

## **O2 ADMINISTRATION – Risk Management**

**Date Created – June 2015**

**Date Reviewed – August 2021**

### **Purpose**

The purpose of this Code is to ensure a safe and positive environment (within Burlington Gymnastics Club's programs, activities, and events) by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Burlington Gymnastics Club's core values. The Burlington Gymnastics Club is committed to providing an environment in which all individuals are treated with respect and fairness.

### **Application of this Code**

This Code applies to the conduct of all members of the Burlington Gymnastics Club (individuals employed by, or engaged in activities with the Burlington Gymnastics Club including, but not limited to, registered individuals, athletes, coaches, convenors, judges, officials, volunteers, managers, administrators, committee members, parents or guardians, and Directors and Officers of the Burlington gymnastics Club) during Burlington Gymnastics Club business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with activities and any meetings.

An individual who violates this Code may be subject to sanctions imposed by the Burlington Gymnastics club (see *Burlington Gymnastics Club Harassment, Workplace Violence and Discipline Policy*) or to any additional sanctions imposed by Gymnastics Ontario's Discipline and Complaints Policy.

### **Definitions**

See the Burlington Gymnastics Club *Harassment, Workplace Violence and Discipline Policy* for the definitions of Harassment, Workplace Harassment, Workplace Violence and Sexual Harassment.

### **Responsibilities**

All individuals have a responsibility to:

- Demonstrate respect to all individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family status, marital status, gender expression, sex, and sexual orientation
- Focus comments or criticism appropriately and avoid public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
- Consistently demonstrate the spirit of sportsmanship, sport leadership, ethical conduct and fair treatment
- Act, when appropriate, to correct or prevent practices that are unjustly discriminatory
- Adhere to the rules of the sport and the spirit of those rules

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- Refrain from consuming alcohol products, cannabis or recreational or illicit drugs while in the workplace or participating in Burlington Gymnastics Club programs, activities, competitions, or events.
- In the case of minors, not consume alcohol, tobacco or cannabis
- In the case of adults, not consume alcohol, tobacco, or cannabis in the workplace or be impaired in any situation associated with Burlington Gymnastics Club events and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-orientated social situations associated with Burlington Gymnastics Club events
- Respect the property of others and not willfully cause damage
- Promote the sport in the most constructive and positive manner possible
- Adhere to all federal, provincial, municipal and host country laws
- Comply, at all times, with Burlington Gymnastics Club and Gymnastics Ontario Bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- Refrain from any behaviour that constitutes cheating, discrimination, abuse, harassment, workplace harassment, workplace violence, sexual harassment

## **Additional Responsibilities**

### **Directors, Committee Members, and Staff**

In addition to section 4 (above), Burlington Gymnastics Club Directors, Committee Members, and Staff will have additional responsibilities to:

- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Burlington Gymnastics Club
- Ensure that Burlington Gymnastics Club affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Burlington Gymnastics Club
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Keep informed about Burlington Gymnastics Club activities, the provincial sport community, and general trends in the sectors in which they operate
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Burlington Gymnastics Club is incorporated
- Respect the confidentiality appropriate to issues of a sensitive manner
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Respect the decision of the majority
- Conform to the bylaws and policies approved by the Burlington Gymnastics Club and Gymnastics Ontario

### **Coaches**

In addition to section 4 (above), coaches have many additional responsibilities. 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

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power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- 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
- Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- Act in the best interest of the athlete's development as a whole person
- Communicate and cooperate with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- Support the coaching staff of a training camp, provincial team, or national team; should ban athlete qualify for participation with one of these programs
- Accept and promote athlete's personal goals and refer athletes to other coaches and sports specialist as appropriate
- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Comply with Burlington Gymnastics Club *Screening Policy*
- Report to Gymnastics Ontario any ongoing criminal investigations, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
- Respect athletes from other clubs, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching' unless after first receiving approval from the coaches who are responsible for the athletes
- Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- Dress professionally, neatly and inoffensively
- Use inoffensive language, taking into account the audience being addressed
- Act in accordance with the Burlington Gymnastics Club and the Gymnastics Ontario Policies and Procedures

## **Athletes**

In addition to section 4 (above), athletes will have additional responsibilities to:

- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice or compete
- Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments and events

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- Properly represent themselves and not attempt to participate in a competition for which they are not eligible to by reason of age, classification, or other reason
- Adhere to rules and requirements regarding clothing and equipment
- Act respectfully and in a sportsmanlike manner towards other athletes, officials, coaches or spectators
- Dress to represent the sport and themselves well and with professionalism
- Act in accordance with the Burlington Gymnastics Club and Gymnastics Ontario Policies and Procedures and, when applicable, additional rules as outlined by coaches and managers

## **Parents/Guardians and Spectators**

In addition to section 4 (above) parents/guardians and spectators at events will:

- Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- Condemn the use of violence in any form
- Never ridicule a participant for making a mistake during a performance or practice
- Provide positive comments that motivate and encourage participants continued effort
- Respect the decision and judgement of officials, and encourage athletes to do the same. Never question an official's or staff member's judgement or honesty
- Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- Not harass competitors, coaches, officials, parents/guardians or other spectators

Adopted from *Gymnastics Ontario Code of Conduct*