

1. Any complaint or concern provided / submitted to the organization is to be taken seriously and responded to within the context of the matter raised within reason and timelines.
2. Closure is to be brought to each complaint, recognizing that not every complaint can be resolved to the complainant’s satisfaction, but they are to be informed and respected.
3. Any complaint or concern registered with anyone in the organization that deals with a Board Policy, the organization’s written Standards of Practice or Procedures, Health and Safety, fairness or equity, quality and scope of services, programs or any area that could create a financial or other liability for the organization, is to be reported to and processed by the Executive Director or designate.  
  
To contact the Executive Director email [info@bluewatergymnastics.com](mailto:info@bluewatergymnastics.com) or call the office.
4. Any complaint or concern that comes to the Executive Director or designate that involves regulatory or legislative concerns is to be documented in writing and reported to a regulatory authority as required and within the timeline designated.
5. The Executive Director is to have undertake an annual review of complaints and concerns to assess and patterns, the effectiveness of responses, and to undertake any actions necessary to ensure enhanced communications, improved problem identification, reduced liability issues and other related management concerns.
6. Major incident / compliance complaints or concerns are to be reported to the Chair within forty-eight (48) hours by the Executive Director or designate to all required legislative reporting authorities.
7. Any Board member or volunteer receiving any complaint about Bluewater Gymnastics Club is to report it to the Executive Director as soon as possible. The Executive Director will deal with such a complaint as per this Policy as per legislative / regulatory requirements.

**Procedures**

1. Any complaint or incident must be reported to a Bluewater Gymnastics Club (BGC) Supervisor. They will then pass a complaint report to the Executive Director (ED), who will then take appropriate action. Follow **HR 19.0 Investigation Policy**.
2. An employee seeking to appeal a decision they deem unfair or inconsistent with BGC policy and safe sport, may follow HR 18.0 Recourse Policy.
3. **Duty to Report:** To report incidents of child abuse and neglect allegations against a **parent** or

**guardian**, report to Children's Aid Society (CAS) and follow the procedures in the **GV 1.01 Child Protection Policy**.

4. **Duty to Report:** To report incidents of child abuse and neglect allegations against an **employee** or **volunteer**, report to CAS and report follow the procedures in the **Child Protection Policy**.
  - a. Inform the CEO of Gymnastics Ontario of the incident involving a coach under investigation, where appropriate via email (Gymnastics Ontario-Safe Sport-Reporting a Complaint). For more information on prohibited behaviors and disciplinary actions see **The Universal Code of Conduct to Prevent and Address Maltreatment in Sport**.
  - b. In consultation with CAS, the Executive Director, Board President, and an HR Consultant a thorough investigation into the allegation will be conducted.

#### **Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director is to provide an annual report of key reported complaints and concerns, trends and actions taken.

#### **Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

<b>Complaint/Concern</b>	Involves any complaint or concern that is expressed regarding any Board Policy, Health and Safety Board Policy, Standards of Practice and Procedures, programs and services delivery or related operational or administrative area. It does not include serious incidents or compliance issues, which are addressed under separate policies. Health and Safety issues, depending on the nature of the complaint or concern, may be addressed under the Board's Health and Safety Policy. Child Protection issues may be addressed under the Child Protection Policy and Universal Code of Conduct to Address Maltreatment in Sport (UCCMS)
<b>Major Incident / Complaint</b>	Involves an incident or event that is required to be reported to a regulatory body and / or could result in media enquiries of the Chair and / or Bluewater Gymnastics Club or could result in a negative impact or liability for Bluewater Gymnastics Club.

<b>Policy Number:</b>	<b>1.4.3</b>	<b>Confidentiality and Access to Information</b>
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**Relevant Statutory / Regulatory Linkages:**

Freedom of Information and Protection of Privacy Act

Provincial Regulations

Not-For-Profit Corporations Act (when proclaimed)

Personal Information Protection and Electronic Documents Act

Other Related Acts

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club respects people's right to privacy and will strive to ensure that any and all confidential information remains confidential.

1. Bluewater Gymnastics Club will conform to and follow all legislative acts and regulations related to information, whether written, verbal and electronic, and privacy laws involving participants, their families and organizational information management and disclosure.
2. The Executive Director will ensure a Compliance Officer is appointed as required under legislation.
3. The Executive Director will ensure an Access to Information process is in place that meets the needs of the Access to Information and other relevant Acts.
4. Any breach of confidentiality will be reported to the Executive Director within forty-eight (48) hours of the breach, and the Executive Director will determine the action or actions to be taken based on legislative requirements.
5. For any significant breaches, the Executive Director will inform the Chair within forty-eight (48) hours.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Annual Monitoring Report to the Board by the Executive Director affirming compliance, or summarizing breaches and actions taken.

<b>Policy Number:</b>	<b>1.4.4</b>	<b>Assessing Risk and Insurance</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club takes seriously its responsibility to ensure that its programs, services and operations that have potential financial, liability, physical / health and reputational risks are minimized and managed effectively.

