

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**TEAM MANUAL**

**POLICIES & GUIDELINES**

**PARENTS & ATHLETES**



March 2022

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

ALBERTA GYMNASTICS FEDERATION  
#207, 5800 - 2ND STREET S.W.  
CALGARY, ALBERTA  
T2H 0H2

Phone: (403) 259-5500 or 1-800-665-1010  
FAX: 259-5588

**TABLE OF CONTENTS**

CONGRATULATIONS	1
MISSION STAFF	2
TEAM ALBERTA DECISION MAKING	4
INFORMATION FOR PARENTS	5
GENERAL INFORMATION	7
APPROPRIATE CONDUCT	11
SUGGESTED LIST OF WHAT TO BRING	Appendix A
QUIET TIME	Appendix B
DISCIPLINE MANUAL & APPENDICES	Appendix C
ATHLETE PROFILE FORM	Appendix D
RULE OF TWO	Appendix G
SAFESPORT	Appendix H

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**CONGRATULATIONS ON MAKING TEAM ALBERTA!**

The purpose of this manual is to provide you as parents and athletes with an understanding of the responsibilities and conduct expected as representatives of the Province of Alberta. The roles of the Alberta Mission Staff are also discussed to offer certain guidance for the Alberta Team in the event of certain situations, procedures and communication strategies.

The Alberta Gymnastics Federation wishes you great success in your competition.

Congratulations again and good luck with the rest of the competition season!

## **MISSION STAFF**

### **CHEF de MISSION**

Generally, when a delegation is comprised of more than one competitive program (men/women/trampoline & tumbling), the Federation's Board of Directors will appoint a Chef de Mission to act as the senior team leader. In this capacity he/she will have four basic areas of responsibility; General Leadership, Liaison (between the event organizers and team members), Decision Making, and Support to Managers and Coaches. The Chef de Mission is selected from among the members of the Board of Directors or staff of the Federation. The Chef de Mission possesses a thorough knowledge and understanding of the Federation's operations.

### **TEAM MANAGERS**

Alberta Gymnastics circulates information regarding available Team Manager's positions (together with application forms) to previous Team Managers, interested individuals and all competitive clubs. Once an individual has made the decision to apply for a manager's position, the application form must be completed and returned to the AGF office by the deadline date indicated. The final selection of all managers will be ratified by the appropriate committees/assemblies based on recommendations from Program Representatives and staff. All applicants are notified of the selection(s).

The Team Manager will have a wide range of responsibilities that can be categorized as follows: Chaperone, Liaison, and Tour Coordination. The Team Manager will be responsible for a designated group of athletes during those periods when they are either training or competing. Together with the other managers and the coaches they will predetermine appropriate daily schedules for the athletes in their care. Activities may include watching other Alberta athletes compete, relaxation time, sightseeing, shopping etc. Most important, however, is to ensure that athletes arrive for scheduled training or competitions at times designated by the coaches and to ensure that appropriate behavior is adhered to.

## **GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

### **COACHES**

The selection process for provincial team coaches is outlined in the Program Technical Regulations. It should be noted, however, that the Alberta Gymnastics Federation reserves the right to appoint and/or replace team coaches at any time in accordance with the best interest of all of the athletes.

The primary function of team coaches is to prepare the athletes mentally and physically for competition and to provide guidance and technical support for the athletes during competition. In addition, coaches act as ambassadors/advocates on behalf of the athletes in terms of ensuring that the technical elements of the competition are being executed fairly and in accordance with prescribed rules and regulations. In this respect coaches are expected to represent Team Alberta at all technical/coaches meetings and to communicate all information/decisions arising from those meetings to the rest of the delegation.

Team Coaches will also provide assistance to the Team Managers. In extreme cases, such as when an athlete has been seriously injured or taken ill or other major problems have arisen, all of the Team Leaders may be required to provide assistance in managing the team's activities. All coaches will attend the opening and closing ceremonies.

### **JUDGES**

Clearly, the primary role of judges attending an event as an Alberta delegate is to provide qualified, objective assessment of all athletes' performances. It is important during competition for judges to maintain their impartiality and it is imperative that other delegation members respect the judges' need for a degree of 'professional detachment' from the team.

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**TEAM ALBERTA DECISION MAKING**

Decision making by the leaders of the Alberta Delegation should as much as possible, be a result of consensus building. Notwithstanding the fact that the Chef de Mission holds the final authority on matters of dispute or discipline, each of the delegation leaders hold primary decision making authority in their respective areas. The chart below is intended to provide a sense of which leaders should be involved in which decisions; it is, however, a guide and may not always be necessary, appropriate or possible to consult all parties.

