GYMNASTICS SASKATCHEWAN POLICIES AND PROCEDURES

OPERATIONAL POLICY MANUAL – UPDATE APRIL 1, 2021

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CATEGORY 1. ADMINISTRATION

SECTION 1. INTRODUCTION

Gymnastics Saskatchewan

Gymnastics Saskatchewan is the provincial sport body which governs artistic gymnastics, rhythmic gymnastics, trampoline gymnastics and acrobatic gymnastics sports in the province of Saskatchewan. We were incorporated in 1975 and are active members of Sask Sport and Gymnastics Canada.

Our Vision

"Empower and inspire champions".

Our Mission

Gymnastics Saskatchewan provides high-quality, safe, inclusive and positive opportunities for the growth, development and enjoyment of gymnastics in Saskatchewan.

Our Core Values

Gymnastics Saskatchewan actively pursues opportunities for qualifying gymnasts to represent Saskatchewan at competitions and looks for ways to enable gymnasts to achieve their fullest potential.

Respect	We respect everyone's ideas, contributions and hard work to facilitate an environment that all members are proud of.
Integrity	We are honest, trustworthy and ethical.
Transparency	We share information, experiences, successes and failures openly to learn and grow our community.
Innovation	We ask questions, investigate ideas and believe that anything is possible.
Collaboration	We seek connections, start conversations, build relationships, and we collaborate with our gymnastics community.
Inclusion	We are welcoming. Gymnastics has a place for everyone.

Celebration We recognize and value the contributions of our current and former members. We make sure our participants feel appreciated and valued.

Joy We use our drive and commitment to energize, engage and inspire. Passion is at the heart of our organization. Learning to flip and fly brings joy to the mind, body and soul.

POLICIES AND PROCEDURES MANUAL

The Policy Manual of Gymnastics Saskatchewan is designed to provide the Board of Directors, staff, committees, sub-committees, members and member clubs with detailed policies and procedures that govern and direct the operations of Gymnastics Saskatchewan. The objective of these policies is to provide clear definition of the rules and regulations pertaining to Gymnastics Saskatchewan's programs, structure and function. The Policy Manual also serves as a communication tool for our elected and appointed officials, staff, and members. The CEO and staff of Gymnastics Saskatchewan are responsible for the development and implementation of all operational policies for Gymnastics Saskatchewan.

PROVINCIAL GOVERNMENT

Gymnastics Saskatchewan may, as required or requested, communicate with and be the official representative for the sport of gymnastics, trampoline and tumbling, rhythmic gymnastics and sport acrobatics to the appropriate provincial government department responsible for sport and recreation.

SASK SPORT INC.

Gymnastics Saskatchewan shall be affiliated with Sask Sport Inc., and subject to the rules and regulations of that body as applicable. Sask Sport Inc. is a non-profit, non-governmental organization representing amateur sport in Saskatchewan. Gymnastics Saskatchewan is a member of Sask Sport Inc. with full voting privileges.

SASK LOTTERIES TRUST FUND

The Sask Lotteries Trust Fund is a fund administered by an elected Board of Directors, representing sport, culture and recreation groups across Saskatchewan. Sask Lotteries funds sport, culture and recreation groups and organizations, including Gymnastics Saskatchewan.

SASKATCHEWAN SPORTS HALL OF FAME AND MUSEUM

The Sask Sports Hall of Fame is a non-profit organization whose purpose is to recognize the achievements of outstanding Saskatchewan amateur sport figures, and to maintain archives and history of sport in Saskatchewan. Gymnastics Saskatchewan is an active member of the Hall of Fame.

COACHES ASSOCIATION OF SASKATCHEWAN

The Coaches Association of Saskatchewan is a non-profit organization which works in the development of coaches and leaders in sport in Saskatchewan. Gymnastics Saskatchewan is an associate member of the Coaches Association of Saskatchewan.

ADMINISTRATION CENTRE FOR SPORT, CULTURE AND RECREATION

The Administration Centre was developed to provide provincial recreation, culture and sport organizations with office space, mailing and other administrative services. The Administration Centre is run by a Board of Directors and staff made up of representatives of sport, culture and recreation groups. Gymnastics Saskatchewan is a member of this organization.

GYMNASTICS CANADA GYMNASTIQUE

Gymnastics Saskatchewan is affiliated and under the jurisdiction of Gymnastics Canada Gymnastique and subject to the rules and regulations of that body as applicable. Gymnastics Canada is the national federation responsible for the sport of gymnastics in Canada, under the auspices of the Federal Government and Sport Canada. Each provincial association in Canada is a voting member of Gymnastics Canada.

SECTION 2. GOVERNANCE

GENERAL

- Gymnastics Saskatchewan operates under the guidelines of the John Carver model of governance.
- Our governance model delegates responsibility and accountability for performance results.
- Our governance model leaves volunteers and paid staff free to utilize the means they believe best so long as those means are within the operating values and policies of the organization.
- We value diversity and dialogue within a team framework. This involves commitment to a consultative approach, free-flowing dialogue, decision-making by responsible individuals, and working together to implement decisions.
- We believe in a team approach. We expect all team members to show leadership and professionalism in their respective areas of expertise. We believe in a working partnership with our members and with each other.
- We value learning and believe we should always be trying to learn and develop our abilities.
- While we strive to respond quickly to our members' needs, we prefer to anticipate their needs and plan to meet those needs, so we are ready for action when they call upon us.
- We believe we can always do things better, and so constantly search for better ways of performing.
- Our working standard is the same as that for our athletes trying to achieve excellence in their pursuits.

- We expect our team and our organization to work within our values and policy/procedures framework with a focus on and commitment to the achievement of the organization's mission, vision and goals.

- This organization is a mixed volunteer-paid staff organization that values the contributions of both volunteers and paid staff equally. We welcome the contributions of both volunteers and paid staff, and in agreeing to serve in their respective capacities, we expect a firm commitment to performing the responsibilities accepted and achieving the approved goals.

- Volunteers and paid staff can expect the organization to: provide clear and concise outlines of responsibilities, goal expectations and authority limitations; allow them to define the most efficient and effective means of achieving the approved goals as long as the means are within the organization's mission, vision, values, policies and procedures; monitor and provide feedback on their performance and progress towards the achievement of the approved goals; consult on matters that may affect their responsibilities and their progress toward the achievement of the approved goals; recognize and reward their performance on the basis of their achievement of the approved goals.

AUTHORITY OF THE BOARD OF DIRECTORS

The Board of Directors has the powers of Gymnastics Saskatchewan and may delegate its powers, duties, function without limiting the generality of the foregoing:

The Board of Directors may make policies, procedures and regulations for managing the affairs of Gymnastics Saskatchewan in accordance with the Act and the Bylaws.

The Board of Directors may make policies, procedures and regulations relating to the management of disputes and discipline of members and the Board of Directors and/or their designated committee shall have authority to manage disputes and discipline members accordingly.

The Board of Directors will establish the vision, mission, values and strategic direction of the Corporation.

The Board of Directors may establish permanent committees or temporary committees to assist in performing the work of Gymnastics Saskatchewan and may delegate authority to these committees.

The Board of Directors shall employ a Chief Executive Officer (CEO) who, together with volunteers and staff, shall implement the goals and objectives of the Board of Directors. The Board of Directors may delegate its authority to the CEO. The CEO may employ such persons as required to carry out the mission and work of Gymnastics Saskatchewan.

RESPONSIBILITIES OF THE BOARD

The responsibilities and work of the board and CEO are outlined in the board Governance Policies, established by the Board of Directors. The Board of Directors is responsible for the establishment and maintenance of the Governance Policies and Executive Limitations.

OPERATIONAL ASSEMBLIES AND COMMITTEES

Technical Assemblies for each active discipline (Gymnastics For All, Women's Artistic, Men's Artistic, Rhythmic, Trampoline & Tumbling, Acrobatics) shall be held annually in conjunction with the Annual General Meeting.

Assemblies shall be composed of the following club delegates:

GYMNASTICS FOR ALL ASSEMBLY

1 to 50 registered recreational and performance members shall have one delegate
51 to 100 registered recreational and performance members shall have two delegates
101 or more registered recreational and performance members shall have three delegates

WOMEN'S, MEN'S, RHYTHMIC, ACROBATIC, AND TRAMPOLINE & TUMBLING ASSEMBLIES

1 to 50 registered interclub and competitive athletes shall have one delegate
51 to 100 registered interclub and competitive athletes shall have two delegates
101 or more registered interclub and competitive athletes shall have three delegates

Operational committees may be established by the CEO to carry out the mission, goals, objectives and programs of Gymnastics Saskatchewan. Operational Committees are accountable and report to Gymnastics Saskatchewan staff, who act as Chairs for their assigned committees. Operational Committees shall, under the direction, guidance and leadership of Gymnastics Saskatchewan staff, develop recommendations regarding programs, policies, technical rules and regulations as required or requested.

Each Operational Committee will have terms of reference including such things as: eligibility, role, meeting protocols, etc. These terms of reference will be the responsibility of Gymnastics Saskatchewan staff to develop, monitor and promote.

The Chairperson of each Operational Committee may invite additional non-voting members to attend meetings.

TECHNICAL COMMITTEE NOMINATION/ELECTION PROCESS

Applications for positions should be submitted complete with a brief C.V./resume.

Elected positions will be voted on at the AGM Technical Assemblies by the club delegates present. Voting will be by ballot, with the Chair also casting a vote. Election process will follow Roberts Rules of Order. In the case of a tie, balloting continues until a candidate emerges with the majority, or there is a withdrawal.

Appointed positions will be named by the CEO by August 31 annually.

In the event that an elected or appointed member resigns before their term is complete, their position may be filled by appointment by the CEO until the position's next election or appointment date. Positions can remain vacant.

COMMITTEE MEMBERSHIP

All elected and appointed committee members (with the exception of the Chair) shall serve two-year (alternating) terms. All committee members are voting members.

GYMNASTICS FOR ALL COMMITTEE

Chairperson	Gym Sask staff
Three (3) Members at Large	Appointed
Two (2) Members at Large	Elected

WOMEN'S ARTISTIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
High Performance Coach/Consultant	Appointed
1 Judging Chairperson	Appointed
Two (2) Members at Large	Appointed
Two (2) Members at Large	Elected

MEN'S ARTISTIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
High Performance Coach/Consultant	Appointed
Two (2) Members at Large	Appointed
One (1) Member at Large	Elected

RHYTHMIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
Three (3) Members at Large	Appointed
One (1) Member at Large	Elected

TRAMPOLINE GYMNASTICS TECHNICAL COMMITTEE

Chairperson	1 Gym Sask staff
High Performance Coach/Consultant	Appointed
1 Judging Chairperson	Appointed
One (1) Member at Large	Appointed
Two (2) Members at Large	Elected

ACROBATIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	1 Gym Sask staff
Three (3) Members at Large	Appointed

HIGH PERFORMANCE COMMITTEES (per discipline)

Chief Executive Officer (Chair)
Technical staff/Chair per discipline
Judging Chairperson per discipline or 1 independent judge selected by Chair
High Performance Coach/Consultant per discipline

ROLES

The role of the **Gymnastics For All Committee** is to provide input, advice and information to Gymnastics Saskatchewan management staff regarding the needs and interests for General Gymnastics participants, coaches and clubs involved in Active Start, Recreational, Gymnaestrada, Performance and Targeted Programming.

The role of each **Technical Committee** is to provide input, advice and information to Gymnastics Saskatchewan management staff regarding the needs and interests of each discipline and to assist staff in the short and long term planning, growth, development and implementation of pre-competitive and competitive programs for athletes, coaches, officials and clubs.

The role of a **High-Performance Committee** member is to provide input, advice and assist the Gymnastics Saskatchewan management staff regarding the development and support of our High Performance athletes, coaches, officials and clubs. This committee has the responsibility and authority to ratify and approve petitions and team selections.

All committee members are expected to review and recommend rules and regulations to ensure they are consistent with the goals and values of Gymnastics Saskatchewan, aligned with Gymnastics Canada and the Federation International Gymnastique (FIG) when possible and aim to uphold the principles of Long Term Athlete Development.

QUORUM

Quorum for all committee meetings consists of the Chairperson and two other members.

Meetings will be held at minimum twice per year and if necessary, by conference call or electronic means/electronic voting if required.

Meeting minutes shall be taken and circulated to all committee members and to the CEO.

QUALIFICATIONS

All committee members shall be members in good standing of Gymnastics Saskatchewan.
Candidates for membership on a committee shall be familiar with the committee's terms of reference, informed and supportive of Gymnastics Saskatchewan's vision, mission, values and long-term plans, and have experience in operational programming and implementation.

SECTION 3. FINANCIAL PROCEDURES

INTRODUCTION

An effective financial management system is a key element to the continued successful operations of an organization. A financial management system provides a foundation for stability and accountability. The Board of Directors and the CEO of Gymnastics Saskatchewan are responsible for effective financial management.

BUDGET

Budgeting is a financial plan for one or more years which specifies how much the organization will receive and how much it will spend.

The Board of Directors of Gymnastics Saskatchewan shall approve all annual budgets.

FINANCIAL CONTROLS AND PROCEDURES

Cheques and payment forms shall be signed and approved by two of the established signing officers of Gymnastics Saskatchewan.
Signing officers shall be bonded with bonding premiums paid by Gymnastics Saskatchewan.
All revenues, cheques or cash shall be receipted when received.
Expenses shall only be paid out for written invoices, signed expense claim forms, or as otherwise approved by the CEO.

FINANCIAL RECORD KEEPING & REPORTING

The Operations Manager is responsible for financial record keeping.

Quarterly financial statements and a balance sheet shall be prepared by the staff and circulated to the Board of Directors for their information and approval. The balance sheet shall detail all assets and liabilities. The financial statement shall itemize revenue and expense categories and provide a net income or loss figure to the end of the month. An audited statement shall be prepared at fiscal year-end for presentation to the membership at the next Annual General Meeting.

INVESTMENTS AND SURPLUS

Gymnastics Saskatchewan shall endeavor to carry an ongoing surplus of one year's operating expense to provide for the continuation of programs, services and staffing.

FISCAL YEAR

The fiscal year for Gymnastics Saskatchewan shall be from September 1 to August 31.

EXPENSE CLAIMS

The reimbursement rates, for individuals approved to conduct Gymnastics Saskatchewan business shall be established annually by the CEO.

Individuals or clubs requesting reimbursement for Gymnastics Saskatchewan approved business must submit a signed and dated expense claim form with receipts for travel and accommodation (or other) attached. Meal receipts for per diems are not required.

3.1 ANNUAL FUNDING AND OTHER GRANTS

Gymnastics Saskatchewan receives annual grants from the Saskatchewan Lotteries Trust Fund for administrative and program expenditures established by the Sask Sport Funding Committee. The CEO and staff are responsible for the preparation of the annual Sport Profile and applicable grant follow-up reports and submissions to Sask Sport.

MEMBERSHIP ASSISTANCE PROGRAM (MAP)

Gymnastics Saskatchewan Membership Assistance Program (MAP) Grants are made available to member clubs in good standing through a grant from Sask Sport and the Saskatchewan Lotteries Trust Fund. The Saskatchewan Lotteries Trust Fund provides MAP grants to Provincial Sport Governing Bodies from revenues derived from the sales of lottery tickets in the province.

The purpose of MAP grants is to provide direct financial assistance to our member clubs so that they may operate programs which will promote membership in their clubs and Gymnastics Saskatchewan, encourage participation in gymnastics, and provide competition, training and upgrading opportunities for coaches, judges, and athletes.

