



# Complaint Management Policy and Procedure

North Peace Gymnastics Association  
(NPGA)

**If you think that you have witnessed criminal behavior please do not hesitate to directly contact the local police department or the RCMP**

These policies and procedures are for:

1. Administrators, Managers, and Board Members;
2. Coaches;
3. Athletes and Parents/Guardians of Athletes.

These policies and procedures provide detailed information about:

1. North Peace Gymnastics Association's commitment to a Safe Environment for all participants.
2. North Peace Gymnastics Association's expectations for the behaviours of Coaches, Athletes, Parents/Guardians, Judges/Officials, and Volunteers.
3. What to do if you experience or witness maltreatment or other behaviours that make you uncomfortable (Refer to page 16).
4. A description of what to expect if you submit a complaint to North Peace Gymnastics Association or if someone submits a complaint about you to North Peace Gymnastics Association.

#### **Alignment with B.C. Universal Code of Conduct**

*In addition to the policies and procedures outlined throughout this handbook, North Peace Gymnastics Association adopts and accepts all the language contained in the B.C. Universal Code of Conduct.*

*An individual who violates the B.C. Universal Code of Conduct may be subject to sanctions pursuant to North Peace Gymnastics Association, Gymnastics BC's Complaint Management Handbook, or through viaSport.*

## TABLE OF CONTENTS

---

|   |    |
|---|----|
| Summary.....  | 4  |
| Section 1: Definitions.....                                       | 5  |
| Section 2: NPGA’s Commitment to a Safe Environment                |    |
| a. Safe Sport Policy.....   | 7  |
| Section 3: Expectations of Member Conduct                         |    |
| b. Maltreatment and Discrimination Policy.....                    | 11 |
| c. Code of Conduct Policy.....                                    | 17 |
| Section 4: Complaint Management Processes                         |    |
| a. Alternate Dispute Resolution Policy.....                       | 24 |
| b. Investigations Policy.....                                     | 26 |
| c. Complaints, Hearing, and Discipline Policy and Procedure ..... | 29 |
| d. Appeals Policy.....  | 45 |
| e. Conflict of Interest Policy.....                               | 50 |
| Section 5: Travel   |    |
| a. Travel Policy.....   | 54 |

## SUMMARY

---

This summary is included in the North Peace Gymnastics Association, Complaint Management Policy and Procedures so that potential Complainants and Respondents can review a simplified explanation of the complaint management process. This summary does not replace or supersede any of North Peace Gymnastics Association's, Safe Sport, Behavioral Expectation, or Complaint Management policies. North Peace Gymnastics Association, wants to ensure that its members are not deterred from submitting complaints because of the potential complexities of the complaint management process.

Should an individual wish to submit a complaint with North Peace Gymnastics Association, the following steps can be expected:

1. The complainant contacts Executive Director to have a confidential conversation about their potential complaint submission. The Executive Director may provide complaint intake information and other process information to the potential complainant.
2. The complainant submits a complaint form and any other submissions (such as documentary evidence, pictures, videos, emails, etc.) that are a part of their complaint to Executive Director.
3. An initial review of the complaint to determine its jurisdiction is completed by Executive Director. If the complaint should be addressed elsewhere, Executive Director may direct the complaint to the appropriate organization (e.g. local police or GymBC). Clarifying information about how the complaint has been addressed to date may be sought by Executive Director to determine the appropriate path for the complaint.
4. Should the complaint fall within North Peace Gymnastics Association's jurisdiction – Executive Director will send the complaint to a third-party Case Manager.
5. The Case Manager will determine if the complaint should be investigated per North Peace Gymnastics Association Investigations Policy and/or if the complaint could be potentially resolved using North Peace Gymnastics Association's, Alternate Dispute Resolution (ADR) policy.
6. The Case Manager also has the responsibility to ensure procedural fairness of the process for both parties. This includes reminding the parties about confidentiality and ensuring the parties have the opportunity to make submissions.
7. The Case Manager will appoint an independent decision-making Panel (either one or three people depending on the severity of the incidents alleged in the complaint). The Panel members should have a legal background, experience with sport dispute resolution, and not perceived or actual conflict of interest with the case or the parties.
8. The decision-making Panel will conduct a hearing process (either a documentary hearing or an oral hearing) to determine the outcome of the case. The Panel will render a written decision (that may or may not include sanctions for the respondent). The Case Manager will distribute the decision to the parties and North Peace Gymnastics Association. North Peace Gymnastics Association. will be responsible for enforcing the sanction (if any) and distributing the decision to GymBC as necessary.
9. The decision may be appealed per the Appeal Policy. Either party may identify a legitimate ground for appeal (such as bias of the Panel) and have their appeal heard by a final decision-making body.

## SECTION 1 – DEFINITIONS

---

Capitalized terms have the following meanings in this Handbook:

- 1.1 **“Affected Parties”** means any individual group or entity, as determined by the Case Manager, who may be affected by a decision rendered under North Peace Gymnastics Association’s Appeal Policy and who may have recourse to an appeal in their own right under the Appeal Policy.
- 1.2 **“Appellant”** means the Party appealing a decision permitted to be appealed pursuant to the Appeal Policy.
- 1.3 **“By-laws”** means the bylaws of North Peace Gymnastics Association., as may be amended from time to time;
- 1.4 **“Case Manager”** means the independent person designated by North Peace Gymnastics Association. as the case manager for the purpose of administering the Complaints, Hearings and Discipline Policy & Procedure or any other related North Peace Gymnastics Association., policy, and having such duties and responsibilities as are set forth in the position description for “Case Manager” attached as a Schedule to the Complaints, Hearings and Discipline Policy & Procedure.
- 1.5 **“Committee, sub-committee, working group members”**: All participants in North Peace Gymnastics Association. committees, subcommittees, task forces, working groups or other North Peace Gymnastics Association. collaborative initiatives.
- 1.6 **“Complainant”** means the Party who has submitted a complaint in accordance with the Complaints, Hearings and Discipline Policy & Procedure alleging a violation of a North Peace Gymnastics Association Policy.
- 1.7 **“Directors”**: All members of the North Peace Gymnastics Association board of directors.
- 1.8 **“Documentary Hearing”**: A documentary hearing refers to a hearing conducted by means of a review solely of documentary submissions by the Complainant, the Respondent as requested by the Panel.
- 1.9 **“Duty of Care”** means the requirement that reasonable care be taken to avoid acts or omissions that could expose others to risk or harm.
- 1.10 **“Frivolous or Vexatious”** means a complaint that has no reasonable or sound basis in fact or law, is without merit, and/or has been brought with the primary intent or harassing, discrediting or subduing a Respondent.
- 1.11 **“North Peace Gymnastics Association Activities”** means all events that are sanctioned, sponsored or otherwise supported by North Peace Gymnastics Association, including but not limited to those ordinarily arising in the course of North Peace Gymnastics Association’s business (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with North Peace Gymnastics Association activities, and meetings. For the purposes of this Policy, “North Peace Gymnastics Association Activities” also includes other non-North Peace Gymnastics Association events and circumstances outside of the foregoing, when such conduct adversely affects relationships within North Peace Gymnastics Association (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of North Peace Gymnastics Association. Such applicability will be determined by North Peace Gymnastics Association, in its sole discretion.

- 1.12 "**North Peace Gymnastics Association Personnel**" means all employees, consultants and contractors to North Peace Gymnastics Association, North Peace Gymnastics Association's board of directors, and any person serving on a North Peace Gymnastics Association committee;
- 1.13 "**North Peace Gymnastics Association Policy**" or "**North Peace Gymnastics Association Policies**" refers to the By-laws, the *Code of Conduct*, and any other policy, procedure, rule and regulation of North Peace Gymnastics Association that is in effect from time to time, or any one of them, as the context requires.
- 1.14 "**Oral Hearing**": An oral hearing refers to a hearing conducted in-person, by telephone, by video-conference or by such other electronic means as the Panel may decide, to be attended by any or all of the Complainant, the Respondent and any individuals who have made witness statements, as requested by the Panel. The Panel conducting an oral hearing may also request that the Parties, and witnesses (if applicable) provide written submissions in advance of the oral hearing.
- 1.15 "**Respondent**" means, in the Complaints, Hearings and Discipline Policy & Procedure, the Party alleged to have breached or violated a North Peace Gymnastics Association policy or, in the Appeal Policy, the party responding to the appeal
- 1.16 "**North Peace Gymnastics Association Representatives**" means any other person employed by or engaged in activities with North Peace Gymnastics Association, including but not limited to: directors, officers, committee members, sub-committee members and staff of North Peace Gymnastics Association; judges and other officials; volunteers; team managers; and administrators.
- 1.17 "**Person in a Position of Authority**" means a critical relationship, in which an individual is dependent upon another individual in a position of power and/or trust for safety, and fulfillment of needs. Examples of critical relationships include but are not limited to parent-athlete, coach-athlete or team manager-athlete.
- 1.18 "**Safe Sport Environment**" means a safe, inclusive, open, observable and transparent sporting environment for all of North Peace Gymnastics Association's Members, supported by policies and procedures based upon and consistent with best practices as established by youth sporting organizations in Canada from time to time.
- 1.19 "**Vulnerable Individual**" means a person under the age of 19, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.
- 1.20 "**Well-Being**" is an outcome in which individuals/participants are supported in meeting their physical, psychological, social, and emotional needs. A key aspect of wellbeing is ensuring that a Safe Sport Environment is in place, free from all forms of abuse, harassment and discrimination, and which prioritize the welfare, safety, and rights of every individual/participant at all times.



## **SECTION 2 – NORTH PEACE GYMNASTICS ASSOCIATION'S COMMITMENT TO A SAFE ENVIRONMENT**

|   |                      |   |  |
|---|----------------------|---|--|
| <b>Policy Name:</b><br><b>SAFE SPORT POLICY</b>                                   |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors   | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle:</b><br>Annually by the Executive Director and Board of Directors |                      |   |  |

### **1.0 GENERAL**

In addition to this Policy, Members of North Peace Gymnastics Association. may also be subject to the safe sport or equivalent policies of GymBC, GymCan or of other provincial or national sport governing bodies, or other bodies having jurisdiction over sports in Canada. Further, additional safety-related requirements may be contained in other North Peace Gymnastics Association. manuals, handbooks and other policies that apply to North Peace Gymnastics Association. Members which may be specific to a particular discipline (i.e. women's artistic gymnastics) or activity (i.e. team manager duties, team travel). If this Policy conflicts with or is inconsistent with the standards set forth in any other applicable codes, standards and policies, the higher standard shall prevail.

### **2.0 PURPOSE OF THIS POLICY**

- 2.1 This Policy has been developed in support of North Peace Gymnastics Association's following commitments and objectives:
- 2.1.1 North Peace Gymnastics Association. is committed to promoting a sporting environment in which all Members are able to participate in North Peace Gymnastics Association. Activities in a safe, healthy and inclusive training and competitive environment, free from any form of abuse, maltreatment, harassment or discrimination, regardless of the level or capacity in which the Member is participating.
  - 2.1.2 The welfare of all participants in the sport is one of North Peace Gymnastics Association's. foremost considerations. In particular, the protection of athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics community. North Peace Gymnastics Association, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics community in British Columbia, which implies a responsibility to develop policies, procedures and standards that assist its Members in achieving a Safe Sport Environment.
  - 2.1.3 North Peace Gymnastics Association is committed to educating its members to achieve a safe, healthy and inclusive training and competitive environment. Educational initiatives include: development and dissemination of template



documents for Members; webinars; coach education initiatives; mandatory training requirements, etc.

2.1.4 North Peace Gymnastics Association is committed to actively encouraging meaningful inclusion of individuals irrespective of their age, race, colour, gender identity or expression, sexual orientation, language, religion, national or social origin, property, birth, physical or developmental abilities, athletic ability, or other status. If there are any groups omitted from this list, please advise North Peace Gymnastics Association and the list will be amended, if appropriate.

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

### **3.0 POLICY APPLICATION**

---

This Policy applies to all Members of North Peace Gymnastics Association, as defined in the By-laws of North Peace Gymnastics Association, and to all North Peace Gymnastics Association Activities.

### **4.0 NORTH PEACE GYMNASTICS ASSOCIATIONS ONGOING COMMITMENT TO A SAFE SPORT ENVIRONMENT**

---

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

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

4.3 North Peace Gymnastics Association recognizes the critical role of its member clubs in the delivery of a Safe Sport Environment. North Peace Gymnastics Association is committed to providing support and assistance to its member clubs in their achievement of a Safe Sport Environment.

### **5.0 SAFE SPORT ENVIRONMENT**

---

5.1 North Peace Gymnastics Association strives to provide athletes who are Members of North Peace Gymnastics Association and/or who are participating in North Peace Gymnastics Association Activities with the following:

5.1.1 safe, healthy and inclusive gymnastics environments;

- 5.1.2 qualified, experienced, and athlete-centered leadership that attends to the well-being and developmental needs of athletes;
- 5.1.3 a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
- 5.1.4 the opportunity to feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
- 5.1.5 appropriate opportunities for proper preparation for competitions;
- 5.1.6 information that is important to athlete well-being and opportunities to strive for success;
- 5.1.7 access to education related to the sport, participation, welfare and safety;
- 5.1.8 respect, dignity, and appropriate safeguards from abuse, maltreatment, harassment, or discrimination;
- 5.1.9 mechanisms for reporting misconduct without fear of reprisal; and
- 5.1.10 tools to allow athletes to know, understand, protect, and advocate for their interests.

## 6.0 ADHERENCE TO THE RULE OF TWO

---

6.1 In supporting its commitment to a Safe Sport Environment, North Peace Gymnastics Association strongly recommends that all individual members aim to follow the “Rule of Two” in the responsible delivery by persons in a Position of Authority, of coaching and related programs and services. The “**Rule of Two**” means as follows:

- 6.1.1 That responsible adults are never alone with or out of sight with any Vulnerable Individual. Interactions between Vulnerable Individuals and persons who are in a Position of Authority should be open, observable, and/or interruptible.
- 6.1.2 Two NCCP trained or certified coaches should always be present with a Vulnerable Individual, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. When two NCCP trained or certified coaches are not available, another responsible adult (who should be screened) can substitute.
- 6.1.3 All one-on-one interactions between a coach (or a responsible adult) and a Vulnerable Individual should take place within earshot and in view of the second individual except for medical emergencies.
- 6.1.4 One of the coaches (or responsible adults) must also be of the same gender identity as the athlete.
- 6.1.5 In situations where an NCCP trained or certified coach is also a Vulnerable Individual (definitions section 1.19), they must always coach with an adult present, as per section 1.5 of GymBC’s [Coaching Education Operations Manual](#).