<b>POSITION</b>	<b>TRAVEL &amp; ROOMING ARRANGEMENTS</b>	<b>ATHLETE TRAINING COMPETITION</b>	<b>NON-COMPETITIVE ACTIVITIES</b>	<b>MEALS</b>	<b>CURFEWS AND WAKE-UPS</b>	<b>RELIEF FROM TEAM DUTIES</b>	<b>EXTRAORDINARY REQUESTS or ISSUES</b>
Chef de Mission	Consultation only	Consultation only	Contributing DM	Consultation only	Consultation only	Primary DM	Primary DM
Team Managers	Primary DM	Contributing DM	Primary DM	* Primary DM (jointly)	* Primary DM (jointly)	Contributing DM	Contributing DM
Team Coach(es)	Contributing DM	Primary DM	Contributing DM	* Primary DM (jointly)	* Primary DM (jointly)	Contributing DM	Contributing DM

DM = DECISION MAKER

Parents and athletes have been provided instructions on how to interact with their child while under your supervision. An athlete should not be allowed to leave the team to go off for dinner with friends under any circumstances. If a parent or coach wishes to have the athlete leave the team after the completion of the competition, such a request should be made to and approved by the Chef and applicable Manager. This request will absolve the Manager of all responsibility from the time the athlete is released to the custody of the person previously designated by the parent(s). This type of situation must be handled tactfully. Parents/athletes should be notified of this prior to departure.



## **INFORMATION FOR PARENTS**

It is a requirement that the parent and coach 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 the Alberta Gymnastics Federation (AGF). Please review and explain this handbook with your child to ensure that they are aware of their role and responsibilities. Team competitions can be both challenging and rewarding. The goal of AGF is to build as much team cohesion as possible in a short time. It is very feasible to manage several teams of athletes. It becomes very difficult, if not impossible, to manage 75 or more individuals. With that in mind, AGF is asking you to support us in managing your child as a member of Team Alberta. We do not want to restrict you from accessing your child. However, we are asking you to limit visiting with your child during Team Alberta competitions.

### **Please observe the following requirements:**

- Parents are asked to attend the AGF orientation session that will occur immediately after the completion of the applicable selection event.
- Athletes will sit as a team, eat as a team and observe the competition as a team.
- Athletes will stay in the host accommodations with members of their team. Athletes are generally housed 2 males per room or 4 females per room. Athletes are grouped with other athletes from their team in their room. Every effort will be made to group athletes of the same age or competitive category.
- Prior to competing, the athletes will remain as part of the team will refrain from participating in extracurricular activities (dinners, shopping, or tourism) with their family. Following competition please check with the Team Manager to see if arrangements for extracurricular activities can be made. **You may not take your child from the competition site/residence without first discussing it with the Team Manager.**
- **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. Please let the Team Manager know how to contact you so you can be reached if your child requests it. Please remember that the Mission Staff will be very busy managing the teams and we would like to minimize the requests if possible.
- Parents will disclose all medical information (medical conditions / prescriptions etc.) to the Team Alberta Mission Staff.

## **GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

### **Please consider the following information to help make the trip more enjoyable for your child:**

Your child will be entering a new environment and will have to adapt to some changes. They will experience different coaches, meals, and sleeping environment. Since it is not possible for us to replicate each child's home environment, we need to help the children to adapt.

- **ATHLETES PRE-REQUISITES:**

For athletes to be prepared for this type of trip, they should have experienced some activities where they have been away from their family overnight (eg. a sleep over with friends). If this is the first time the athlete has ever been away from their parents, they are not likely ready to participate and enjoy the event. Please help athletes to come prepared.

- **NUTRITION:**

Generally, three meals are eaten per day at a family style restaurant or cafeteria. AGF encourages and recommends athletes to pack healthy snack food or bring money to purchase additional snacks if they are accustomed to eating more frequently.

- **CLUB RESPONSIBILITIES:**

Clubs are expected to provide athletes (and their families) with all information pertinent to the event they will be attending. Topics such as, departure / arrival times, schedule time changes, etc. are all the responsibility of the club to communicate. The Coach is the athlete's agent.

## **GENERAL INFORMATION**

### **TRAVEL**

#### **1. Team**

AGF will coordinate travel for Team Alberta to all Team Alberta events. If the competition is in a neighboring province (British Columbia or Saskatchewan) or in Alberta, each Club(s) will coordinate the travel for their applicable athlete(s) or coaches to the competition.

There will be a pre-arranged meeting time and date for all team members at the competition venue or accommodations. All Team members will meet with the Chef de Mission and Team Managers at the pre-arranged time and place.

Arrival and Departure procedures will be distributed to you approximately one month prior to the competition.

#### **2. Uniform**

All Team Alberta members will wear the Alberta team jacket while traveling and while attending any team function. Appropriate attire will be worn at all times e.g. no ripped jeans or sweats.

##### Women

Artistic Provincial and National athletes must wear the Alberta team tracksuit and leotard for team competitions. For Individual Finals they may wear an individual leotard of their choice and the Team Alberta tracksuit.

Women's High Performance Junior and Senior athletes must wear a National Team uniform or the Team Alberta uniform for Day One. For Day Two they must wear the Team Alberta or Team Canada tracksuit and the leotard of their choice. Women must warm up in leotards; uniform tights or athletic shorts are optional.