1. The Executive Director will ensure that risk assessments are undertaken for Bluewater Gymnastics Club programs, services, operations and locations using an annually reviewed Risk Management Plan and other formats approved by the Board and relevant legislation, as follows:
  - 1.1. For new programs or operations, a comprehensive risk assessment prior to the start-up of delivery.
  - 1.2. When a program or service is reviewed within the defined review cycle or a major amendment / repositioning of the program or service occurs.
  - 1.3. Annually for all existing programs, services and operations.
2. Risk situations are to be managed through:
  - 2.1. Compliance with all statutory, regulatory and affiliation requirements.
  - 2.2. Effective staff and volunteer training and development in regards to risk elements, past experiences, the need for vigilance, staff and volunteer responsibilities, etc.
  - 2.3. Immediate response and investigations related to any form of communications that identifies a risk related to physical injury, mistreatment / abuse, financial or legal considerations.
3. The Executive Director will annually review all Bluewater Gymnastics Club travel, vehicle, fire, liability, errors and omissions and related insurance policies and make recommendations to the Board via the budget process or separately, on insurance levels, deductibles, conditions and premiums, and as per relevant affiliation agreement requirements. The Executive Director can use any relevant insuring parties as a consulting resource and / or have them attend a Board meeting to make a presentation and to answer Board member questions.
4. The Executive Director will use external risk evaluators when the Executive Director deems this to be appropriate, or as directed by the Board, or as directed / required by a regulatory or statutory requirement, or funder.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide an annual report on risk assessment processes, strategies and their results to the Board of Directors, with insurance levels and premiums incorporated into the draft budget.

<b>Policy Number:</b>	<b>1.4.5</b>	<b>Regulatory and Legislative Compliances</b>
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**Relevant Statutory / Regulatory Linkages:**

- All Relevant Provincial and Federal Acts
- Affiliation Agreements

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club takes seriously its responsibility to comply with all known regulatory, legislation and affiliation requirements.

1. All programs and services offered directly, through partnerships or sponsored by Bluewater Gymnastics Club in all its operations will be compliant with:
  - 1.1. All relevant regulatory, statutory and affiliation requirements and other relevant agreements.
  - 1.2. The requirements of all licences obtained by Bluewater Gymnastics Club.
2. The Executive Director will notify the Board of any significant breaches of compliance as follows:
  - 2.1. Significant breaches that could impact the reputation, liability or continuity of Bluewater Gymnastics Club or an individual program and service are to be identified to the Chair or designate within forty-eight (48) hours.
  - 2.2. The Executive Director will identify to the Board of Directors on a quarterly basis any significant breaches in compliance where regulatory, statutory or affiliation requirements that result in a response, change or other action by Bluewater Gymnastics Club.
3. The Executive Director will have an investigation undertaken for any significant breaches in compliance, ensuring the following:
  - 3.1. A thorough investigation with a report to the Board.
  - 3.2. The development of recommendations on how to eliminate or at a minimum reduce the probability of future breaches.
  - 3.3. A follow-up report within one year to the Board indicating how Bluewater Gymnastics Club has responded to specific major compliance incidents.
  - 3.4. The Executive Director, within their own discretion, or as directed by the Board of Directors, can secure outside professional expertise to assess compliance issues, make recommendations and provide ongoing advice and monitoring on any compliance issue or issues.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Quarterly report by the Executive Director profiling known breaches, actions taken, impacts incurred and future considerations.



<b>Policy Number:</b>	<b>1.4.6</b>	<b>Records Management</b>
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**Relevant Statutory / Regulatory**

**Linkages:**

Freedom of Information and Protection of Privacy Act

Affiliation Agreements

Personal Information Protection and Electronic Documents Act

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will develop, apply and evaluate an integrated records management function for all activities of the organization that complies with all statutory, regulatory, affiliation and employment agreements and other requirements, and supports an effective information management system.

1. Records management is to include all written, electronic, form-based and other types of records and files maintained by Bluewater Gymnastics Club.
2. The Executive Director will ensure that a request or authorization for access to or disclosure of information from any records and files of the organization comply with governing legislation and regulatory requirements.
3. All records and related files, written and electronic, are to be maintained in a secure status with appropriate procedures for access, disclosure, backup and monitoring of each entry into and use of the records and files.
4. An annual audit is to be completed on all records and files maintained by Bluewater Gymnastics Club to ensure 100% of the mandatory records, forms and related materials are in place and current.
5. The Executive Director will ensure that a schedule is developed that identifies the following:
  - 5.1. The types of records and files to be maintained for each program area or each business operation.
  - 5.2. How long a record or file category needs to be maintained before it can be stored off-site or destroyed.
  - 5.3. Who is authorized to destroy records and files, and by what process.
  - 5.4. The maintaining of a tracking record of when record and file / record destructions have occurred.
6. The Executive Director will ensure that confidential records, involving participants and their families, staff, contracts, etc. have a procedure associated with them that informs an individual participants and their families, staff or volunteer about a request for information from their records and / or files prior to permitting access, their entitlements on the disclosure of such information or their own ability to access their file as may be required under pertinent legislation.