6.2 North Peace Gymnastics Association recognizes that, in particular during circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. North Peace Gymnastics Association expects that its individual members and the persons in a Position of Authority entrusted with the care of Vulnerable Individuals will

take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

## **7.0 EVALUATION**

---

North Peace Gymnastics Association shall continually monitor, evaluate and amend its policies, practices and procedures, including this Policy, at any time and without notice.

## **8.0 OBLIGATION TO REPORT**

---

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

## SECTION 3 – EXPECTATIONS OF MEMBER CONDUCT

---

|   |                      |   |  |
|---|----------------------|---|--|
| <b>Policy Name:</b><br>MALTREATMENT & DISCRIMINATION POLICY                       |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors   | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle:</b><br>Annually by the Executive Director and Board of Directors |                      |   |  |

### **1.0 PURPOSE OF THIS POLICY**

---

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

North Peace Gymnastics Association expects that its Members and Representatives within the scope of this Policy, conduct themselves in a prudent and reasonable manner, free from any form of abuse, maltreatment, harassment or discrimination. The purpose of this Policy is to define the behaviours which North Peace Gymnastics Association considers to be forms of abuse, maltreatment, harassment or discrimination. North Peace Gymnastics Association requires that all individuals within the scope of this Policy refrain from engaging in, allowing, condoning or ignoring any behavior that constitutes abuse, maltreatment, harassment or discrimination.

### **2.0 SCOPE OF POLICY**

---

This Policy applies broadly, and includes the following persons while in attendance at or participating in any North Peace Gymnastics Association Activities:

- 2.1 All North Peace Gymnastics Association Members, which includes but is not limited to coaches and athletes;
- 2.2 All North Peace Gymnastics Association Personnel;
- 2.3 All team managers, team support, judges, technical observers and other officials;
- 2.4 All other volunteers at North Peace Gymnastics Association Activities; and
- 2.5 Parents, guardians and spectators.

### **3.0 ZERO TOLERANCE STATEMENT**

---

**No Abuse, Maltreatment, Harassment or Discrimination:** North Peace Gymnastics Association has zero tolerance for any type of abuse, maltreatment, harassment or discrimination and supports the creation and maintenance of safe sport environments where all Members can participate safely and free from any type of

abuse, maltreatment, harassment or discrimination. Members are required to report instances or suspected instances of any of the foregoing, where the perpetrator or target of such conduct is a Member of North Peace Gymnastics Association, or where such conduct takes place at a North Peace Gymnastics Association Activity. North Peace Gymnastics Association shall address such conduct pursuant to its policies and procedures, in a timely manner.

## 4.0 MALTREATMENT

---

Maltreatment is prohibited under this Policy and shall be understood as any volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the behaviours or conduct described in this section.

- 4.1 **Psychological Maltreatment** is any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
  - 4.1.1 Verbal Acts: verbally assaulting or attacking an Individual, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to an Individual's identity (e.g. race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online platforms.
  - 4.1.2 Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
  - 4.1.3 Acts that Deny Attention or Support: acts that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
- 4.2 **Physical Maltreatment** is any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
  - 4.2.1 Contact behaviours: including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; and deliberately hitting another with objects;
  - 4.2.2 Non-contact behaviours: including but not limited to isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to training prematurely following any injury or after a

concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

- 4.3 **Sexual Maltreatment** includes, but is not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature.

Examples of Sexual Maltreatment include, but are not limited to:

Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person.

Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person.

*It shall not be considered Maltreatment if an Individual touches any of the listed body parts of another Individual in a bona fide, incidental manner within the context of spotting where the touching occurred in the interests of the Individual's safety.*

- 4.4 **Neglect** is any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour.

Neglect, or acts of omission, include without limitation, when an individual fails to protect and nurture the health and welfare of those in their care, such as not providing an Athlete recovery time and/or treatment for a sport injury; denying adequate hydration or nutrition; chronic rejection; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods (e.g., caliper tests); disregarding the use of Prohibited Substances or Methods by an Athlete; failure to ensure safety of equipment or environment; failure to intervene when made aware of misconduct; allowing an Athlete to disregard sport rules, regulations, and standards, subjecting Individuals to the risk of Maltreatment.

- 4.5 **Grooming** includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary transgressions' which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications (*as per section 4.4.3 of the North Peace Gymnastics Association Code of Conduct, the Rule of Two should be applied virtually when communication is completed through text message, email or other messaging applications between individuals in a position of authority and vulnerable individuals*); sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts).

- 4.6 **Boundary Transgressions** can occur in relationships that involve a power imbalance. It is important that in relationships that involve a power imbalance that individual boundaries are

respected and maintained at all times. It may be the case that a particular act or communication does not meet the threshold of any of the areas of Maltreatment outlined in this policy, but some acts or communications nonetheless are viewed as inappropriate. Even if the act in question does not, on its own, objectively cause harm to another person, a boundary transgression is nonetheless an act that should be corrected to ensure the safety and security of all members involved in sport.

Boundary transgressions can be major or minor, and there may be a need to be flexible in the way in which such boundary transgressions are addressed. A Boundary Transgression may trigger a process whereby the circumstances are reviewed and potentially resolved informally or formally investigated. Consequences can include the activation of the North Peace Gymnastics Association **Complaints, Hearings, and Discipline Policy and Procedure** or simply recording, and retaining/filing the circumstances of the boundary transgression and resolutions that took place.

4.7 **Interference with or Manipulation of Process** occurs when an adult Individual violates this Policy by directly or indirectly interfering with a process instituted pursuant to this Policy or any other policy of North Peace Gymnastics Association:

- falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
- destroying or concealing information;
- attempting to discourage an Individual's proper participation in or use of North Peace Gymnastics Association process;
- harassing or intimidating (verbally or physically) any person involved in North Peace Gymnastics Association processes before, during, and/or following any proceedings;
- publicly disclosing an Individual's identifying information, without the Individual's agreement;
- failing to comply with any temporary or provisional measure or other final sanction;
- distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
- influencing or attempting to influence another Individual to interfere with or manipulate the process.

4.8 **Retaliation** occurs when an Individual takes an adverse action against any other Individual for making a good faith Report of possible Maltreatment or for participating in any process found in North Peace Gymnastics Association, including those found in this Policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in North Peace Gymnastics Association's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred and does not include good-faith actions lawfully pursued in response to a Report of possible Maltreatment.

4.9 **Aiding and Abetting** is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. These acts are prohibited. Aiding and abetting also includes, without limitation, knowingly:

- allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
- providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
- allowing any Individual to violate the terms of their suspension or any other sanctions imposed.

- 4.10 **Failure by an Adult Individual to Report Actual or Suspected Maltreatment of a Minor.** This obligation is ongoing and is not satisfied by making an initial Report; instead, this obligation includes reporting to North Peace Gymnastics Association, on a timely basis, all relevant information that the adult Individual is or becomes aware of, and requires making a direct Report to North Peace Gymnastics Association. Any Report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.
- 4.11 **Failure to Report Inappropriate Conduct** is when any Individual who suspects or becomes aware of another Individual's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to Report such inappropriate conduct to North Peace Gymnastics Association. Persons in a position of authority who become aware of another Individual's inappropriate conduct have a responsibility for Reporting the concern to North Peace Gymnastics Association, as appropriate.
- 4.12 **Intentionally Filing a False Allegation** occurs when an allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.
- 4.13 **Harassment** is prohibited under this Policy and includes, but is not limited to, psychological harassment and refers to a course of vexatious conduct or comments and unwanted or coerced behaviours that the person knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive to another person or group of people.

Harassing behaviours include comments, conduct, actions, or gestures directed toward an individual or group of individuals, which are insulting, intimidating, humiliating, malicious, or offensive. An individual or group may experience harassment as a result of their race or perceived race, ancestry, nationality or national origin, citizenship, place of origin, colour, ethnic or linguistic background or origin, religion, political belief, age, sex, sexual orientation, gender identity or expression, marital status, family status, social condition or disadvantage, physical or mental disability or related characteristics, disfigurement, criminal record, source of income, or any other prohibited ground of discrimination in accordance with applicable human rights legislation.

Forms of harassment in sport may include, but are not limited to, physical harassment (e.g., pushing, shoving, hitting, pinching, grabbing), sexual harassment (e.g., vulgar, degrading or lewd comments, repeated propositions to engage in sexual conduct), emotional harassment (e.g., offensive or hostile expressions or gestures, put-down jokes, stalking), gender harassment, racial harassment, and homophobia (e.g., referring to someone's gender, race, sexual orientation or expression in negative, vulgar, or derogatory terms or exclusion of an individual based on those grounds).

Once again, a single incidence of such behaviour that has a lasting harmful effect on a person or a group of people may constitute harassment.

- 4.14 **Bullying** is prohibited under this Policy and refers to physical, verbal, or psychological attacks or intimidations that may cause fear, distress, or potential harm to others. These behaviours often occur between peers and may be characterized as direct, overt attacks (e.g., pushing, hitting, threatening, mocking) or indirect, relational attacks, such as gossip, spreading rumours, threatening to end friendship as a way to control others' behaviour, and social exclusion.



Bullying behaviours are typically repetitive in nature. However, a single instance of high intensity bullying may also qualify.

- 4.15 **Hazing** is prohibited under this Policy and refers to an abusive, often humiliating form of initiation expected of someone joining a group that degrades, or intentionally and recklessly endangers the mental and physical health of the person, regardless of the person's willingness to participate in the activity.

## 5.0 DISCRIMINATION

---

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

- 5.1 Race or perceived race;
- 5.2 Ancestry, citizenship, nationality or national origin, colour, ethnic background or origin;
- 5.3 Religion or religious beliefs;
- 5.4 Age;
- 5.5 Sexual orientation, gender identity and gender expression;
- 5.6 Marital, civil or family status or association; and
- 5.7 Physical or mental disability.

## 6.0 COMPLAINTS

---

An individual who believes they have experienced abuse, maltreatment, harassment, bullying or hazing, or who has witnessed abuse, maltreatment, harassment, bullying or hazing where either the perpetrator or the victim of such conduct is a person described as being within the scope of this Policy, should file a complaint to North Peace Gymnastics Association pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

If you have reasonable suspicion or believe that danger or violence are imminent or that a participant is in immediate danger or risk, and/or is a victim of any form of abuse or neglect, you should:

- 6.1 Do nothing to put yourself in further risk;
- 6.2 Help the participant withdraw from the situation, if possible;
- 6.3 Inform others nearby of the situation, if possible; and
- 6.4 Call 9-1-1 immediately if the situation required immediate attention

## 7.0 PROHIBITION AGAINST RETALIATION

---

Retaliation occurs when an individual experiences or is subject to negative consequences due to reporting or participating in an investigation or related process. North Peace Gymnastics Association will not condone acts of retaliation by its Members or Representatives within the scope of this Policy. See also the ***Complaints, Hearings and Discipline Policy & Procedure***.

Any Member or other third party who believes that they or someone else has been subjected to retaliation should report such retaliation to North Peace Gymnastics Association as soon as possible.

|   |   |   |   |
|---|---|---|---|
| <b>Policy Number and Name:</b><br>CODE OF CONDUCT                                 |   | <b>Date of Approval:</b><br>March 8, 2023 | <b>Activation Date:</b><br>March 9 2023 |
| <b>Approved By:</b><br>Board of Directors   | <b>Version:</b><br>Version 2; original version approved March 8, 2023 |   |   |
| <b>Review Cycle:</b><br>Annually by the Executive Director and Board of Directors |   |   |   |

## 1.0 GENERAL

---

There are a number of other North Peace Gymnastics Association manuals, handbooks and other policies that apply to Members which may be specific to a particular discipline (i.e. women's artistic gymnastics) or activity (i.e. team manager duties, team travel). In addition, some Members may be subject to additional non-North Peace Gymnastics Association standards or codes, which may impose further requirements (for example, GymBC and the Coaching Association of Canada). Members subject to those standards or codes are expected to adhere to those standards and codes, in addition to this Code.

## 2.0 PURPOSE OF THIS POLICY

---

- 2.1 **General:** North Peace Gymnastics Association has adopted this Code as part of its broader commitment to promote gymnastics activities for individuals of all ages and abilities throughout the Province of British Columbia, and to promote and maintain safe and positive sporting environments for its Members. This Code serves to make Members and Representatives aware that there is an expectation, at all times, of appropriate conduct and behaviour at North Peace Gymnastics Association Activities and at other activities as set forth in Section 3.2.
- 2.2 **Safe Sport Environment:** North Peace Gymnastics Association advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and overall well-being. North Peace Gymnastics Association, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics community in British Columbia, which implies a responsibility to develop policies, procedures and standards that assist its Members in achieving a Safe Sport Environment, free from all forms of abuse, harassment and discrimination, and which prioritizes the welfare, safety, and rights of every participant at all times.
- 2.3 **Minimum Expectations:** This Code sets out the minimum expectations for acceptable conduct for all Members and Representatives. Conduct that is contrary to this Code will not be tolerated and may be subject to disciplinary sanctions pursuant to applicable policies and procedures.

## 3.0 APPLICATION OF THIS CODE OF CONDUCT

---

- 3.1 **Generally:** This Code applies broadly to all Members of North Peace Gymnastics Association, to all North Peace Gymnastics Association Activities, to Representatives and to other activities as set forth in Section 4.0. Where members of other provincial, national or other sport organizations are participating in any North Peace Gymnastics Association Activity, the Code shall apply to such persons.

- 3.2 **Application to Other Activities:** This Code also applies to Member conduct outside of North Peace Gymnastics Association Activities when such conduct adversely affects relationships within North Peace Gymnastics Association (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of North Peace Gymnastics Association. Such applicability will be determined by North Peace Gymnastics Association, in its sole discretion.
- 3.3 **Membership Compliance Condition:** As set forth in the By-laws, membership in North Peace Gymnastics Association is conditional upon compliance, in all material respects, with this Code and the By-laws and other policies of North Peace Gymnastics Association. Members and prospective members of North Peace Gymnastics Association may be denied membership, suspended for a definite or indefinite period of time, or expelled from North Peace Gymnastics Association (in all cases in accordance with any policy or procedure with respect to membership contained in the By-laws and other applicable policies), if their conduct is not held to the minimum standards described in with this Code and the By-laws and other policies of North Peace Gymnastics Association.