##### Men

All artistic athletes competing at Western Canadian Championships must wear the Alberta team uniform (tracksuit & competitive uniform) during all competitions. At Canadian Championships if the athlete is a current National Team member they must wear the Team Alberta tracksuit and the bodysuit of their choice (Provincial or National).

##### Trampoline and Tumbling

Athletes must wear their team bodysuits/singlets for all preliminary competition. During Finals, the athlete has the choice of wearing either the Team Alberta uniform or the National Team uniform.

##### Acro

All Acro Provincial athletes must wear the Alberta team tracksuit for team competition. For any team training sessions and warm up sessions athletes must wear their Team Alberta warm-up leotard. Athletes may wear leotards of their choice for the competition.

***\*Club tracksuits are not allowed on the competition floor at any time\**** Please refer to the AGF Team Uniform Policy for a complete description (See attached Appendix C).



**3. Baggage**

Baggage handling can cause concerns at any time. Potential problems may be avoided by following these suggestions:

- a. Each individual should ensure that their baggage is properly labeled and on the train, bus, van, etc. Each person should claim his or her own luggage at each destination and report to the designated person if any luggage is missing.
- b. Carry-on luggage should contain items such as competition uniform, gym slippers, handgrips, and two copies of music, (if applicable) and other small items necessary for competition. These items should NEVER be checked through with the regular luggage.
- c. It is recommended that each person travel with one piece of hand luggage and one other piece of luggage that may be checked.
- d. Liquids in Carry on luggage – Liquids, gels or aerosols in containers 100 ml / 100 g (3.4 oz) or less. These items must be placed in one clear, closed and re-sealable plastic bag no larger than 1 litre (1 quart).  
**ONLY ONE BAG PER PERSON.**

**4. Personal and Contingency Money**

Check with the AGF Office to inquire on similar trips in order to determine the approximate amount of money you will need. At events where athletes are responsible for paying the cost of their own meals (i.e. Westerns) it is suggested that you budget \$40.00 per day. Souvenirs and other addition expenses are the responsibility of the athlete.

Some or all of the delegation leaders will be provided with a 'cash advance' which is to be used for contingencies such as gas for team vans, meals for athletes that missed a scheduled meal due to competition or training, snack food for late evening snacks, etc.

**5. On-Site Transportation**

Depending on the proximity of the accommodation to the competition or training sites there may be a need for the rental of van(s) (a spring blizzard can turn a normally pleasant 5-block walk into an impossible expectation). Delegation leaders are prepared to take-on chauffeur duties as required.

AGF possesses a \$5 000 000.00 Non-Owned Automobile Liability (SPFG) policy. This will cover all damage to hired automobiles.

## **ACCOMMODATION**

### **1. Hotel/Motel**

This form of accommodation is common for Western Canadian Championships and occasionally Canadian Championships. The Chef de Mission and Team Managers will have a room list designating team members and their room numbers. The athletes should know where the manager and coach are located. It is extremely important that athletes know where to contact the manager at all times, and that the manager knows where all the team members are at all times.

### **2. University Residence**

This is a common form of accommodation for meets such as Canada Winter Games, Canadian Championships and Western Canada Summer Games. The advantages of this type of accommodation are many: close to training and competition gymnasiums, large group cafeteria facilities, recreational facilities, etc. Those who are not participating in the specific event-taking place should not be allowed in the residence.

### **Accommodation Policy**

All Alberta coaches (team and independent, etc.) must stay in the same residence or hotel as the Alberta delegation (coaches, athletes, managers, and chefs) unless otherwise assigned by AGF, regardless if the competition is in our home province/city. Since judges are not responsible for athletes, if the competition is in the judge's home city, a judge may choose to stay with the delegation or at home (food and parking costs will be reimbursed). All out of town judges, must stay with the Alberta delegation.

## **TRAINING SITE**

1. The training site and schedule will be distributed to the Team Coach in advance of travel.
2. The training schedule should allow for adequate training time and use of proper equipment for competition preparation. If the facilities provided are not adequate, the Chef de Mission will attempt to negotiate for an improved situation based on the team coach's requirements, when requested.
3. All athletes will be responsible for their own valuables and ensure that no clothing, equipment, etc. is left behind at the end of training. Please ensure that the facility is left in a similar, or an improved condition to that in which it was found.
4. The Mission Staff will ensure the availability of water, juice, fruit, etc. during and at the end of training.
5. First aid supplies will be on hand and the Mission Staff will be familiar with on-site facilities and emergency procedures.

## **GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

### **RECREATIONAL ACTIVITIES**

During major events there is often a great deal of unstructured time for all members of the delegation. Recreational activities will be designed with two objectives in mind: 1) To provide delegation members with an opportunity to experience the sights and culture of the host location  
2) To prevent boredom and the inevitable misbehavior that it breeds.