7. The Executive Director will be or appoint a designate as the Freedom of Information Officer who will be responsible for managing Freedom of Information requests, requirements and processes.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Report to the Board by the Executive Director annually on compliance of the policy and any breaches that have occurred and the action(s) there.

<b>Policy Number:</b>	<b>1.4.7</b>	<b>Health and Safety</b>
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**Relevant Statutory / Regulatory Linkages:**

Ontario Employment Standards Act

Ontario Occupational Health and Safety Act

Ontario Human Rights Act / Code

Provincial and Municipal Fire Regulations

Affiliation Agreements

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will make every reasonable effort to maintain a safe and healthy work environment for participants and their families, staff, partners, volunteers and visitors. Protecting people from injury or occupational disease and harm is a continuing objective. Bluewater Gymnastics Club will have in place a Health and Safety Program.

1. The Executive Director will have established and maintain an Occupational Health and Safety Program for Bluewater Gymnastics Club, consistent with regulatory requirements and other relevant agreements.
2. The Executive Director or designate will review incident reports and amend the Occupational Health and Safety Program as required based on consultation with staff, volunteers and others as appropriate or required.
3. The Executive Director will post a written copy of the Occupational Health and Safety Act and Bluewater Gymnastics Club's Health and Safety Program in all its work locations, and make it available to participants and their families and staff electronically.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. An Annual Health and Safety report will be presented to the Board of Directors summarizing:
  - 1.1. Training provided relative to the Occupational Health and Safety Act and its regulations.
  - 1.2. Unreported or unresolved health and safety issues.
  - 1.3. Accident statistics, identifying trends and summarizing causes.
  - 1.4. Any significant incidents involving injury to people.
  - 1.5. A report on incidents of work refusals due to health and safety concerns.
2. A report on any Ministry of Labour inspections, and the status of any orders by the Ministry written at the next Board meeting.
3. Significant health and safety incidents (matters reported to funders and / or Ministry of Labour orders) will be reported by the Executive Director to the Chair and / or the Board Process Committee within forty-eight (48) hours.

**Policy Unit:**

**1.5 Technology**

<b>Policy Number:</b>	<b>1.5.1</b>	<b>Services and Practices</b>
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**Relevant Statutory / Regulatory Linkages:**

Freedom of Information and Protection of Privacy Act  
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will utilize a variety of technologies that support its programs and services, operations and communications based on cost-effectiveness, functionality and regulatory requirements.

1. The Executive Director will have developed a five year Bluewater Gymnastics Club Technology Plan, covering all social media, programs and services delivery, operational, financial transactions, and related technologies and update the Plan every two (2) years.
2. The Executive Director, through the annual budget process, will identify recommended technology investments.
3. The Executive Director will ensure adequate staff and volunteer training to optimize the capacity and benefit of the technologies invested in.
4. Bluewater Gymnastics Club technologies can be purchased via direct acquisition (purchase or lease) or via third party contractor(s).
5. The Executive Director will ensure no software or equipment is added to any component / user site that does not conform to Bluewater Gymnastics Club standards.
6. No use of Bluewater Gymnastics Club technology can be undertaken to commit a fraud, to bully, to view pornography or undertake other unacceptable behaviours or illegal uses.
7. The Executive Director will ensure a maintenance contract is in place to minimize downtime, and support updates and training of the technologies.
8. The Executive Director will ensure the security of all Bluewater Gymnastics Club systems and processes and that periodic testing is in place to ensure the operability and security of the technology systems.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. The Executive Director will provide, through the annual budget process, technology investment proposals
2. The Executive Director will report on compliance levels met, any material breaches and the actions taken annually.

**Policy Unit:**

## **1.6 Fund Development**

<b>Policy Number:</b>	<b>1.6.1</b>	<b>Fund Development and Donations</b>
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**Relevant Statutory / Regulatory Linkages:**

- Provincial Tax Act
- Canadian Revenue Agency Directives

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club works to optimize donated resources within CRA requirements.

