



# Team Travel Handbook

For Provincial Team Members & Parents

*This is an information booklet for parents and cannot be taken as policies or procedures of Gym Sask. The Operational Policies and Procedures can be found on the Gym Sask website:*

[www.gymsask.com](http://www.gymsask.com)

August 22, 2018

## **THE PURPOSE & BENEFIT OF THIS HANDBOOK**

This Parent Handbook is designed to provide parents with information regarding their gymnast's participation on a Provincial Team. Much of this information is also available in the Gym Sask Policies and Procedures and the sport specific Technical Regulations. Portions have been pulled together and supplemented with additional details to assist athletes and parents in knowing expectations for training, for travel, and for accommodations. It is hoped that this also serves as a valuable tool for an athlete who will represent Saskatchewan as a member of a provincial team.

## **VISION, VALUES AND MISSION**

Gymnastics Saskatchewan's vision is to "INSPIRE THE ATHLETE IN EVERYONE".

### **VALUES**

As an organization, Gymnastics Saskatchewan actively pursues opportunities for qualifying athletes to represent Saskatchewan at competitions, and looks for ways to enable athletes to achieve their fullest potential.

Gymnastics Saskatchewan values the following fundamental principles and beliefs. These principles and beliefs guide our organization's behavior, actions, programs and services.

#### **RESPECT**

We respect each other as individuals; we respect our organization and its properties.

#### **QUALITY**

We strive to achieve personal bests in everything that we do.

#### **ETHICAL**

We behave according to high moral standards in accordance with the organization's rules of conduct and ethics.

#### **COMMITMENT**

We are committed to the goals of the organization.

#### **TRANSPARENT**

We communicate openly and facilitate easy access to corporate and program information, rules, policies and processes.

#### **ACCOUNTABLE**

We acknowledge and assume responsibility for our actions and decisions.

#### **SYNERGY**

We interact cooperatively and congruently.

#### **INCLUSIVE**

We remove barriers to participation; we create a culture that ensures members have a sense of belonging.

### **MISSION**

Gymnastics Saskatchewan's mission is to direct and support the development and delivery of quality programs and to celebrate gymnastics as a foundation sport of choice.

## **CODE OF CONDUCT**

The Code of Conduct attached applies to all members of Gymnastics Saskatchewan when participating in and traveling to or from any activity sponsored or sanctioned by Association Clubs/organizations.

Gymnastics Saskatchewan is established for the purpose of the positive development of the activity/sport of gymnastics and those who participate in it.

Gymnastics Saskatchewan is committed to providing an environment in which all individuals are treated with respect: we support equal opportunity and prohibit discriminatory practices.

All clubs are responsible to make all of their members aware of the Gym Sask Code of Conduct.

## **TEAM EXPECTATIONS**

### **Training & Practices**

- Gym Sask appreciates that the athletes are involved in many activities but in order to be part of this particular provincial team some decisions may be required on the part of the gymnast. It is an honour and a lot of work, to be on a provincial team and requires commitment to the team.
- After being selected to a provincial team the gymnasts will be expected to attend all of the relative training sessions as outlined by the provincial coach(es). Individual training will continue in the club setting.
- Attendance at all training sessions is compulsory.
- Gymnasts who do not attend provincial team training sessions will be released from the team.
- Special considerations will be discussed with the Program Coordinator and HP coach at least 1 month prior to the session.
- All athletes shall abide by Gym Sask Code of Conduct, and shall take direction from team coaches, managers and the Chef de Mission as to activities, schedules and curfews. Each athlete is responsible for his or her own equipment, uniform and other belongings.
- All athletes are required to stay with the team at all times, and may not leave the team delegation without permission from the Chef de Mission, team manager and coaches.
- Written parental permission must be received PRIOR to travel for an athlete to leave the team delegation to visit friends, family or for alternative travel arrangements.

### **Transportation & Accommodations**

- The Gym Sask policies apply to all members of Gym Sask when participating in and traveling to and from any activity sponsored, sanctioned or approved by the association. As representatives of Gym Sask, whether in the gym, at a billet home or hotel, shopping, sightseeing, etc, team members' actions and attitudes reflect on themselves, their families, their clubs and Gym Sask.
- Gym Sask shall be responsible for all arrangements for provincial team travel. Unless there are exceptional circumstances, persons other than designated team representatives shall not be accommodated with the team, nor shall Gym Sask make travel or other arrangements for them.