## 4.0 RESPONSIBILITIES AND OBLIGATIONS - GENERAL

---

Members and Representatives participating in North Peace Gymnastics Association Activities and at other activities to which this Code applies have the following responsibilities:

- 4.1 **Compliance:** To comply with all applicable laws in the jurisdiction where the North Peace Gymnastics Association Activity is taking place (i.e. host province or host country), and comply with North Peace Gymnastics Association's By-laws, policies and procedures, including but not limited to this Code and the rules of each specific discipline or program within North Peace Gymnastics Association, and the spirit of those rules.
- 4.2 **Display Respect:** To promote and represent the sport of gymnastics as constructively and positively as possible, including displaying respect for all individuals involved in the sport. Specifically, Members have a responsibility to assist in supporting the dignity and self-esteem of Members and Representatives, by:
- 4.2.1 Demonstrating respect towards individuals, regardless of body type, physical characteristics, athletic ability, and without discrimination or harassment of any kind.
  - 4.2.2 Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or Representatives.
  - 4.2.3 Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
  - 4.2.4 Appropriately acting to correct or prevent practices that are discriminatory.
  - 4.2.5 Consistently treating individuals fairly and reasonably.
  - 4.2.6 Demonstrating respect for, and not intentionally causing damage to, property and equipment used or encountered in connection with participating in North Peace Gymnastics Association Activities.

- 4.2.7 Respecting all judges, coaches and volunteers and refraining from attempting to intimidate, embarrass, or improperly influence any individual responsible for judging or administering a competition or making any selection decisions.
- 4.3 **No Abuse, Maltreatment, Harassment or Discrimination:** To refrain from any behaviour that constitutes abuse, maltreatment, harassment or discrimination, as described in the ***Abuse, Maltreatment & Discrimination Policy***.
- 4.4 **Interactions with Vulnerable Individuals:** When interacting with Vulnerable Individuals, or when in a Position of Authority over an individual, to implement practical approaches to these interactions, including but not limited to:
- 4.4.1 Limiting physical interactions to non-threatening and non-sexual touching.
- 4.4.2 Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power with one individual).
- 4.4.3 Ensuring that parents/guardians are aware that some non-personal communication between persons in a Position of Authority and Vulnerable Individuals (e.g. coaches and athletes) may take place electronically (e.g. text, email or messaging through other applications) and that this type of communication is now considered to be commonplace, especially with other older Vulnerable Individuals (e.g. teenagers), and that such communication is required to be respectful and consistent with this Code and North Peace Gymnastics Association's ***Social Media Policy***. Further, the Rule of 2 should be applied virtually (when communicating through text message, email or other messaging applications) by individuals in a position of authority and vulnerable individuals.
- 4.4.4 Ensure that the "Rule of Two" is followed wherever possible, as set forth in the ***Safe Sport Policy***.
- 4.5 **Anti-Doping:** To comply with all anti-doping policies and procedures established by GymCan or other applicable governing bodies, and not use, direct or imply use, possess, distribute, or promote the use of performance-enhancing drugs or substances, whether such drugs or substances are legal, prescribed, controlled or illegal. Any infraction of applicable anti-doping policies or procedures will be considered an infraction of this Code, and may be subject to disciplinary action imposed by North Peace Gymnastics Association which may be in addition to any disciplinary action imposed by GymCan or the other applicable governing body.
- 4.6 **Alcohol, Drugs and other Mood-Altering Substances:** Members are prohibited from reporting to any North Peace Gymnastics Association Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.
- 4.6.1 Consumption (vaping, smoking, eating, or ingesting by any other means) of cannabis, any other mood-altering substance, and any illegal substance, is prohibited at all times during North Peace Gymnastics Association Activities. Alcohol may be consumed by adults from time to time at North Peace Gymnastics Association - related business, social, and recreational events, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will adults operate a motor vehicle if their abilities to do so are in any way impaired.

- 4.6.2 Where minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with North Peace Gymnastics Association Activities. Under no circumstances shall any adult provide, promote, or condone the use or consumption of alcohol, drugs (other than properly prescribed medications) or performance-enhancing substances by a minor.
- 4.6.3 Minors are prohibited from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, any other mood-altering substance, and any illegal substance at all times.
- 4.7 **Coercion:** A person in a position of authority must refrain from the use of power or authority in any attempt to coerce another person to engage in inappropriate activities.

## 5.0 ADDITIONAL RESPONSIBILITIES - COACHES

---

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

- 5.1 **Certification:** Coach, supervise, and teach skills to athletes that are appropriate to, and within the scope of, the current level of NCCP training and certification. Accurately represent coaching and professional credentials, such as NCCP certification, post secondary credentials, and other training (e.g. first aid certification). Adhere to North Peace Gymnastics Association's background and criminal record check policy. Report any ongoing criminal investigation, conviction, or existing bail conditions to North Peace Gymnastics Association, whether or not such criminal activity relates to your status as a coach, in order that North Peace Gymnastics Association may evaluate any appropriate restrictions.
- 5.2 **Athlete Safety and Support:** Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the management of athletes' medical and psychological treatments. Report any medical problems for athletes to North Peace Gymnastics Association in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing North Peace Gymnastics Association. Provide athletes (and the parents/guardians of minor athletes) with all necessary information to be involved in the decisions that affect the athlete.
- 5.3 **Support for Other Coaches and Clubs:** Supporting staff at training camps, provincial teams, or national teams; should an athlete qualify for participation with one of these programs. Respect other coaches and, should an athlete desire to change member clubs, support and cooperate with the other coach in the exchange of pertinent information.
- 5.4 **Prohibited Relationships:** Under no circumstance shall a coach engage in a sexual relationship of any kind with an athlete under 19 years old. It is also prohibited for a coach to engage in a sexual relationship of any kind with an athlete at or above the age of 19 because the coach holds a position of trust and authority that may constitute a power imbalance.

- 5.5 **Interaction with other Manuals or Handbooks:** Adhere to the requirements of applicable manuals and handbooks when coaching at a North Peace Gymnastics Association Activity, for example with respect to attire, interactions with other coaches and team managers, etc.

## **6.0 ADDITIONAL RESPONSIBILITIES - ATHLETES**

---

In addition to the general responsibilities and obligations set forth herein, athletes have the following additional responsibilities when participating in North Peace Gymnastics Association Activities and at other activities to which this Code applies:

- 6.1 Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing North Peace Gymnastics Association.
- 6.2 Participate and appear on-time and prepared to participate to their best abilities.
- 6.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.
- 6.4 Adhere to North Peace Gymnastics Association's rules and requirements regarding clothing and equipment.
- 6.5 Never ridicule a participant for a poor performance or practice.
- 6.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to other athletes, officials, coaches, or spectators.
- 6.7 Act in accordance with North Peace Gymnastics Association's policies and procedures and, when applicable, additional rules as outlined by coaches or team managers or program handbooks/manuals.

## **7.0 ADDITIONAL RESPONSIBILITIES - PARENTS/GUARDIANS**

---

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

- 7.1 Encourage athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 7.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 7.3 Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.

## **8.0 ADDITIONAL RESPONSIBILITIES - JUDGES AND OFFICIALS**

---

In addition to the general responsibilities and obligations set forth herein, judges and other officials have the following additional responsibilities when participating in North Peace Gymnastics Association Activities and at other activities to which this Code applies:

- 8.1 Maintain and update their knowledge of the rules and rules changes.

- 8.2 Work within the boundaries of their position's description while supporting the work of other officials.
- 8.3 Conduct all events according to the rules of North Peace Gymnastics Association, GymCan and the Fédération Internationale de Gymnastique (FIG), as applicable.
- 8.4 Act professionally and support North Peace Gymnastics Association as an ambassador.
- 8.5 Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- 8.6 Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members.
- 8.7 Dress in proper attire for judging and officiating as per the judge's sections of each respective North Peace Gymnastics Association and GymBC Program Handbook.
- 8.8 Be unbiased and refrain from allowing anything to influence or give the appearance of affecting their judgment in rendering fair and impartial scores.
- 8.9 Refrain from criticizing other judges' judgments or decisions to coaches, teams, or affiliates.

## **9.0 ADDITIONAL RESPONSIBILITIES – NORTH PEACE GYMNASTICS ASSOCIATIONS STAFF, DIRECTORS AND COMMITTEE MEMBERS**

---

In addition to the general responsibilities and obligations set forth herein, North Peace Gymnastics Association staff, Directors, Committee Members and Representatives acting on behalf of North Peace Gymnastics Association have the following additional responsibilities when participating in North Peace Gymnastics Association Activities and at other activities to which this Code applies:

- 9.1 When conducting North Peace Gymnastics Association business, function primarily as a member of a North Peace Gymnastics Association committee or a Director, as applicable, not prioritizing the goals or interests of any other organization or constituency.
- 9.2 Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of North Peace Gymnastics Association business and the maintenance of Member confidence.
- 9.3 Ensure that North Peace Gymnastics Association's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities.
- 9.4 Conduct themselves professionally, lawfully and in good faith in the best interests of North Peace Gymnastics Association.
- 9.5 Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- 9.6 Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
- 9.7 Keep informed about North Peace Gymnastics Association activities, the provincial gymnastics community, and general trends in the sectors in which it operates.



- 9.8 Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to British Columbia law.
- 9.9 Respect the confidentiality appropriate to issues of a sensitive nature.
- 9.10 Ensure that all North Peace Gymnastics Association Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- 9.11 Respect the decisions of the majority.
- 9.12 Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- 9.13 Have a thorough knowledge and understanding of all North Peace Gymnastics Association's governance documents.
- 9.14 Conform to the By-laws and policies approved by North Peace Gymnastics Association, in particular this Code as well as any policies with respect to privacy and confidentiality.

## 10.0 ADDITIONAL RESPONSIBILITIES – VOLUNTEERS

---

In addition to the general responsibilities and obligations set forth herein, Volunteers acting on behalf of North Peace Gymnastics Association have the following additional responsibilities when participating in North Peace Gymnastics Association Activities and at other activities to which this Code applies:

- 10.1 Encourage athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 10.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 10.3 Respect and show appreciation to all coaches, officials, athletes and other volunteers who give their time to the sport.
- 10.4 Conform to the By-laws and policies approved by North Peace Gymnastics Association, in particular this Code, as well as any other relevant policies.
- 10.5 Participate and appear on-time and prepared to participate to their best abilities.
- 10.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to athletes, officials, coaches, other volunteers or spectator

## 11.0 PRIVACY

---

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

## **12.0 MEMBER COMPLIANCE DECLARATION**

---

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

## SECTION 4 – COMPLAINT MANAGEMENT PROCESSES

---

|  |                      |   |  |
|--|----------------------|---|--|
| <b>Policy Name:</b><br>ALTERNATIVE DISPUTE RESOLUTION (ADR) POLICY             |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors                                      | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle: Annually by the Executive Director and Board of Directors</b> |                      |   |  |

### 1.0 PURPOSE OF THIS POLICY

---

North Peace Gymnastics Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. As such, North Peace Gymnastics Association encourages its Members to first use alternative dispute resolution (“ADR”) as a means for resolving complaints or other issues that arise between or among North Peace Gymnastics Association and/or its Members. ADR refers to dispute resolution techniques of negotiation, mediation, collaboration or arbitration, which, with the facilitation of a third party, can result in the settlement or resolution of disputes. ADR can, in appropriate cases, assist in avoiding or minimizing the uncertainty, costs and other negative effects that may be associated with lengthy disciplinary or other hearings, appeals, or with litigation that can arise from the foregoing.

### 2.0 APPLICATION OF THIS POLICY

---

This Policy applies to all complaints and appeals that fall within the jurisdiction of North Peace Gymnastics Association.

### 3.0 REFERRAL TO ADR

---

At any time during the course of the handling of a complaint, hearing or discipline process, the Case Manager or any of the Parties may request and, by mutual agreement, agree to refer the complaint to ADR in accordance with this Policy.

ADR Process:

- 3.1 **Appointment of a Third Party:** If all Parties to a dispute agree to ADR, an independent mediator or facilitator acceptable to all parties (the “Third Party”) who has appropriate experience and credentials in dispute resolution and mediation, shall be appointed by the Case Manager to mediate or facilitate the dispute. Alternatively, with the agreement of the Parties, the Case Manager may act as the Third Party.
- 3.2 **ADR Process:** The Third Party shall decide the process and format under which the dispute shall be mediated or facilitated and shall specify the timeframes within which the process shall take place.
- 3.3 **North Peace Gymnastics Association Policies Apply:** The Third Party shall refer to and consider all applicable policies of North Peace Gymnastics Association, including but not limited to the Code of Conduct and the Complaints, Hearings and Discipline Policy & Procedure (specifically the sections pertaining to disciplinary action) in setting and conducting the ADR process.

- 3.4 **Reporting Obligation:** Should a decision be reached through the ADR process, that decision shall be reported by the Third Party to North Peace Gymnastics Association. North Peace Gymnastics Association shall review and approve the decision. Pending approval by North Peace Gymnastics Association, any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the Third Party in the negotiated decision.
- 3.5 **Review of Decision at Request of North Peace Gymnastics Association:** If North Peace Gymnastics Association concludes that the outcome of the matter as facilitated by the Third Party is not appropriate in the context of North Peace Gymnastics Association's applicable policies and procedures, and North Peace Gymnastics Association therefore does not approve the decision, North Peace Gymnastics Association shall refer the matter back to the Case Manager for appointment of a Panel as set forth in the ***Complaints, Hearings and Discipline Policy & Procedure***, to review the negotiated decision.
- 3.6 **Compliance Required:** It shall be considered to be a condition of ongoing membership in good standing of North Peace Gymnastics Association that all disciplinary sanctions rendered under this Policy be recognized, respected and complied with by the Respondent and all Affected Parties.
- 3.7 **Decisions are Final and Binding:** Any decision, resolution or settlement achieved by the Third Party through the ADR process and approved by North Peace Gymnastics Association shall be final and binding on the Parties. Decisions arrived at through the ADR process may not be appealed.
- 3.8 **No Resolution:** Should a decision, resolution or settlement not be achieved through the ADR process by any deadline specified by the Third Party, the dispute shall be remitted back to the North Peace Gymnastics Association policy under which it was initially being addressed and continue from the stage of that policy that the Case Manager deems appropriate.