MAP grant amounts are allocated to Gymnastics Saskatchewan based on a formula which includes our total number of individual members, membership revenue, active coaches, active officials and district representation. MAP grant amounts paid by Sask Lotteries to Gymnastics Saskatchewan fluctuate annually based on our numbers as stated above.

All gymnastics clubs who are members in good standing of Gymnastics Saskatchewan and have registered all their individual members are eligible to apply for MAP Grants.

ELIGIBILITY

MAP funds will be made available to Gym Sask clubs who are current members in good standing of Gymnastics Saskatchewan who also meet the following criteria:

- Have submitted the required Gymnastics Saskatchewan membership forms and fees for their club and have registered and paid for all their individual members by the registration deadline of May 15th.
- Have submitted the required spending plan and follow-up documentation by the established deadlines.
- For clubs to receive MAP Grant support, approved projects must take place within Gymnastics Saskatchewan's current fiscal year AND between September 1 and June 12. Retroactive funding

or pre-funding for projects that take place outside of Gymnastics Saskatchewan's fiscal year and/or outside of the September 1 – June 12 eligibility period, are not permitted.

- Eligible and ineligible expenses to be used as part of the application process can be accessed via the program document distributed to each club prior to the application deadline annually as well as accessible via the Gym Sask website.

PRIORITIES AND FUNDING AMOUNTS

Gymnastics Saskatchewan has identified the following priorities for MAP funding:

1. Hosting costs for Provincial Championships
2. Hosting costs for other provincially sanctioned competitions and events
3. Purchase of gymnastics equipment
4. Coach wages
5. Facility rental for athlete training, coach, official's workshops and/or clinics

APPLICATION AND APPROVAL PROCESS

Clubs may apply for both a hosting initiative and other projects grants.

HOSTING INITIATIVES

Clubs must apply on a Spending Plan, by December 1st, outlining the projected budget for hosting Provincial Championships and/or other provincially sanctioned competitions hosted by the club.

Priorities for Hosting Initiatives are as follows:

1. Provincial Championships facility rental and other hosting costs.
2. Outside facility rental costs for clubs hosting designated Provincial events.
3. Outside facility rental costs for clubs hosting invitational events.
4. Costs for invitational events held in a home club's facility.

OTHER PROJECTS

Each club's maximum eligible MAP funding for other projects will be determined by Gymnastics Saskatchewan as per the formula below, and sent to all clubs after the May 15th membership registration deadline.

The eligible amount is based on each club's total membership numbers, and the total membership fees paid to Gym Sask as of May 15th of each year, using the following criteria:

(club's % of total Gym Sask members x 50% grant fund) + (club's % of total Gym Sask membership fees x 50% grant fund) divided by the total Gym Sask MAP "Other Projects" fund = club MAP grant

Each member club in good standing with Gymnastics Saskatchewan may then apply for MAP funding up to or more than their eligible amount, on the MAP Spending Plan form. Spending Plan/application deadline is May 30th.

As of June 1st, unused/unclaimed club MAP allocations will be redistributed to clubs who submitted spending plans, using the same formula. Follow-up reports must be submitted with actual receipts (minimum in the amount of the MAP Grant) for allowable expenditures by May 15th for hosting initiatives and by June 12th for all other projects.

ATHLETE GRANTS AND TEAM TRAVEL SUBSIDIES

Gymnastics Saskatchewan's Athlete Assistance Program (AAP) Grants and Sask Sport's Future Best Grants are designed to assist our top elite athletes with training and travel expenses.

Athlete Assistance Program Grant recipients and amounts are selected based on the following priorities.

PRIORITY	CATEGORY	FUNDING LEVEL
PRIORITY 1	Senior National Team members & Sport Canada carded athletes	$ 6,000.00
PRIORITY 2	Senior National Team members non-carded or non-Olympic sport	$ 3,000.00
PRIORITY 3	Junior National Team members	$ 2,000.00
PRIORITY 4	Age Group, Espoir or Youth National Team members	$ 1,500.00
PRIORITY 5	Senior or Junior athletes placing in top 15 event or AA at the most recent Canadians	$ 1,000.00
PRIORITY 6	WAG Novice HP, JO 10; TG Level 5 & 6; RG Senior & Junior Open, Novice - Athletes placing in the top 10 event or AA at the most recent Canadians. MAG Elite 4 - athletes placing in the top 6 event or AA at the most recent Westerns	$ 450.00

Future Best grants are awarded by the Sask Sport Future Best Committee. Gymnastics Saskatchewan will nominate those HP athletes eligible to apply for a Future Best grant.

All athletes receiving AAP and/or Future Best funding from Gymnastics Saskatchewan must be registered members of a Saskatchewan club in good standing and compete for Saskatchewan in all provincial and club team competitions for which they are selected or return grant money to Gymnastics Saskatchewan.

Athletes receiving AAP or FB grants are required to submit follow-up reports and actual receipts which total (minimum) the amount of their approved grants. Allowable expenditures include training, travel and competition costs, tuition and books, equipment, living costs, or lost wages.

Subsidies for provincial team/Sask First athlete and coach travel for training camps and competitions are allocated by the CEO and Technical staff within the constraints of the annual operating budget.

Non- resident athletes may not access grants, team travel subsidies or other financial support, and may not take the place of a Saskatchewan athlete in team selection, awards or other competitive opportunities, unless they can demonstrate that they are a product of the Saskatchewan sports system and provide evidence that a significant portion of their gymnastics development occurred while a primary resident of Saskatchewan.

HOSTING GRANTS

Gymnastics Saskatchewan has access to two Sask Sport Hosting Grants each year - Regional Hosting Grants for an event involving three or more provinces and National Hosting Grants, for a national event involving six or more provinces. The first priority for hosting grant applications shall be for Western and National events sponsored by Gymnastics Saskatchewan and hosted by either Gymnastics Saskatchewan or its official approved host club or organization. Clubs hosting large meets may make application to Gymnastics Saskatchewan for a Sask Sport Hosting Grant, however, will only be given consideration if Gymnastics Saskatchewan does not require the funds.

Clubs/organizations receiving a Sask Sport Lotteries hosting grant must fulfill all of the hosting obligations outlined in the application as well as implement a Lotteries Promotional Program.

CLUB GRANTS

Gymnastics Saskatchewan may, as deemed necessary or acceptable, allocate grants to clubs for a variety of programs or projects as established by the CEO in an annual budget or for a special circumstance. Clubs approved to receive grant funds must comply with required reporting procedures (receipts, reports, descriptions) prior to receiving funding.

TARGET GROUP INITIATIVES

Clubs and outside organizations who have the desire and opportunity to provide gymnastics programs for diverse population groups such as youth at risk, individuals with cognitive or physical challenges, aboriginal and indigenous peoples, racial and ethnic minorities and other target group populations may contact Gymnastics Saskatchewan for funding assistance. All groups receiving funding must be or become members of Gymnastics Saskatchewan either through an Associate Membership or as individual members through an affiliated club.

Funding for Target Group Programs will be allocated by Gymnastics Saskatchewan based on a number of factors: the number of applications received, the number of participants in each program, the duration of the program and the funding requested and available.

"GYMNASTS FIRST" FUNDING PROGRAM

This Gymnastics Saskatchewan grant funding program is to assist competitive gymnasts of families facing financial obstacles to participate in gymnastics at provincial, national and high-performance levels. The goal of the "Gymnasts First" program is to provide these children and families with increased opportunities to achieve their goals and dreams reaching their fullest potential and representing Saskatchewan and Canada on provincial and national teams.

Individual grants of varying amounts, depending on need, are available for gymnasts aged 21 and under. Applications will be screened by a committee to ensure the financial need and legitimacy of the applicant.

ELIGIBILITY

Gymnasts ages 21 years and under are eligible to be considered for financial support.
Gymnasts must be registered members in good standing with their club and with Gymnastics Saskatchewan. Gymnasts must be currently competing in the National or Provincial Stream categories in Saskatchewan.

GRANT CRITERIA

Gymnasts will be funded based their financial need in relation to the cost of annual training and competition, and their competition level and performance results.

Priority will be given to gymnasts who:

1. Competed at the national level (i.e. attended Canadian Championships, Elite Canada, and/or Canada Games) in the year prior to the application.
2. Competed at the western level (i.e. attended Western Championships as a Team Sask member) in the year prior to the application.
3. Competed at the provincial level (i.e. attended Provincial Championships) in the year prior to the application)

All other gymnasts are asked to contact KidSport or JumpStart if they are in need of financial assistance.

ALLOWABLE EXPENDITURES

Funding may be used for the following expenditures:

- Club training fees/coaching fees
- Travel costs to competitions and/or training camps
- Purchase of uniforms and personal equipment

APPLICATIONS AND APPROVAL

Applications will be accepted once annually – deadline for applications is October 1st each year. Gymnastics Saskatchewan will issue funds directly to the gymnast/family, or to the gymnast's home club if requested. Actual receipts must be provided for all expenditures. Any unused funds must be returned to Gymnastics Saskatchewan.

COACH MENTORSHIP GRANTS

Coach mentorship program grants are intended to provide member coaches with the opportunity to learn from an experienced mentor coach to improve the quality of gymnastics within their own club and within the Province.

ELIGIBILITY:

The applicant must be currently employed with a Saskatchewan club and be a member in good standing with Gymnastics Saskatchewan and their local club. Applicants who have no direct contact with more experienced coaches and have limited resources within their club or sport district will take precedence.

PRIORITY ORDER FOR FUNDING:

1. Rationale for mentorship request
2. Commitment to the mentorship program and future coaching intentions
3. Distance from a large gymnastics club
4. NCCP courses completed

QUALIFYING EXPENSES:

- The Mentor coach will receive honorarium/hour during the visit(s)
- Travel expenses (based on gas receipts) will be paid to the Mentor coach or the applicant (depending on who is traveling)
- Photo copying of resources supplied by the Mentor coach (copying will be completed by Gym Sask)

MENTOR COACH RESPONSIBLITIES:

- Have a preliminary phone conversation with the applicant to discuss what the applicant would like to learn from the mentor coach
- Plan learning opportunities and provide resources to the applicant
- Share his/her expertise and help the applicant grow as a coach
- Ensure the applicant has a positive and beneficial learning experience

PROCESS FOR FUNDING:

Gymnastics Saskatchewan must receive the completed Mentorship Program Application Form by October 31st. Mentorship opportunities must take place between November 1st and June 30th. Gymnastics Saskatchewan will review the submitted applications. Eligible applications will be organized according to the described priority order for funding. Applications that do not meet the criteria or are incomplete will be removed and the applicant will be informed in writing of the application denial.

Gymnastics Saskatchewan will determine the funding amount and details of the mentorship opportunity based on budget allocations, the number of applicants, availability of the Mentor coach and applicant and the amount of travel required. Post Event Reports and expense forms must be submitted after each Mentorship activity. All reports and expense forms must be received by June 30th.

SECTION 4. STAFFING

QUALIFICATIONS

Opportunity for employment will be open to any person who on the basis of education, training, experience, general knowledge and merit can present satisfactory evidence of being qualified for the position applied for. Applicants will be considered without regard to race, color, sex, sexual orientation or religion.

ADVERTISING/HIRING PROCEDURES

When a staff vacancy occurs for a permanent full-time position, the CEO will advertise the position(s) through the electronic or print media or other suitable avenues.

Candidates for the CEO position will be interviewed by the Chairman of the Board and the board's designated hiring committee. The committee will bring forth a recommendation of a selected candidate to the Board of Directors for approval.

Candidates for all other staff positions will be interviewed and appointed by the CEO and/or his/her designate.

PROBATIONARY WORK PERIOD

The first three months of employment will be considered as a probationary work period for all new employees, with no notice required by either party for termination of employment. Before the end of the probationary period, each employee will be evaluated on his/her performance to determine his/her suitability for continued employment.

SALARIES AND CONTRACTS

All permanent full and part-time employees shall be paid through the Administration Centre's payroll department.

Salary grids for all positions will be established and reviewed by the CEO at minimum once every two years. CEO salary and benefits shall be established by the Board of Directors.

Leave with pay will be granted to all staff for all statutory holidays and any added civic or national holidays so proclaimed. When any statutory holiday falls on an employee's day off, day of rest, or during his/her vacation, an alternate day will be granted.

Employees, after 1 year's continuous service, will be granted three (3) weeks' vacation with pay. Vacation leave will be as per Saskatchewan Labour Laws, unless additional vacation leave is specified in employment contracts. Any new employee not having a year of service to the commencement of the holiday period will be allowed holidays or holiday pay at the rate of 1 + 1/4 working days for each completed month of service.

For the purpose of computing annual holidays, the individual's employment anniversary date will be utilized. An employee leaving the service of the Gymnastics Saskatchewan will be entitled to payment for the balance of all unused vacation credits.

Vacation time will be taken at a time mutually agreeable to both the employee and Gymnastics Saskatchewan. Vacation requests for all employees will come to the CEO for approval.

SICK LEAVE

All permanent employees will accumulate sick leave credit at the rate of 1 1/4 days per month (15 working days per year).

All unused sick leave credits may accumulate to a maximum of 30 days for the duration of the individual's employment, unless otherwise specified in an employment contract.
No remuneration will be paid on retirement or termination of employment for sick leave credits accumulated.

WORKING HOURS AND OVERTIME

Staff members will not be granted financial compensation for overtime. Time off in lieu of overtime may be granted to staff by the CEO.

Professional staff will work flexible hours, with their time off being at times so as not to inconvenience or disrupt the operations of Gymnastics Saskatchewan. Generally, 37 hours of work per week will constitute a regular full-time workweek.

LEAVE OF ABSENCE

Leave of absence for maternity, paternity, or adoption leave will be as per Saskatchewan Labor Laws.

After 24 months continuous service, additional unpaid and/or educational leave may be granted with mutual consent, at the discretion of the Board of Directors for the CEO, or by the CEO for all other staff.

COMPASSIONATE LEAVE

An employee will be granted a minimum of 3 working days leave with pay when there is a death in the immediate family. Additional leave may be requested.

WORKER'S COMPENSATION/INSURANCE

All permanent employees will be covered by Worker's Compensation and Gymnastics Saskatchewan insurance policies.

BENEFITS - GROUP INSURANCE, RSP CONTRIBUTIONS

All permanent employees who are employed for 20 hours or more per week, paid through the Administration Center's payroll department, are required to participate in Sask Sport's Group Insurance Program, with premium costs shared by employee/employer 1/3 - 2/3 respectively. Coverage takes effect after three months of continuous employment.

Gymnastics Saskatchewan shall contribute to an RSP based on the employee's gross salary, to a retirement fund of the employee's choice. Payments for such shall be made on a monthly basis via the Admin Centre payroll services.

Effective September 1, 2017, the contribution amount is a percentage of the employee's base annual salary according to the following chart. This policy applies unless an alternative agreement is stipulated in the employee's contract.

Year 1	Year 2	Year 3	Year 4 onwards
Contribution based on 4% of the employee's base salary	Contribution based on 5% of the employee's base salary	Contribution based on 6% of the employee's base salary	Contribution based on 7% of the employee's base salary

LONG TERM DISABILITY COVERAGE

Permanent employees who become disabled prior to 1 full year of service will be required to pay/cover both the employee and employer portion of the ongoing monthly group insurance premium. After 1 full year of employment, Gymnastics Saskatchewan will continue to cover 2/3 share of the benefits premium for a limited period to equal the employee's years of service, prorated for a partial year, to a maximum of 5 years.

PERFORMANCE EVALUATIONS

Each employee will be evaluated annually in a manner established by the CEO. Such evaluation will be made available to the employee.

The CEO will be evaluated by the Board of Directors in a manner decided by the Board of Directors.