1. Bluewater Gymnastics Club will conduct its fundraising efforts in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirement of municipal, provincial and federal regulators. All fundraised dollars will be used to support only Bluewater Gymnastics Club.
2. Fundraising solicitations on behalf of the Bluewater Gymnastics Club will:
  - Disclose the Club’s name
  - Accurately describe the Club’s activities and the intended use of donated funds; and
  - Respect the dignity and privacy of those who benefit from the Club’s activities and services
3. If the Bluewater Gymnastics Club were to become a charity under CRA regulations, donors (individuals, corporations and foundations) will receive an official receipt for income tax purposes for the amount of the donation as appropriate. Donors of non-monetary eligible gifts (or gifts-in-kind) will receive an official receipt that reflects the fair-market value of the gift. Donations of time, services, etc., are not eligible to receive official tax receipts, per Canada Revenue Agency policies.
4. All restricted or designated donations will be used for the purposes for which they are given by the donor. If necessary, due to program or organizational changes, any proposed alternative uses of a donation will be discussed with the donor or the donor’s legal designate if the original intent of a donation cannot be achieved. If the donor is deceased or legally incompetent, and Bluewater Gymnastics Club is unable to contact a legal designate, the donation will be used in a manner consistent with the donor’s original intent as much as possible. Donors’ requests to remain anonymous will be respected.
5. Sponsorships are not eligible for a tax receipt as they are viewed as a business agreement in which the Company is getting some commercial benefit in return such as publicity, signage etc... The organization would provide a letter and unofficial receipt acknowledging the receipt of the payment to the sponsor.
6. Bluewater Gymnastics Club would not provide a receipt for individuals paying fees since the individual would have the opportunity to take part in the activity. As such, there is no donation, which means no receipt can be issued.
7. Fundraising Committee must have a Terms of Reference. All dollars raised must be supported by receipts when applicable. If no receipt is provided, the dollar value must be verified by 2 people.

8. Funds raised for athletes will be distributed to the appropriate athletes, based on dollars earned and feedback from the Committee.
9. Unless otherwise directed, donors will be recognized based on a donor recognition program and sponsorship receipt to be developed by the Executive Director or designate and approved by the Board.
10. Bluewater Gymnastics Club will not sell its donor list, and will not share that list unless approved by the Board of Directors.

#### **Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

**Donor** an individual or organization that makes a contribution to Bluewater Gymnastics Club in cash, securities, insurance or gifts in kind.

**Gifts-in-Kind** gifts of property, including artwork, equipment, securities, and cultural and ecological property. A contribution of service, that is, of time, skills or efforts, is not property and, therefore, does not qualify as a gift or gift-in-kind for purposes of issuing an official donation tax receipts.

#### **Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide annual audited financial reports that reflect the amount of fundraised and donated revenue received.



## **2 Programs and Services**

**Policy Unit:**

### **2.1 Development and Delivery**

<b>Policy Number:</b>	<b>2.1.1</b>	<b>Strategic Plan Alignment</b>
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**Relevant Statutory / Regulatory Linkages:**

- Affiliation Agreements
- Bluewater Gymnastics Club Strategic Plan

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club programs and services, whether delivered directly or in partnership, or sponsored by Bluewater Gymnastics Club or through others, will be aligned with the Bluewater Gymnastics Club Strategic Plan.

1. The Executive Director will ensure all Bluewater Gymnastics Club programs and services are consistent with and in support of the achievement of Bluewater Gymnastics Club’s Vision, Mission and Strategic Directions and Priorities identified within its current Strategic Plan, and as required by affiliation agreements and legislative requirement.
2. If a program or service development and delivery initiative emerges that cannot be aligned with the Strategic Plan and / or affiliation agreements or legislation, then the Board of Directors must undertake a discussion as to how they wish to proceed with such an initiative, and whether the Strategic Plan needs amendment and / or redevelopment or funder negotiations are required.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will provide an annual programs and services report that will identify:

1. New programs and services initiatives undertaken by type and title.
2. Major programs and services amendments completed to existing programs and services.
3. Program and services terminations, closures or suspensions.

<b>Policy Number:</b>	<b>2.1.2</b>	<b>Programs and Services Development Principles and Measures</b>
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**Relevant Statutory / Regulatory Linkages:**

- Affiliation Agreements
- Applicable Legislation Acts and Regulations
- Strategic Plan

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will develop, deliver and evaluate its programs and services based on recognized principles, best practices, affiliation requirements and aligned perspectives.

1. The following principles will be utilized to develop, deliver and evaluate Bluewater Gymnastics Club programs and services:
  - 1.1. A priority focus on the best interests, well-being and safety of the participants first and which enhance the achievement of their goals and foster the development of their abilities.
  - 1.2. Programs and services are to focus first on the strengths and capacities of the participants not their challenges.
  - 1.3. Ensuring the dignity, safety and future opportunities of participants.
  - 1.4. Sustaining and enhancing where possible the capacity and connectivity of participants to their sport and long term interest in active living.
2. The following practices will be utilized to develop, deliver and evaluate Bluewater Gymnastics Club programs and services:
  - 2.1. Undertake continuous improvement strategies for programs and services, building on the assessment and use of best practices, innovation and regular program evaluation.
  - 2.2. Incorporate sound and recognized gymnastics, healthy living and other service principles and practices.
  - 2.3. Alignment with accepted sport, community and cultural norms where appropriate.
  - 2.4. The use of a programs and services outcome measurement program.
  - 2.5. Ensure compliance with all legislative, regulatory and affiliation requirements.
  - 2.6. Participation in aligned and compatible sport, health and social research initiatives that can potentially benefit Bluewater Gymnastics Club programs and services quality and effectiveness.
3. Each program or service entered into will:
  - 3.1. Have a stated rationale, purpose and benefits assessment and be evidence-informed.
  - 3.2. Be appropriately researched and have assigned goals and annual measures.
  - 3.3. Be evaluated annually against the stated performance measures to determine achievement of program or service goals and have corrective actions taken if goals are not being realized.