## 4.0 CONFIDENTIALITY

---

- 4.1 General: All information with respect to the ADR process and the underlying issue or complaint shall be treated as confidential and shall not be disclosed to anyone, except as needed to follow this policy. Disclosure of any information with respect to the ADR process shall be limited to:
- 4.1.1 the Case Manager;
  - 4.1.2 the Parties (and their designated representative(s), if applicable);
  - 4.1.3 the Third Party;
  - 4.1.4 those North Peace Gymnastics Association Personnel who have a genuine and legitimate need to be aware of the information pertaining to the hearing and/or disciplinary process, and
  - 4.1.5 any independent legal advisors consulted by the Panel in the discharge of his, her or their responsibilities pursuant to this policy.
- 4.2 None of the forgoing persons or their representatives shall disclose any information relating to the complaint, the hearing or the disciplinary process, to any person not listed above and

not involved in the proceedings. Any breach of confidentiality shall itself be subject to discipline as set forth in this policy.

|  |                      |   |  |
|--|----------------------|---|--|
| <b>Policy Number and Name:</b><br>INVESTIGATIONS POLICY & PROCEDURE            |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors                                      | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle: Annually by the Executive Director and Board of Directors</b> |                      |   |  |

## 1.0 PURPOSE OF THIS POLICY

---

This Policy describes how North Peace Gymnastics Association will conduct investigations and the circumstances under which an investigation may be conducted.

## 2.0 DETERMINATION TO PROCEED WITH AN INVESTIGATION

---

- 2.1 The ***Complaints, Hearings and Discipline Policy & Procedure*** is intended to facilitate the resolution of complaints received by North Peace Gymnastics Association in a manner that does not require North Peace Gymnastics Association to engage external resources to uncover relevant facts and bring the issue to a close. Specifically, the ***Complaints, Hearings and Discipline Policy & Procedure*** provides that the Complainant and the Respondent are themselves responsible for providing the factual information, including witness statements and other relevant information, to substantiate or defend a complaint and permit the Panel to make a decision on the basis of that information. However, North Peace Gymnastics Association recognizes that there may be circumstances under which a Complainant or a Respondent may not be able to adequately provide all relevant facts or witness statements in order to substantiate or defend the complaint, or where no formal complaint has been made but North Peace Gymnastics Association is aware of matters requiring investigation. In such circumstances, the Case Manager or North Peace Gymnastics Association may determine that an investigation is necessary or desirable.
- 2.2 When a determination is made by the Case Manager or North Peace Gymnastics Association that an investigation into a complaint or other matter is necessary or desirable, the Case Manager North Peace Gymnastics Association will appoint an investigator pursuant to this Policy. North Peace Gymnastics Association and the Case Manager will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.

## 3.0 INVESTIGATION

---

- 3.1 **Appointment of Investigator:** An investigator may be appointed by the Case Manager or North Peace Gymnastics Association to investigate complaints or otherwise as directed. The investigator may be a representative of North Peace Gymnastics Association, or may be an independent third-party skilled in investigating. The investigator must not be in a conflict-of-interest situation and should have no connection to any party involved with the complaint.
- 3.2 **Applicable Law:** Federal and/or provincial legislation related to workplace harassment may apply to the investigation if any alleged harassment was directed toward a worker in a workplace. The Investigator should review workplace safety legislation and/or consult

- independent experts to determine whether legislation applies to the matter being investigated.
- 3.3 **Process:** The investigation may take any form as decided by the investigator, guided by any applicable law, and in consultation with the Case Manager where applicable. The investigation may include:
- 3.3.1 Interview the Complainant;
  - 3.3.2 Interview witnesses;
  - 3.3.3 Developing a statement of facts (complainant's perspective) prepared by Investigator and acknowledged by Complainant;
  - 3.3.4 Delivering the statement to the Respondent;
  - 3.3.5 Interview the Respondent;
  - 3.3.6 Interview additional witnesses; and
  - 3.3.7 Developing a statement of facts (respondent's perspective) prepared by Investigator and acknowledged by the Respondent.

## 4.0 REPORT OF THE INVESTIGATOR

---

- 4.1 The Investigator will prepare and submit a report. The investigator's report should include a summary of evidence from the parties (including both statements of facts, if applicable) and determinations from the investigator of whether or not, on a balance of probabilities, an incident occurred.
- 4.2 The investigator's report will be provided to North Peace Gymnastics Association and the Case Manager, if applicable.
- 4.3 Should the Investigator find that there are possible instances of offences under the *Criminal Code*, particularly related to: Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation; the investigator shall advise the Complainant to refer the matter to police. The investigator will further inform North Peace Gymnastics Association that the matter should be directed to the police. The investigator must also inform North Peace Gymnastics Association of any other findings of criminal activity. North Peace Gymnastics Association may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of illegal drugs or materials, any sexual crime involving minors, fraud against North Peace Gymnastics Association, or other offences where the lack of reporting would bring North Peace Gymnastics Association into disrepute.
- 4.4 A Panel, appointed by the Case Manager pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***, shall consider the investigator's report, in addition to submissions from the parties, prior to deciding on a complaint, if the investigator's report is disclosed by the Case Manager or North Peace Gymnastics Association.

## 5.0 PROHIBITION AGAINST RETALIATION

---

Retaliation occurs when an individual experiences or is subject to negative consequences due to reporting or participating in an investigation or related process. The Complainant, the Respondent and all witnesses have the right to participate in the investigation process outlined in this Policy, and any other North Peace Gymnastics Association Policy, without fear of retaliation. Retaliation against anyone who reports a complaint or who participates in any aspect of the process outlined in this Policy is strictly prohibited. Any Member or other third party who experiences retaliation due to reporting a complaint or for participation in an investigation or hearing process should report such retaliation to North Peace Gymnastics Association as soon as possible.

## 6.0 FALSE ALLEGATIONS

---

An individual who submits allegations that the investigator determines to be false or without merit may be subject to a complaint under the terms of the ***Complaints, Hearings and Discipline Policy & Procedure***.

## 7.0 CONFIDENTIALITY

---

The information obtained about an incident or complaint (including identifying information about any individuals involved) will remain confidential, unless disclosure is necessary for the purpose of investigating or taking corrective action or is otherwise required by a North Peace Gymnastics Association policy or by law. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, North Peace Gymnastics Association recognizes that maintaining anonymity of any party may be difficult for the Investigator during the investigation.



|   |                      |   |  |
|---|----------------------|---|--|
| <b>Policy Number and Name:</b><br><b>COMPLAINTS, HEARINGS AND DISCIPLINE POLICY AND PROCEDURE</b> |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors   | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle: Annually by the Executive Director and Board of Directors</b>                    |                      |   |  |

## **1.0 NORTH PEACE GYMNASTICS ASSOCIATION’S COMMITMENT AND EXPECTATIONS**

---

North Peace Gymnastics Association is committed to supporting its member clubs in providing gymnastics environments and experiences to Members and to participants in North Peace Gymnastics Association Activities in which all are treated with respect, characterized by the values of fairness, integrity, and open communication. Membership in North Peace Gymnastics Association, as well as participation in its activities, brings many benefits and privileges. At the same time, Members are required to fulfill certain responsibilities and obligations including, but not limited to, complying with North Peace Gymnastics Association Policies. Behavior by Members that does not comply with North Peace Gymnastics Association Policies can result in harm to the integrity and reputation of North Peace Gymnastics Association, and result in harm to Members. Conduct that violates North Peace Gymnastics Association’s Policies may be subject to discipline pursuant to this Policy.

## **2.0 PURPOSE OF THIS POLICY**

---

This Policy is intended to outline the policies and procedures of North Peace Gymnastics Association with respect to complaints of breaches of a North Peace Gymnastics Association policy, the circumstances under which such complaints shall be investigated and/or referred to a Panel for hearings and discipline, and the procedures that will be followed by North Peace Gymnastics Association following referral of a complaint, in order to meet the objective of managing all complaints in a manner that is administratively fair, consistent, expeditious, and cost effective, and ensuring that all discipline arising from the application of this Policy is appropriate and proportionate to any breach that is substantiated, and is fairly and consistently applied.

## **3.0 APPLICATION OF THIS POLICY**

---

This Policy applies to all Members of North Peace Gymnastics Association, all North Peace Gymnastics Association Personnel and to all North Peace Gymnastics Association Activities. Complaints not involving Members, North Peace Gymnastics Association Personnel or arising outside of the scope of North Peace Gymnastics Association Activities, shall be addressed by such entities or organizations responsible for such personnel or activities, which may include GymBC, GymCan, viaSport or another sport organization, unless the complaint is specifically requested to be considered, and is agreed to be considered, by North Peace Gymnastics Association in its sole discretion, having regard to jurisdictional considerations as set forth in Section 4.0 hereof.

## 4.0 JURISDICTION OF NORTH PEACE GYMNASTICS ASSOCIATION

---

- 4.1 **Generally:** North Peace Gymnastics Association has responsibility over alleged breaches or violations, by Members or by North Peace Gymnastics Association Personnel, of North Peace Gymnastics Association Policies applicable to its Members and North Peace Gymnastics Association Personnel and/or with respect to North Peace Gymnastics Association Activities.
- 4.2 **Limits on North Peace Gymnastics Association's Jurisdiction:** North Peace Gymnastics Association, works within a multi-jurisdictional sport structure. GymBC, GymCan and each other organizations have some responsibilities over gymnastics activities in their jurisdiction, may have their own policies and procedures that may apply concurrently with, or may take precedence over, North Peace Gymnastics Association Policies. These non- North Peace Gymnastics Association policies and procedures may apply to athletes, coaches, parents, club employees and volunteers, among others. North Peace Gymnastics Association will advise GymBC of any complaints of serious misconduct received by North Peace Gymnastics Association in order for GymBC to maintain appropriate records and provide assistance, support, and/or escalate the complaint, if needed.

## 5.0 REPORTING A COMPLAINT TO NORTH PEACE GYMNASTICS ASSOCIATION

---

- 5.1 Complaints with respect to breaches or alleged breaches of North Peace Gymnastics Association's Policies are to be submitted to the Executive Director. North Peace Gymnastics Association may appoint an independent third-party individual or body to receive and handle complaints made pursuant to this Policy, in which case North Peace Gymnastics Association shall provide notice of the same to its Members and refer complaints received to such third party who shall address the same in accordance with this Policy. Complaints should also include a description of any actions already taken to try and address the misconduct in other jurisdictions (e.g., steps already taken with the respondent directly or through GymBC/GymCan, etc.).
- 5.2 Complaints must be submitted in writing (preferably by using the Complaint Form attached hereto as Schedule "A") by a Complainant with actual knowledge of the events being complained of or the individual acting on behalf of a minor. Additional attachments (such as evidence), if any, should be filed at the same time as the complaint. Complaints should include all relevant detail such as the name of the Respondent(s), contact information for the Respondent (if known) details of the incident(s) (including dates, times, and places), reference to the North Peace Gymnastics Association Policies the Complainant alleges have been breached, and statements (if available) of relevant witnesses.
- 5.3 The Executive Director who receives the complaint may determine that another sport organization should handle the complaint pursuant to their policies and procedures. In this case, the Executive Director will direct the Complainant to an appropriate contact at the other sport organization.
- 5.4 Anonymous complaints may be dismissed without further action by North Peace Gymnastics Association. Anonymous complaints will only be accepted by North Peace Gymnastics Association in its sole discretion, having regard to the seriousness

of the breaches alleged in the complaint and where the complaint discloses sufficient information to reasonably permit the Case Manager to undertake next steps pursuant to this Policy.

## 6.0 ACKNOWLEDGEMENT BY NORTH PEACE GYMNASTICS ASSOCIATION

---

North Peace Gymnastics Association shall acknowledge receipt of the complaint to the Complainant within three (3) business days.

## 7.0 TYPES OF COMPLAINTS

---

- 7.1 **General:** A minor infraction is, generally, a single non-material breach of a North Peace Gymnastics Association Policy, or a single non-material incident of failing to achieve expected standards of conduct, that does not result in significant harm to a person or persons, North Peace Gymnastics Association, or the sport of gymnastics. A major infraction is, generally, any instance of failing to achieve the expected standards of conduct, whether under a North Peace Gymnastics Association Policy or otherwise, that results, or has the potential to result, in significant or material harm to a person or persons, to North Peace Gymnastics Association, or to the sport of gymnastics. Multiple or repeated instances of infractions that would normally be considered to be minor in nature shall be treated as more serious infractions, and any resulting disciplinary action shall reflect the repetitiveness of any violations.
- 7.2 **Examples:** Infractions that may form the basis of a complaint made to North Peace Gymnastics Association can include, but are not limited to, the following examples **as defined in the Abuse, Maltreatment and Discrimination Policy**, which in each case are to be considered to be more serious if the conduct involves or is directed at a Vulnerable Individual:
- 7.2.1 Non-compliance with North Peace Gymnastics Association Policies, including but not limited to conduct contrary to the **Code of Conduct**;
  - 7.2.2 Disrespectful, offensive or verbally abusive conduct, such as outbursts of anger or argument;
  - 7.2.3 Conduct that interferes with a competition or with any athlete's preparation for a competition;
  - 7.2.4 Any incident of hazing and/or discrimination on any ground protected by law;
  - 7.2.5 Violence;
  - 7.2.6 Incidents of physical and/or emotional abuse;
  - 7.2.7 Behaviour that constitutes harassment, sexual harassment, or sexual misconduct;
  - 7.2.8 Pranks, jokes, or other activities that endanger the safety of others;
  - 7.2.9 Intentionally damaging North Peace Gymnastics Association property or improperly handling North Peace Gymnastics Association monies and/or property;

- 7.2.10 At any North Peace Gymnastics Association Activity: (i) the abusive use of alcohol, cannabis or other mood-altering substances; (ii) any use, misuse or possession of alcohol, cannabis or other mood-altering substance by minors; or (iii) any use or possession of illicit drugs and narcotics including but not limited to possession or use of banned performance enhancing drugs or methods;
  - 7.2.11 Members that are past the age of majority engaging or behaving with athletes in an unsafe manner, including but not limited to while under the influence of alcohol or any other mood-altering substances;
  - 7.2.12 Conduct that intentionally damages the image, credibility, or reputation of North Peace Gymnastics Association, including but not limited to actions, or the involvement of persons in actions taken notwithstanding the presence of a conflict of interest;
  - 7.2.13 False accusations of harassment, abuse, discrimination, violence (or other serious misconduct or maltreatment) that are vexatious, motivated by malice or mischief, and/or meant to cause another individual or individuals harm or which have the effect of retaliation, are considered harassment;
  - 7.2.14 Retaliatory actions against a participant in the complaint resolution process outlined in this Policy.
- 7.3 **Criminal Charges:** A criminal charge laid against a Member for any of the following criminal offenses, in any jurisdiction, will result in suspension by the Board of Directors from North Peace Gymnastics Association in accordance with the By-laws, and/or removal from North Peace Gymnastics Association Activities at North Peace Gymnastics Association sole discretion, pending the outcome of such criminal charges:
- 7.3.1 Any child pornography offences;
  - 7.3.2 Any sexual offences;
  - 7.3.3 Any offence of physical or psychological violence;
  - 7.3.4 Any offence of assault; or
  - 7.3.5 Any offence involving trafficking of illegal drugs.