PERSONNEL RECORDS

The CEO will set up and maintain adequate personnel records for all employees and will include information such as resume, date of hiring, sick leave, vacation leave, evaluations, and all other related materials. Information will be made available to the employee as requested.

GRIEVANCES

In the event an employee has a grievance regarding his/her working conditions, employment situation or relationships, the grievance is to be discussed first with the appropriate supervisor and the CEO. The CEO will take any non-resolvable grievance to the Board of Directors for consultation and decision.

TERMINATION

Termination notice for all employees will be as per Saskatchewan Labour Laws, unless additional termination notice/procedure has been specified in individual employment contracts.

SECTION 5. COACHING

JURISDICTION

NCCP programs are under the jurisdiction of Gymnastics Saskatchewan in cooperation with Gymnastics Canada, the Coaches Association of Saskatchewan, Coaching Association of Canada, and Saskatchewan District Sport Councils. All NCCP clinics and practical certification are under the jurisdiction of Gymnastics Saskatchewan and must be arranged through the Gymnastics Saskatchewan office. NCCP Theory Clinics for Competition Development are arranged through the Coaches Association of Saskatchewan (CAS).

5.1 CERTIFICATION POLICIES

The NCCP Program offers a variety of levels of training and education for coaches.

All member coaches must hold the appropriate level of certification related to his/her functions as presented in the **Gymnastics Saskatchewan Coach Technical Manual.**

Required Online Course for Member Coaches:
RIS = Respect in Sport
All coaches who are at least 13 years old are required to complete the Respect in Sport (RIS) online program designed and implemented by Gymnastics Canada. The RIS is a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying.

MED = Making Ethical Decisions
All certified coaches are required to complete the MED online exam. This exam helps coaches identify the legal, ethical and moral implications of situations that present themselves in the world of individual and team sport.

5.2 GENERAL POLICIES

- All clubs offering exclusively recreational or non-competitive/performance programs wishing to become members of Gymnastics Saskatchewan must retain the services of a Head Coach with a minimum NCCP Gymnastics Foundations or Level 1 Certification.

- All clubs offering competitive programs wishing to become affiliated with Gymnastics Saskatchewan must retain the services of a Head Coach with a minimum Level 2 certification (Technical, Theory and Practical) or Competition 1 Certified.

- All coaches participating in any sanctioned competition held in Saskatchewan must be minimum NCCP Level 2 Technical or Competition 1 trained. Coaches participating in Performance or Pre-Competitive events must be certified NCCP Gymnastics Foundations (or Level 1) or higher.

- All coaches participating in Saskatchewan Championships, Trials, or Provincial Selection/Qualifying Meets must be Certified Level 2 or Competition 1 Certified. Exemptions will be granted for one Saskatchewan Championship.

- Coaches 14 years and younger are encouraged to complete the Gym Canada Pre-CIT program. Coaches are permitted to attend and receive credit for Gymnastics Foundations courses when they are 15 years old. Certification cannot be obtained until the coach turns 16 years of age.

- An adult (age 18 or over, no certification required) must be present in the gym at all times, while classes are being held, when there are no coaches of legal age.

- Coaches not meeting the requirements must be working under the supervision of a coach with the appropriate certification.

- If a coach cannot meet the required certification, a request for an exemption detailing the timeline for certification may be submitted in writing to Gymnastics Saskatchewan. This does not guarantee an exemption will be granted.

NCCP CLINIC HOSTING, FEES AND SCHEDULING

Gymnastics Saskatchewan may organize and schedule NCCP clinics and coach education workshops when and where interest warrants. Clubs will be paid for use of their facilities as follows: $150 for the first 8 hours or one day course, $300 for a two-day course, $500 for a three + day course.

A minimum of eight participants to certify is required or courses may be cancelled.

Clubs may submit a request to Gymnastics Saskatchewan to organize clinics in their area or in their club. All clinics shall be open to any interested coach who is a member in good standing of Gymnastics Saskatchewan or another provincial association.

Course fees and resource manual costs for all courses shall be established annually.

COACH DEVELOPERS

Coaches wishing to become Coach Developers for any national certification program may make application to Gymnastics Saskatchewan when called for. Applicants will be screened, and the request will be forwarded to the appropriate Gymnastics Saskatchewan and/or Gymnastics Canada committee for final decision. Coach Developers must be a minimum of 21 years of age.

Coach Developers shall be assigned to conduct provincial NCCP clinics and evaluations by Gymnastics Saskatchewan based on availability and upgrading requirements.

NCCP Learning Facilitators shall be paid $35.00 -$37.00 per hour for conducting courses (course conducting hours to include preparation time) as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

NCCP Coach Evaluators shall be paid $35.00 - $45.00 per hour for reviewing and evaluating coach evaluation materials as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

NCCP Master Coach Developers shall be paid $40.00 per hour for conducting courses (course conducting hours to include preparation time) as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

Coach Developers shall be responsible for all preparation, teaching, returning required forms and documentation to the office and for the marking of workbooks as assigned/designated.

COACHES AT COMPETITIONS

All coaches on the floor must have the appropriate certification or Gymnastics Saskatchewan authorized temporary coaching exemption, as defined in the coaching policies, at all sanctioned meets in Saskatchewan, invitational meets, regional and provincial trials and any other competitions. If the coach does not meet the required expectation for certification than the coach will be removed from the floor.

Coaches on the competition floor shall adhere to the dress codes and any other regulations as stated in this policy or, if different, as stated in their respective technical policies:

The following attire is required for each coach (artistic, acrobatic and T&T) during training, warm-up and competition at any sanctioned event: appropriate training suit (long pants and jacket); top: appropriate T-shirt, polo shirt (i.e. club or provincial shirt, no logos other than gymnastics logos) and/or training jacket; appropriate indoor sport footwear. Excluded items: hats, shorts, midriff tops, tank tops, ripped or torn clothing.

The following attire is required for each coach (rhythmic) during all sanctioned events including Galas and competitions (during training, warm-up and performance/competition): Appropriate bottom: long pants, capris or skirt no more than 1” above the knee; appropriate top: club or provincial shirt, polo shirt, blouse, professional looking blazer or dressy type jacket or track suit jacket. Clothing choice must exclude hats, shorts, midriff tops, tank tops, ripped or torn clothing; no logos other than gymnastics logos; appropriate indoor footwear. High heel shoes are not recommended.

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 $40.00 penalty will be levied; upon a second occurrence at the same meet, the coach may be asked to leave the floor.

Improper or unsportsmanlike behavior at a competition by an athlete, coach, judge or volunteer, which is considered unacceptable according to the FIG Code of Points, or the Code of Conduct as outlined in the Policy Manual or the rules generally accepted in the Canadian society will be immediately sanctioned by the Chief Judge, and/or the CEO, Technical Director, or a member of the Gym Sask Board of Directors. They will also determine if the offence is to be brought forward as a formal complaint under the Discipline Policies.

Improper or unsportsmanlike behavior, including standing behind a judge(s) while an athlete is being evaluated by judges, unfounded or derogatory comments about the judges or the judging, etc. are subject to a sanction. Such an offense may be sanctioned by a verbal or written warning and/or a written reprimand. A series (three or more) of these minor offenses in the same competition will be treated as a serious offence.

The sanctions in case of a serious offence are:
First offence during the entire competition: yellow card;
Second offence during the same competition $200.00 fine;
Third offence during the same competition: $300.00 fine, red card and possible removal from gym floor.

A very serious infraction to the Code of Conduct may be sanctioned by immediate removal of access to training, warm-up and competition floor by the Chief Judge and/or the CEO, Technical Director, or a member of the Gym Sask Board of Directors. Additional sanctions may be imposed as per the Dispute Resolution Policy.

If a coach is given a Yellow Card for one offense and then commits another offense, he/she will then be given a Red Card. It is not necessary to have repeated the same offense. If coach has deliberately caused a disruption, he/she may be Red Carded immediately.

All coaches named to a Provincial Team must be members in good standing of Gymnastics Saskatchewan and must be endorsed by their respective technical committees.

SECTION 6. INSURANCE AND SANCTIONING

GENERAL

Gymnastics Saskatchewan shall provide liability coverage only for sanctioned gymnastics activities involving members and clubs in good standing who have fulfilled the following membership/registration requirements:

- have paid the designated club affiliation fee by the set deadline
- have registered all of their individual recreational participants, athletes, coaches, officials and executive members by submitting required documentation and fees by the set deadlines
- continue to register all new members (as above) throughout the years' program activities.

GENERAL POLICIES

- Clubs who do not meet the sanctioning/membership requirements will be given a warning for their first offense, and fined $500 for their second offense. Upon a third offense, Gym Sask will not sanction or provide insurance coverage for participation in any events in or out of province for a period of 6 months.

- Gymnastics Saskatchewan insurance policies DO NOT cover non-sanctioned activities.

- All regular club gymnastics activities (gymnastics training, in province travel, in club meets, in club activities such as birthday parties, promotional days, bring a friend day,) are deemed sanctioned as part of the acceptance/payment of membership in Gymnastics Saskatchewan, provided that the club meets the sanctioning standards as stated and follows stated membership and coaching certification policies.

- Sanction requests for hosting or participating in events will be accepted in June of each year for the upcoming season.

- Clubs must request sanction for all events involving participants from outside their club.

- Sanction approvals will include the SOCAN and ReSound tariffs and fee as applicable.

- Clubs must request sanction for participation in and travel to any and all club events outside the province of Saskatchewan other than for provincial team or national team activities.

- Sanction requests for participation in competitions/clinics outside the province must include coach names. athlete names and ages and level of all participating members.

- Athletes wanting to travel to out of province competitions or events must be registered at the Provincial or National Stream membership category with Gymnastics Saskatchewan AND must be minimum age 8 years unless a special request is made and granted by Gymnastics Saskatchewan.

- Performance athletes at the Interclub level may be sanctioned to travel out of province to approved Gymnaestrada events provided they meet age requirements. A travel sanction must still be sent in and approved by Gymnastics Saskatchewan.

- Club who are renting their facility to outside user groups (schools, cheerleading groups, extreme sports, etc.) must require that their club and Gymnastics Saskatchewan be named as Additional Named Insured on the renter's liability policies. Clubs should carry extra liability insurance as Gymnastics Saskatchewan insurance will not cover rentals.

- By sanctioning an event, Gymnastics Saskatchewan recognizes that the host clubs will meet the following standards:

    a. that the event is conducted in a safe manner

b. that equipment is safety inspected on a regular basis and is appropriate for the age and level of the participants
c. that hosts adhere to Gymnastics Saskatchewan's policies for certification, conduct, medical and safety
d. that the venue of the event provides access to emergency vehicles
e. that there is access to a public telephone and/or ensuring that a cellular telephone is available at all times
f. that volunteers are adequate in numbers, are identifiable, have assigned duties and have undergone an orientation session
g. that an emergency plan is in place with a designated control person to handle serious incidents
h. that there are proper first aid supplies and properly trained first responders in the venue at all times during warm-up, training and competition
i. that hosts adhere to Gymnastics Saskatchewan's approved programs and technical regulations for the level of event sanctioned

- The sanction request deadline for international events is two months prior to the event, and must be submitted to Gymnastics Saskatchewan, who will then forward to Gymnastics Canada. Gymnastics Canada reserves the sole right to sanction any international event. (competitions, camps, any meets, joint training sessions, clinics, etc.). Gymnastics Canada fees vary from $25 - $200 per event.

- Clubs must contact Gymnastics Saskatchewan for information and sanction forms for any event involving participants from another country, or if club members are traveling to another country for a gymnastics event.

LIABILITY INSURANCE

General and 3rd party participant liability insurance coverage in the amount of $5,000,000.00 per occurrence is supplied to member clubs and individuals as part of the Gymnastics Saskatchewan membership fees. Please refer to the **Club Membership Handbook** for further insurance and sanctioning details.

Clubs and members are required to inform the CEO/Executive Director of any and all possible liability claims which may arise.

SECTION 7. MEMBERSHIP AND REGISTRATION

GENERAL MEMBERSHIP POLICIES

- Recreational, non-competitive, competitive clubs and associate member organizations may become members of Gymnastics Saskatchewan upon written application at prescribed membership fees as set annually by the Board of Directors or their designate.

- Individuals - athletes, coaches, officials, volunteers, supporters and participants may become members of Gymnastics Saskatchewan upon written application through an affiliated club or associate member at a prescribed membership fee as set annually by the CEO, or the Board of Directors or their designate. Individual members without club or associate member affiliation may become members of Gymnastics Saskatchewan only upon written application and with the approval of the CEO, or the Board of Directors or their designate. There is no fee for Life Members.

- Any member (athlete, coach, staff, manager, official, volunteer or other persons) who identifies as gender and/or sexually diverse may participate fully and safely in Gymnastics Saskatchewan activities. This includes but is not limited to those who are, or who are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning. All members, regardless of gender identity, shall have the opportunity to participate in gymnastics activities in a safe, respectful, inclusive and non-judgmental environment.

- Any transgender athlete may participate fully in sex-separated gymnastics activities in accordance with his/her lived gender identity. Any athlete who identifies as unspecified must choose the gender with which they will participate.

- No club/organization or individual shall be admitted as a member unless:
    a. they/he/she satisfies the qualifications, criteria and prerequisites of membership as outlined in the current Policy Manual;
    b. they/he/she has made written application;
    c. they/he/she has been approved by the CEO or Board of Directors or their designate;
    d. they/he/she has paid the prescribed membership fee.

A club or individual member is deemed to be in good standing provided they have paid the membership dues as prescribed by the established deadlines and are not restricted by disciplinary action by Gymnastics Saskatchewan.

Any club or member may withdraw their membership in Gymnastics Saskatchewan at any time by way of notice to the CEO or the Board of Directors or their designate. Upon withdrawal, the member or member club shall not be entitled to a refund of any membership fees they may have paid.

A member club, associate member or individual member may be suspended or expelled from membership for failure to pay membership dues as per the membership deadlines established in the current Policy Manual.

In addition to suspension/expulsion for failure to pay membership dues, a member club, associate member or individual member may be suspended or expelled in accordance with Gym Sask Dispute Resolution policies.

MEMBERSHIP FEES AND REGISTRATIONS

Gymnastics Saskatchewan charges membership fees to help offset the costs of the many programs and services we offer to our clubs and members. Membership support, in numbers and dollars, is crucial and important to the continued development of gymnastics in Saskatchewan.

A club must register ALL members (athletes, recreational, performance and active start participants, staff, coaches, apprentice coaches, officials, executive members, supporters) with Gymnastics Saskatchewan by the appropriate deadlines.

Any member club or individual member of Gym Sask who, in the opinion of Gym Sask, facilitates or assists non-members in circumventing membership policies, philosophies and criteria of Gym Sask will be liable to disciplinary action by the CEO and or the Board of Directors.

A registered member club that rents its facility to another organization or club for the purpose of activities recognized by Gymnastics Saskatchewan as gymnastics, must ensure that the organization or club is a registered member club of Gymnastics Saskatchewan.

The organization or club who is renting must ensure that the club that operates/rents out the facility is a Gymnastics Saskatchewan member club.

Two or more organizations or clubs that share a facility for the purpose of gymnastics must all be member clubs of Gymnastics Saskatchewan.

Gymnastics Saskatchewan will not provide access to membership services and programs unless all registration information (fees, forms and individual names) are submitted. Clubs whose initial registration is not received by the published deadlines are not members of Gymnastics Saskatchewan until all fees, forms and names are received.

Clubs are required to submit/register all new individual members over the course of the year as soon as they join a club program.

Clubs may be asked to verify their membership numbers if Gymnastics Saskatchewan suspects that not all members have been registered. In order to verify membership numbers and/or grant amounts, clubs must provide information, financial statements, receipts for grants and other details if and when requested by Gymnastics Saskatchewan. Our financial statements are subject to audit, and therefore all of our member clubs are also subject to provide verification of membership and financial records if required and requested.