The following are some ideas that may be used. However, prior to departure the Chef de Mission, Team Managers and Coaches will plan the recreational program carefully to ensure that the athletes are not left to their own devices for any length of time.

- Shopping trips are always a favorite but should never extend beyond 2 hours.
- Sightseeing Trips.
- Swimming - rent a pool for a team pool party.
- Outdoor oriented activities

### **END OF COMPETITION**

Team Manager's will be responsible for athletes until a pre-arranged time and date following the competition. Athletes return travel home should coincide with this pre-arranged time that will be communicated to clubs approximately one month prior to the competition.

### **ATHLETE SAFETY**

Given the liability factor when traveling with athletes, safety considerations are of prime importance. This section is to remind athletes of where they can assist the Mission Staff.

1. Travel time is probably the time when athletes are exposed to the highest potential for problems. To avoid most situations:
  - a. Ensure that you know your final destination.
  - b. Stay with your coach or other athletes from your club that you are traveling with.
  - c. Use the "buddy" system to help monitor each other.
  - d. Ensure that you have a "Plan" in place if someone becomes separated from the group. This "Plan" should be reviewed with the entire group prior to departure, ex meeting place and time.
  - e. Ensure that you know the "rules". For example, never go anywhere with a stranger, etc.
2. Upon arrival at your pre-arranged meeting time, ensure that you know how to contact Team Manager / Coach at all times. While in residence / hotel, under no circumstances should you list who is in your room or the room number of other teammates. Remember that in a residence / hotel, the only people who should be in your room are accredited team members.

## **APPROPRIATE CONDUCT - REGULATIONS AND STANDARDS**

### **INTRODUCTION**

Members of Team Alberta are expected to conduct themselves at all times in the spirit of fair play and in a responsible manner. While representing Alberta it is expected that all participants (athletes, coaches and managers) will fulfil their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline. Though several infractions have been listed in this document, please note that this list is not inclusive. All parties concerned will deal with any infraction in an appropriate manner.

AGF is committed to providing an environment in which all individuals are treated with respect. Team members will refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. Being a member of Team Alberta is an honor, and should be treated as such.

Exhibiting behavior that is unbecoming of a Team Alberta member or which reflects negatively on the Province of Alberta is strictly prohibited. All members of Team Alberta will represent Alberta with dignity, personal integrity and within the spirit of fair play at all times. All members of Team Alberta will show respect for the social and cultural values of their own team members, other Team Alberta athletes and personnel, officials, athletes from other provinces and territories, and Host Society personnel (staff, volunteers, spectators, and service personnel).

If you or someone else finds themselves at any time in an uncomfortable situation and is unsure about what to do, please contact the Chef de Mission, Team Coach/Manager, or another member of the Mission Staff.

### **ALCOHOL, TOBACCO, and CANNABIS**

Alberta Law defines a minor as a person under the age of 18 years. This is also the legal age in Quebec and Manitoba. The legal age in the rest of the country is 19 years of age.

Minors shall not consume alcohol, nor use any tobacco or cannabis products, including snuff, at any time during team travel to or from the event. Minors found possessing any alcohol, tobacco, or cannabis products will have these items confiscated, and may be subjected to further discipline.

### **CONSUMPTION OF ALCOHOL IN PUBLIC SPACES**

All Team AGF members will refrain from consuming alcohol except for alcohol purchased and consumed in accordance with a license that permits consumption in a public place (ie. open aired patio), a person must not, in a public place, consume alcohol or possess alcohol in an open container.



## **GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

All Team AGF members who are of legal age (provincial legislation) will not consume alcohol in the presence or vicinity of minors. All AGF members are encouraged to take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events and should make every attempt not to consume alcohol in the presence of athletes.

### **QUIET TIME**

Quiet time will be decided by the team coach in conjunction with the Chef de Mission and/or Team Manager. All athletes, coaches, and managers will stay in their assigned accommodation and all athletes will abide by the quiet time found in Appendix B.

All members of Team Alberta will show respect for their own team members and other Team members, athletes, coaches and managers of all provinces and territories by not creating a disturbance or disruption after the established quiet time.

No male participants are allowed to enter the rooms of female participants and no female participants are allowed to enter the rooms of the males unless directly supervised by a support staff member. If the participants want to socialize they will do so in the lobby or quietly in the halls.

### **ILLEGAL DRUGS**

All Team Alberta members will be "drug free" except for medication prescribed by a physician that has been declared to the team manager; there will be zero tolerance for the use of illegal drug substances by any member of Team Alberta.

CARDING SYSTEM – See Appendix C for details.

### **SOCIAL MEDIA**

AGF hosts social media platforms and online communities. AGF athletes, coaches, officials, organizers, managers, volunteers, directors, officers and employees contribute to social media platforms and online communities through posting written comments, audio/video and images. For a complete overview of the AGF's Social Media statement please refer to Policy and Procedure 13.0 Social Media.