A criminal conviction in any jurisdiction for any of the foregoing will result in expulsion from North Peace Gymnastics Association, by the North Peace Gymnastics Association Board of Directors, following the process set forth in the By-laws.

## 8.0 APPOINTMENT OF A CASE MANAGER

---

Within five (5) business days of the date North Peace Gymnastics Association receives a complaint, the complaint shall be assigned by North Peace Gymnastics Association to a Case Manager.

## 9.0 INFORMAL RESOLUTION OR REFERRAL TO ADR

---

- 9.1 **Informal Resolution during North Peace Gymnastics Association Activities:** Where the complaint alleges, on its face, a minor infraction, the person having responsibility over the event such as a team manager or coach, the **Responsible Delegate** should be

considered the case manager during the North Peace Gymnastics Association Activity. They may attempt to resolve a complaint informally, including the imposition of disciplinary sanctions. The description of a minor infraction is included in section 7 of this policy. If informal resolution is successful, the **Responsible Delegate** shall communicate and confirm the satisfactory informal resolution of the complaint/minor infraction, and any disciplinary sanctions issued, to the Complainant, the Respondent, and to North Peace Gymnastics Association. North Peace Gymnastics Association shall maintain records of such actions and communication. If no resolution of the complaint/minor infraction is achieved through an informal process, North Peace Gymnastics Association may, in its sole discretion appoint a Case Manager that shall proceed to continue to address the complaint pursuant to this Policy. The **Responsible Delegate** may impose an immediate suspension from the North Peace Gymnastics Association Activity, or other similar sanctions, for the remaining duration of the North Peace Gymnastics Association Activity only.

- 9.2 **Informal Resolution:** Where the complaint alleges, on its face, a minor infraction (as determined in the sole discretion of the Case Manager), the Case Manager may, in their sole discretion, attempt to resolve a complaint informally, including with respect to the imposition of disciplinary sanctions. If informal resolution is successful, the Case Manager shall communicate and confirm the satisfactory informal resolution of the complaint, and any disciplinary sanctions issued, to the Complainant, the Respondent, and to North Peace Gymnastics Association and keep such communication in the records of North Peace Gymnastics Association. If no resolution of the complaint is achieved through an informal process, the Case Manager shall proceed to continue to address the complaint pursuant to this Policy.
- 9.3 **Referral to ADR:** At any time during the complaint, hearing or discipline process, the Case Manager or any of the Parties may request and, by mutual agreement, refer the complaint to alternative dispute resolution (“ADR”), pursuant to the **Alternative Dispute Resolution Policy**. Should the Parties not agree to pursue ADR, or if either Party chooses to forego ADR, the complaint shall continue to be addressed under this Policy.

## 10.0 CASE MANAGER - PRELIMINARY STEPS

---

The Case Manager assigned to the complaint shall conduct a preliminary review of the complaint as submitted, with a view to making the following preliminary determinations in his or her sole discretion:

- 10.1 **Jurisdictional Determination:** Whether the complaint is within the jurisdiction of North Peace Gymnastics Association. Complaints that are not within the jurisdiction of North Peace Gymnastics Association shall be dismissed at this stage. The Case Manager shall, in a timely manner communicate the decision to dismiss the complaint on this basis to the Complainant and to North Peace Gymnastics Association.
- 10.2 **Frivolous or Vexatious Complaints:** Whether the complaint is, on its face, Frivolous or Vexatious. Complaints that are determined to be Frivolous or Vexatious shall be dismissed at this stage. The Case Manager shall timely communicate the decision to dismiss the complaint on this basis to the Complainant and to North Peace Gymnastics Association.
- 10.3 **Notice to Respondent:** The Case Manager shall provide notice to the Respondent of the complaint, which notice shall contain the following, at a minimum:

10.3.1 A copy of the complaint as submitted; and

10.3.2 Confirmation as to the number of independent persons will be appointed to the Panel and the expected time frame for such appointment.

## **11.0 REPRESENTATION BY A THIRD PARTY**

---

At any stage in the process outlined in this Policy, any Party may designate another (uninvolved) individual of their choice, including but not limited to legal counsel, to represent them in the processes outlined in this Policy.

## **12.0 NOMINATION OF PANEL AND CONDUCT OF HEARING**

---

- 12.1 **Nomination of a Panel:** Following the completion of the steps set forth in Section 11.0, the Case Manager shall appoint a panel (the “**Panel**”) which shall consist of one (1) independent person, and in certain circumstances in the sole discretion of the Case Manager, the Panel shall consist of three (3) independent persons. If a Panel of three (3) persons is appointed, the Case Manager will appoint one of the Panel’s members to serve as the chairperson of the Panel. The Panel shall hear and adjudicate on the complaint and to impose discipline if applicable.
- 12.2 **External Advice:** In fulfilling its duties, the Panel may obtain independent advice, including legal or such other expert advice as is deemed to be necessary or advisable. North Peace Gymnastics Association shall be responsible for the costs of such external advisors.
- 12.3 **Purpose of a Hearing:** The Panel is responsible for holding a hearing, as described in this Section, for the purpose of determining whether a breach or violation of any North Peace Gymnastics Association Policy has occurred, and the appropriate disciplinary sanctions, including the time frame applicable to such sanctions, if applicable.
- 12.4 **Format of Hearing:** The Case Manager has the sole discretion to determine whether the resolution of the complaint shall proceed by way of a documentary hearing, or an oral hearing.
- 12.4.1 **Documentary Hearing:** A documentary hearing refers to a hearing conducted by means of a review solely of documentary submissions by the Complainant, the Respondent as requested by the Panel.
- 12.4.2 **Oral Hearing:** An oral hearing refers to a hearing conducted in-person, by telephone, by video-conference or by such other electronic means as the Panel may decide, to be attended by any or all of the Complainant, the Respondent and any individuals who have made witness statements, as requested by the Panel. The Panel conducting an oral hearing may also request that the Parties, and witnesses (if applicable) provide written submissions in advance of the oral hearing.
- 12.5 **Waiver of Hearing:** If at any time the Respondent acknowledges the underlying allegations contained in a complaint, the Respondent may waive the hearing, in which case the Panel will proceed to determine the appropriate disciplinary sanction(s). The Panel may still hold a documentary or oral hearing for the limited purpose of determining the appropriate disciplinary sanction(s).

- 12.6 **Hearing Procedures:** Hearings will be governed by the procedures that the Panel deems appropriate in the circumstances, provided that the following shall always apply:
- 12.6.1 Timelines will be established and adhered to that ensure procedural fairness.
  - 12.6.2 If a Party to the complaint is a minor, the minor must have a parent or guardian present if the hearing is an oral hearing.
  - 12.6.3 The Panel shall review all relevant North Peace Gymnastics Association Policies and other relevant sources of information.
  - 12.6.4 Copies of any written documents that any Party wishes to have the Panel consider will be provided to all other Parties in advance of the hearing.
  - 12.6.5 Any decisions will be by a majority vote of Panel members.
  - 12.6.6 In the case of an oral hearing, the Parties will be given appropriate notice of the day, time, and place of the hearing and whether such oral hearing shall be conducted in-person, by telephone, by video-conference or by other electronic means.
- 12.7 **Participation in a Hearing:** If a Party chooses not to participate in a hearing, whether documentary or oral, the hearing will proceed in any event and all Parties will be bound by the decisions.

## 13.0 DISCIPLINARY SANCTIONS

---

- 13.1 **General:**
- 13.1.1 In all instances of disciplinary sanctions, detail with respect to the disciplinary sanctions imposed shall be recorded in writing by the Panel, or the Case Manager at the direction of the Panel, and communicated in writing to both the Complainant and the Respondent. Confirmation of the communication with the Complainant and the Respondent shall also be maintained in the Case Manager's final file with respect to the complaint.
  - 13.1.2 Unless the Panel decides otherwise, or in the event that approval of the discipline by the Board of Directors is required pursuant to the By-laws (for example, in the event of expulsion of a Member from North Peace Gymnastics Association), disciplinary sanctions will have immediate effect.
  - 13.1.3 Failure to comply with a disciplinary sanction, as determined by the Panel in its sole discretion, will result in immediate referral to the Board of Directors of North Peace Gymnastics Association for suspension of membership, as set forth in the By-laws, until such time as compliance occurs.
- 13.2 **Sanctions:** The following disciplinary sanctions may be applied by the Panel to a Party, individually or in combination:
- 13.2.1 Verbal reprimand;
  - 13.2.2 Written reprimand;
  - 13.2.3 Requirement to provide a verbal or written apology;

- 13.2.4 Requirement to provide service or other voluntary contribution to North Peace Gymnastics Association;
  - 13.2.5 Removal of certain privileges of membership for a designated period of time;
  - 13.2.6 Suspension from the current competition, activity, or event, or from specifically prescribed North Peace Gymnastics Association Activities for a specific period of time;
  - 13.2.7 In the case of North Peace Gymnastics Association Personnel, a temporary suspension of employment;
  - 13.2.8 Referral to the Board of Directors of North Peace Gymnastics Association with the recommendation that the Board of Directors of North Peace Gymnastics Association suspend or expel the Party from membership with North Peace Gymnastics Association, pursuant to the By-laws;
  - 13.2.9 Suspension from all North Peace Gymnastics Association Activities for a specific period of time, including pending the conclusion of any criminal investigation or similar proceedings;
  - 13.2.10 Removal from any volunteer appointment such as being a member of a North Peace Gymnastics Association committee;
  - 13.2.11 Withholding of prize money or awards;
  - 13.2.12 Requirement to pay for the cost of repair or remediation of property damage;
  - 13.2.13 Suspension of all or any funding provided by North Peace Gymnastics Association to the Party, and/or a recommendation to other funding sources (such as GymBC, or GymCan) that any or all funding provided to the Party being sanctioned be suspended, in all cases for a specified period of time;
  - 13.2.14 Requirement to attend and complete educational courses with a view to addressing specific concerns that pertain to the infraction; and/or
  - 13.2.15 Any other sanction considered by the Panel to be appropriate for the infraction.
- 13.3 **Escalation of Sanctions:** Repeated complaints against a Member that are substantiated by a Panel will result in escalating seriousness of disciplinary sanctions in future sanctions decisions. The Case Manager shall provide relevant information to the Panel with respect to the Member's disciplinary history following receipt of the decision, which the Panel may then consider and may amend the sanctions accordingly and re-issue the decision.

## 14.0 SUSPENSION PENDING A HEARING

---

- 14.1 **Infraction Alleged During a North Peace Gymnastics Association Activity:** In the event that a serious infraction is alleged to have taken place during an ongoing North Peace Gymnastics Association Activity, for example during the course of a competition or training camp, a Complainant shall immediately notify the Executive Director having responsibility over the event (such as a team manager or a coach). This



**Responsible Delegate** shall make every effort to immediately notify the Executive Director. The Responsible Delegate, in consultation with the Executive Director, where possible, having regard to the seriousness of the alleged infraction and the reasonableness of the basis upon which such allegation has been made, may impose an immediate suspension from the North Peace Gymnastics Association Activity for the remaining duration of the North Peace Gymnastics Association Activity only. A formal complaint then is required to be submitted as soon as possible pursuant to this Policy. Further disciplinary sanctions may be applied by the Panel. North Peace Gymnastics Association is obligated to confidentially inform GymBC of immediate suspensions levied against its own members.

- 14.2 **Extraordinary Circumstances:** In the case of an allegation of a serious infraction that, if substantiated, could result in a criminal investigation, criminal charges or other law enforcement proceeding, a Panel may be constituted for the limited purpose of determining whether the suspension of the Respondent pending completion of a hearing pursuant to this Policy is appropriate, or whether other measures can reasonably be taken to mitigate against any risk to North Peace Gymnastics Association, its Members and/or any member of the public short of suspension. Should the Panel determine that suspension of membership from North Peace Gymnastics Association pending a hearing is necessary, this recommendation shall, on an urgent basis, be communicated to the Board of Directors of North Peace Gymnastics Association for a decision pursuant to the By-laws. The Board of Directors shall act upon the recommendation of the Panel.
- 14.3 **General:** Any short-term or interim suspensions shall have clear limits and activity restrictions imposed on the Respondent that are directly relevant to the alleged serious infraction, to allow the Respondent to maintain as many aspects of their membership with North Peace Gymnastics Association as possible pending a hearing and a decision by a Panel. The Panel, in consultation with the Case Manager, will consider and determine if suspensions issued under these circumstances can, should or are required to be disclosed to any other North Peace Gymnastics Association Members or with any other group or individual.

## 15.0 DECISIONS OF THE PANEL

---

- 15.1 **Written Reasons:** Following the conclusion of the hearing, the Panel will determine whether an infraction has occurred and, if so, the disciplinary sanctions to be imposed including any time period applicable to such sanctions. Within fifteen (15) business days of the hearing's conclusion, the Panel shall provide their written decision, with reasons, to the Case Manager for distribution to all Parties and to North Peace Gymnastics Association. In extraordinary circumstances, the Panel may first issue a verbal or summary decision immediately or soon after the hearing's conclusion, with the full written decision to be issued by the end of the fifteen (15) business day period.
- 15.2 **Public Record:** The decision of the Panel will be considered a matter of public record to North Peace Gymnastics Association Members, with appropriate redactions made to ensure privacy, where applicable, unless decided otherwise by the Panel.
- 15.3 **Compliance Required:** It shall be considered to be a condition of ongoing membership in good standing of North Peace Gymnastics Association that all disciplinary sanctions rendered under this Policy be respected and complied with by the Respondent.