**Monitoring Report Requirements (Frequency, Content, etc.)**

An annual monitoring report by the Executive Director to the Board on the application of these principles and measures and the ongoing development, delivery and evaluation of Bluewater Gymnastics Club programs and services.

<b>Policy Number:</b>	<b>2.1.3</b>	<b>Programs and Services Operating Policies and Procedures</b>
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**Relevant Statutory / Regulatory Linkages:**

- Affiliation Agreements
- Applicable Legislative Acts and Regulations
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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will develop and deliver programs and services on an ongoing basis that meet the evolving needs of its participants and their families, the sport overall and the community.

1. Bluewater Gymnastics Club will offer programs and services that:
  - 1.1. Are required by and aligned with current and future participant interests and affiliation agreements.
  - 1.2. Bluewater Gymnastics Club will actively pursue funding from any legitimate source, public, not-for-profit or private, to support needed programs and services and participants individually.
2. Bluewater Gymnastics Club will undertake programs and services alone, or within joint ventures, partnerships or shared services arrangements, utilizing the best approach in meeting the needs of participants within the finances available.
3. The Executive Director will ensure that effective Operating Policies, Standards of Practices and Procedures are in place for each program and service.
4. All programs and services operating policies, standards of practice and procedures are to be reviewed at a minimum of once every three (3) years or as events, new legislative, regulatory or affiliation requirements are implemented.

**Monitoring Report Requirements (Frequency, Content, etc.)**

An annual monitoring report by the Executive Director to the Board outlining that the programs and services operating policies and procedures are in place, and the review processes undertaken in that year.

<b>Policy Number:</b>	<b>2.1.4</b>	<b>Programs and Services Review</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

The regular review of Bluewater Gymnastics Club programs and services is an essential part of ensuring that its programs and services are evidence-informed, effective and relevant in achieving Bluewater Gymnastics Club’s Mandate, Mission and Philosophy.

1. The Executive Director will have undertaken a review of all Bluewater Gymnastics Club programs and services at a minimum of once every five years, reporting the results to the Board with appropriate recommendations and strategic directions, or when major changes in program structure or finances occur or as required by legislation, regulations or affiliation agreements.
2. The Executive Director will ensure that a data collection and reporting system is in place that identifies the key quarterly and annual numbers and outcome / performance metrics for each program and service delivered, ensuring that there is a minimum of three years of data available to determine trends and related assessments where available.
3. The Executive Director will ensure that there are systems in place to determine participant, family / guardian, staff, volunteer, partner, affiliation and other’s satisfaction, concerns, recommendations and related inputs and considerations within all Bluewater Gymnastics Club program and service reviews.
4. The Executive Director will ensure annually that the organization continually assesses societal, sport, programming, affiliation and other trends, policies and inputs that could affect the future development and delivery of Bluewater Gymnastics Club programs and services.
5. The Executive Director will have in place, a program and services evaluation framework based on the inputs and data available, that assesses the programs and services of Bluewater Gymnastics Club, including their connectivity / linkage to the organization’s Strategic Plan, affiliation agreements, the Annual Plan and other considerations.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Annual report by the Executive Director to the Board on all programs and services performance measurement results.

A comprehensive program and service review, a minimum of once every five years, assessing all dimensions of each program and service by the Executive Director to the Board, including recommendations on future directions.

During the first and third quarters of each fiscal year, the Executive Director will undertake a Board presentation on societal, community, sport and other selected trends, and emergent opportunities and challenges.

<b>Policy Number:</b>	<b>2.1.5</b>	<b>Programs and Services Approvals</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements  
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**Policy Statement (Intent and Scope)**

Board approval is required for Bluewater Gymnastics Club’s programs and services.