### **GROUP COMMUNICATION**

Coaches/managers should never communicate one on one with an athlete by text/phone. All texts should be sent to the whole team, coaches, and managers. Whatsapp will be used whenever possible.

### **SAFSPORT**

Please refer to the Rule of Two document in Appendix B. This document outlines the child to adult ratio that is expected for Team Alberta events.

When possible, overage athletes, will not be roomed with underage athletes.

Please see appendix G for the Rule of Two and appendix H for more

details on AGF's SafeSport policies.

*All members of Team Alberta will show respect for regulations and standards established by the Chef de Mission/Managers/Coach(es).*

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

## **APPENDICES**

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

APPENDIX A

**ATHLETE'S LIST OF WHAT TO BRING**

1. Competitive Uniform:  
Women: Team Tracksuit, Team long sleeve bodysuit, Short sleeve bodysuit, Finals bodysuit of choice.  
Men: Team Tracksuit, team singlet, longs, shorts and matching athletic socks.
2. Gym shoes / slippers.
3. Training attire, including tracksuit.
4. Grips, extra tape.
5. Competitive music – two copies for each routine appropriately labeled, must be on a CD or USB stick. (if applicable)
6. All necessary personal items.
7. Your Alberta Health Care number.
8. For traveling by air in Canada, you will be required to show one piece of government issued photo identification, driver's license or passport, or two pieces of non-photo government issued identification, birth certificate and health care card.
9. Snacks.

***\*Essential training and competitive items should be in the "carry on" bag. \****

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**

APPENDIX B

**CURFEW RECOMMENDATIONS**

RECOMMENDED CURFEWS FOR ATHLETES

<b>AGE CATEGORY</b>	<b>IN ASSIGNED ROOM TIME</b>	<b>LIGHTS OUT TIME</b>
10 and under	8:45 pm	9:00 pm
11 and 12	9:15 pm	9:30 pm
13 and 14	9:45 pm	10:00 pm
15 and 16	10:15 pm	10:30 pm
17 and 18	10:45 pm	11:00 pm
18 to 21	11:45 pm	12:00 am
21 and over	12:00 am	1:00 am

The chart above shall be applied according to the age of the athlete on the day of the overnight stay. Coaches and managers may set earlier curfews for athletes if reasonably required by competition or training schedules. Requests to change curfews to later than 1:00 am must be approved by the Chef de Mission.

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**



APPENDIX C

**TEAM TRAVEL**

**DISCIPLINE MANUAL**

**SYSTEM & PROCEDURES**



April 2010

**GYMNASTICS.....IT'S MORE THAN JUST A SPORT!**



This document is to be used during AGF team travel.

## **PART 1: DISCIPLINE SYSTEM – GENERAL**

### **1.1 Carding System**

To assist Team Alberta members in understanding the Code of Conduct, the following Carding System will be implemented in the event of an incident.

Yellow Card: Members who have a minor infraction will receive a yellow card from the support staff. Three yellow cards automatically results in 1 red card being issued.

Red Card: Members who have major infractions will receive a red card from the support staff. Athletes can receive a red card for a first offense.

### **1.2 Types of Infractions**

The following are examples of minor infractions -“misconduct” may include but is not limited to: Please refer to 21.4.3 of the AGF Policies and Procedures for additional examples

- Failing to follow the dress code (please refer to AGF Uniform Policy Appendix 1)
- Disturbances or disruption after quiet time at the residence or hotel
- Unbecoming conduct such as arguing, rudeness, or disrespect
- Use of tobacco products, including snuff, by minors
- Missing curfew without a valid reason
- Leaving the group or being by yourself without permission
- Failure to stop a behaviour when asked to
- Not following through on a behaviour that you were asked to (i.e. meet in the lobby in 10 minutes, put your team jacket on)
- Other similar infractions of minor severity

Examples of major infractions (“gross misconduct”) may include but is not limited to:

- Excessive curfew violations
- Repeated disturbances or disruptions after quiet time at the residence or hotel
- Leaving residence or hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol by a minor at any time (age will be dependent on laws of the location)
- Use of illegal drug substances
- Other similar infractions of major severity

All other extenuating circumstances should be brought to the attention of the Chef de Mission.

### **1.3 Group or Team Infractions**

If an infraction has occurred where one or more members of a group violate the code, and it is not clear who is responsible, the entire group will receive a card. An example of this is when there is a mess that no one will own up to (yellow) or damage to a room (red).

#### **1.4 Carry Over Between Team Alberta Events**

Athletes, who receive a card at a competition, will continue to have that card at the next event. For example: An athlete receives 2 yellow cards at Westerns. They begin their trip to the Canadian Championships with two yellow cards. Their first minor infraction at the Canadian Championships will earn them a third yellow card and elevate them to a red card. Discipline proceedings will follow immediately.