The Chef de Mission, Team Managers and all traveling coaches shall work in cooperation to ensure the safety and well being of each individual athlete. As members of Team Sask the athletes will be responsible to the team manager and chaperones and the managers and chaperones will be responsible for each of the athletes, at all times during the event. The safety and care of each athlete is of the utmost importance to those traveling with and supervising the team members.

- Gym Sask will select team managers and chaperones for all provincial teams.
- All Team Sask athletes will travel together to designated events/competitions.
- All Team Sask athletes will stay with the team at the designated accommodation site and will abide by rules set by managers and chaperones related to such things as curfews, alcohol, dress code, and association with other team members.
- Team Sask athletes will follow the rules and expectations as laid out for the team by the

managers and chaperones pertaining to the itinerary of the event and other scheduled activities. This will include travel, at the gym venue, and away from the gym venue.

- Families of athletes will travel and stay separately.
- Families may have access to their gymnast at designated times. (Travel Release Form)
- Athletes will travel as a team, eat as a team, and observe the competition/performance as a team whenever possible.
- Athletes will stay in the host hotel/school with members of their team. Athletes will be grouped according to gender and age level. In the case of younger athletes an older gymnast may share a room with them.
- Parents and family members are not to spend time in the athlete's room. Parents are asked to contact the team manager beforehand, so arrangements can be made to meet with the athlete in an appropriate space (ie. residence lobby). (Travel Release Form)
- When athletes are in the care of Gym Sask, parents should respect the decisions made by the Chef de Mission, team managers and coaches. The decisions made are in the best interest of all the gymnasts involved with the team.
- Before travel, club coaches and parents are expected to provide athletes with resources and information on how to handle time changes, hydration, meals and snacks, behaviour, spending money, curfews and sleeping conditions.

### **Team Activities**

- Team travel, activities & dinners are for named Team Saskatchewan members only.
- If club athletes attend the same event as Team Saskatchewan, they will not be permitted to attend Team Saskatchewan activities or dinners. Club athletes are not the responsibility of Gym Sask Team Managers during the event.

### **CHEF DE MISSION, TEAM MANAGERS & COACHES**

#### **Chef de Mission**

For all competitions involving provincial team representatives, the CEO or designate may appoint a Chef de Mission. The Chef shall be the Head of the Delegation and the official representative of Gymnastics Saskatchewan. The Chef de Mission may be a coach, manager, judge, board member, committee member, staff member, parent, or another designated representative, and may or may not have another role at the event.

#### **Duties of the Chef de Mission:**

- act as Head of the Delegation and official representative of Gymnastics Saskatchewan
- enforce Code of Conduct, Disciplinary Policies and any other regulations as outlined in the Gymnastics Saskatchewan Policy Manuals and in any other policies in force by the hosts
- deal with any issues, concerns, problems or disciplinary infractions by athletes, coaches, judges, team members, which need immediate action or attention
- represent Gymnastics Saskatchewan at all VIP and other official functions where required
- ensure results are forwarded promptly and properly to the Gymnastics Saskatchewan office and/or Saskatchewan media as requested by staff and coaches
- be responsible for finances and financial accountability of floats and other cash/expenses
- if requested, prepare a written report of the event upon return for presentation to the CEO or Technical Director

#### **Team Manager**

Team Managers will travel with all provincial teams. Managers shall be selected by the CEO or designate, with input from the staff. Selection shall be based on knowledge of and experience with teams, athletes and the Association. First priority will be given to responsible adults who can provide proper supervision and

support to athletes, coaches and officials. A team manager's first responsibility is to supervise and support athletes and team members.

#### **Duties of Team Managers:**

- ensure the well-being and safety of all athletes under their care; act as chaperone for all athletes under their care and assist with the functioning of the team as a whole
- be responsible for the management of travel and medical documentation and information for team members (i.e., tickets, van rentals, hotel, medical forms, etc.)
- co-ordinate and schedule all team activities in cooperation with coaches.
- fulfill the duties of Chef if appointed, or in the absence of a Chef

#### **Coaches**

All coaches accredited by Gym Sask to a Team Sask event, whether provincial or club coaches, shall be available for all training sessions and competitions unless previous arrangements have been agreed to by the team coaches, managers or Chef de Mission.

All coaches accredited to the event by Gymnastics Saskatchewan shall be considered Team Coaches and part of the team delegation and they shall assume duties and responsibilities as requested by Gymnastics Saskatchewan

When traveling to competitions and events with Team Sask, coaches are expected to look after all of Team Sask athletes and to cooperate together to meet the needs of the team and all our athletes.