## 16.0 PROHIBITION AGAINST RETALIATION

---

Retaliation occurs when an individual experiences or is subject to negative consequences due to reporting or participating in an investigation or related process. The Complainant and the Respondent have the right to participate in the complaint resolution process outlined in this Policy, and any other North Peace Gymnastics Association, without fear of retaliation. Retaliation against anyone who reports a complaint or who participates in any aspect of the process outlined in this Policy is strictly prohibited. Any Member or other third party who experiences retaliation due to reporting a complaint or for participation in an investigation or hearing process should report such retaliation to Executive Director as soon as possible. Acts of retaliation will be addressed as a serious infraction.

## 17.0 REINTEGRATION

---

Where disciplinary sanctions have been issued by a Panel for a serious infraction which resulted in the suspension or expulsion of a Respondent from North Peace Gymnastics Association Activities, upon the North Peace Gymnastics Association request, the Respondent will meet with North Peace Gymnastics Association in a forum determined by North Peace Gymnastics Association, in order to plan for the Respondent's reintegration in North Peace Gymnastics Association Activities.

## 18.0 RECIPROCITY

---

The nature of disciplinary sanctions (without other case information) issued to a Member that may reasonably be considered to be relevant to GymBC, GymCan, or could or should reasonably impact a current or former North Peace Gymnastics Association Member's ability to register with another gymnastics or other youth-serving sport organization in Canada, may at the discretion of North Peace Gymnastics Association, must be reported to GymBC or such other relevant organization.

## 19.0 CONFIDENTIALITY

---

19.1 **General:** Subject only to Section 15.2 which permits the final decision itself to be a matter of public record for North Peace Gymnastics Association Members, the fact of receipt of a complaint and the details of the complaint shall be treated as confidential and shall not be disclosed by North Peace Gymnastics Association or by the Case Manager to anyone, except in accordance with this Policy. All information with respect to the complaint and the hearing and discipline process shall be, and is required by all participants in the process to be, treated as confidential and shall not be disclosed to anyone, except as needed to follow this Policy. Until a final decision has been made by the Panel, disclosure of any information with respect to the hearing and disciplinary process shall be limited to the following persons, who are subject to the confidentiality and non-disclosure restrictions contained in the preceding sentence:

19.1.1 the Case Manager;

19.1.2 the Parties (and their designated representative(s), if applicable);

19.1.3 the Panel;

19.1.4 those North Peace Gymnastics Association Personnel who have a genuine and legitimate need to be aware of the information pertaining to the hearing and/or disciplinary process; and

19.1.5 any independent legal advisors consulted by the Panel in the discharge of their responsibilities pursuant to this Policy

Any breach of confidentiality shall itself be subject to discipline as set forth in this Policy.

19.2 **Limited Disclosure as Required by Law:** Where a complaint alleges any physical or sexual abuse of a Vulnerable Individual, North Peace Gymnastics Association is legally obligated to contact the parents or legal guardians of the Vulnerable Individual and/or relevant law enforcement and/or child welfare authorities. Such disclosure is permissible pursuant to this Policy.

## 20.0 APPEALS

---

The following determinations pursuant to this Policy are not appealable:

- 20.1 The appointment of the Case Manager;
- 20.2 The decision to refuse to accept jurisdiction over a complaint;
- 20.3 The dismissal of a complaint on the basis that it is Frivolous or Vexatious;
- 20.4 The decision of the Case Manager to proceed by way of a documentary or an oral hearing; and
- 20.5 The selection of the member(s) of the Panel, except on the basis of the existence of a conflict of interest or bias.

The decision of the Panel may be appealed in accordance with North Peace Gymnastics Association's ***Appeal Policy & Procedure***.

# SCHEDULE "A" – NORTH PEACE GYMNASTICS ASSOCIATION COMPLAINT SUBMISSION FORM

*Submit the completed form with attachments (2-page form)*

|  |   |                 |
|--|---|-----------------|
| <b>Section 1: Complainant</b>  |   |                 |
| Name:  | Date of Submission to North Peace Gymnastics Association: |                 |
| Phone number (day):  | Phone number (evening)                                    | Training Group: |
| Email:   |   |                 |
| Is this complaint being made on behalf of a minor? <input type="checkbox"/> No <input type="checkbox"/> Yes                    |   |                 |
| If yes, provide the name and age of the minor:   |   |                 |
| <b>Section 2: Respondent – Person or Entity Against Whom the Complaint is Being Made (Please complete as much as possible)</b> |   |                 |
| Name:  | Date:   |                 |
| Phone # 1:   | Phone # 2:  | Role:           |
| Email:   |   |                 |
| Is the Respondent a minor? <input type="checkbox"/> No <input type="checkbox"/> Yes  |   |                 |
| Name of parent or guardian of this minor:  |   |                 |

**Complaint:** Describe the incident(s) complained of in detail, including dates, locations, witnesses, and all pertinent information (attach additional pages if necessary).

---

Outline any additional information or supporting documentation that would be helpful.

Specify the relevant name and sections of North Peace Gymnastics Association Policies alleged to have been breached:

**FOR NORTH PEACE GYMNASTICS ASSOCIATION STAFF**

|                |              |                                |   |
|----------------|--------------|--------------------------------|---|
| Date received: | Received by: | Name of Case Manager assigned: | Internal:<br>-----<br>External:<br>-----<br>Phone number:<br>-----<br>Email:<br>----- |
|----------------|--------------|--------------------------------|---|

**FOR CASE MANAGER**

Does the complaint fall within the jurisdiction of North Peace Gymnastics Association?

No (dismiss)     Yes

Is the complaint Frivolous and Vexatious?  No     Yes (dismiss)

Is the information included in the complaint complete / sufficient to proceed?  No     Yes

Advise that complaint has been dismissed or request additional information prior to proceeding:  Yes  
Date:

**Next Steps – Case Manager**

1. Communication by Case Manager of receipt of complaint and provide preliminary process information to Complainant and Respondent:  
 Yes    Date: \_\_\_\_\_
2. Informal resolution or agreement to proceed to ADR?  Yes    Date: \_\_\_\_\_
3. Appointment of Panel:  Yes    Date: \_\_\_\_\_
4. Determination of format of hearing:  Complete    Format: \_\_\_\_\_
5. Panel Decision completed timely:  Yes    Date: \_\_\_\_\_
6. Panel decision communicated to Respondent and Complainant:  Yes    Date: \_\_\_\_\_
7. Decision and Materials Received by North Peace Gymnastics Association office:  Yes    Date: \_\_\_\_\_

## CASE MANAGER – DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Capitalized terms used in this description of duties and responsibilities are defined in the *Complaints, Hearings and Discipline Policy & Procedure* and/or the *Appeal Policy & Procedure*.

### General

1. In some of its policies, North Peace Gymnastics Association requires the appointment of a Case Manager. This description of duties and responsibilities outlines the role, identity, responsibilities and tasks of the Case Manager.

### Terminology – Complaints and Appeals

2. The Case Manager has a role with respect to complaints submitted to North Peace Gymnastics Association as well as with respect to appeals of decisions made by North Peace Gymnastics Association or by a Panel on behalf of North Peace Gymnastics Association. For convenience, in this description, complaints and appeals are referred to together as ‘disputes’.

### Identity

3. The Case Manager is appointed by North Peace Gymnastics Association at their sole discretion. The appointment of the Case Manager does not need to be approved by any of the other parties involved.
4. Wherever possible, for cost reasons and for the efficient management of complaints, the Case Manager will be the North Peace Gymnastics Association’s. In some cases, where the Executive Director is vacant, or is or may be perceived to be non-independent or biased, an independent third party (external to North Peace Gymnastics Association and free from any conflict in relation to the complaint) will be appointed as Case Manager. In particular if the factual circumstances of a complaint are complex, or if a party to the complaint is an employee of North Peace Gymnastics Association or a member of the North Peace Gymnastics Association board of directors, an independent third-party Case Manager will be preferred.
5. The Case Manager should be experienced with the management of disputes in an unbiased manner. The Case Manager must not be connected in any way to the issue being disputed and/or the outcome of the dispute. The Case Manager does not need to be a Member of North Peace Gymnastics Association or have a background in gymnastics.
6. If an individual acted as the Case Manager for a complaint, the same individual cannot act as the Case Manager for an appeal related to that complaint.

### General Duties and Responsibilities

7. The Case Manager’s primary role is to manage the administrative aspects of handling a dispute, such as making the preliminary determinations set forth in the applicable Policy, notifications to and communications with the Parties, requests for information, scheduling, etc.
8. The Case Manager is not acting as the Panel and is not to engage in a substantive review of the dispute (except in the limited fashion necessary for making the required preliminary determinations) or participate in the Panel’s decision-making process.

### Discretion of Case Manager

9. Following receipt of a dispute by North Peace Gymnastics Association and the appointment of the Case Manager, the Case Manager is required to make a number of preliminary

determinations. The Case Manager shall exercise their discretion in making such preliminary determinations, in particular in determining whether North Peace Gymnastics Association has jurisdiction over the dispute, and whether the dispute is Frivolous or Vexatious. In making the required preliminary determinations, the Case Manager shall refer to the applicable North Peace Gymnastics Association Policies. At this stage, the Case Manager should consider the motivations of the Complainant/Appellant and if the dispute appears to be motivated by personal interest, bias, or a grudge held against North Peace Gymnastics Association or the Respondent.

10. In the case of an appeal, the Case Manager is not acting as the Appeal Panel and determining the merits of the appeal, but instead is simply determining whether the Appellant may have properly shown that an error, as described in the Appeal Policy, has been made.

### **Hearing Format – Discretion**

11. The Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, in order of usual or expected frequency:
  - a) Written submissions; or
  - b) Conference call or videoconference;
  - c) Conference call together with written submissions; or
  - d) In person (extremely rare).
12. In determining the format of the hearing the Case Manager should consider:
  - a) The distance between the parties;
  - b) The animosity between the parties;
  - c) The time commitment and location of the Panel;
  - d) The timelines for a decision;
  - e) The language barriers between the parties;
  - f) The gravity of the complaint/appeal; and
  - g) The cost of each respective form of hearing, in the context of all of the above factors.

### **Panel Appointment**

13. The Case Manager is required to appoint a Panel of one (1) person, or three (3) in rare circumstances, to decide the issue. The individual(s) appointed to a Panel should have the following characteristics:
  - a) Experience in dispute resolution;
  - b) Experience with sport disputes;
  - c) No connection to either party; and
  - d) No connection with North Peace Gymnastics Association that would constitute a conflict of interest.
14. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable North Peace Gymnastics Association Policy. For example, if the applicable policy does not permit the Panel to suspend a Respondent indefinitely, then the Panel cannot sanction a Respondent in this manner.

### **Communication**

15. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy, and the process must move forward even if a party misses a deadline.

16. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the Complainant/Appellant, and then the schedule of the Respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure for Handling Complaints**

17. The Case Manager may implement the following procedure to facilitate the procedures set forth in the applicable Policy:
  - a) Receive the written complaint.
  - b) Determine whether the complaint is Frivolous or Vexatious, and whether the complaint is within the jurisdiction of North Peace Gymnastics Association
  - c) Notify the Complainant of the appointment as the Case Manager, and that the complaint will be disclosed to the Respondent and to the Panel. Determine if there is additional evidence or written submissions required to supplement the complaint. If so, provide a deadline for receipt. (After this step, the Complainant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - d) Notify the Respondent of the appointment as the Case Manager and the receipt of a complaint. Communicate to the Respondent that any submissions will be provided to the Complainant and Panel. Provide the Respondent within the timeframes set out in the applicable policy to submit a response and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant with an opportunity to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude new evidence submitted in a rebuttal.
  - f) Appoint the Panel.
  - g) Determine the format for the hearing and organize the hearing.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.
  - i) Distribute the decision to the Parties and to North Peace Gymnastics Association.



|  |                      |   |  |
|--|----------------------|---|--|
| Policy Name:<br><b>APPEALS POLICY</b>  |                      | Date of Approval:<br><b>May 23 2024</b> | Activation Date:<br><b>May 23 2024</b> |
| Approved By:<br><b>Board of Directors</b>                                      | Version:<br><b>1</b> |   |  |
| Review Cycle: <b>Annually by the Executive Director and Board of Directors</b> |                      |   |  |

## 1.0 PURPOSE OF THIS POLICY

---

The purpose of this Policy is to outline a fair, expeditious and affordable process for appeals of decisions made by North Peace Gymnastics Association or a Panel, as applicable.

## 2.0 NORTH PEACE GYMNASTICS ASSOCIATION'S COMMITMENT AND EXPECTATIONS

---

North Peace Gymnastics Association is committed to providing an appeal process that is consistent with principles of natural justice. Wherever possible and appropriate, North Peace Gymnastics Association intends for this process to be straightforward and accessible, without resulting in a need or requirement for regular recourse by the Parties to external legal counsel or processes.

## 3.0 SCOPE AND APPLICATION OF THIS POLICY

---

- 3.1 This Policy applies to:
  - 3.1.1 A decision made by a Panel pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***; and
  - 3.1.2 Except as specifically excluded in Section 3.2 below, a decision made by North Peace Gymnastics Association relating to eligibility, participation, or any other non-disciplinary matter deemed appropriate by North Peace Gymnastics Association.
- 3.2 Appeals will only be accepted if they are in response to decisions made by North Peace Gymnastics Association as a part of the ***Complaints, Hearings and Discipline Policy & Procedure***. Appeals for other matters (e.g., group movements) are addressed by other club documents.
  - 3.2.1 If an appellant is unsure which appeals process to undertake to address their concern, they should consult the Executive Director.