1. All new programs and services that are currently not offered by Bluewater Gymnastics Club require Board approval unless directly ordered by an affiliate.
2. The Executive Director can undertake current program and service amendments that have limited impacts on participants and their families, partners, and others; or are directed by an affiliation; and have a financial impact of less than \$10,000 on Bluewater Gymnastics Club’s current or subsequent year’s budget.
3. Any Bluewater Gymnastics Club program or service that is amended or repositioned with potentially significant impacts on participants and their families, partners, or affiliate relationships, and has a financial budgetary impact over \$10,000, will require Board approval.
4. The termination of any program or service that has a negative financial impact on Bluewater Gymnastics Club or could create a negative stakeholder / partner reaction or other undesirable impacts requires Board approval.
5. The Board, in analyzing recommendations on program and services approvals, will give considerations to the following:
  - 5.1. Connectivity to and support of the Strategic Plan of Bluewater Gymnastics Club.
  - 5.2. Compliance with all regulatory, statutory, affiliation and other requirements.
  - 5.3. The potential impacts on participants and their families, partners, the communities served, staff and others.
  - 5.4. Potential financial and reputational implications for Bluewater Gymnastics Club.
  - 5.5. The skills, capacities and ability of Bluewater Gymnastics Club to add a new program and service, or undertake major amendments.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will recommend program and service initiatives to the Board of Directors on an ongoing basis.

<b>Policy Number:</b>	<b>2.1.6</b>	<b>Programs and Services Access</b>
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**Relevant Statutory / Regulatory Linkages:**

- Affiliation Agreements
- Ontario / Canada Human Rights Acts / Codes
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**Policy Statement (Intent and Scope)**

Access to Bluewater Gymnastics Club programs and services is to be fair, transparent and focused on the requirements/needs of the participants and their families within legislated, regulated affiliation agreements placement protocols.

1. The Executive Director will ensure that the programs and services of Bluewater Gymnastics Club are reasonably promoted through brochures, presentations, the website, social media and other means, providing program information that facilitates community understanding and awareness of what is available, when and how to connect.
2. The Executive Director will ensure there is an appropriate and effective participant intake and orientation process for all programs and services offered by Bluewater Gymnastics Club.
3. Bluewater Gymnastics Club will make reasonable efforts to facilitate an individual's participation in a Bluewater Gymnastics Club program or service where a fee exists if the individual and/or their family do not have the financial means to afford the fee for a programs offered by Bluewater Gymnastics Club, child and youth sports and for which the participant would evidently benefit by participating in, accessing third party subsidy programs as available.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report annually or more often to the Board service access numbers and identifiable barriers to service.



<b>Policy Number:</b>	<b>2.1.7</b>	<b>Community Centre Facility</b>
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**Relevant Statutory / Regulatory Linkages:**

Program Principles and Policies  
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**Policy Statement (Intent and Scope)**

The Bluewater Gymnastics Club facility is a unique community recreational and meeting resource, that has the ability to serve residents and community organizations beyond those who are affiliated with the Club. The opportunity to maximize the use of and value for the Club’s facilities is an important outcome towards the Club’s positioning in the community and long term sustainability.

1. The Executive Director will actively market, advertise and promote the availability of the Club’s facilities in Sarnia and across the County of Lambton as to its features, availability and costs.
2. The Executive Director will ensure that an annual third party rental / user fee structure is incorporated in the annual budgeting process for Board approval.
3. The Executive Director will ensure that third party rentals or uses are with groups and organizations that support and are aligned with the Club’s values and principles, and will not cause reputational and / or other risks to participants, families, partners of the Bluewater Gymnastics Club.
4. The Executive Director will ensure that all third party users and rentals sign a Board approved rental / user contract outlining:
  - 4.1. Fees;
  - 4.2. Acceptable uses and behaviours;
  - 4.3. Damages responsibility;
  - 4.4. Equipment availability and limitations;
  - 4.5. Insurance coverage and indemnification requirements;
  - 4.6. Promotions and advertising protocols in naming the Bluewater Gymnastics Club or its venue in any materials, written or electronic;
  - 4.7. Hours of use, key / security control and related operational procedures, including adult attendance and named people who are the responsible parties.
5. The Executive Director will continually work with representatives of the City of Sarnia Parks and Recreation Department, the Sarnia-Lambton YMCA and other community and County of Lambton groups to develop, participate in and lead where viable, joint ventures, participant and other programs and service initiatives.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will annually report to the Board of Directors on the number of rentals / uses, occurring in the year, fees generated and any recommended amendments to the rental program and / or contract.

<b>Policy Number:</b>	<b>2.1.8</b>	<b>Quality Coaches / Coaching</b>
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**Relevant Statutory / Regulatory Linkages:**

Affiliation Agreements

Gymnastics Ontario Coaching Standards

**Policy Statement (Intent and Scope)**

Quality coaches and coaching are vital and foundational to the success of our athletes, their families, our sport and the Bluewater Gymnastics Club. It is imperative that coaches' skills, certifications, abilities to teach, and to work successfully with youth and young adults is essential and needs to be constantly developed and evaluated.