All coaches accredited to the competition floor for a Team Sask event are there to ensure the best possible performance environment for all Team Sask athletes. Coaches failing to meet these expectations are subject to be denied funding, selection or accreditation to future events.

Coaches and parents bear the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by Gymnastics Saskatchewan.

#### **Duties of Coaches**

- know the schedule of competition and activities and attend technical meetings as required
- attend daily (or as requested) meetings with other team coaches and team managers/Chef to plan for the next day's schedule and need
- ensure that all training needs and requests are looked after for the team
- coach their athletes and assist other coaches in training and in competition when needed
- work together to ensure that a coach will be available to prepare each athlete for their performance, watch the performance, see the scores & the results sheets, confirm that the start value is corresponding to the performance and address immediately any problem that can arise
- as soon as the results are available, verify that the posted scores are correct and address immediately any discrepancies
- get the list of participants for finals and inform the athletes on their qualification status
- support all athletes in their success or failure
- when required or requested assist the Chef and/or Team Managers
- fulfill the duties of Chef and/or Team Manager as appointed or requested.

Gymnastics Saskatchewan may assist in accrediting additional coaches to the floor if the individual or club accepts financial responsibility.

All coaches are required to adhere to uniform requirements as per Coaching Policies and Technical Regulations, and wear the designated and approved Gymnastics Saskatchewan team attire (Team Sask jacket, pants, shirt) for all competitions, medal presentations and other ceremonies..

In case of inappropriate clothing, a Gymnastics Saskatchewan representative will issue a verbal warning; if the situation is not corrected in the following 30 minutes, a financial penalty of \$60 will be levied; upon a second occurrence at the same meet, the coach may be asked to leave the floor.

## **ATHLETES**

All athletes shall abide by Gymnastics Saskatchewan Code of Conduct, and shall take direction from team coaches, managers and the Chef de Mission as to activities, schedules, and curfews. Each athlete is responsible for his or her own equipment, uniform and other belongings.

Athletes are required to stay with the team at all times, and may not leave the team delegation without permission from the Chef de Mission, Team Manager and coaches.

Written parental permission must be received PRIOR to travel for an athlete to leave the team delegation to visit friends, family or for alternative travel arrangements. Only one request to leave the team delegation will be permitted per trip.

Athletes shall read and sign a Code of Conduct form annually, and shall be familiar with and follow conduct guidelines and rules as established by their coaches, Saskatchewan team coaches, managers and/or the Chef de Mission

## **JUDGES/OFFICIALS**

Officials and judges shall be considered part of the team delegation and shall travel with the team whenever feasible or possible. Team leaders and coaches shall offer to include officials and judges in team activities where feasible and possible.

## **PARENTS**

Parents and coaches bear the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by Gymnastics Saskatchewan.

Gymnastics Saskatchewan is not responsible to make arrangement for parents to travel or be accommodated with the team.

The Chef de Mission or Team Managers must receive written permission from the parent prior to the event in order to take their child away from the team. The Saskatchewan delegation will accommodate parents' requests as best as possible but discourages parents from asking to take their child before they are completely done competing.

Please observe the following:

- Athletes will sit as a team, eat as a team, travel as a team and observe the competition as a team whenever possible.
- Athletes will stay in the host hotel with members of their team. Athletes are generally housed 4 males per room or 4 females per room. Whenever possible, athletes are grouped with other athletes from their level in their room. With some of the younger athletes, an older athlete may be sharing a room with them, as seen fit by the designated Team Managers.

- Parents are not to spend time in athlete's hotel rooms and are asked to contact the team manager before coming to the room. It is permissible to meet with your child in the lobby of the hotel or dormitory. Please make those arrangements with the team manager so they know where your child is at all times.

When athletes are in the care of Gym Sask representatives, parents should respect the decisions made by the Chef de Mission, managers and coaches. The decisions made are in the best interest of all the children involved with the team.

Club coaches and parents are expected to provide athletes with resources and information on how to handle things such as time changes, hydration, meals and snacks, behavior, spending money, curfews and sleeping conditions.

**Parent to Parent** – It is important that parents are positive with each other. The parent to parent message is critical. Positive comments about the team, the coaches, your child and other children create a positive environment for everyone.

**Parents with Coaches** - Parents are expected to treat their coaches with respect. Please don't discuss issues in front of the gymnasts. You may request a face to face meeting via email and include the team manager on the email. Please wait 24 hours before initiating the contact with the coach in order to review your concerns and the concerns of your athlete. If you do not feel comfortable talking to the coach please contact the manager.