## 4.0 APPEAL SUBMISSION REQUIREMENTS

---

- 4.1 **Deadline for Submission:** An appeal that falls within Section 3.1 of this Policy shall be submitted by the Appellant to the Case Manager within ten (10) business days from the date on which the decision being appealed was received by the Appellant. The appeal must contain the following information:
  - 4.1.1 Contact information of Appellant;

- 4.1.2 Identification of the decision being appealed;
  - 4.1.3 Detailed reasons or grounds upon which the decision is being appealed;
  - 4.1.4 Evidence the Appellant is relying on in support of the appeal, including references to applicable North Peace Gymnastics Association Policies;
  - 4.1.5 A description of the remedy sought; and
  - 4.1.6 \$250 payable to North Peace Gymnastics Association, which will be refunded if the appeal is upheld.
- 4.2 **Extension of Time:** An Appellant may request an extension to the deadline set forth in Section 4.1. The extension request must be received by the Case Manager prior to the expiry of the seven (7) day time period and must state the reasons for the requested extension and the requested length of time of the extension requested. The decision to allow, or not allow, an appeal where either the notice of appeal or the reasons for appeal have been submitted outside of the prescribed time periods and an extension had not been granted by the Case Manager, is at the sole discretion of the Case Manager, and may not be appealed.
- 4.3 **Notice to Respondent and Affected Parties:** The Case Manager shall, within three (3) business days of receipt of the submissions of the Appellant, notify the Respondent and any other Affected Parties that an appeal has been submitted by the Appellant.

## 5.0 GROUNDS FOR APPEAL

---

- 5.1 An appeal of a decision itself cannot be appealed. An appeal may only proceed pursuant to this Policy if there are sufficient grounds for appeal. Sufficient grounds for appeal exists where the Panel (or North Peace Gymnastics Association, in the case of appeal of a decision made by North Peace Gymnastics Association) is alleged to have:
- 5.1.1 Made a decision that it did not have authority or jurisdiction to make, or which exceeded its authority or jurisdiction (as set out in applicable North Peace Gymnastics Association Policies);
  - 5.1.2 Failed to follow the North Peace Gymnastics Association Policies; or
  - 5.1.3 Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views).

The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, that the grounds for appeal are substantiated as described in this Section.

## 6.0 PRELIMINARY SCREENING OF APPEALS BY CASE MANAGER

---

- 6.1 **Preliminary Steps:** Upon receipt of a “notice of intention” to appeal and documents describing the grounds for appeal, all as set forth in Section 4.0 above, including the prescribed the fee, the Case Manager will:
- 6.1.1 Determine if the appeal was submitted in a timely manner;
  - 6.1.2 Determine if the appeal falls under the scope of this Policy;
  - 6.1.3 Determine whether there may be sufficient grounds for the appeal.

- 6.2 **Decision to Proceed:** If the Case Manager determines that all criteria listed in Section 6.1:
- 6.2.1 have been satisfactorily met, the appeal will proceed to a hearing as set forth in this Policy;
  - 6.2.2 have not been satisfactorily met, the Appellant will be notified, in writing, of the reasons for this decision and the appeal will not proceed further.

This decision of the Case Manager may not be appealed.

- 6.3 **Identification of Affected Parties:** In order to ensure the identification of any Affected Parties, the Case Manager will engage North Peace Gymnastics Association, the Appellant and the Respondent for their input on whether a party is an Affected Party. The Case Manager will then determine whether a party is an Affected Party in their sole discretion.
- 6.4 **Notification to Parties:** Within five (5) business days of receipt of the appeal submissions, the Case Manager shall notify the Parties as to the determination made pursuant to Sections 6.2 and 6.3 of this Policy.

## 7.0 NOMINATION OF APPEAL PANEL AND CONDUCT OF APPEALS HEARING

---

- 7.1 **Nomination of an Appeal Panel:** Following the Case Manager's decision pursuant to Section 6.1, the Case Manager shall appoint an appeal panel (the "**Appeal Panel**") which shall consist of one (1) independent person, responsible for hearing and rendering a decision on the appeal.

In fulfilling its duties, the Appeal Panel may obtain independent advice, including legal or such other expert advice as is deemed to be necessary or advisable.

- 7.2 **Format of Hearing:** The Appeal Panel has the sole discretion to determine whether the resolution of the appeal shall proceed by way of a documentary hearing, or an oral hearing.

7.2.1 **Documentary Hearing:** A documentary hearing refers to a hearing conducted by means of a review solely of the decision being appealed, the applicable North Peace Gymnastics Association Policies, and any additional documentary submissions by the Appellant, the Respondent and other Affected Parties as requested by the Appeal Panel.

7.2.2 **Oral Hearing:** An oral hearing refers to a hearing conducted in-person, by telephone, by video-conference or by such other electronic means as the Appeal Panel may decide, to be attended by any or all of the Appellant, the Respondent and other Affected Parties as requested by the Appeal Panel. The Appeal Panel conducting an oral hearing may also request that the Parties, and any other Affected Parties, provide written submissions in advance of the oral hearing.

- 7.3 **Appeal Hearing Procedures:** Hearings will be governed by the procedures that the Appeal Panel deem appropriate in the circumstances, provided that the following shall always apply:

7.3.1 Timelines will be established and adhered to that ensure procedural fairness.

7.3.2 The Appeal Panel shall review all relevant North Peace Gymnastics Association Policies and other relevant sources of information.

7.3.3 Copies of any written documents which the parties wish to have the Appeal Panel consider will be provided to all Parties in advance of the hearing. Redactions may be made at the discretion of the Appeal Panel, where appropriate, having regard to privacy considerations and the context of the complaint generally, for example where the identification of a Vulnerable Individual may be undesirable.

7.3.4 In the case of an oral hearing:

7.3.4.1 the Parties will be given appropriate notice of the day, time, and place of the hearing and whether such oral hearing shall be conducted in-person, by telephone, by video-conference or by such other electronic means.

7.3.4.2 The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.

7.4 **External Advice:** Support will be provided to the Appeal Panel by external legal counsel or other external third parties, such as subject-matter experts, if appropriate and as-needed, having regard to the seriousness of the allegations in the complaint and the complexity of the complaint and investigation.

## 8.0 DECISION OF THE APPEAL PANEL

---

8.1 **Limit of Authority:** In making its decision, the Appeal Panel will have no greater authority than that of the original Panel or other decision-maker (in the case of a decision made by North Peace Gymnastics Association The Appeal Panel may decide to:

8.1.1 Reject the appeal and confirm the decision being appealed; or

8.1.2 Uphold the appeal and modify the decision.

8.2 **Authority to Assess Costs:** The Appeal Panel has the authority to determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any Party. In assessing costs, the Appeal Panel will take into account the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources.

8.3 **Written Reasons:** Within seven (7) business days of the hearing's conclusion, the Appeal Panel's written decision, with reasons, will be distributed to the Case Manager who will distribute it to the Parties and to North Peace Gymnastics Association. In extraordinary circumstances, the Appeal Panel may first issue a verbal or summary decision immediately or soon after the hearing's conclusion, with the full written decision to be issued by the end of the seven (7) business day period. The decision of the Appeal Panel will be considered a matter of public record, with appropriate redactions made to ensure privacy, where applicable, unless decided otherwise by the Appeal Panel.

8.4 **Decision of Appeal Panel is Final and Binding:** The decision of the Appeal Panel will be binding on the Parties. Any further appeal or consideration of the issue shall only be permitted pursuant to applicable law, however no action or legal proceeding will be commenced against North Peace Gymnastics Association or any of its Members in respect of a disciplinary matter or an appeal unless North Peace Gymnastics Association has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in North Peace Gymnastics Association's policies and procedures.

## 9.0 CONFIDENTIALITY

---

- 9.1 **General:** Subject only to sections of this Policy which permit the final appeal decision itself to be a matter of public record for North Peace Gymnastics Association Members, all other information with respect to the appeals process shall be, and is required by all participants in the process to be, treated as confidential and shall not be disclosed to anyone until the appeal has concluded, except as needed to follow this Policy. Until a final decision has been made by the Appeal Panel, disclosure of any information with respect to the appeal process shall be limited to the following persons, who are subject to the confidentiality and non-disclosure restrictions contained in the preceding sentence:
- 9.1.1 the Case Manager;
  - 9.1.2 the Parties (and their designated representative(s), if applicable);
  - 9.1.3 the Appeal Panel;
  - 9.1.4 those North Peace Gymnastics Association Personnel who have a genuine and legitimate need to be aware of the information pertaining to the hearing and/or disciplinary process, and
  - 9.1.5 any independent legal advisors consulted by the Appeal Panel in the discharge of his, her or their responsibilities pursuant to this Policy.

None of the forgoing persons or their representatives shall disclose any information relating to the appeal process or the underlying complaint, hearing or disciplinary process, to any person not listed above and not involved in the proceedings. Any breach of confidentiality shall itself be subject to discipline as set forth in the ***Complaints, Hearings and Discipline Policy & Procedure***.

|  |                      |   |  |
|--|----------------------|---|--|
| <b>Policy Name:</b><br>CONFLICTS OF INTEREST POLICY AND PROCEDURE              |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors                                      | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle: Annually by the Executive Director and Board of Directors</b> |                      |   |  |

## 1.0 APPLICATION OF THIS POLICY

---

This Conflicts of Interest Policy & Procedure applies to all **North Peace Gymnastics Association Representatives**.

- 1.1 **North Peace Gymnastics Association Representatives** means any person employed by or engaged in activities with North Peace Gymnastics Association, including but not limited to: directors, officers, committee members, sub-committee members and staff of North Peace Gymnastics Association; judges and other officials; volunteers; team managers; and administrators.

## 2.0 PURPOSES OF THIS POLICY

---

- 2.1 The achievement of North Peace Gymnastics Association’s purpose and objectives, as set forth in its By-laws, depends on the hard work and dedication of all North Peace Gymnastics Association Representatives and on the trust and relationship with its Members (as defined in the By-laws). North Peace Gymnastics Association must always strive to achieve its purpose and objectives in a manner which is, and is viewed to be, fair, consistent, and adhering to any confidentiality and privacy requirement.
- 2.2 The ability of individuals to make deliberate, thoughtful and disinterested decisions on behalf of North Peace Gymnastics Association, and/or to contribute to the development of North Peace Gymnastics Association’s strategy, policy and procedure, and/or to discharge employment or contract duties for the benefit of North Peace Gymnastics Association, can be affected by other personal interests. North Peace Gymnastics Association requires, and in certain instances is legally entitled to, the best judgment of each North Peace Gymnastics Association Representative, free of influence from any personal interest or agenda and with a view at all times to the best interests of North Peace Gymnastics Association.
- 2.3 This Policy outlines the circumstances under which an actual or perceived conflict of interest is present, conflict of interest disclosure requirements, and the mitigation measures available to North Peace Gymnastics Association to manage any actual or potential conflict of interest situation.
- 2.4 This Policy does not prohibit conflicting interests, but provides a process to be followed to identify, disclose and manage the conflict responsibly.

## 3.0 DESCRIPTION OF A CONFLICT OF INTEREST

---

- 3.1 A conflict of interest may arise when a North Peace Gymnastics Association Representative is in a situation, or will likely be put in a situation, where the North Peace Gymnastics

Association Representative has the opportunity to make a decision, or contribute to the making of a decision, by or on behalf of North Peace Gymnastics Association that may directly or indirectly benefit (financially, personally or otherwise) the North Peace Gymnastics Association Representative, his or her associated organization or persons affiliated or employed by the associated organization (e.g. another club in which the North Peace Gymnastics Association Representative is a coach, administrator, owner or parent of an athlete), spouse, child, other family member, associates, or anyone else that the North Peace Gymnastics Association has a relationship with that could reasonably be seen to create a conflict of interest situation, that is or may be contrary to North Peace Gymnastics Association's best interests.

- 3.2 North Peace Gymnastics Association Representatives are to avoid and/or disclose (to the Executive Director) any activity in which the personal interests of the North Peace Gymnastics Association Representative may come into conflict or may appear to conflict with the interests of North Peace Gymnastics Association in its relations with current or prospective Members, partner organizations (such as GymCan and other provincial sports organizations), suppliers or others that North Peace Gymnastics Association deals with in the ordinary course of conducting its operations.

## 4.0 POSITION STATEMENT

---

- 4.1 No North Peace Gymnastics Association Representative shall have any position with, or a substantial interest in, any other business or enterprise whether operated for profit or not, the existence of which would conflict with or might reasonably be supposed to conflict with the proper performance in the normal course of his or her North Peace Gymnastics Association duties and responsibilities, or which might tend to influence his or her independence of judgment with respect to transactions between North Peace Gymnastics Association and such other business or enterprise, without full and complete disclosure to the North Peace Gymnastics Association Board of Directors.
- 4.2 Applicable to Directors:
- 4.2.1 Each North Peace Gymnastics Association Representative who is a member of the Board of Directors has a duty to act honestly and in good faith with a view to the best interests of North Peace Gymnastics Association, and to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 4.2.2 Personal transactions between any Director and North Peace Gymnastics Association are prohibited except when properly disclosed and mitigated as set forth in Section 6.0 below.
- 4.2.3 Directors may not obtain for themselves, their relatives or their friends, a material interest of any kind from their association with North Peace Gymnastics Association except when approved as set forth below.
- 4.2.4 If a Director has an interest in a proposed transaction with North Peace Gymnastics Association in the form of a significant personal financial interest or interest through affiliation with another organization involved in the transaction, he or she must make full and timely disclosure of such interest prior to any discussion or negotiation of such transaction.

## 5.0 EXAMPLES OF A CONFLICT OF INTEREST

---

- 5.1 **Common Sense:** *It is not possible to anticipate every conflict of interest situation that may be encountered. Common sense must be used.*
- 5.2 **Examples:** Without limiting the general scope of this Policy, the following relationships and courses of conduct are examples only, of matters that would be considered to involve a conflict of interest and require prompt disclosure, as set forth below:
- 5.2.1 Where a North Peace Gymnastics Association Representative is personal friends with a coach who is the subject of a disciplinary complaint, and that North Peace Gymnastics Association Representative is normally involved in the complaint management process or has normal course access to information with respect to the management of complaints.
- 5.2.2 Where a member of the North Peace Gymnastics Association board of directors has a child registered in a training group that may benefit from, or be sanctioned by, any decision, policy or procedure that the North Peace Gymnastics Association board of directors is considering.
- 5.2.3 Using or appearing to use North Peace Gymnastics Association property or confidential information for personal material benefit.
- 5.2.4 Influencing or attempting to influence North Peace Gymnastics Association suppliers, contractors or consultants for personal gain (e.g. inducing gifts or any form of kickback).