#### **1.5 Range of Discipline –These are at the discretion of Chef de Mission in collaboration with the Team Discipline Committee (Page 5 section 2.2).**

##### Minor infractions

- Verbal/written apology
- Loss of privileges/early curfew
- Written reprimand
- Contact parents
- Repeated infractions become Major infractions (see “Carding” explanation)

##### Major Infractions

- Automatic loss of banquet privileges
- Return home at parent’s expense (this can, and will be applied for the first major infraction)
- Verbal/written apology
- Removal from competition
- Loss of funding, present and/or future
- Loss of privilege to travel or participate with Team Alberta for a specified time frame (max. 1 year recommended)

#### **1.6 Specific Examples of Discipline Ranges**

Disciplinary ranges – are suggestions only and the Team Disciplinary Committees are not limited to these suggestions. These examples are not in order of severity.

##### Breach of Curfew

- Suspension from activities and privileges
- Removal from a portion of or remainder of the competition
- Return of offender home at own expense

##### Dress Code

Please refer to AGF Uniform Policy (Appendix 1)

##### Unbecoming Conduct

- Verbal or written reprimand
- Formal verbal apology to appropriate parties
- Formal written apology to appropriate parties
- Suspension from activities and privileges
- Suspension from competition
- Suspension from future competitions
- Return of offender home at own expense

#### Disturbance after Curfew

- Early curfew
- Verbal or written reprimand
- Request for formal verbal apology to appropriate parties
- Request for formal written apology to appropriate parties
- Re-allocation of room assignments – charged to the athlete
- Suspension from team activities
- Return of offender home at own expense

#### Any Repeat offence

- Suspension from certain team activities and privileges
- Removal of accreditation or banquet ticket or social activities
- Removal from a portion of or remainder of competition
- Return of offender home at own expense

#### Use of Alcohol/Tobacco by a minor

- Removal of accreditation
- Removal from a portion of or remainder of the competition
- Return of the offender home at own expense

## **PART 2: DISCIPLINE SYSTEM -PROCEDURAL**

### **2.1 Relevance of Cards for Athletes**

#### 1st Yellow Card

1st warning – athlete will meet with team coach and support staff

#### 2nd Yellow Card

2nd warning – parents (where appropriate) will be contacted

Athlete will meet with team coach and support staff

Some privileges may be revoked

#### 3rd Yellow Card

3rd offence – parents contacted again (where appropriate)

Athlete may not attend the banquet/social (at the event in which the card was obtained)

Social functions may be restricted

Status is automatically raised to a red card (see below)

#### 1st Red Card

Major infraction: discipline procedure will take effect

Parents will be contacted (where appropriate)

Possible removal from the competition

Possibly sent home at parent's expense

Review of eligibility and funding from AGF for a time period to be determined (max. 1 year recommended)

#### 2nd Red Card

Major infraction: automatic removal from the competition

Automatically sent home at parents expense

Review of eligibility and funding from AGF for a time period to be determined

(max. 1 year recommended)

Possible removal from Team Alberta for a period of time (if approved/applicable may attend as an independent at own cost)

### **2.2 Definitions**

Team Discipline Committee (TDC) - consists of the \*Chef de Mission, an independent Manager and an independent coach.

Hearing Procedures:

**The Committee shall govern the hearing as it sees fit, provided that:**

- a) the individual being disciplined is given notice of the day, time and place of the hearing;
- b) the individual being disciplined is informed of what they are accused of;
- c) a quorum shall be all three Committee members, and decisions shall be by majority vote where the Chef de Mission carries a vote;
- d) the individual being disciplined may be accompanied by a representative;
- e) the individual being disciplined shall have the right to present evidence and argument;
- f) the individual making the accusation may participate in the hearing at the request of the Committee;
- g) the Committee may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
- h) if the individual being accused chooses not to participate in the hearing, the hearing shall nonetheless proceed;
- i) the hearing shall be held in private;
- j) the Committee shall have the authority to abridge or extend timelines associated with any aspect of the hearing.

The TDC will utilize both the Incident and Investigation Reports (Appendix 3 and 4) to properly record and document the proceedings.

*\*Should the Chef de Mission be perceived to be in a conflict of interest, the individual in question would state this to those involved and they would either accept or oppose this. All AGF staff members and Directors have signed a conflict of interest form. If the parties involved oppose the Chef de Mission being involved they would be replaced by another manager, senior coach/judge or applicable AGF staff person, should they be present.*

### **2.3 Scope of Discipline**

Infractions or discipline actions with immediate consequences will be dealt with by the TDC. For infractions with long term implications such as future funding or future team eligibility, the TDC will make recommendations that will be followed up by the AGF.

### **2.4 Issuing Cards**

Any AGF member in attendance can request that the Team Discipline Committee consider issuing a card. If the Team Disciplinary committee agrees the complaint is valid, the Team Disciplinary Committee will arrange the hearing.

If a card is to be issued, the Chef de Mission will meet with the athlete, and the team (or personal) coach, to explain that the card has been given.

The Team Discipline Committee will follow up with related requirements, such as notifying the head of the Local Organizing Committee, contacting the parents, or booking flights home.