Clubs who do not register all of their members/participants over the course of the membership year will be initially assessed a $500.00 fine and considered members in bad standing until their membership

roster and fees are made current. Other sanctions/penalties may be applied by the CEO or designate which may include suspension and/or withdrawal of any/all membership privileges.

As members of Gymnastics Saskatchewan, clubs and individual members agree to comply with all Gymnastics Saskatchewan policies, bylaws and other program and/or administrative rules and regulations including coaching certification requirements.

Member clubs shall provide an open environment for parents and guardians to view and listen to training and classes. All member clubs must provide an area for viewing which is accessible to parents and guardians at all times.

PROCEDURES AND DEADLINES

Each fall Gymnastics Saskatchewan will electronically distribute membership information to clubs and organizations in the province. The registration year is September 1 - August 31. It is required that all data is submitted electronically via email or online via our service provider Amilia or additional fees may be imposed.

Fees must accompany registrations. Gymnastics Canada fees as well as Gymnastics Saskatchewan fees must be remitted by the established deadline for each session.

Registered members are those whose names and required information are on file and whose fees have been received by the appropriate deadlines. New members may be registered at any time.

Registration Deadlines

CLUBS:	October 1st
INDIVIDUALS:	October 15th February 15th May 15th August 15th

FEES AND MEMBER SERVICES

Membership fees are established periodically by the CEO and circulated to the membership 60 days in advance of the beginning of the fiscal (registration) year. Membership fees include fees collected for Gymnastics Canada individual fees which are forwarded to the national federation on a quarterly basis.

Category 2. RISK MANAGEMENT

SECTION 1. RISK MANAGEMENT POLICY

As the Provincial sport organization governing the sport of gymnastics in the province of Saskatchewan, Gymnastics Saskatchewan recognizes that there are inherent risks in all facets of our governance, program delivery and business operations.

Gymnastics Saskatchewan is committed to managing risks to the organization and to its members, clubs and registered participants. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed manner.

PURPOSE

The aim of this policy is to provide a guiding statement on how risk management is to be performed within Gym Sask. In general, we view risk management as a comprehensive approach to improving organizational performance. This policy has other purposes as well, namely:

Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
Performing an educational function for staff, volunteers, members, clubs and registered participants;
Over the longer term, contributing to enhancing a 'risk management culture' within Gym Sask.

POLICY

Gym Sask makes the following commitments to its Members:

All activities and events undertaken by Gym Sask will be analyzed from a risk management perspective. Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing Gym Sask;
Risk control strategies will be reasonable and will reflect the given standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense).

Gym Sask acknowledges that risk management is a broad activity and a shared responsibility. All directors, officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks.

SECTION 2. DISPUTE RESOLUTION

APPLICATION

Policies contained in this section:

- Alternative Dispute Resolution
- Discipline and Complaints Policy
- Appeals
- Conflict of Interest

This Policy applies to the above policies and the infractions that may arise during the course of Gymnastics Saskatchewan's business, activities and events.

Any complaints regarding club concerns submitted to Gymnastics Saskatchewan will be forwarded to the appropriate club, who must then invoke their dispute resolution policies and procedures.

All member clubs shall be required to have a current code of conduct, discipline & complaints, alternative dispute resolution, appeals, and harassment Policy in place in order to remain a member in good standing. Member clubs are encouraged to adopt Gymnastics Saskatchewan's *Club Policy Template*.

The Chief Executive Officer (CEO) of Gymnastics Saskatchewan is responsible for overseeing the procedures set out in this Policy and will at all times ensure that such procedures are carried out in a timely manner. In the event the CEO is unable to fulfill such responsibilities, the Board of Directors will appoint a designate.

Gymnastics Canada and its members (i.e. Gymnastics Saskatchewan and all other provincial/territorial gymnastics federations) have a reciprocity agreement that any suspension or expulsion of a registered participant shall be reciprocally applied across all jurisdictions in the country.

Alternative Dispute Resolution

Definitions

The following terms have these meanings in this Policy:

"*Association*" – Gymnastics Saskatchewan

PURPOSE

The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.

The Association encourages all persons and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that

negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

APPLICATION OF THIS POLICY

This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

FACILITATION AND MEDIATION

If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association to mediate or facilitate resolution of the dispute.

The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.

Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association's *Discipline and Complaints Policy* or *Appeal Policy*.

The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon the Association's sole discretion.

FINAL AND BINDING

Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

No action or legal proceeding will be commenced against Association or its persons in respect of a dispute unless the Association has refused or failed to provide or abide by its governing documents.

2.1 DISCIPLINE AND COMPLAINTS POLICY

Definitions

The following terms have these meanings in this Policy:

"*Association*" – Gymnastics Saskatchewan

"*Case Manager*" – A person appointed by the Association, who need not be a member or affiliated with the Association, to administer this Discipline and Complaints Policy. The Case Manager will comply with the position description described in Appendix "A"

"*Complainant*" – The Party alleging an infraction

"*Days*" – Days including weekend and holidays

"*Persons*" – All categories of membership defined in the Association's Bylaws or policies, including the Association itself, clubs, teams, as well as all persons 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

"*In writing*"- A letter, fax or email sent directly to the Association

"*Respondent*" – The alleged infracting Party

Purpose

Persons and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

Application of this Policy

This Policy applies to all persons relating to matters that may arise during the course of Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.

This Policy also applies to persons' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.

This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

An employee of the Association found to have to be a Respondent 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. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

Reporting a Complaint

Any person may report a complaint to the Association. A complaint must be submitted using the *Gymnastics Saskatchewan Complaint Submission Form (Reference in Appendix A of Gymnastics Saskatchewan Dispute Resolution Policy Suite document)*. The form must be completed in writing or electronically and filed within 30 days of the alleged incident. Complaints should be submitted to:

CEO, Gymnastics Saskatchewan,
300 - 1734 Elphinstone Street,
Regina, SK, S4T 1K1.

If the complaint is to be submitted against the CEO, that complaint should be submitted to:

Gymnastics Saskatchewan Board Chair (In Confidence),
Gymnastics Saskatchewan,
300 - 1734 Elphinstone Street,
Regina, SK, S4T 1K1.

A Complainant wishing to file a complaint outside of the 30 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the timeline will be at the sole discretion of the CEO. If the complaint is about the CEO, the decision to accept or deny the complaint outside of the timeline will be at the sole discretion of the Gymnastics Saskatchewan Board Chair. In that case, the Gymnastics Saskatchewan Board Chair is responsible for notifying the other members of the board of directors that there has been a complaint received and then get the board's approval (if required) to go back to Sask Sport with a request for a Case Manager.

At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify a person to represent the Association.

Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this Policy.

Upon receiving a complaint, the Association's CEO will review the complaint to determine validity and required next steps.

Case Manager

Upon the receipt and review of a complaint, the Association's CEO will appoint or request the appointment of an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable. Case Manager services may be accessible through Sask Sport from an external firm or pool of persons with knowledge and expertise in dispute resolution.

The Case Manager has a responsibility to:

- Determine whether the complaint is within the jurisdiction of this Policy or frivolous
- Propose the use of the Association's Alternate Dispute Resolution Policy
- Appoint the Discipline Panel, if necessary
- Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to the Panel as required
- Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

Procedures

If the Case Manager determines the complaint is:

- Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
- Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.

The Case Manager's decision to accept or dismiss the complaint may not be appealed.

The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's Alternate *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Alternate Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
- Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
- The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- The Discipline Panel may request that any other person participate and give evidence at the hearing
- The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- The decision will be by a majority vote of the Discipline Panel

If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

If a decision affects a 3rd party to the extent that the 3rd party would have recourse to a complaint or an appeal in their own right, that 3rd party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.

In fulfilling its duties, the Panel may obtain independent advice or legal counsel.

Decision

After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

The Panel may apply the following disciplinary sanctions, singularly or in combination:

- Verbal or written reprimand
- Verbal or written apology
- Service or other contribution to the Association
- Removal of certain privileges
- Suspension from certain teams, events, and/or activities
- Suspension from all Association activities for a designated period of time
- Withholding of prize money or awards
- Payment of the cost of repairs for property damage
- Suspension of funding from the Association or from other sources
- Expulsion from the Association
- Any other sanction considered appropriate for the offense
- Determine who pays the costs of mediation and/or other dispute resolution costs.
- Make any reasonable order to resolve and remedy the dispute if the Association is at fault.

Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.

Infractions that result in discipline will be recorded and records will be maintained by the Association.

Suspension Pending a Hearing

The Association may determine that an alleged incident is of such seriousness as to warrant suspension of a person pending completion of the criminal process, a hearing or a decision of the Panel.

Criminal Convictions

A Person's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:

- Any child pornography offences
- Any sexual offences
- Any offence of physical violence
- Any offence of assault
- Any offence involving trafficking of illegal drugs
- Any offense that involves a loss of life, injury to third parties, or any significant breach of trust

If any person convicted of a Criminal Code offense, including, but not limited to, all offenses listed above, can provide proof they have received a full pardon for their offense, they will be exempt from expulsion from the Association on the basis of that infraction under this Policy.

Confidentiality

The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint; the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

Other persons or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

Appeals Procedure

The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

Effect of Expulsion or Suspension

When a person is expelled or suspended from the Association pursuant to this Policy, that person is not eligible to serve any function within the Association or attend any Association activities. The expulsion or suspension will also apply to Gymnastics Canada's and other provincial gymnastics organizations' activities due to a reciprocity agreement between Gymnastics Saskatchewan and these organizations.

Member clubs who suspend or expel members as per club dispute resolution policies or processes are required to inform Gymnastics Saskatchewan in writing of such suspensions.

Reinstatement

A person who has been expelled may apply to the Association or reinstatement. Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application discloses information that may justify reinstatement, the board may investigate the application by taking any steps it considers necessary. On completion of its review, the board may:

- Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate.
- Refuse to reinstate the person.

2.2 APPEALS

Definitions

The following terms have these meanings in this Policy:

"*Appellant*" – The Party appealing a decision

"*Appeals Panel*" – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal.

"*Association*" – Gymnastics Saskatchewan

"*Case Manager*" – A person appointed by the Association, who need not be a member or affiliated with the Association, to administer this Appeal Policy. The Case Manager will comply with the position description described in Appendix "A".

"*Days*" – Days including weekend and holidays

"*In writing*"- A letter, fax or email sent directly to the Association.

"*Persons*" – All categories of membership defined in the Association's Bylaws or policies, including the Association itself, clubs, teams as well as all persons 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

"*Respondent*" – The body whose decision is being appealed

Purpose

The Association provides persons with this *Appeal Policy* to appeal certain decisions made by the Association.

Scope and Application of this Policy

Any person who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
This Policy **will not apply** to decisions relating to:

- Employment
- Infractions for doping offenses
- The rules of the sport
- Budgeting and budget implementation
- Operational structure and committee appointments
- Volunteer appointments and the withdrawal of termination of those appointments
- Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
- Commercial matters
- Decisions made under this Policy

Timing and Conditions of Appeal

Persons who wish to appeal a decision have 14 days from the date on which they received notice of the decision to submit, in writing to the Association, the following:

- Notice of the intention to appeal
- Contact information and status of the Appellant
- Name of the Respondent and any affected parties, when known to the Appellant
- Date the Appellant was advised of the decision being appealed
- A copy of the decision being appealed, or description of decision if written document is not available
- Grounds for the appeal
- Detailed reasons for the appeal
- All evidence that supports the appeal
- Requested remedy or remedies
- An appeal fee of five hundred dollars ($500) which will be refunded if the appeal is successful or forfeited if the appeal is denied.

A person who wishes to initiate an appeal beyond the 14-day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the 14-day period will be at the sole discretion of the Case Manager and may not be appealed.

Appeals should be submitted to:

CEO, Gymnastics Saskatchewan,
300 - 1734 Elphinstone Street,
Regina, SK, S4T 1K1.

If the complaint is to be submitted against the CEO, that complaint should be submitted to:

Gymnastics Saskatchewan Board Chair (In Confidence),
Gymnastics Saskatchewan,
300 - 1734 Elphinstone Street,
Regina, SK, S4T 1K1.

Case Manager

Upon the receipt of an appeal, the Association will appoint a different independent Case Manager than who managed the original complaint to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable. Case Manager services will be accessible through Sask Sport from an external firm or pool of persons with knowledge and expertise in dispute resolution.

Grounds for Appeal
An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include the Respondent:

- Making a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
- Failing to follow its own procedures (as set out in the Respondent's governing documents)
- Making a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- Making a decision that was grossly unreasonable

Alternate Dispute Resolution

Upon receiving the notice of the appeal, the fee, and all other information (outlined in the '*Timing of Appeal*' section of this Policy), the Case Manager may suggest, and the Parties may consent, the appeal to be heard under the Association's *Alternate Dispute Resolution Policy*.

Screening of Appeal

Should the appeal not be resolved by using the *Alternate Dispute Resolution Policy*, the Case Manager will have the following responsibilities:

- Determine if the appeal falls under the scope of this Policy
- Determine if the appeal was submitted in a timely manner
- Decide whether there are sufficient grounds for the appeal

If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Association will

be notified, in writing, by the Case Manager of the reasons for this decision. This decision may not be appealed.

If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

Procedure for Appeal Hearing

The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.

The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- The hearing will be held within a timeline determined by the Case Manager or the Panel
- The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
- Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- The Panel may request that any other person participate and give evidence at the hearing
- The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- The decision to grant or reject the appeal will be by a majority vote of the Panel

The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- Reject the appeal and confirm the decision being appealed
- Grant the appeal and refer the matter back to the initial decision-maker for a new decision
- Grant the appeal and vary the decision

The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Confidentiality

The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

The decision of the Panel will be binding on the Parties and on all the Association's persons.

No action or legal proceeding will be commenced against the Association or persons in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

2.3 DISPUTE RESOLUTION – CASE MANAGER POSITION DESCRIPTION

Purpose

In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

Policies

The following Policies require the appointment of a Case Manager:

- Discipline and Complaints
- Appeal
- Alternate Dispute Resolution Policy

Appointment

The Case Manager, whether or not appointed by the Association at their sole discretion, should be experienced with the management of disputes in an unbiased manner. The person should not be connected in any way to the issue being disputed (and/or the outcome of the dispute). The person does not need to be a Member of the Association.

The Case Manager's appointment does not need to be approved by any of the parties involved in the dispute, excluding the Association.

Discretion – Complaints

When a complaint is filed, the Case Manager is required to:

- Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
- Propose the use of the Association's Alternate Dispute Resolution Policy
- Appoint the Panel, if necessary
- Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to the Panel as required
- Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Discretion – Appeals

When an appeal is filed, the Case Manager is required to:

- Propose the use of the Association's Alternate Dispute Resolution Policy
- Determine if the appeal falls under the scope of the Appeal Policy
- Determine if the appeal was submitted in a timely manner
- Decide whether there are sufficient grounds for the appeal
- Appoint the Panel, if necessary
- Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to the Panel as required
- Provide any other service or support that may be necessary to ensure a fair and timely proceeding

When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

Discretion – Alternate Dispute Resolution

When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:

- Appoint the mediator or facilitator
- Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to the mediator or facilitator as required

Hearing Format – Discretion

If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:

- In person
- Conference call / Video or Web Conference
- Written submissions
- Conference call + written submissions

In determining the format of the hearing, the Case Manager should consider:

- The distance between the parties
- The animosity between the parties
- The time commitment and location of the Panel
- The timelines for a decision
- The language barriers between the parties
- The gravity of the complaint/appeal

Panel Appointment

The Case Manager is required to appoint a panel of one person, or three in extraordinary circumstances, to decide the issue. The person(s) should have the following characteristics:

- Experience in dispute resolution
- Experience with sport disputes
- No connection to either party
- Decisive

The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable Policy. For example, if the Policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

Communication

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.