**Parents with Athletes** - Support of your gymnast is very important. Parents play a major part in this. Please compliment your gymnast when they do well but limit technical advice as this is the coach's responsibility. Ensure that your gymnast comes to the gym well nourished, well rested, with the appropriate equipment and gear and in good spirits. Encourage them to work hard and listen to their coach(es). Do not contradict the coach with instructions. Be positive and understand that a big part of your child's enjoyment of the season will be based on your comments and support.

In the case of injury, parents need to work together with their athlete, the coaches and health practitioners to ensure that the athlete's needs are met. Recommendations by health practitioners and coaches as to whether an injured athlete can or cannot compete or train needs to be supported by parents. Parents should also stay informed about which medications are considered banned substances and shall ensure coaches are aware of any medications being taken by the athlete. For a list of banned substances go to: [www.wada-ama.org](http://www.wada-ama.org)

## **UNIFORMS**

The official competition uniform for athletes, coaches, managers and others representing Saskatchewan is a provincial team (Gymnastics Saskatchewan) track suit, and for all athletes, also a provincial team body suit/singlet.

When using public transportation to/from provincial team events, and during events and competitions, athletes shall wear their Gymnastics Saskatchewan wind suit jacket.

## **FINANCIAL INFORMATION**

### **Expenses Associated with Provincial Team**

- Gym Sask may assist with some of the expenses involved with the provincial team athletes, to be determined for each event. Our general policy is that Gym Sask pays for 50% of the total team travel expense.
- Athletes will be required to have the designated uniform, costume, track suit and sport specific equipment. The costs will be the responsibility of the athlete's family.
- Cost of additional tours or sightseeing will be the responsibility of the athlete's family.
- While Gym Sask appreciates the additional financial costs for a gymnast to be on a provincial team there are not sufficient resources to fully fund all teams or assist all athletes.
- Though additional expenses are incurred in order to be a member of a Provincial Team it is important to recognize the value for the gymnast both in skill development and social development. The costs associated with participation in gymnastics are considerably lower than for many other sports.

### **Insurance for Athletes on a Provincial Team**

- Membership in a Saskatchewan gymnastics club registered with Gym Sask provides insurance for the gymnasts while they are participating in the event/competition. This insurance only covers gymnastics, and does not cover side trips.
- Families may wish to consider additional travel insurance for out of province and out of country events/competitions.

## **COMMUNICATION**

### **Prior to an Event/Competition**

- Travel bulletin and competition information will be sent out by the Operations Manager. Questions may be directed to [crussell@gymsask.com](mailto:crussell@gymsask.com).
- General information about each Team Sask athlete will be requested prior to travel (ie. dietary needs, medications, etc.) and kept by the Team Managers.
- The support of family and friends means a great deal to the athletes, coaches, managers and chaperones. Please be as informed as possible about the expectations and responsibilities of an athlete being on a Provincial Team so there are no last minute surprises or disappointments.

### **During the Event/Competition:**

- Families & friends are welcome to attend all of the events/competitions.
- Parents will be able to access the team manager or chaperone by cell phone, at all times.
- Chaperones will be able to respond to parent communication at a time that is appropriate and access the gymnast at a suitable time to speak to the parent, as needed.
- Athletes wishing to meet with parents/family during or after the competition must inform the Team Manager and may NOT go alone.

Gym Sask aims to make these events/competitions a healthy and positive experience for all of the athletes involved. Parent concerns are important and will be reviewed throughout the preparation and event, always striving to keep the parent informed about the well being of the gymnasts. Each gymnast is important to the team and as such will be treated as part of the team at all times.



## IN CONCLUSION

- The opportunity to be a member of a provincial team is open to all gymnasts who meet the qualification standards. All athletes selected to the team have demonstrated the necessary abilities required to meet the standards of that particular team. They are athletes who work hard at practice and are enthusiastic in all of the efforts put into their training.
- Those who support these athletes – the coaches, managers and officials are also people who have worked hard to attain a standard of excellence in their areas of leadership. They are chosen because they are people of character and integrity and are held to a high standard of conduct by Gym Sask. You can trust your children to be cared for by these caring individuals.
- As a member of the team your gymnasts will gain valuable experiences in both skill development and social development. They will participate in events that will take them to places across Canada, and on occasion outside of Canada. The growth gained from being part of a team is immense! Athletes learn empathy, caring, support, leadership, collegiality, respect, discipline and much more. They will have opportunities to experience independence and responsibility for themselves and for each other in a safe and supportive environment under the direction of the coaches and team managers. Many will go on to demonstrate these skills in their clubs, schools and communities – and may themselves become coaches who bring these same experiences into the lives of other young athletes!