1. The Executive Director will ensure every full, part time or contracted coach at Bluewater Gymnastics Club is certified by Gymnastics Canada / Ontario and / or other relevant affiliation and certification bodies as approved by the Board of Directors.
2. The Executive Director will ensure every coach's certifications and training experiences are up to date and copies maintained in their personnel files.
3. The Executive Director will ensure every coach is evaluated annually as to their technical and behavioural performance, recertification requirements and plans, and as to any further coaching development actions required.
4. The Executive Director will ensure every new coach receives a comprehensive coaching and Club Code of Conduct policies and procedures orientation, and other reviews and assessment prior to a coach initiating their coaching duties.
5. The Executive Director will establish a supervisory and reporting structure within the Club for all coaches based on position(s) and policies approved by the Board of Directors in the annual budget or separately.
6. The Executive Director will ensure all coaches are regularly familiarized, at least twice per year, on Code of Conduct, behaviour and other related participant, family, staff and other interactions, communications an related policies and expectations.

**Monitoring Report Requirements (Frequency, Content, etc.)**

1. Annually, the Executive Director will report to the Board of Directors on coaching development activities, needs, issues, trends and strategies.
2. The Executive Director will report to the Board Chair within forty-eight hours (48) any behaviour or serious interpersonal incident involving a coach who is working for Bluewater Gymnastics Club.

**Policy Unit:**

**2.2 Programs Operations**

<b>Policy Number:</b>	<b>2.2.1</b>	<b>Competitive Program Member Commitment</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

The following commitments form the basis of participation for Invitational gymnasts over twelve months:

1. The competitive season will begin on July 1<sup>st</sup>, and will continue until June 30<sup>th</sup> the following year. All agreements will be for twelve months to correspond with the season. The agreement includes up to twenty-one training days per year when no training will be offered.
2. The tuition fee is a year fee divided into twelve equal payments.
3. All statutory holidays will be observed and no training will be provided on those days, unless decided otherwise by the Invitational Director.
4. There will be no partial programs offered throughout the season.

*Example:*

*Should a gymnast be chosen for, and accept a 12 hour program, she will pay the annual fee required for the 12 hour program, regardless of whether she attends all training sessions. The Executive Director has the authority to terminate or modify any commitment. Upon termination of the commitment, any unused portion of the annual fee will be refunded.*

5. An athlete wishing to withdraw from the program must notify the Executive Director in writing. A three week period will be granted to reconsider participation. Club membership will cease effective upon the date of notification.
6. The Bluewater Gymnastics Club recognizes that there are many reasons a participant may feel they wish to stop their participation, such as peer pressure, growth spurts, conflicts, etc. In supporting a participant to make a better informed, longer focused decision, the Executive Director will have an Operating Policy and Procedure in place that provides alternative and / or interim activities and approaches to assist the participant and their family in their decision-making, such as limiting participation until challenges are overcome, participation in alternate programs, and other means. This process could involve self-assessments, a survey and other tools that facilitate enhanced supports and understanding for the participant in their decision.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report to the Board annually on the number of participants who ask to leave the program and how many were aided by the alternative approaches.

<b>Policy Number:</b>	<b>2.2.2</b>	<b>Participant Fees, and Non-Payment and Suspensions / Terminations of Members</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

The Bluewater Gymnastics Club is committed to establishing annual participant fees that facilitate participation by the members in balance with the long-term sustainability of the Club.

1. The Executive Director will present annually to the Board through the budget approval process proposed fees for all programs, services, affiliation and operational activities (NSF, service charges and other fees) for which fees are applicable.
2. Accounts Receivable will be managed through accounting. If a participant’s family fails to pay the required fee(s) within thirty (30) days of the fees being due, the Executive Director or designate is to notify the participant / family by email and phone call to indicate the amount due, any service charges and the potential impacts of non-payment. The Executive Director or designate will communicate a mutual payment plan, educate the families of funding agencies, provide accommodation for an extension is at the discretion of the Executive Director up to 59 days. Executive Director may issue suspension of the participant as part of the accommodation and resolution.
3. If a participant or their family fails to pay the fee(s) due after sixty (60) days, the Executive Director or designate will mail a **Notice of Payment Overdue - 60+ Days**, account is suspended and if they do not respond in 7 days and start to make payments, their account will be sent to Collections at ninety 90 days. Contact will continue with the family to retrieve the payment up to 90 days.
4. If a participant or their family fails to pay the fee(s) due after ninety (90) days, the Executive Director or designate will mail a **Final Notice of Payment Overdue - 90+ Days**, informing them their account has been sent to Collections. Account is then sent to Collections.
5. If the participant or family registered in the Invitational program, fails to pay the fee(s) due after sixty (60) days, relevant information of delinquencies will be reported to the Chair with a recommendation on Club action for Cessation of membership approved by the Chair.
6. The Executive Director will inform the participant and their family of the Board's decision of termination of membership and implement that decision in writing within five (5) days of the Board's decision.
7. Other various reasons for suspension will be approved and communicated by the Executive Director and notification will be provided to the Chair via written copy of the suspension.
8. Other various reasons for termination of membership will be approved by the Chair and communicated by the Executive Direction.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report annually on the member of delinquent accounts and their resolution.