The President/CEO of the Alberta Gymnastics Federation will be notified of all cards that are issued.

## **2.5 Principles**

All infractions whether minor or major, have a procedure in place to be followed. This allows for consistency in the handling of all disciplinary matters.

All participants have the right to a fair hearing. All disciplinary matters will be handled in a fair and consistent manner. In both types of infractions, the individual in question will have an opportunity to respond to the allegations.

The individual in question will:

- Be given notice of the hearing and shall have an opportunity to address the committee
- The individual in question may be accompanied by an advocate/coach or other adviser
- The hearing shall be held in private with the Team Discipline Committee and the individual
- The committee may request that witnesses to the incident be present at the hearing to provide evidence or act as a witness
- All issues (which affect participation in competition), will be addressed at the Chef de Mission's discretion
- Written decisions will be given to the individual and copied to AGF  
(See Appendix 2 -Report of Violation)

## **2.6 Appeals**

- Appeals for major infractions (Red Cards) that involve financial issues or future sanctioning will be addressed according to the AGF appeals policy once back in Alberta.

## **2.7 Removing Cards**

Following Canadian Championships or the end of the discipline period, whichever are later, athletes or coaches may apply to have cards removed.

Cards may be removed by 2 of the following: Team Manager / Chef De Mission, or Senior AGF Staff Member.



## **PART 3: INFORMATION FOR SUPPORT TEAM**

### **3.1 Relevance of Cards for Coaches**

#### Minor Infraction (Yellow Card)

- Non-compliance with proper team communication
- Failing to train or supervise all athletes on your assigned team
- Putting club athletes ahead of team responsibilities
- Non-compliance with the AGF Uniform Policy
- Rude or disrespectful treatment of others
- Any breaches of the Coaching Codes of Conduct

#### Major Infraction (Red Card)

- Failing to supervise athletes when assigned to do so
- Intoxication in the presence of athletes
- Consumption of illegal substances
- Breaches of the Coaching Codes of Conduct

#### Sanctions that may be applied to Coaches/Chaperones/Managers (this list is not inclusive)

- Written reprimand
- Loss of privileges/accreditation
- Loss of privilege to travel or participate with Team Alberta for a specified time frame
- Loss of funding, present or future (max. 1 year recommended)

### **3.2 Coaches**

- Will follow the Code of Conduct. Individuals who fail to do so will be subject to discipline as outlined in Section 1
- Will assist in chaperoning duties of the athletes as directed by the Team Manager/ Chef de Mission
- Coaches are expected to attend all awards ceremonies and banquets and will attend all team meetings, team activities  
and carry out duties of their job descriptions

### **3.3 Managers/Chaperones**

- Will follow the AGF Code of Conduct
- Must attend team meetings and team activities
- May not leave the “group” without first checking with another Team Manager or Chef de Mission must ensure their charges are chaperoned at all times

## **PART 4: INFORMATION FOR PARENTS**

**Please refer to AGF Parents and Athlete Handbook**



**APPENDICES**  
**Discipline Manual**



# APPENDIX 1

## ALBERTA GYMNASTICS FEDERATION (AGF) – TEAM UNIFORM POLICY

### COMPETITIONS – TEAM ALBERTA (UNIFORMS)

While representing Team Alberta at: Western Canadian Championships, Western Canada Cup, Canadian Championships or any other officially sanctioned Team Alberta event. Team members shall adhere to this dress code policy and any other regulations as stated.

### UNIFORMS

The official competition uniform for athletes, coaches, managers and others representing Alberta is a Provincial team (AGF) track suit (jacket and/or pant) and any other official AGF issued garment (older pieces acceptable), and for all athletes, also a Provincial team body suit/singlet. Alberta athletes named to a current GCG National Team **may** wear official GCG competition attire (track suit/body suit/singlet) at Western Canadian Championships, Western Canada Cup and Canadian Championships.

National Team uniforms can be worn in preliminaries as long as there are from the current year. For individual finals, athletes may wear individual bodysuits.

For safety and security reasons when using transportation to/from Western Canadian Championships, Western Canada Cup, Canadian Championships or any other officially sanctioned Team Alberta event (to be determined by AGF) athletes, coaches and managers are required to wear official Team Alberta team attire.

Other meets that are sanctioned by Team Alberta but participants are travelling as part of a club are encouraged but not obligated to wear official team attire.

During 'downtime/personal time' occurring throughout the above mentioned events athletes, coaches, managers are encouraged but not obligated to wear their official team attire.

When travelling to/from the venue to compete, athletes, coaches, managers will be **required** to wear their AGF track suit jacket and/or any other official Team garment, including GCG National Team attire.

For safety and security reasons during all official off-site Team functions (i.e. site-seeing/shopping, etc.) athletes, coaches, managers will be required to wear their AGF track suit jacket or any other official Team garment.

