



<b>POLICY NAME:</b> Competition, Meet and Event Travel for Coaches	<b>DATE APPROVED:</b> September 11 2024	<b>ACTIVATED DATE:</b> January 2020
<b>Approved by:</b> NPGA Board of Directors	<b>Version: 3</b> Replacing the March 8, 2023 version of the Competition and Meet Travel for Coaches	
<b>Review Cycle:</b> 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.

**3.1.3** Employees who choose to extend their travel dates or make changes to the NPGA-organized travel itinerary are required to notify their supervisor in advance. The employee is responsible for covering any extra expenses incurred due to these changes, including but not limited to flights, accommodation, and transportation. NPGA will not reimburse costs associated with personal travel modifications.

**3.1.4** Any deviations from the NPGA's organized travel schedule must be approved by NPGA to ensure that such changes do not interfere with the employee's work obligations or NPGA's business activities. Employees should provide a detailed justification for their request using the Vacation/Time off request forms to ensure proper consideration and approval.

### **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.



<b>POLICY NAME:</b> Coach Code of Conduct	<b>DATE APPROVED:</b> March 8, 2023	<b>ACTIVATED DATE:</b> March 9, 2023
<b>Approved by:</b> NPGA Board of Directors	<b>Version:</b> This is the first NPGA version of this policy	
<b>Review Cycle:</b> Reviewed annually by NPGA's Club Manager and Board of Directors. Recommended amendments to be approved by the Board of Directors.		

## 1.0 GENERAL

This Code does not contain all of the conduct-related requirements applicable to the relationship between NPGA/GymBC and its Members. There are a number of other NPGA/GymBC manuals, handbooks and other policies that apply to Members which may be specific to a particular discipline (i.e. GymBC's women's artistic gymnastics) or activity (i.e. NPGA's team travel). In addition, some Members may be subject to additional non-NPGA/GymBC standards or codes, which may impose further requirements (for example, 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:** NPGA has adopted an adapted version of the GymBC Code of Conduct as part of its broader commitment to promote gymnastics activities for individuals of all ages and abilities in our community and throughout the Province of British Columbia. NPGA is committed to creating and maintaining a 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 NPGA/GymBC Activities and at other activities.

**2.2 Safe Sport Environment:** NPGA advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and overall well-being. NPGA is primarily a youth-serving organization and recognizes that it has a special position in the child/youth development and sport community in Fort St John, 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 Coaches and Representatives covered under the scope of NPGA's jurisdiction. 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 NPGA Coaches at all NPGA Activities.

**3.2 Application to Other Activities:** This Code also applies to Member conduct outside of NPGA Activities when such conduct adversely affects relationships within NPGA (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of NPGA. Coaches of NPGA may be suspended for a definite or indefinite period of time, or terminated from employment if their conduct is not held to the minimum standards described in with this Code.

**4.0 RESPONSIBILITIES AND OBLIGATIONS - GENERAL** Coaches participating in NPGA 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 NPGA Activity is taking place (i.e. host city/province or host country), and comply with NPGA and GymBC's Bylaws, policies and procedures, including but not limited to this Code and the rules of each specific discipline or program within GymBC, 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, Coaches 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 NPGA 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 GymBC 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 groups when travelling, team selections etc. (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 NPGA and GymBC'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 Alcohol, Drugs and other Mood-Altering Substances:** Members are prohibited from reporting to any NPGA Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.

**4.5.1** 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 NPGA Activities. Alcohol may be consumed by adults from time to time at NPGA-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.

**4.5.2** Where minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with NPGA 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.

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

## **5.0 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 NPGA 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 GymBC's background and criminal record check policy. Report any ongoing criminal investigation, conviction, or existing bail conditions to NPGA, whether or not such criminal activity relates to your status as a coach, in order that NPGA and GymBC 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 NPGA in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing NPGA. 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 activities, meets, competitions, events (etc). If an athlete desires to change member clubs, support and cooperate with the other coach/personnel in the exchange of pertinent information.

**5.4 Recruitment:** Engaging in behaviour involving the recruitment of athletes who are registered at a different gymnastics club to a separate club is strictly prohibited. This behaviour can not take place in-person, virtually, or in any other capacity. When participating in a sanctioned competition, and athletes are present, coaches are not to offer, or otherwise recruit currently employed coach(s) from another club to join their organization.

**5.5 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.

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

## 6.0 PRIVACY

In order to implement and enforce this Code and other policies and procedures of NPGA, NPGA 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 with Gymnastics BC pursuant to the GymBC Complaints, Hearings and Discipline Policy & Procedure. Where disciplinary action is undertaken as a result of the outcomes from the Gym BC Complaints, Hearings and Discipline Policy & Procedure, NPGA and GymBC 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.

I acknowledge that I have received, read and understood the above Coach Code of Conduct and agree to adhere to it as an employee of North Peace Gymnastics. This policy is subject to change without notice.

_____	_____	_____
Print Name, Employee	Signature of Employee	Date

_____	_____	_____
Print Name, Club Manager	Signature of Club Manager	Date

_____	_____	_____
Print Name, Board Member	Signature of Board Member	Date