When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

Suggested Procedure

The Case Manager may implement the following procedure to facilitate the *Discipline and Complaints Policy* or the *Appeal Policy*:

- Receive the written complaint or appeal
- Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
- Determine whether the complaint is within the jurisdiction of the applicable Policy.
- Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document 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).
- The Case Manager may wish to provide the Complainant/Appellant 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 such new evidence.
- Appoint the Panel
- Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
- Ensure the Panel renders a written decision within a prescribed timeline.

2.4 CONFLICT OF INTEREST POLICY

Definitions

The following terms have these meanings in this Policy:

"*Association*" – Gymnastics Saskatchewan

"*Conflict of Interest*" – Any situation in which a person's decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.

"*Persons*" – All categories of membership defined in the Association's Bylaws, as well as all persons 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

"*In writing*"- A letter, fax or email sent directly to the Association.

"*Pecuniary Interest*" - An interest that a person may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that person, or another person with whom that person is associated.

"*Non-Pecuniary Interest*" - An interest that a person may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

Background

Persons who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own "pecuniary" or "non-pecuniary" interests. That would be a conflict of interest situation.

Purpose

The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how persons will conduct themselves in matters relating to conflict of interest and will clarify how persons shall make decisions in situations where conflict of interest may exist.

This Policy applies to all persons.

Obligations

Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a person's personal interest and the interests of the Association, shall always be resolved in favour of the Association.

Persons will not:

- Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Association, unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.

- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, if such information is confidential or not generally available to the public.
- Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.
- Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.
- Place themselves in positions where they could, by virtue of being an Association person, influence decisions or contracts from which they could derive any direct or indirect benefit.
- Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Association person.

Disclosure of Conflict of Interest

Persons shall disclose real or perceived conflicts of interest to the Association's Board immediately upon becoming aware that a conflict of interest may exist.

Persons shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

Minimizing Conflicts of Interest in Decision-Making

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a person will be considered and decided with the following additional provisions:

- The nature and extent of the person's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
- The person does not participate in discussion on the matter.
- The person abstains from voting on the decision.
- For board-level decisions, the person does not count toward quorum.
- The decision is confirmed to be in the best interests of the Association.

For potential conflicts of interest involving employees, the Association's CEO will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

Conflict of Interest Complaints

Any person who believes that a person may be in a conflict-of-interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Association's CEO who will as quickly as possible decide appropriate measures to eliminate the conflict.

The Association's decision as to whether a conflict of interest exists will be governed by the following procedures:

- Copies of any written documents to be considered by the Board will be provided to the person who may be in a conflict of interest situation.
- The person who may be in a conflict of interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
- The decision will be by a majority vote of the Association's Board

If the person acknowledges the conflict of interest, the person may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.

Decision

After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

Sanctions

The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

- Removal or temporary suspension of certain responsibilities or decision-making authority.
- Removal or temporary suspension from a designated position.
- Removal or temporary suspension from certain teams, events and/or activities.
- Expulsion from the Association.
- Other actions as may be considered appropriate for the real or perceived conflict of interest.

Any person who believes that a person has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Association to be addressed under the Association's *Discipline and Complaints Policy*.

Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.

The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*.

CATEGORY 3. SAFE SPORT

SECTION 1. SAFE SPORT POLICY

ORGANIZATIONAL COMMITMENT

Gymnastics Saskatchewan is committed to being a leader in Saskatchewan in providing a safe, healthy, and inclusive gymnastics environment for all individuals. Participants in Gymnastics Saskatchewan programs and activities, including athletes, coaches, judges, sport administrators, parents/guardians, volunteers, and others should be able to engage in a positive sport environment free of abuse, discrimination, and potential harm. As a primarily youth serving organization, Gymnastics Saskatchewan has a special responsibility to develop standards and mechanisms to help safeguard the children and youth in its programs and activities; however, it is imperative to safeguard and support the welfare of all participants in order to achieve an optimal Safe Sport environment.

Facilitating a Safe Sport environment is the collective responsibility of all individuals involved in the gymnastics community. Gymnastics Saskatchewan will work collaboratively with our national, provincial and territorial gymnastics federations and external organizations to build, advance, and administer Safe Sport policies, education, and advocacy initiatives.

SAFE SPORT PRINCIPLES

Creating and fostering a Safe Sport environment and culture is paramount in the administration and delivery of all gymnastics programs in Saskatchewan by Gymnastics Saskatchewan and its members. All participants of Gymnastics Saskatchewan will:

- Prioritize the current and future well-being of each participant above all else.
- Act in the best interests of all participants involved in our programs and activities.
- Respect, value, and champion the rights of all individuals in the gymnastics community at all times.
- Engage in behaviours and practices that are ethical, developmentally appropriate, and support the physical, psychological, social, and emotional welfare of participants.
- Actively encourage 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.
- Strive to create joyful, positive, and growth-enhancing sport experiences.
- Advocate for safe sport environments on local, provincial and national stages.

We will cultivate, uphold, live, and measure these Safe Sport principles through:

- Establishment, oversight, and continuous updating of policies, procedures, and best practice guidelines that are robust, clear, and accessible.
- Consistent enforcement of the ensuing policies, procedures, and best practice guidelines through all levels of the gymnastics community in Saskatchewan.

- Implementation of best practice safeguards, support for prompt identification and reporting of misconduct, as well as confidential, procedurally fair, and timely processes for investigating and resolving allegations of misconduct.
- Provision of educational resources, tools, and initiatives that serve to develop, support, and enhance the knowledge and positive practices of all members of the gymnastics community.
- Active promotion of our Safe Sport commitment throughout all Gymnastics Saskatchewan programs, interactions, activities, and events.
- Consistent engagement and open communication with all members of the Gymnastics Saskatchewan community.
- Collaboration with our clubs, provincial and national gymnastics federations, as well as public partners to support and advance Safe Sport programs.
- Evaluation of the effectiveness of Gymnastics Saskatchewan's Safe Sport Framework and corresponding policies, education, and advocacy initiatives on a periodic basis.

SCOPE OF POLICY

Gymnastics Saskatchewan's Safe Sport Policy applies to all persons listed below:

- All individuals employed or contracted by Gymnastics Saskatchewan;
- Members of the Gymnastics Saskatchewan Board of Directors and committees;
- Athletes, coaches, managers, integrated support team members, and judges participating in Gymnastics Saskatchewan competitions, training camps, programs, and activities;
- Parents, guardians, and spectators observing Gymnastics Saskatchewan training and competitions;
- Gymnastics Saskatchewan members;
- Coach developers;
- Volunteers at events or activities hosted by Gymnastics Saskatchewan;
- Volunteers appointed to accompany teams to events, training camps, competitions, or other activities

LINKED POLICIES AND REGULATIONS

Gymnastics Saskatchewan's Safe Sport Policy is an overarching organizational policy that should be read in conjunction with the following policies:

- Code of Conduct
- Abuse, Maltreatment, and Discrimination Policy
- Dispute Resolution Policy Suites
- Screening Policy
- Travel Policy
- Safety, Medical, and Concussion Policy

RESPONSIBILITIES

The CEO, staff, Board of Directors and member clubs of Gymnastics Saskatchewan have the responsibility to individually and collectively:

- Embrace Gymnastics Saskatchewan's organizational commitment to Safe Sport and corresponding principles outlined in the Safe Sport Policy and consider, monitor and evaluate the Safe Sport principles in the development, approval, and application of programs, policies and procedures.

SECTION 2. CODE OF CONDUCT

2.1 GYMNASTICS SASKATCHEWAN CODE OF CONDUCT

Introduction

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. Clubs/organizations, club and provincial team coaches and team managers bear the responsibility for ensuring that their person 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 person 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.

Definitions

The following terms have these meanings in this Code:

"*Association*" – Gymnastics Saskatchewan

"*Persons*" – All categories of membership defined in the Association's Bylaws or policies, including the Association itself, member clubs and all persons 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

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

Application of this Code

This Code applies to each persons' 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.

This Code also applies to each persons' 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.

Persons who violate this Code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.

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

Persons have a responsibility to maintain and enhance the dignity and self-esteem of the Association members and other persons by:

- Demonstrating respect to persons 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
- Focusing comments or criticism appropriately and avoiding public criticism of persons or the Association
- Consistently demonstrating the spirit of sporting behaviour sport leadership, and ethical conduct
- Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- Consistently treating persons fairly and reasonably
- Ensuring adherence to the rules of the sport and the spirit of those rules

Persons also have a responsibility to refrain from any behavior that constitutes **harassment**. Types of behavior that constitute harassment include, but are not limited to:

- Written or verbal abuse, threats, or outbursts
- The display of visual material which is offensive or which one ought to know is offensive
- Unwelcome remarks, jokes, comments, innuendo, or taunts
- Leering or other suggestive or obscene gestures
- Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- Any form of hazing
- Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing

- Unwelcome sexual flirtations, advances, requests, or invitations
- Physical or sexual assault
- Behaviors such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment
- Retaliation or threats of retaliation against a person who reports harassment

Persons have a responsibility to refrain from any behavior that constitutes **workplace harassment**, 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. Workplace matters such as workplace harassment 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 behavior that constitute workplace harassment include, but are not limited to:

- Workplace Harassment means:
    - Bullying
    - Repeated offensive or intimidating phone calls or emails
    - Inappropriate touching, advances, suggestions or requests
    - Displaying or circulating offensive pictures, photographs or materials
    - Psychological abuse
    - Discrimination
    - Intimidating words or conduct (offensive jokes or innuendos)
    - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

Refrain from any behavior that constitutes **workplace violence**, 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 behavior 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 such as workplace violence 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 behavior that constitute workplace violence include, but are not limited to:

- Workplace Violence means:
    - Verbal threats to attack a worker
    - Sending to or leaving threatening notes or emails
    - Making threatening physical gestures
    - Wielding a weapon
    - Hitting, pinching or unwanted touching which is not accidental
    - Blocking normal movement or physical interference, with or without the use of equipment
    - Sexual violence
    - Any attempt to engage in the type of conduct outlined above

Refrain from any behavior that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:

- Sexual Harassment means:
    - Sexist jokes
    - Display of sexually offensive material
    - Sexually degrading words used to describe a person
    - Inquiries or comments about a person's sex life
    - Unwelcome sexual flirtations, advances, or propositions
    - Persistent unwanted contact

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

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)

Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

Take reasonable steps to manage the responsible consumption of alcoholic beverages/cannabis in social situations associated with Gymnastics Saskatchewan events

Respect the property of others and not willfully cause damage

Adhere to all federal, provincial, municipal and host country laws

Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

When driving a vehicle with a person:

- Not Have his or her license suspended
- Not Be under the influence of alcohol, cannabis, illegal drugs or substances
- Have valid car insurance

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

Association's Directors and Committee Members will have additional responsibilities to:

- 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
- 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 the persons' confidence
- Ensure that the Association's financial 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 Association
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position
- Keep informed about the Association's 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 Association is incorporated
- Respect the confidentiality appropriate to issues of a sensitive nature
- Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of all Association governance documents
- Conform to the bylaws and policies approved by Association

Coaches

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:

- 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
- 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
- Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs

- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Comply with the Association's Screening Policy
- 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
- 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
- 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
- Dress professionally, neatly, and inoffensively. Use inoffensive language, taking into account the audience being addressed
- 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
- 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
- Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- Refrain from conduct that causes physical or emotional harm to persons. 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

Athletes are responsible to:

- 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
- 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
- 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
- Adhere to the Association's rules and requirements regarding clothing and equipment
- Act in a sporting behaviour manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion

- Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

Officials will have additional responsibilities to:

- Maintain and update their knowledge of the rules and rules changes
- Work within the boundaries of their position's description while supporting the work of other officials
- Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- Take ownership of actions and decisions made while officiating
- Respect the rights, dignity, and worth of all persons
- Not publicly criticize other officials or any club or the Association
- Act openly, impartially, professionally, lawfully, and in good faith
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- 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 persons
- 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
- When writing reports, set out the true facts
- Dress in proper attire for officiating

Parents/Guardians and Spectators

Parents/Guardians and Spectators at events will:

- Encourage athletes to play by 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 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
- Recognize that officials, executives, and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- Respect the decisions and judgments of officials, and encourage athletes to do the same
- Never question an officials' or staffs' judgment 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
- Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians, or other spectators

SECTION 3. RULE OF TWO

THE RULE OF TWO DEFINITION

The Rule of Two is part of a joint collaboration between the Coaches Association of Canada and the Canadian Centre for Ethics in Sport as part of the Responsible Coaching Movement: A Commitment to Ethical Coaching in Canada. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.

APPLICATION

Gymnastics Saskatchewan is committed to creating a safe environment for all members including coaches, athletes, administrators, volunteers and parents.

Gym Sask makes every effort when financially and logistically feasible to follow the Coaches Association of Canada's Rule of Two policy and recommends to member clubs that they do the same.

SECTION 4. SAFETY, MEDICAL AND CONCUSSION PROTOCOL

INTRODUCTION

All athletes have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all Gymnastics Saskatchewan and club programs. All athletes have a right to receive qualified instruction from certified and safety conscious coaches.

GENERAL SAFETY

It is each club and Head Coach's responsibility to:

- Ensure that a first aid certified coach or adult is present during club training/events.
- Ensure that gymnastics equipment and other facilities are checked for safety on a regular basis including: a daily check of equipment setup patterns and all equipment used that day; a semi-

annual check of all cable attachments, floor plates and adjusting devices for signs of wear. Safety checks should be documented by date, noting repairs needed or completed.

- Ensure that emergency action plans are in place for activities, events and competitions.

- Ensure that gymnastics equipment is safe and appropriate for the age and skill level of the participants and competitors.

- Ensure that coaches use appropriate progressions for skill development to ensure that the safety and well-being of their athletes are not compromised and ensure that coaches are not attempting to teach skills which are beyond their own level of training and expertise.

- Ensure that athletes are following training plans suitable for their ages and levels and are not competing skills unless they have been performed many times in training and can be performed safely.

- Take action to bring any safety risk they witness to the attention of an official, qualified coach, or Gymnastics Saskatchewan representative.

MEDICAL

These policies and procedures apply to athletes who are travelling as members of Team Sask, however, clubs should also ensure that safe medical protocols are in place.

In the event of an emergency every attempt shall be made to contact the parent/guardian of an injured/ill athlete for consent for treatment and for the communication of information. Injured/ill athletes will be provided with caring attention by a team manager, coach, parent or other responsible adult designated by Gymnastics Saskatchewan until his/her return home or transfer to a health care facility. Should an athlete need to travel home in case of illness or injury, this will be at the athletes' cost.

All athletes requiring prescription medications are responsible to provide a Gymnastics Saskatchewan representative (Chef or Manager) with a list of medications, time and dose to be administered, as well as the reason they are prescribed, unless medications are long standing and are self- administered (for example oral contraceptive). Information regarding emergency medications and treatments should be provided with detailed instructions and made readily available to a Gymnastics Saskatchewan representative and Emergency Responders.

First Aid certified personnel or First Responders shall be available on site for all competitions hosted by Gymnastics Saskatchewan.

4.1 CONCUSSION MANAGEMENT PROTOCOL

Gym Sask believes that physical activity and sport participation provides positive developmental and health outcomes in terms of physical, cognitive, social and emotional domains. We recognize that many physical activities have an inherent risk of concussion and that sport-related concussions are a significant public health issue. Gym Sask is committed to providing a safe and healthy environment for

sport participation. To that end, we have created this Concussion Management Protocol to increase awareness of concussion in sport, reduce the incidence of concussion, and ensure the early recognition and appropriate management of concussion in our athletes. We will share this protocol with all participants in our organization and strive to have all athletes follow the Concussion Management Protocol for safe return to learn and play.