**Go Team Saskatchewan!!**

## FORMS

Parents of Provincial Team Members will be required to sign the following forms and/or provide the following permissions:

- **Travel Release Form** – this form must be signed by parents and given to the Team Manager before an athlete is allowed to leave the team.
- **Medical Form** – this form provides the Coach and Team Manager with all relevant medical information such as allergies, known ailments, medications, etc.
- **PIPEDA** – this form will give Gym Sask permission to use your child's name and/or picture in media and/or website releases.
- **Athlete Contact Information** – this form provides Gym Sask with all of the athletes and parents contact information.

## **CODE OF CONDUCT**

Gymnastics Saskatchewan is established for the purpose of the positive development of the activity/sport of gymnastics and those who participate in it. To that end, all members of the Association must abide by the rules of ethical and sportsmanlike behavior. In order to maintain the privilege of membership in Gymnastics Saskatchewan, all members shall act in accordance with the Code of Conduct.

The Code of Conduct applies to all members of Gymnastics Saskatchewan when participating in and traveling to or from any activity sponsored or sanctioned by the Association. Clubs/organizations shall make the Code of Conduct and Risk Management policies available to their members by posting them in their facilities and circulating the written documents to their members. Clubs/organizations, club and provincial team coaches and team managers bear the responsibility for ensuring that their individual members are aware of and understand the provisions of the Code of Conduct. The club/organization bears the responsibility for ensuring that their individual members are aware of and are following the Code of Conduct, and for preparing the individual in such a way as to clearly delineate precisely what conduct is expected when participating in any program, event or competition sponsored or sanctioned by the Association.

### **Gymnastics Saskatchewan Code of Conduct**

#### **Definitions**

1. The following terms have these meanings in this Code:
  - a) *“Association”* – **Gymnastics Saskatchewan**
  - b) *“Individuals”* – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

#### **Purpose**

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

#### **Application of this Code**

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Association’s activities, the Association’s office environment, and any meetings.
4. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*.
6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association’s *Human Resources Policy* as well as the employee’s Employment Agreement, as applicable.

## Responsibilities

7. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, color, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
  - b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
    - a. Written or verbal abuse, threats, or outbursts
    - b. The display of visual material which is offensive or which one ought to know is offensive
    - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - d. Leering or other suggestive or obscene gestures
    - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
    - g. Any form of hazing
    - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
    - i. Unwelcome sexual flirtations, advances, requests, or invitations
    - j. Physical or sexual assault
    - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
    - l. Retaliation or threats of retaliation against an individual who reports harassment
  - c) Refrain from any behaviour that constitutes **workplace harassment or workplace violence**, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

### *Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination

- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

*Workplace Violence*

- ix. Verbal threats to attack a worker
  - x. Sending to or leaving threatening notes or emails
  - xi. Making threatening physical gestures
  - xii. Wielding a weapon
  - xiii. Hitting, pinching or unwanted touching which is not accidental
  - xiv. Blocking normal movement or physical interference, with or without the use of equipment
  - xv. Sexual violence
  - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Gymnastics Saskatchewan events
- i) Respect the property of others and not willfully cause damage
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) When driving a vehicle with an Individual:
- i. Not Have his or her license suspended
  - ii. Be under the influence of alcohol, illegal drugs or substances

iii. Have valid car insurance

- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

### **Board/Committee Members**

8. In addition to section 7 (above), Association's Directors and Committee Members will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
  - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position
  - g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Respect the decisions of the majority and resign if unable to do so
  - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - l) Have a thorough knowledge and understanding of all Association governance documents
  - m) Conform to the bylaws and policies approved by Association

### **Coaches**

9. In addition to section 7 (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 power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- a) 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
  - b) 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
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
  - d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
  - e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - g) Act in the best interest of the athlete's development as a whole person
  - h) Comply with the Association's *Screening Policy*

- i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Do not recruit athletes from other clubs/organizations; respect athletes who are members of other clubs/organizations 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
- l) Dress professionally, neatly, and inoffensively
- m) Use inoffensive language, taking into account the audience being addressed
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) 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
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

### **Athletes**

In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
- g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

10. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or the Association
- g) Act openly, impartially, professionally, lawfully, and in good faith

- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

11. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach
- f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or staffs' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators