

St. Albert Gymnastics Club Safe Sport Policy

“Organization” refers to: St. Albert Gymnastics Club

Definitions

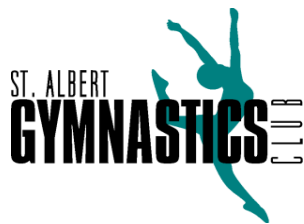
1. The following terms have these meanings in this Policy:
 - a) **Individuals** – Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors
 - b) **Person in Authority** – An Individual who holds a position of authority within the Organization including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

Purpose

2. This Policy describes how the Organization aims to provide a safe sport environment.

Conduct Standards

3. The Organization will adopt a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The *Code of Conduct and Ethics* will have specific sections, including but not limited, to:
 - a) Athletes
 - b) Coaches
 - c) Officials
 - d) Directors and Committee Members
 - e) Parents and Spectators
4. The *Code of Conduct and Ethics* will contain detailed definitions of key terms, including:
 - a) Harassment
 - b) Sexual Harassment
 - c) Workplace Harassment
 - d) Workplace Violence
 - e) Discrimination
 - f) Hazing
5. The *Code of Conduct and Ethics* will also define “vulnerable individuals” and describe the types



of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.

Anti-Doping

6. The *Code of Conduct and Ethics* will indicate that the Organization adopts and adheres to the Canadian Anti-Doping Program.

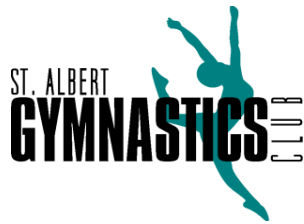
Social Media

7. The Organization will adopt a *Social Media Policy* that describes standards of conduct that are expected on social media by Individuals. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.
8. The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.

Athlete Protection

Screening

9. The Organization will adopt a comprehensive *Screening Policy* that requires some Individuals to pass a screening process before being permitted to interact with athletes. The *Screening Policy* will:
 - a) Categorize positions in the organization as ‘Low Risk’, ‘Medium Risk’, and ‘High Risk’ and require progressive screening measures for individuals serving in each category of risk
 - b) Describe how frequently some Individuals must obtain a criminal record check and which type of check(s) they must obtain
 - c) Describe how frequently some Individuals must submit Screening Disclosure Forms and Screening Renewal Forms
 - d) Empower a Screening Committee to prohibit Individuals who do not pass screening from participating in certain positions
 - e) Empower a Screening Committee to attach conditions to an Individual’s participation in certain positions
10. The Organization will develop an *Athlete Protection Policy* that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization may provide training on the guidelines and take steps to ensure the guidelines are being implemented. The Organization will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.



Resources

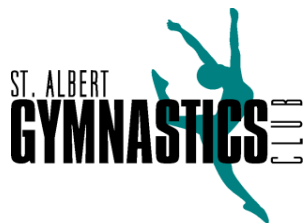
11. The Organization will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities can include:
- a) [NCCP modules](#)
 - b) [Respect in Sport](#)
 - c) [Commit to Kids](#)
 - d) [Red Cross – Respect Education Courses](#)

Athlete Engagement

12. The Organization will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
- a) Anonymous athlete surveys
 - b) Athlete involvement in organizational decision-making
 - c) Independently-led athlete outreach consultations

Dispute Resolution

13. The Organization will have a comprehensive suite of dispute resolution policies that will include:
- a) *Discipline and Complaints Policy*
 - b) *Appeal Policy*
 - c) *Dispute Resolution Policy*
 - d) *Investigations Policy*
 - e) *Event Discipline Policy*
14. Taken together, the suite of dispute resolution policies will include the following features:
- a) An independent individual to whom complaints can be submitted
 - b) Sanctions for violations of conduct standards
 - c) Mechanism for suspension of individuals pending the conclusion of the process
 - d) Non-biased and experienced case managers, decision-makers and/or investigators
 - e) Protection from reprisal for submitting complaints
 - f) Independency of appeal procedures (when appeals are permitted)
 - g) Opportunity for alternate dispute resolution
 - h) Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)
 - i) In-event discipline procedures (when an event does not have its own disciplinary procedures)



Reporting Obligations

15. The policies of the Organization will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.

Records

16. The Organization will retain records of decisions that have been made pursuant to the organization's policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial/territorial sport organizations, multi-sport organizations, and government entities.

Governance and Operations

17. The Organization will adopt a *Risk Management Policy* that will describe how the organization will address risks ranging from 'Unlikely' to 'Almost Certain' and from 'Minor' to 'Catastrophic'. The Organization will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:
 - a) Operational/Program
 - b) Compliance
 - c) Communication
 - d) External
 - e) Governance
 - f) Financial
 - g) Health and Safety
18. The Organization will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
19. The Organization will continually monitor and evaluate its policies, practices, and procedures.