## 6.0 DISCLOSURE, MITIGATION, AND RECORD KEEPING

---

- 6.1 **Prompt Disclosure:** Should a North Peace Gymnastics Association Representative be in an actual or a potential conflict of interest situation, the North Peace Gymnastics Association Representative must promptly make disclosure of such situations to the Executive Director or the Chair of the Board of Directors, or equivalent roles in the event of a change in title). A "Conflict of Interest Disclosure Form" (available on North Peace Gymnastics Association's website and from North Peace Gymnastics Association Personnel) should be used for such disclosure. The disclosure will be reviewed and, if a conflict of interest is found, mitigation measures or conditions may be imposed.
- 6.2 **Third Party Knowledge of an Undisclosed Conflict:** In circumstances where a North Peace Gymnastics Association representative is aware of an actual or potential conflict of interest situation involving another North Peace Gymnastics Association Representative which has not been disclosed pursuant to this Policy, the North Peace Gymnastics Association Representative shall advise the Chair of the Board of Directors (or equivalent roles in the event of a change in title) of the circumstances, for further inquiry.
- 6.3 **Mitigation – Recusal:** Where a North Peace Gymnastics Association Representative is in an actual or a perceived conflict of interest situation, the North Peace Gymnastics Association Representative shall not participate in any deliberations, discussions or decisions with respect to the subject-matter of the conflict of interest. Where the conflicted North Peace Gymnastics Association Representative is a director, such director shall not be present during deliberations on the matter in a meeting or otherwise, and shall not be permitted to vote on the matter.



It is the responsibility of the North Peace Gymnastics Association Representative to recognize when he or she is in a conflict-of-interest situation and to recuse him or herself as appropriate.

- 6.4 **Mitigation – Other:** The Board of Directors may impose such other mitigation measures to address and manage the conflict-of-interest situation as may be appropriate given the facts and circumstances of the conflict. If the conflict of interest cannot reasonably be managed through the implementation of mitigation measures, the North Peace Gymnastics Association Representative may be requested to resign or step down from their role as a North Peace Gymnastics Association Representative in accordance with North Peace Gymnastics Association By-laws and the BC Societies Act.
- 6.5 **Meeting Minutes:** All discussions by the Board of Directors related to conflicts of interest shall be recorded in the minutes of the board of directors meeting.
- 6.6 **Failure to Disclose or Recuse:** The failure of a North Peace Gymnastics Association Representative to properly and timely disclose an actual or potential conflict of interest is a breach of this Policy. Disciplinary sanctions may result, pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

## 7.0 FINANCIAL BENEFITS

---

- 7.1 **Transactions Involving Potential Financial Benefit:** If the nature of the conflict of interest involves a proposed transaction or business dealing that will or may result (directly or indirectly) in a financial benefit to the North Peace Gymnastics Association Representative, his or her associated organization or persons affiliated or employed by them, spouse, child, other family member, associates, or anyone else that the North Peace Gymnastics Association Representative has a relationship with that could reasonably be seen to create a conflict of interest situation, the disclosure of the actual or potential conflict of interest must always be made in advance of any consideration by North Peace Gymnastics Association of the proposed transaction or business dealing. The North Peace Gymnastics Association Representative making such disclosure shall recuse themselves from any discussion or decision-making related to such transaction or business dealing.
- 7.2 **Considerations:** In considering whether or not to approve a transaction where a conflict of interest has been disclosed, the Directors must consider all relevant facts and circumstances, including but not limited to the process undertaken to select the counterparty to the transaction, the value of the transaction, the business needs of North Peace Gymnastics Association, and whether the transaction would reasonably appear to a reasonable person to be an unacceptable conflict of interest and where such perception could damage the reputation of North Peace Gymnastics Association.

## 8.0 GIFTS AND ENTERTAINMENT

---

- 8.1 From time to time, North Peace Gymnastics Association staff or board members may, in the normal course of business, be the recipients of gifts or the beneficiaries of entertainment during the course of, and due to, their role with North Peace Gymnastics Association. Any gifts, entertainment, or awards given to North Peace Gymnastics Association staff or Board members must be disclosed to the Chair of the Board of Directors of North Peace Gymnastics Association.
- 8.2 A North Peace Gymnastics Association staff or board member must decline to accept any gift, series of gifts or entertainment, that exceed a value of \$100.00, where the receipt of such

gifts or entertainment could be perceived as attempting to influence a decision or vote with respect to North Peace Gymnastics Association matters. If receipt of the gifts or entertainment has not been declined, the North Peace Gymnastics Association or board member will be subject to discipline as set forth herein and in the ***Complaints, Hearings and Discipline Policy & Procedure***.

## **9.0 BREACHES OF THIS POLICY**

---

- 9.1 Breaches of this Policy will be addressed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.
  - 9.1.1 Where the North Peace Gymnastics Association Representative found to be in breach of this Policy is a Director, the Board of Directors may request the resignation of the Director, or may vote to remove the Director in the manner set forth in the By-laws.
  - 9.1.2 The Board of Directors may take such other steps as are appropriate to address any conflict-of-interest situation that cannot otherwise be properly addressed elsewhere in this Policy.

|  |                      |   |  |
|--|----------------------|---|--|
| <b>Policy Name:</b><br>North Peace Gymnastics Travel Policy                    |                      | <b>Date of Approval:</b><br>May 23 2024 | <b>Activation Date:</b><br>May 23 2024 |
| <b>Approved By:</b><br>Board of Directors                                      | <b>Version:</b><br>1 |   |  |
| <b>Review Cycle: Annually by the Executive Director and Board of Directors</b> |                      |   |  |

## 1.0 PURPOSE

---

- 1.1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of their communities, BC and outside of Canada of their responsibilities and the expectations of North Peace Gymnastics Association.

## 2.0 APPLICATION OF THIS POLICY

---

- 2.1 Certain individuals have responsibilities when teams or athletes travel outside the province or outside the country. These individuals include:
- 2.1.1 Parents traveling with a minor athlete
  - 2.1.2 Parents not traveling with a minor athlete
  - 2.1.3 Coaches
  - 2.1.4 Team Managers
  - 2.1.5 Athletes

## 3.0 TRAVEL CONSENT FORM

---

- 3.1 Minor athletes traveling with individuals other than their parent/guardian must complete a Travel Consent Form (signed by their parent/guardian). The Travel Consent Form should be managed by a team manager or a Responsible Delegate travelling with the athlete.

## 4.0 CONDUCT DURING TRAVEL

---

- 4.1 All individuals traveling must adhere to North Peace Gymnastics Association's policies and procedures, particularly the Code of Conduct. In addition to the standards described in the Code and the responsibilities described in this Policy, North Peace Gymnastics Association requires the following:
- 4.1.1 Teams or groups of Athletes shall always have at least two Persons in a position of Authority with them; who when possible, represent the gender identities of the athletes travelling.
  - 4.1.2 Screened parents or other volunteers should be available to support the delegation in situations when two Persons in a position of Authority cannot be

present

- 4.1.3 No Person in a position of Authority may drive a vehicle alone with an Athlete unless the Person in a position of Authority is the Athlete's parent or guardian unless in an emergency situation
  - 4.1.4 A Person in a position of Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in a position of Authority is the Athlete's parent/guardian or spouse
  - 4.1.5 Room or bed checks during overnight stays must be done by two Persons in positions of Authority
  - 4.1.6 For overnight travel when Athletes must share a hotel room/bed room, roommates will be age-appropriate.
  - 4.1.7 Athletes may only share rooms with other athletes of the same sex. Should an athlete be uncomfortable in a specific rooming situation, their concerns will be addressed on a case by case basis with the team manager.
  - 4.1.8 Persons in a position of authority must be roomed separately from athletes, unless the athlete is the child of the coach or team manager. Reasonable measures should be taken to supervise athletes in rooming situations.
- 4.2 Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
- 4.2.1 Pay all event fees prior to the start of travel
  - 4.2.2 Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
  - 4.2.3 Punctual drop off and pick up of their children at times and places as indicated by coaches/team managers
  - 4.2.4 Adhere to coach or team manager requests for parent meetings, team meetings, or team functions and be punctual to such events
  - 4.2.5 Adhere to coach requests for athlete curfew times
  - 4.2.6 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
  - 4.2.7 Report any athlete illness or injury
  - 4.2.8 Report any incident likely to bring discredit to North Peace Gymnastics Association
  - 4.2.9 Ensure that all passports (when applicable) are valid and not expired
- 4.3 Parents not traveling with the athlete have the following responsibilities:

- 4.3.1 Assign to their child a team manager from among the other parents in attendance. The team manager may not be a team coach, assistant coach, or chef de mission
- 4.3.2 Provide the team manager with a Travel Consent Form
- 4.3.3 Provide the team manager with emergency contact information
- 4.3.4 Provide the team manager with any necessary medical information
- 4.3.5 Pay all event fees prior to the start of travel
- 4.3.6 Provide the child with enough funds to pay for food and incidentals
- 4.3.7 Ensure that all passports are valid and not expired

4.4 Team manager's have the following responsibilities:

- 4.4.1 Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
- 4.4.2 Punctual drop off and pick up of their charges at times and places indicated by coaches
- 4.4.3 Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- 4.4.4 Adhere to coach requests for athlete curfew times
- 4.4.5 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- 4.4.6 Report any athlete illness or injury
- 4.4.7 Report any incident likely to bring discredit to North Peace Gymnastics Association
- 4.4.8 Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach, team manager or Responsible Delegate
- 4.4.9 Approve visitors to the athlete accommodations, at their discretion

4.5 Coaches have the following responsibilities:

- 4.5.1 Arrange all team meetings and training sessions
- 4.5.2 Determine curfew times
- 4.5.3 Work in close co-operation with the team managers on all non-sport matters
- 4.5.4 Report to North Peace Gymnastics Association any incident likely to bring discredit to North Peace Gymnastics Association

4.5.5 Together with the team managers, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to North Peace Gymnastics Association for further disciplinary action, if applicable, under the ***Complaints, Hearing, and Discipline Policy and Procedure***

4.6 Team/Event Managers have the following responsibilities:

4.6.1 Ensure an appropriate team manager-to-athlete ratio that does not exceed five athletes per team manager

4.6.2 Organize accommodations and inform parents and team managers how to register and pay for accommodations

4.6.3 Coordinate and collect all travel expenses from parents

4.7 Athletes have the following responsibilities:

4.7.1 Arrive at each event ready to participate

4.7.2 Make any visitor requests to team managers before the visit is expected

4.7.3 Represent North Peace Gymnastics Association to the best of their abilities at all times

4.7.4 Communicate any problems or concerns to the coaches and team managers just as they would their own parents

4.7.5 Check in with the team manager when leaving their rooms

4.7.6 Not leave the hotel alone or without permission of the coach/team manager and check-in when returning

|   |  |  |
|---|--|--|
| <b>POLICY NAME:</b><br>Competition, Meet and Event Travel for Coaches   | <b>DATE APPROVED:</b><br>March 8, 2023   | <b>ACTIVATED DATE:</b><br>January 2020 |
| <b>Approved by:</b><br>NPGA Board of Directors  | <b>Version:</b><br>Replacing the January 2020 version of the Competition and Meet Travel for Coaches |  |
| <b>Review Cycle:</b><br>Reviewed annually by NPGA's Club Manager and Board of Directors. Recommended amendments to be approved by the Board of Directors. |  |  |

### 1.0 Purpose:

This document supports the efforts of the North Peace Gymnastics Association to manage costs associated with employee business related travel for gymnastics Competitions and Meets. This policy outlines the reasonable activities and expenses that are eligible for reimbursement while representing the North Peace Gymnastics Association at non-local Competitions, Meets and Events.

### 2.0 Requirements:

**2.1** Managerial approval is required prior to any arrangements made or expenses incurred for business travel. North Peace Gymnastics Association will make travel arrangements on behalf of the employee travelling and make decisions regarding travel based on cost and reasonable convenience for the Association and employee.

**2.2** Employees travelling are responsible for complying with this policy and are expected to exercise good judgement during travel to determine what expense is reasonable and necessary.

**2.3** Employees travelling are expected to adhere to the North Peace Gymnastics Association Staff Code of Conduct and the GymBC Coach Code of Conduct at all times during business travel.

**2.4** Receipts must be supplied to support all expense claims except when allowances are paid on a per-diem or mileage basis. These receipts along with completed expense forms must be submitted to management no later than 30 days following the completion of the trip.

**2.5** Expenses are to be submitted per individual traveler. Employees are not authorised to incur reimbursable expenses for other individuals without prior approval.

### 3.0 Reimbursement of Travel Expenses:

#### 3.1 Travel:

**3.1.1** North Peace Gymnastics Association will organise travel for employees to the destination. The mode of transportation will be decided by the Association based on reasonableness, scheduling, and cost (this may include but is not limited to; traveling with an athlete's family, air travel, use of a rental car, or the employees' own vehicle).

**3.1.2** Employees who do not wish to use the Association arranged travel will be wholly responsible for any travel arrangements and subsequent expenses related to attending the competition or meet.

#### 3.2 Transportation of Athletes:

**3.2.1** No Person in Authority may drive a vehicle with an Athlete unless the Person in Authority is the Athlete's parent or guardian.

### **3.3 Mileage:**

Any employees using their own vehicle will be reimbursed at a rate of \$0.55 per kilometer. Mileage is calculated using the distance from the North Peace Gymnastics Association building to the location of the competition or meet.

### **4.0 Travel Time (for non salaried employees):**

**4.1** Employee time related to travel for business purposes will be paid at the minimum wage rate set by the Province of British Columbia.

**4.2** Travel time will be defined as the reasonable average time required to travel from Fort St John to the location of the accommodation or the location of the competition or meet (whichever is less). Time will also be determined based on mode of travel (e.g. travel by car will result in a different average time than air travel).

**4.3** Travel time will not be paid for commute time between the approved accommodation and the competition venue.

**4.4** Employees who choose to arrive early or stay behind in a location for non business-related purposes will not be eligible for travel time.

### **5.0 Accommodations:**

**5.1** Reasonable accommodations will be organised, booked and paid for by the North Peace Gymnastics Association on behalf of the employee (this includes room rate, taxes and parking).

**5.2** Employees who do not wish to use accommodations provided by the North Peace Gymnastics Association will be wholly responsible for booking, securing and any expenses related to accommodations during travel.

### **6.0 Meals:**

**6.1** Employees traveling for competitions and meets are eligible for a meal per diem at the following rates:

Breakfast - \$12.00

Lunch - \$13.00

Dinner - \$25.00

**6.2** When a meal is supplied by the competition venue and/or the accommodation (e.g. hotel breakfast, on site food/meal at competition) the per diem will not be granted for that meal.