WHAT IS A SPORTS CONCUSSION?

According to the *Consensus statement on Concussion in Sport: the 4th International Conference on Concussion in Sport*, *Zurich 2012,* a Sports Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces.

Concussion may be caused either be a direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head.

Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.

Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury.

Concussion results in a graded set of clinical syndromes that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.

However, it is important to note that in some cases symptoms may be prolonged.

CONCUSSION CAUSES

A concussion may be caused either be a direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. It is recommended that athletes who receive this type of contact should be evaluated for a suspected concussion.

SUSPECTED CONCUSSION

A concussion is suspected when it is recognized that an individual appears to have either experienced an injury or impact that may result in concussion or is exhibiting unusual behavior (signs and symptoms) that may be the result of a concussion.

CONCUSSION DIAGNOSIS

A concussion is diagnosed by a medical doctor or nurse practitioner. Ideally this professional will have specific training and experience in the assessment and management of concussions.

This concussion management protocol has three main objectives:

1. PREVENT - Create an environment that will minimize concussion incidence and complications through multiple prevention strategies.
2. IDENTIFY - Promote an environment that will optimize the early identification of suspected concussions by all stakeholders.
3. MANAGE - Optimize management of concussed athletes in their sport, academic, family, work and personal spheres.

1. PREVENT

There is evidence that concussion education leads to a reduction in incidence and improved outcomes for concussion.

Team Sask coaches will receive concussion education. Clubs are encouraged to provide education sessions for their coaches.

Education sessions will include the following topics:

- Concussion Physiology
- Signs and Symptoms
- Recognition
- Acute Management of a Suspected Concussion and the Concussion Action Plan
- Return to Learn Protocols
- Return to Plan Protocols
- Prevention Strategies including Fair Play

Concussion education can be delivered in a variety of methods. This may include in-person presentations, videos, and on-line courses. Handouts and web-based resources will help reinforce learning. Posters in the team room or common areas may also be used. Parachute's Concussion Ed app is another tool. The creation of a Coach's Binder which includes attendance sheets, a concussion recognition tool, the Concussion Action Plan, handouts for parents/caregivers/athletes, a concussion documentation tool, and return to learn and return to play guidelines may be beneficial.

Creating a Safe Playing Environment

All equipment will regularly be inspected and in good repair.

All coaches will be knowledgeable and current in safe practices in sport. They should be familiar with the risks of concussion and how to minimize risks.

Gym Sask will strive to create a concussion culture where athletes feel safe to report a concussion. Athletes will be encouraged to tell the coach when they are injured or hurt. The health and safety of the athlete is our coaches' top priority. We will encourage strong lines of communication between the athlete, coach, parent and health care provider in the management of a concussed athlete to ensure a safe return to learn and play.

2. IDENTIFY

Recognize the Concussed Athlete through education, Sask Gym will promote an environment that optimizes the early identification of suspected concussions by all stakeholders including athletes, parents, coaches, and team staff. All should be aware of the Concussion Action Plan.

Coaches and medical professionals will be aware of the forces that cause concussion in athletes and be vigilant in recognizing signs and symptoms of concussion in an athlete who has suffered a blow to the head or body.

A concussion will be suspected when it is recognized that an athlete appears to have either experienced an injury or impact that may result in concussion or is exhibiting unusual behavior or reports symptoms that may be the result of a concussion.

Any athlete suspected of suffering a concussion must be immediately removed from play for evaluation.

All concussions will be documented, from identification of concussion to return to learn and play.

3. MANAGE

Remove the Athlete from Play

Emergency Action Plan

A hit to the head or body can be associated with other serious injuries besides a concussion. Initial management of any suspected concussion will be to initiate an established Emergency Action Plan.

Upon evaluation of the athlete using the basic principles of first aid, any athlete displaying any of the following signs warrants activating the Emergency Medical System and urgent transportation to the hospital:

- unconscious
- deteriorating mental status (lethargy, difficulty maintaining arousal, increasing confusion or irritability)
- potential spinal injury (numbness or weakness in the extremities, spine/neck pain)
- progressive worsening symptoms or new neurologic signs (seizure or convulsion)

The athlete will be stabilized and will not be moved until EMS arrives.

CONCUSSION ACTION PLAN

Any athlete who displays signs, symptoms or behaviors consistent with a suspected concussion will be removed from play once it is deemed safe to do so and will not return to activity the same day.

An athlete can be removed from play by their coach, their parent, the Head or Chief Judge, First Responder, medical personnel.

EVALUATE THE CONCUSSED ATHLETE

The athlete will be evaluated on the sideline using a tool such as the Pocket CONCUSSION RECOGNITION TOOL. http://www.parachutecanada.org/downloads/resources/Pocket_CRT_Final.pdf

Documentation of the concussion will begin immediately using a tool such as the Concussion Awareness Training Tool's (CATT) Concussion Response Tool. http://ppc.cattonline.com/resources/files/concussion-response-tool.pdf

Evaluation of the concussed athlete procedures will include assessment of symptoms:

- Confusion and Disorientation
- Double Vision or Fuzzy Vision
- Loss of Consciousness
- Ringing in the Ears
- Headache Slow or Slurred Speech
- Dizziness – Seeing "Stars"
- Nausea and Vomiting
- Feeling Stunned or Dazed
- Loss of Balance
- Emotional or Personality Changes

Notification will be made to parent, coach.

The athlete will have an appointment with their physician for assessment and to begin the Return to Learn and Play Protocols. The athlete will have an appointment with their physiotherapist/chiropractor/athletic therapist for assessment and treatment as indicated.

The athlete with a suspected concussion will be continually monitored for the development and presentation or any Red Flags over the next 48 hours following the injury. Red Flags are indicators that something other than a concussion may be going on. Worsening symptoms and the presence of any Red Flags requires a 911 call and urgent referral to the hospital.

Before allowing an athlete to leave the sporting environment after a suspected concussion, care of the athlete will be transferred to a responsible adult (parent/guardian/friend). The responsible adult will understand the severity of concussion, the Concussion Action Plan, the home care instructions, and will be capable of monitoring the athlete.

Any athlete with a suspected concussion will be evaluated by a medical doctor or nurse practitioner within 48 hours (earlier if Red Flags are present).

TREATMENT OF THE CONCUSSED ATHLETE

Return to Play and Learn Protocol

If a concussion is diagnosed by a medical doctor or nurse practitioner, the athlete will follow the Return to Learn and Play protocols. In order to ensure the appropriate management of the concussion for a

safe Return to Learn and Play it is highly recommended that the athlete and/or parent advise the coach and other professionals (e.g. teachers, coaches of other sports the athlete may be involved in) that the athlete has been diagnosed with a concussion. A collaborative team approach with ongoing communication and monitoring by all members of the team will be employed to safeguard athlete health and safety.

The first step in concussion management is symptom limited physical and cognitive rest. The first priority for the athlete is Return to Learn. This is a stepwise program that is individualized, monitored, and progressed by a health care professional with knowledge in the assessment and treatment of concussion. Progression through the Return to Learn protocol requires the athlete to be symptom free when at rest. A Return to Learn protocol such as Parachute's Protocol for Return to Learn after a Concussion, or the CATT Return to Learn Protocol can be used to guide and document this process. The steps of the protocol may occur at home or at school/work. There is no set length of time for this protocol. The athlete must have documented success in Return to Learn prior to beginning the Return to Play protocol.

After successfully completing the Return to Learn protocol, the athlete may begin the Return to Play progressions. This is again a stepwise program that is individualized, monitored, and progressed by a health care professional with knowledge in the treatment of concussion. The graduated return to play protocol has six stages. Parachute's After a Concussion Guidelines for Return to Play, or CATT's Return to Play Communication Tool can be used to guide and to document this process.

http://horizon.parachutecanada.org/wp-content/uploads/2016/06/Return-to- Learn-FINAL.pdf

The protocol will include sport-specific exercises that incorporate the cognitive and physical demands of our sport. Each step of the protocol is a minimum of 24 hours, but some athletes may take longer to successfully progress through each step. The athlete must perform each step without aggravating their symptoms to move to the next step in the protocol.

All athletes will follow the Return to Play Protocol outlined below (from Consensus statement on Concussion in Sport: the 4th International Conference on Concussion in Sport, Zurich 2012).

No activity

Symptom limited physical and cognitive rest
Objective: Recovery

Light aerobic exercise

Activities such as walking, swimming or biking
Intensity should be < 70% predicted heart rate
No resistance training
Objective: Increase heart rate

Sport specific exercise

Example: skating drills in hockey, running drills in soccer

Not yet participating in practices, doing drills off to side
No head impact activities
No resistance training
Objective: Add movement

Practice, no contact (Noncontact training drills)

Progression to more complex training drills
Example: Passing drills in football or hockey
May start progressive resistance training
Objective: Exercise, coordination and cognitive load

Full contact practice (must have medical clearance)

After medical clearance participate in normal trailing activities
Objective: Restore confidence and assess functional skills by coaching staff

Game play

Normal game play

Prior to receiving full clearance for all activities, the athlete must receive clearance from a medical doctor or nurse practitioner. This medical clearance will be documented, which may include a note from the practitioner and recording of the date on the documentation tool. The date of full clearance will be documented.

EVALUATION AND REVIEW OF PROTOCOL

This Concussion Management Protocol will be reviewed annually to reveal areas where processes can be improved based on feedback from users.

As new knowledge in concussion management becomes available this document will be reviewed to ensure it continues to reflect current evidence and practices. This review will coincide with the updated publication of the Consensus Statement on Concussion in Sport, or as advised by the Sport Medicine and Science Council of Saskatchewan (SMSCS) when new knowledge is available.

For more information visit the Sport Medicine and Science Council of Saskatchewan website at www.smscs.ca

SECTION 5. SCREENING POLICIES

WHAT IS SCREENING?

A multi-step process to assess individuals who are in positions of trust or authority over athletes, both able-bodied and vulnerable.

A process to assess the backgrounds and qualifications of those who have access to finances.
More than just a police records check - it is an ongoing 10 step process to help protect Gymnastics Saskatchewan and our clubs, and to help ensure the credibility of volunteers and staff.

WHY SCREEN?

As a Provincial Sport Organization, Gymnastics Saskatchewan has a duty of care to safeguard members against suspected or known abuse, neglect or unsafe practices, as outlined in the Child and Family Services Act.

Participant protection is morally, ethically and legally necessary.

To reduce the risk of harm to vulnerable participants in Gymnastics Saskatchewan activities.
Screening is part of sound financial management and good human resources management, ensuring people are in positions best suited to them.

HISTORY OF SCREENING IN CANADA

Collaborative working groups and organizations developed guidelines based on Canadian and Provincial law (Canadian Criminal Code, Canadian Common Law, Charter of Rights and Freedoms and Saskatchewan Child and Family Services Act).

A 10-step model was developed and implemented by Volunteer Canada.

WHO?

Gymnastics Canada, other provincial gymnastics associations, Boy Scouts, Big Sisters, Canadian Hockey Association, Teachers' Colleges, schools, and a variety of other sport and non-profit organizations.

5.1 GYMNASTICS SASKATCHEWAN SCREENING POLICY - SAFE STEPS TO SCREENING

There are 10 steps in the Gymnastics Saskatchewan screening policies:

Step 1	Determine the Risk
Step 2	Position Design and Description
Step 3	Recruitment
Step 4	Application Forms
Step 5	Interviews
Step 6	Reference Checks
Step 7	Police Record Checks

Step 8 Orientation and Training
Step 9 Supervision and Evaluation
Step 10 Participant Follow-up

STEP 1 DETERMINE THE RISK

Screening requires good judgment and a well thought out process. The nature of the position and the level of risk dictate the need to conduct screening. Ask the following:

- What things could happen?
- How likely are they to happen?
- What are the consequences?
- Can we deliver the program if we eliminate the activity?
- How can it be modified?
- Can the risk be transferred (eg. Insurance)
- Can we assume the risk?
- What is the cost of reducing the risk in this activity?

Factors in determining risk - consider the following:

- participant
- setting
- nature of relationship
- activity
- supervision

Rating the Risk - **High Risk**:

- Positions that provide opportunities to be alone or have close contact with participants.
- Positions where control and influence are inferred.
- Positions that have a responsibility for the handling of finances or significant amounts of money.

Individuals to screen:

- All coaches/choreographers/medical staff
- Administrative/office staff
- Board members with signing authority
- All Team Managers and chaperones

Rating the Risk - **Medium Risk:**

- Positions where there is limited contact with participants or limited opportunity of being alone with them.
- Positions where there is limited access to finances.

Individuals to Screen:

- Judges
- Meet directors
- Volunteer registrars
- All individuals working with special needs participants
- Parent drivers

Rating the Risk - **Low Risk:**

- Positions with little contact with participants or finances.

Individuals to Screen:

- Meet personnel – including admissions, snack bar, registration or uniform volunteers
- Care taking staff
- Members of traveling delegation
- Awards personnel
- Hosting committee
- Equipment set up/take down volunteers

In the event that an individual will have more than one role in the organization, screening rating should occur for the position deemed to have the highest risk level.

STEP 2 POSITION DESIGN AND DESCRIPTION

Design the positions in your organization to:

- Reduce the risk.
- Set screening standards based on level of risk involved in the position.
- Establish behavior standards and communicate them to your volunteers.
- Have participants sign code of conduct agreement forms.

- Create a Position Description
- Set guidelines and boundaries.
- Ensure that you clearly communicate that your organization/club is serious about the safety of its participants.

STEP 3 RECRUITMENT

Be clear on the position description and what skills you require.

STEP 4 APPLICATION FORM AND PERMISSION

The exact position being applied for will determine which application form is to be completed.
Asking applicants to complete it identifies the seriousness of your organization.
Collect all basic information and be sure to gain permission to run police and reference checks and to disclose information to Gymnastics Saskatchewan.

Be careful of human rights issues.

STEP 5 INTERVIEWS

Provide the opportunity to find out more information and explore any doubts.
Also provide an opportunity to relate your organization's expectations.

STEP 6 REFERENCE CHECKS

To confirm the background and skills of the applicant.
To provide opinion about the individual's "fit" in your organization.

STEP 7 POLICE RECORD CHECKS

Just one step of many in the screening process.
Policy record checks are not a guaranteed safeguard.
Reflects seriousness of the organization to protect its participants.
Have clear guidelines for how you will handle an individual whose record shows a previous conviction.
Weigh the nature of the conviction against the risks associated with the role the individual will play in your organization.

STEP 8 ORIENTATION AND TRAINING

Screening is an ongoing process.
During the orientation and training an individual is considered as being on probation.
During this period, you must:
gain knowledge of the individual's work style, values etc.
educate re: organization's policies and the individual's role within the organization,
develop the individual's interpersonal skills in the area he or she will be working
determine the "fit" of the individual in the organization.

STEP 9 SUPERVISION AND EVALUATION

Provide feedback at least once per year.
Institute a formal process to observe the individual in his or her role and monitor his or her progress.
Supervision and evaluation ensures a standard level of service/practice, improves the participants' experiences, and protects the participants.

STEP 10 PARTICIPANT FOLLOW-UP

Have regular ongoing contact with the individual and the participants.
Do random checks.

SCREENING INPLEMENTATION

Responsibility for the implementation of Gymnastics Saskatchewan screening policies, record keeping and the release of information rests with the Gymnastics Saskatchewan CEO or designate.