<b>Policy Number:</b>	<b>2.2.3</b>	<b>Programs and Risk Operating Policies and Procedures</b>
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**Relevant Statutory / Regulatory Linkages:**

- Health and Safety Act
- Applicable Legislative Acts and Regulations
- Affiliation Agreements

**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will have Operating Policies and Procedures and Standards of Practices and systems and processes that respond appropriately to any circumstance or situation that put participants and their families, staff, volunteers and visitors at risk of suffering injury, harm or any form of abuse.

1. The Executive Director will ensure that Operating Policies, Standards of Practise and Procedures are in place that result in safe, dignified, equitable and participant-centered service being offered by Bluewater Gymnastics Club.
2. The Executive Director will ensure all staff and volunteers are informed and trained on all relevant Operating Policies, Standards of Practise and Procedures, and associated requirements and on the expectations that achieve each participant’s requirements and rights.
3. The Executive Director will ensure Operating Policies, Standards of Practices and Procedures are in place, known and trained on for staff and volunteers in regards to:
  - Banned substances and doping testing
  - Dress codes by program
  - Enforcement of Company Wide Code of Conduct
  - Gymnastic Camps and extra curricula school activities
  - Photographs / photography, videography, filming and related items and consents
  - Travel consent and transportation guidelines
  - Training Attendance
  - Nutritional needs / limitations, healthy lifestyles
  - Health and personal hygiene care, while onsite;
  - Managing risk behaviours, use of restraints, etc.;
  - Social media protocols;
  - Injuries, illnesses and medical consent;
  - Other related policy considerations.

4. The Executive Director will ensure that these systems include risk assessment processes and appropriate incident reporting mechanisms to address potential emergency situations or unusual incidents which may include but are not limited to the following when they occur onsite or to someone working for Bluewater Gymnastics Club:

- Medical emergency
- Fire
- Evacuation
- Motor vehicle accident
- Natural disaster
- Severe weather
- Verbal/Physical outburst, bullying
- Illness / Contagions
- Injuries

5. The Executive Director will inform the Board Chair of any serious occurrence as soon as possible, but at a minimum within twelve (12) hours.

**Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Emergencies are defined as any circumstance that puts participants and their families, staff, volunteers, and visitors at risk of suffering injury or harm

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will annually report to the Board of Directors on the range of activities associated with this policy, or by individual serious occurrence reports to the Board Chair as soon as possible, but at a minimum, within twelve (12) hours.

## **3 Collaboration and Advocacy**

**Policy Unit:**

### **3.1 Collaboration and Partnerships**



<b>Policy Number:</b>	<b>3.1.1</b>	<b>Collaboration and Community Liaison</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club supports active engagement and leadership in the promotion, development, implementation and ongoing evaluation of collaborative initiatives and partnerships that support the achievement and requirements of Bluewater Gymnastics Club’s Mandate, Mission and Philosophy.

1. The Executive Director will have undertaken an evaluation of potential collaborative initiatives, ensuring risks are reasonably assessed, due diligence is completed and collaborative initiatives have reasonable feasibility to enhance the achievement of the Bluewater Gymnastics Club’s Mandate, Mission and Philosophy and present recommendation to the Board for approval.
2. The Executive Director, and Board members as assigned, will actively undertake presentations on the role and scope of Bluewater Gymnastics Club, the partnerships being undertaken, future sport trends and opportunities, and other information as opportunities occur or needs arise and benefit to Bluewater Gymnastics Club and / or its participants, staff and others as identifiable.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will annually report to the Board, on an overview basis, on the range of collaborative initiatives engaged in, successes and challenges, pending or future opportunities and other information that ensures the Board is fully informed on this policy.

<b>Policy Number:</b>	<b>3.1.2</b>	<b>Advocacy Initiatives</b>
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**Relevant Statutory / Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Bluewater Gymnastics Club will be involved in advocacy initiatives that have the potential to benefit its participants and their families served in the achievement of Bluewater Gymnastics Club’s Mandate, Mission and Philosophy. All major publically undertaken advocacy initiatives by Bluewater Gymnastics Club require Board approval.

1. The Executive Director, supported by Board members as appropriate, will interpret and report to the Board on Bluewater Gymnastics Club’s roles, mandate, risks and benefits on individual advocacy initiatives, either alone or via partnerships or joint initiatives or via affiliates.
2. The Executive Director and / or Board will represent participants, partners, the community and others as agreed to and as appropriate within approved advocacy initiatives.
3. The Executive Director will monitor societal trends and government legislation and policy directions, and advise municipal government officials on the impact of current and proposed policies, regulations, sector planning, etc., alone or as directed by the Board.

**Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Advocacy is defined as the deliberate process of informing and influencing those who make policy decisions related to a particular set of issues / principles or funding related to the needs clients and communities served.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Executive Director will report to the Board on relevant public policy and related initiatives on an ongoing / as required basis, and seek direction and Board approval on specific advocacy actions to be taken and / or supported by Bluewater Gymnastics Club.