GYMNASTICS SASKATCHEWAN PROGRAMS

Gymnastics Saskatchewan requires enhanced police record checks, to include vulnerable sector checks from the following individuals:

- All staff, coaches, team managers and chaperones travelling with/participating with a Team Sask program.
- Any other individuals rated medium or low risk may be screened at the discretion/request of the Gymnastics Saskatchewan CEO or Board of Directors.

Cost for screening as above will be at the individual's expense.

POLICY FOR CLUB PROGRAMS

Responsibility for the implementation of club screening policies, record keeping and the release of information rests with the club President or his/her designate.

All clubs shall require their coaches, team managers, chaperones to submit to a police record check prior to applying for membership in Gymnastics Saskatchewan. Clubs must retain police record checks on file and submit them to Gymnastics Saskatchewan if and when requested. Gymnastics Saskatchewan will conduct sporadic audits of clubs to request record checks on file. It is also recommended that coaches and employees be required to advise employers of any investigation by the criminal justice system.

All criminal record checks that indicate a criminal code conviction for a relevant offence shall be reported/forwarded to the CEO of Gymnastics Saskatchewan.

Cost for this screening will be at the individual's or the club's expense.

It is recommended that all clubs immediately also implement Steps 1-10 of the screening program for their members using the following guidelines:

STEPS REQUIRED	LEVEL OF RISK	INDIVIDUALS TO BE SCREENED
Minimum Steps 1-10	High	Coaches, choreographers, medical staff Team managers and chaperones
Minimum Steps 1-6 Steps 7-10 at the club's discretion	Medium	Judges Meet Directors Parent Drivers Administrative/office staff Board members
Minimum Steps 1-5 Steps 6-10 at the club's discretion	Low	Meet Personnel - hosting committee volunteers

POLICE RECORD CHECKS

A Police Record Check/Vulnerable Sector Check/Enhanced Record Check will be valid for Team Sask/Gymnastics Saskatchewan for a period of 3 years from date of issue, unless information is presented to the CEO which shows that there are reasonable grounds for another police record check to be required.

To obtain a Police Records Check the individual must go in person to his/her local police station with appropriate identification and request a Police Record and Vulnerable Sector/Enhanced Check. There may be a charge for the record checks which varies depending upon the municipality.

Coaches new to Canada or coaches on a temporary work or visitor visa must have a completed check from their previous country of residence (translated) and an up to date CV/resume, unless proof can be provided that a police record check was submitted to the Government of Canada upon application for the related work or residency documents.

FOLLOW-UP

As a result of screening procedures or a police records check that indicates a previous criminal conviction, Gymnastics Saskatchewan will have the authority to request further information from the person about the nature and circumstances of the conviction in order to determine whether the conviction relates to a relevant offense.

Relevant offenses are: fraud, embezzlement, theft, assault, sexual assault, sexual misconduct, pornography, stalking and drug offences.

GYMNASTICS SASKATCHEWAN MAY:

Refuse to hire a staff person or appoint a manager, chaperone, coach, or volunteer who does not consent/agree to screening, and/or who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction.

Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who has a conviction for, or has been found guilty of a relevant offense.

Suspend without compensation, dismiss or reassign the duties and responsibilities of any staff person, manager, chaperone, coach or volunteer as a result of a pending investigation or a criminal conviction for a relevant offense.

Suspend without compensation, or dismiss a staff person, manager, chaperone, coach or volunteer who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction.

To dismiss any staff person, manager, chaperone, coach or volunteer who has or receives a conviction for, or is found guilty of, a relevant offense.

Gymnastics Saskatchewan shall keep the results of criminal record checks confidential unless such disclosure:

- is required by law
- is necessary for a disciplinary proceeding or prosecution of a claim against the individual
- is required as per Gymnastics Saskatchewan's membership eligibility requirements with Sask Sport or Gymnastics Canada
- is in the best interest of the public or Gymnastics Saskatchewan and Gymnastics Canada members
- is in response to a reference check by other sports clubs, sports organizations or any other person whose membership or association may be affected by the person's criminal record.

All criminal record checks that do not indicate a criminal code conviction for a relevant offence shall be kept confidential.

SECTION 6. EQUITY AND INCLUSION

Any member (athlete, coach, staff, manager, official, volunteer or other persons) who identifies as gender and/or sexually diverse may participate fully and safely in Gymnastics Saskatchewan activities. This includes but is not limited to those who are, or who are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning.

All members, regardless of gender identity, shall have the opportunity to participate in gymnastics activities in a safe, respectful, inclusive and non-judgmental environment.
Any transgender athlete may participate fully in sex-separated gymnastics activities in accordance with his/her lived gender identity. Any athlete who identifies as unspecified must choose the gender with which they will participate.

SECTION 7. ABUSE, HARASSMENT AND DESCRIMINATION

ORGANIZATIONAL COMMITMENT

All participants should be able to engage in a safe, healthy, and inclusive sport environment that is free from all forms of abuse, discrimination, harassment, violence, and other potential harm. Creating and fostering this environment and culture is paramount to the administration and delivery of all gymnastics programs in Saskatchewan. Promoting, establishing, and maintaining this positive environment is the collective responsibility of each individual member of the gymnastics community. This means not engaging in, allowing, condoning, or ignoring behaviour that violates this Policy.

Therefore, it is the expectation of Gymnastics Saskatchewan that participant conduct will always reflect the highest standard of behaviour. Gymnastics Saskatchewan considers abuse, discrimination, harassment, and violence a very serious offence. Contravention of this Policy will be subject to review, investigation, and disciplinary and remedial action. Contravention may also result in Gymnastics Saskatchewan contacting law enforcement officials or taking legal action where necessary. The following Policy describes various offences and types of unacceptable behaviour and should be read in conjunction with the ***Code of Conduct***.

SCOPE OF POLICY

The Gymnastics Saskatchewan ***Abuse, Harassment, and Discrimination Policy*** applies to:

- All full-time and part-time employees (permanent, temporary, or fixed-term) of Gymnastics Saskatchewan and all consultants, contractors, and other service providers who may provide services to Gymnastics Saskatchewan;

- Members of the Gymnastics Saskatchewan Board of Directors and committees;

- Athletes, coaches, managers, integrated support team members, judges, and technical observers participating in Gymnastics Saskatchewan competitions, training camps, tryouts, programs, and activities;

- Parents, guardians, and spectators observing or participating in Gymnastics Saskatchewan events and competitions;

All members of Gymnastics Saskatchewan;

- Coach developers;

- Volunteers at events hosted by Gymnastics Saskatchewan;

- Volunteers appointed to accompany teams to events, training camps, competitions, or other activities;

ABUSE AND MALTREATMENT

*(Adapted from Stirling, 2009; Canadian Centre for Child Protection's Commit to Kids)*Abuse and maltreatment tend to be categorized based on the nature of the relationship in which the behaviour occurs. Specifically, physical abuse, emotional abuse, sexual abuse, and neglect tend to occur in a critical relationship, in which an individual is dependent upon another individual in a position of authority or trust for safety, trust, and fulfillment of needs. Further information can be referenced in Gymnastics Saskatchewan's Abuse, Harassment and Discrimination Policy.The descriptions below provide broad definitional parameters of the various types of abuse and maltreatment that may occur in the sport environment. The subsequent examples are used to help differentiate between behaviours but should not be taken as an exhaustive list.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Harassment
- Bullying
- Hazing

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 human rights legislation, including but not limited to:

- race or perceived race
- ancestry, citizenship, nationality or national origin, place of origin, colour, ethnic or linguistic background or origin, including aboriginal origin
- religion, or creed, or religious belief, association or activity
- political belief, association, convictions, or activity
- age
- sex, including sex-determined characteristics such as pregnancy, the possibility of pregnancy, and circumstances related to pregnancy
- sexual orientation
- gender identity and gender expression
- marital status (including single status), family status, civil status, family association
- social condition or disadvantage
- physical or mental disability, or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device, as well as disfigurement and any irrational fear of contracting an illness or disease
- criminal charges or criminal record
- source of income or receipt of public assistance
- actual or presumed association with another individual or class of individuals having any of the aforementioned prohibited grounds of discrimination

Examples of conduct that may be considered discrimination include but are not limited to the following:

- stereotyping (assuming that an individual has certain traits, qualities, or beliefs)
- racial, ethnic, or religious jokes, slurs, nicknames, or mimicry
- practical jokes that cause awkwardness or embarrassment
- persisting with comments or jokes after becoming aware that the behaviour is unwelcome
- offering or withholding favours or employment benefits such as promotions, favourable evaluations, favourable assigned duties or shifts, conditioned on or related to a characteristic protected under any prohibited ground of discrimination

COMPLAINTS

An individual who believes they have experienced maltreatment or witnessed misconduct that contravenes this Policy has the right and obligation to file a formal complaint under Gymnastics Saskatchewan's ***Dispute Resolution Policies***.

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:

- do nothing to put yourself in further risk;

- help the participant withdraw from the situation, if possible;
- inform others nearby of the situation, if possible;
- call 9-1-1 immediately where the situation requires immediate attention; and
- report the situation pursuant to the Dispute Resolution Policies.

Reprisal Prohibited

Under no circumstances will Gymnastics Saskatchewan condone acts of retaliation by registered participants, by parents or legal guardians, or other supporters of registered participants against those individuals who have reported inappropriate behaviour or actions to Gymnastics Saskatchewan. Similarly, no individual may retaliate against an individual who is accused of having acted inappropriately and contravened any policies. All participants are to report complaints under the Complaints and Discipline Policy and Procedures. Any individual who believes that they, or someone else, has been subjected to unlawful reprisal must promptly report those concerns to Gymnastics Saskatchewan.

SECTION 8. ANTI-DOPING

Gymnastics Saskatchewan in accordance with Gymnastics Canada (GCG) has adopted the Canadian Anti-Doping Program (CADP) which is in compliance with the World Anti-Doping Code. The CADP is administered by the Canadian Centre for Ethics in Sport (CCES) and much of the current GCG Policy comes directly from CADP and the World Anti-Doping Code.

CATEGORY 4. COMMUNICATIONS

SECTION 1. APPROPRIATE USE OF TECHNOLOGY

The computing and communications facilities provided by Gymnastics Saskatchewan are primarily intended for the advancement of gymnastics, administrative and communications purposes. The use of these services is governed by all applicable policies of Gym Sask, as well as by all applicable Canadian federal, provincial and local laws and statutes. This policy applies to staff and volunteers (the User) functioning in a role and/or responsibility related to Gym Sask programs or activities.

The User bears the primary responsibility for the material that he or she chooses to access, send or display. The computer facilities may not be used in any manner that contravenes the above-mentioned policies, laws or statutes. When devices, such as portable computers, are the property of the User, the appropriate use expectations still apply when such devices are used to access Gym Sask technology facilities and/or conduct activities related to Gym Sask responsibilities.

The inappropriate use of Gym Sask computing facilities should be reported to the CEO and/or a member of the staff responsible for the program or service area. Those who do not adhere to the appropriate use guidelines may be subject to disciplinary actions.

Appropriate use of information technology includes, for example:

- Respect for the rights of others,
- Respect for the property of others,
- A presumption of the right to privacy

Inappropriate use of information technology includes, for example:

- Unauthorized access, alteration, destruction removal and/or disclosure of data, information, equipment, software or systems,
- Disclosure of all forms of confidential information,
- Use of facilities and resources for personal and/or commercial purposes,
- Propagation of hate literature or other malicious intents,
- Harassment, including sexual harassment, and
- Use that violates provincial or federal laws.

The above examples of appropriate and inappropriate use of technology are not all-inclusive and are provided as guidelines.

Recourse for Violations by Users

As noted above, a suspected violation of this policy is to be reported to the CEO or another member of the Senior Management Team, who will initiate an appropriate investigation of the complaint.

SECTION 2. COMMUNICATIONS/SOCIAL MEDIA POLICY

OUR COMMITMENT

Electronic communication is essential for sharing news and information with our members. Our communication will be timely, appropriate and related to Gym Sask business.

WHAT WE WILL DO

We use a range of electronic tools to communicate with our members.
Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. A webmaster will be appointed to provide accountability and control over material published on our website and any related discussion groups or social media websites, such as Facebook, Instagram, YouTube and Twitter.

WEBSITE

Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
No offensive content or photos will be published.
If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
We will seek feedback from members to improve the information available on the site.

SMS AND EMAIL

Committee members, staff, coaches and team managers may use SMS and email to provide information about competition, training, sanctioned social events and other business, however:

- SMS messages should be short and about team matters
- Email communication will be used when more information is required
- Communication involving children will be directed through their parents.

SOCIAL MEDIA WEBSITES

We treat all social media postings, blogs, status updates and tweets as public 'comment'.
Postings (written, photos or videos) will be family-friendly and feature positive news and events.
No personal information about our members will be disclosed.
No statements will be made that are misleading, false or likely to injure a person's reputation.
No statements will be made that might bring our organization into disrepute.
Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

WHAT WE ASK YOU TO DO

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

NON-COMPLIANCE

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as prohibited in our code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

SECTION 3. PRIVACY POLICY

OUR PRIVACY COMMITMENT

Gymnastics Saskatchewan is committed to keeping personal information accurate, confidential, secure and private. Based on the Personal Information Protection and Electronic Documents Act (PIPEDA), this Policy describes how Gymnastics Saskatchewan adheres to the ten principles of privacy set out in PIPEDA which are summarized in the attached Schedule "A." The Privacy Policy will outline the types of personal information we may collect from members, athletes and, where applicable, donors and customers, and explains how we may use it and disclose it to others. It will also outline the safeguards we implement to protect personal information and provide to members and donors the opportunity to access and correct personal information we have about them. A copy of PIPEDA is available at the federal Privacy Officer's website at www.privcom.gc.ca

Information We Gather and Use – Collecting your Personal Information

This policy only applies to your personal information that we collect or use in relation to a commercial activity of Gymnastics Saskatchewan. At Gymnastics Saskatchewan, we ask for your permission (generally via your club registration) when we collect, use or disclose your personal information in the course of a commercial activity. Personal information is that which refers to you specifically and is collected in person, over the telephone or by corresponding with you via mail, facsimile, or over the internet.

When you request a service or membership from us, or participate in an athletic event sanctioned by us, we, or our affiliates, subsidiaries or related organizations, may, with your consent, collect personal information from you, which may include the following:

- name;
- mailing address;
- email address;
- telephone number;
- contact numbers;
- date of birth;
- competition results;
- in certain instances, pertinent health information regarding athletes.

During the application process, via your club, to become a Gymnastics Saskatchewan member, or to renew your membership, or as a non-member, donor or athlete associated with Gymnastics Saskatchewan, you may have provided us with written consent respecting the collection, use and disclosure of your personal information. This Privacy Policy is intended to supplement, and does not replace or modify any such written consent previously provided.

You have a choice whether to provide us with the personal information requested. In our operations, however, your decision to withhold particular details may limit the services, association or membership we are able to provide you. In some cases we may not be able to enter into a relationship with you.

Gymnastics Saskatchewan maintains a contact history for each member, which is used primarily for service, collection and payment purposes. This information, however, is limited to internal use and restricted to our employees, agents and volunteers. The information we ask you to provide varies with the circumstances of your activity or the service you request such as:

GENERAL INQUIRY

For general inquiries on our organization, you may need to provide limited information such as your name, contact address, email or contact number. This will allow us to contact you with regard to your interest in Gymnastics Saskatchewan.

GYMNASTICS SASKATCHEWAN SERVICE

You may need to call Gymnastics Saskatchewan to make an inquiry as to your standing as a member or your activities within the organization. In such instances, we will ask you to provide, at minimum, your name and residence.

ATHLETE PARTICIPATION

We may be required to provide certain personal and statistical information regarding athletes for the purposes of competitions or rankings. We may use the personal information you provide to us to:

- communicate with you
- provide you with the information you have requested
- provide statistical information and results for competitions and events
- advertising or promotional activities

With your consent, we may also send you information about other activities in which we believe you would be interested. We want to assure you that we only use your personal information for the purposes that we have disclosed to you.

Most of the information we retain about you consists of your membership and competition record. We use transactional information to keep track of and report back to you in these areas, if requested.

WITH WHOM WE MAY SHARE YOUR INFORMATION

RELATED ASSOCIATIONS AND ORGANIZATIONS

Gymnastics Saskatchewan and its employees and volunteers are all governed by our policies and procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other Gymnastics Saskatchewan affiliates or related organizations that perform services on our behalf or provide services to you.

EMPLOYEES AND VOLUNTEERS

In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees or volunteers who have a legitimate purpose and reason for accessing it. For example, when you call or e-mail us, our designated employees will access your information to verify that you are the member and to process your requests.

As a condition of their employment or volunteer activities, all or our employees and volunteers are required to abide by the privacy standards we have established. We educate our employees, agents and volunteers about the responsibilities of handling personal information. Unauthorized access to and/or disclosure of member information by an employee or volunteer of Gymnastics Saskatchewan is strictly prohibited. All employees and volunteers are expected to maintain the confidentiality of personal information at all times and failing to do so could result in appropriate disciplinary measures, which may include dismissal or termination of volunteer activities.

OUTSIDE SERVICE SUPPLIERS

We sometimes contract outside organizations to perform specialized services, such as processing data, applying payments or facilitating mail-outs. Our service suppliers may at times process or handle some of the information we receive from you.

When we contract with our suppliers to provide specialized services, they are given only the information necessary to perform those services. Additionally, they are prohibited from storing, analyzing or using that information for purposes other than to carry out the service contracted with us to provide. Our suppliers are bound by contractual obligations designed to protect the privacy and security of your information. As part of our contract agreements, our suppliers and their employees are required to protect your information in a manner consistent with the privacy policies and practices that we have established.

We do share personal information of our members in the following circumstances:

- When required by law - There are some types of information that we are legally required to disclose. We may also be required to disclose information to authorities. Only the information specifically requested by legitimate authorities will be disclosed;
- When permitted by law - In certain other situations we may be required to disclose personal information, such as when returning a cheque due to insufficient funds or when dealing with a legal matter that concerns your membership or activities within Gymnastics Saskatchewan;
- When disclosure is clearly in your best interests, as determined in the sole discretion of Gymnastics Saskatchewan, and consent cannot be obtained in a timely manner;
- Where the information is considered to be in the public domain;
- To collect a debt owed to Gymnastics Saskatchewan; and
- In cases of emergency.

Gymnastics Saskatchewan may disclose the following kind of personal information about you:

- Information we receive from you on your application and other forms you submit to us or communications between us, including by writing, by telephone, by fax or by electronic format. This information includes, for example, your name, your address, and telephone number.
- Information about your dealings and relationship with us and our related associations and organizations. For example, this information includes your membership status and athletic activities.

We may also disclose the same kind of personal information described above with respect to our former members.

HOW WE SAFEGUARD YOUR INFORMATION

At Gymnastics Saskatchewan, we do our best to protect the privacy of our members. All of our databases are password protected and customer information is given to employees and volunteers only to conduct their jobs or tasks. We will ensure that the security of information held in our possession will be at a level that complies with PIPEDA.

INTERNET WEBSITES:

We do not monitor individual use of our website at www.gymsask.com. We do however monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently stored for future use.

VERIFYING YOUR INFORMATION

At Gymnastics Saskatchewan decisions that directly impact you are made based on the information we have about you. Therefore, it is important that your personal information is accurate and complete. As a member, athlete, donor or customer, you have the right to access, verify and amend your personal information held by us.

ACCESSING YOUR PERSONAL INFORMATION

Gymnastics Saskatchewan will provide a procedure for its members, athletes and non-member customers to view information held by Gymnastics Saskatchewan and to report and quickly remedy inaccurate information. There are certain situations where Gymnastics Saskatchewan may not provide an individual access to their personal information, including those instances where:

- the information is prohibitively costly to provide;
- the information contains references to other individuals, including
- members, donors or non-member customers;
- the information cannot be disclosed for legal, security or commercial propriety reasons; and the information is subject to solicitor-client or litigation privilege.

We have appointed a privacy officer to ensure that the requirements of PIPEDA are adhered to.

WITHDRAWING CONSENT

Upon becoming a member of Gymnastics Saskatchewan, participating in activities arranged or sanctioned by us, you consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to us registered mail to the address listed below. If your consent is withdrawn, this may restrict our ability to assist you or to extend membership privileges and we may not be able to provide you with all of our benefits, products and services.

We take our responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about our commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please contact Gymnastics Saskatchewan.

SECTION 4. LOGOS AND COPYRIGHT

All Gymnastics Saskatchewan logos and graphics are under copyright and are for the sole and express use of Gymnastics Saskatchewan.

Official colors for Gymnastics Saskatchewan are green, white, and black.

Documents, manuals, artwork and materials prepared by Gymnastics Saskatchewan staff, board members, volunteers and/or committees are under copyright and are for the express use of Gymnastics Saskatchewan and may not be reprinted, sold, photocopied or otherwise redistributed without permission from Gymnastics Saskatchewan. Photocopying or otherwise reproducing or reselling of any of these materials is a violation unless permission is received.

Gymnastics Canada and FIG materials are under copyright and must be purchased from the Gymnastics Saskatchewan office. Photocopying or otherwise reproducing or reselling of any of these materials is a violation unless permission is received.

CATEGORY 5. COMPETITIONS AND EVENTS

SECTION 1. COMPETITIONS AND EVENT HOSTING

INTRODUCTION

All invitational competitions, galas, regional and provincial trials and Provincial Championship competitions fall under the jurisdiction of Gymnastics Saskatchewan. Gymnastics Saskatchewan shall have the authority to sanction or not sanction competitions and events hosted in our province.

Entry fees and the licensing fees of Provincial Championships, trials and selection meets shall be set by Gymnastics Saskatchewan. Operational costs shall be the responsibility of the host. Entry fees (or a designated licensing fee) for all trials and selection meets shall be forwarded to Gymnastics Saskatchewan.

Inter-provincial and national events are hosted in Saskatchewan every few years. Gymnastics Saskatchewan possesses the sole right to sanction, establish profit sharing, and approve the hosting and location of Western Championships, Western Canada Cup, Canadian Championships and other designated western or national level competitions or events held in the province.

Please refer to the Hosting Guide and Hosting Strategies documents for more information.

GYMNASTICS SASKATCHEWAN HOSTING GOALS

- Host events that are financially viable for the organizations involved and deliver a net profit to the hosting club(s) and to Gym Sask.
- Need to be financially viable.
- Need to result in net profit to hosting club.
- Need to be adequately resourced for planning, preparation and delivery.
- Provide opportunities for athletes to achieve their competitive goals and maximum potential.
- Need to provide athletes the opportunity to achieve potential.
- Need to provide competitors with opportunities to achieve goals.
- Host athlete-centered events that are aligned to and support LTAD.
- Need to align to and support LTAD.
- Need to be athlete-centered events.
- Host showcase events that cultivate and reflect our culture.
- Need to provide opportunity for team building, relationship building.
- Provincial Championships needs to be a showcase event.
- Provide growth opportunities for everyone involved in planning and delivering the events.
- Need to present growth opportunities to hosting club.
- Need to provide growth opportunities for individuals – i.e. develop knowledge, skills, experience, leadership, etc.

SANCTIONED EVENTS IN SASKATCHEWAN:

Representatives of the Board of Directors and/or staff of Gymnastics Saskatchewan shall be invited and welcomed to the event with no admission fee, and arrangements made – if possible – to have Gymnastics Saskatchewan dignitaries or representatives present awards or speak on behalf of the Gymnastics Saskatchewan.

Free space shall be provided, if requested, for the sale and or display of Gymnastics Saskatchewan and our sponsors' promotional and marketing materials as provided to them. Such materials may include clothing, program advertisements, logos, posters, banners, brochures and other materials.

Access to content developed by Gym Sask approved photographers and other media personnel is permitted through the proper channels outlined on a per event basis.

All Gym Sask members in good standing who qualify and who are eligible to participate in the sanctioned categories will be invited and granted entry to the event, space permitting.

All judging panels must be approved by Gymnastics Saskatchewan prior to the start of the events. All athlete and coach entries/registrations for competitions hosted in Saskatchewan must be forwarded to Gymnastics Saskatchewan for review and approval two weeks prior to the events.

Gymnastics Saskatchewan will work closely with the club's designated volunteers or staff to provide assistance with the following: the approval of all promotional materials, usage of logos, images and names of events, confirmation of schedules and rotation orders, communication and distribution of entry forms, bulletins, deadlines and memos to all Gym Sask member clubs who are eligible to participate, confirmation of all registered gymnasts, coaches and judges for eligibility

For co-hosted events, host club responsibilities will be outlined in hosting contracts and policies in the Hosting Guide.

EVENT FEES AND COSTS

For a stand-alone (not with an invitational) selection or screening competitions, host clubs will be paid a $150 facility rental fee.

For any selection or screening competitions where Gym Sask is responsible for judges honoraria and/or expenses, Gym Sask has the prerogative to charge an additional $30 in athlete entry fees payable to Gym Sask.

Other licensing fees will be established annually by the Gym Sask CEO on an event by event basis.

SECTION 2. TEAM TRAVEL

INTRODUCTION

The Gymnastics Saskatchewan policies apply to all members of Gymnastics Saskatchewan when participating in and traveling to and from any activity sponsored, sanctioned or approved by the association. As representatives of Gymnastics Saskatchewan, 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 Gymnastics Saskatchewan.

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.

Gymnastics Saskatchewan 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 Gymnastics Saskatchewan make travel or other arrangements for them.

CHEF DE MISSION AND MANAGERS

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 Managers (or a coach assigned as Manager) will travel with 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.

INFANTS AND CHILDREN OF COACHES AND JUDGES TO TEAM SASK COMPETITIONS

Gymnastics Saskatchewan is committed to create equal coaching opportunities for coaches and judges who are parents of infants. Gymnastic Saskatchewan recognizes that a barrier to participation at out of province gymnastics competitions by judges and coaches can be the care of an infant.
Gymnastics Saskatchewan is also obligated to ensuring the well-being and safety of all athletes in our care while attending out-of-province Team Sask competitions. In particular, coaches are often called upon to assist with supervision, driving, attending activities, chaperoning and caring for our athletes while at an event, and we require the full commitment and availability of all coaches on site to assist with our athletes' needs.

Gymnastics Saskatchewan will accept application requests from coaches and judges who wish to bring an infant 18 months and younger, provided that a secondary caregiver will also attend, to an out-of-province competition. If the application is accepted, Gymnastics Saskatchewan will assist the coach or judge in securing and paying for appropriate accommodation (1 room maximum), and any additional ground transportation costs incurred on site. Any other costs, including transportation and meals for the caregiver/infant are the responsibility of the coach or judge.

Coaches who are accredited by Gymnastics Saskatchewan to attend an event have a responsibility to assume a variety of other duties and responsibilities as requested by Team Managers and/or the Chef de Mission (*Operational Policy, Section 2: Team Travel*). Therefore, children over the age of 18 months will not be permitted to accompany accredited coaches to any Team Sask out-of-province competitions. If the coach is attending Canada Games, the application to bring an infant and caregiver must be submitted to the Canada Games Council, pertinent to their specific policies regarding infants/babies.

Judges' whose application is accepted must be able to fulfill all assigned judging commitments for competition, training and meeting requirements. Children over the age of 18 months will not be permitted to accompany judges funded by Gymnastics Saskatchewan to any out-of-province Team Sask competitions. If the judge is attending a national event or Canada Games, the application to bring an infant and caregiver will be forwarded to Gymnastics Canada/Canada Games Council, pertinent to their specific policies regarding infants/babies.

Note that no infants or caregivers will be allowed on the competition floor or in any athlete training/warm-up area.

- Coaches and judges must make their request to Gymnastics Saskatchewan's CEO in writing a minimum of 60 days before the event. Gymnastics Saskatchewan's High Performance

Committee will review each request and inform the applicant of its decision within 1 week of receipt of the request.

- If approved, the coach or judge shall work with the Gymnastics Saskatchewan Operations Manager to secure travel and accommodation arrangements for all parties.
- The coach or judge will continue to have all privileges of accreditation, transportation, perform all technical duties and will participate as part of the team.
- The infant and caregivers will not have access to transportation, meals, or any other privileges offered by Gymnastics Saskatchewan and/or the event hosts.

COACHES

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

All coaches accredited to the event by Gymnastics Saskatchewan shall be considered team coaches and part of the team delegation and shall assume duties and responsibilities as requested by Gymnastics Saskatchewan. All coaches will assume manager duties when no Team Manager is present on a trip.

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. In the absence of a designated Team Manager, coaches will assume this responsibility.

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 or 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:

- knowing 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, requested or needed assist the Chef and/or Team Managers
- fulfill the duties of Chef and/or Team Manager if none are present

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.

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.

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.

OFFICIALS/JUDGES

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 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 determined 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 feasible 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.

UNIFORMS

The official competition uniform for athletes, coaches, managers and others representing Saskatchewan is a provincial team (Gymnastics Saskatchewan) wind 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 team jacket.

Gymnastics Saskatchewan staff, provincial team chefs, coaches and managers, board members and national level judges shall receive designated team uniforms/clothing at no cost. Pending budget allocations, Gymnastics Saskatchewan may pay for or subsidize competition uniform costs for selected events such as Canada Games, international competitions or other major events.

CATEGORY 6. RECOGNITION

SECTION 1. AWARDS

INTRODUCTION

Each year Gymnastics Saskatchewan will recognize volunteers, coaches, athletes, officials and/or other members, as deemed fit, for their achievements in the sport of gymnastics in Saskatchewan.

An Awards Committee shall be established by the Board of Directors and CEO, to be responsible to nominate and select individuals or teams for recognition by Gymnastics Saskatchewan, Sask Sport, the Saskatchewan Sport Hall of Fame, other Halls of Fame, Gymnastics Canada awards, and/or any other organization as deemed appropriate.

BOARD OF DIRECTORS AND STAFF AWARDS

Retiring/out-going board of director members and staff shall receive a gift/token of appreciation from Gymnastics Saskatchewan. These awards shall be presented at the annual awards dinner or at a time more suitable.

NATIONAL AWARDS

Any Gymnastics Canada National Awards presented earlier to Gymnastics Saskatchewan members shall be brought forward for recognition at the annual awards ceremony.

VOLUNTEER, ATHLETE, COACH AND OFFICIALS AWARDS

The Gymnastics Saskatchewan Awards Committee shall select award recipients in the following categories in which there are deserving candidates:

- Lifetime Achievement/Life Member Awards
- Leadership Award
- Volunteer of the Year
- WAG Athlete of the Year National Stream
- WAG Athletes (2) of the Year Provincial Stream
- MAG Athlete of the Year National Stream
- MAG Athlete of the Year Provincial Stream
- TG Athlete of the Year Provincial Stream
- TG Athlete of the Year National Stream
- RG Athlete of the Year Provincial Stream
- RG Athlete of the Year National Stream
- Special Awards of Merit

Other special awards may be established and presented from time to time as deemed appropriate by the Awards Committee.

Judges will be recognized annually according to the number of years of service:

3 years: Bronze pin	10 years: Gold pin
5 years: Silver pin	15 years: Diamond pin