The following Coaches attire (Artistic and T & T) is **required** during the competition including any training sessions and warm-up period at any of the events listed above: appropriate training suit (long pants and AGF team jacket); top: appropriate T-shirt (AGF issued), polo shirt (AGF issued) and/or training jacket; appropriate indoor sport footwear. Coaches will also be permitted to wear tops in the following colours; white, navy blue or grey. They must be plain in design and free of any club identification (designs, logos or sayings).

Excluded items include: hats, shorts, jean, midriff tank tops, ripped or torn clothing.

### PENALTIES

If the above policy is not adhered to members of the AGF Mission staff will issue the following:

- a verbal warning to the offending individual requiring them to comply within 30 minutes;
- if the situation is not corrected in 30 minutes, the offending individual will be required to pay 50% of their applicable cost share or 50% of the actual cost share (ie. fully funded AGF coach)
- if the situation is not corrected following an additional 30 minutes, the offending individual will be required to pay 100% of their applicable cost share or 100% of the actual cost share (ie. fully funded AGF coach)

*\*All extenuating circumstances (i.e. socials/dances, etc.) will be reviewed by the Chef de Mission or other appointed Team Leader on a case by case occurrence.*

*\*\*The Chef de Mission or other appointed Team Leader may at his/her discretion mandate when and where the official competition uniform for athletes, coaches, managers and others representing Alberta as a Provincial team (AGF) must be worn.*

*\*\*\*This is an AGF policy only. The GCG and/or FIG clothing rules and regulations will apply to the competition floor.*





## APPENDIX 2

Alberta Gymnastics Federation

### **Report of Violation**

As a member of the Alberta Gymnastics Federation not only are you encouraged to report instances of abuse and/or harassment directed at yourself and/or other members, but you have a duty to report offences witnessed at any time.

#### **Guidelines:**

- If abusive or harassing behavior towards a minor or another member is noted during the competition, officials should document their observations, including dates, times, location, and individuals involved.
- Depending on who is available the AGF President/CEO or Board Member, AGF staff, or Event Organizers should be informed and given the documentation. If the report is being made after the event contact the AGF Harassment officer.
- Event Organizers have the responsibility of informing the AGF administrators or Harassment officers.

Please note that under Provincial Legislation **if you have reasonable grounds to suspect that a participant is or may be suffering from emotional, physical abuse, and/or sexual abuse, you should immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police department. In Alberta you may call the Child Abuse hotline 1-800-387-KIDS (5437).**

Name of Program/Event/Competition where the Violation(s) took place:

---

---

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Name of individual(s) involved: 1) \_\_\_\_\_

(and function i.e. coach, judge 2) \_\_\_\_\_

athlete, etc.) 3) \_\_\_\_\_

Violation (Describe the specific violation, circumstances leading up, and any response made):

---

---

---

Description of Reasonable Evidence: \_\_\_\_\_

---

If Law Authorities have been contacted indicate Date, Time, Department contacted (name of person), and if a report was filed: \_\_\_\_\_

---

Witnesses (Indicate name, function and contact information):

---





## APPENDIX 3



Association canadienne des entraîneurs  
1155, rue Lola, bureau 201  
Ottawa (Ontario)  
K1K 4C1

Coaching Association of Canada  
1155 Lola St., Suite 201  
Ottawa, ON  
K1K 4C1

613.235.5000  
Télécopieur : 613.235.9500

613.235.5000  
Fax: 613.235.9500

### COACHING ASSOCIATION OF CANADA (CAC) CODE OF CONDUCT with DISCIPLINARY PROCEDURES

#### Definitions

1. The following terms have these meanings in this Code:
  - a) “*Complainant*” – The Party alleging an infraction
  - b) “*Respondent*” – The alleged infracting Party
  - c) “*Parties*” – The Complainant, Respondent, and any other Individuals, persons, or organizations affected by the complaint
  - d) “*Days*” – Days irrespective of weekend and holidays
  - e) “*Administrator*” – The individual, either the Executive Director of Professional Coaching or the CEO of the CAC, or their respective designate, who receives an applicable complaint
  - f) “*Case Manager*” – The individual appointed by the Administrator who has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this *Code of Conduct with Disciplinary Procedures* in a timely manner
  - g) “*Individuals*” – All categories of membership defined in the CAC’s Bylaws, as well as all individuals employed by, or engaged in activities with, the CAC including but not limited to, Licensed and Registered Coaches, volunteers, committee members, and Directors and Officers of the CAC

#### Purpose

2. Affiliation with the CAC brings many privileges and benefits. At the same time, Individuals are expected to meet certain obligations including complying with CAC policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the CAC.
3. Individuals must be aware that they are expected to model behaviour appropriate for the Individual’s role as a representative of the CAC. This document outlines the conduct expected of Individuals and the Disciplinary Procedures that Individuals are subject to if there is a complaint about an Individual’s conduct.

#### Application of the Code of Conduct

4. The Code of Conduct applies to Individuals’ conduct during CAC-related business, coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.
5. The Code of Conduct also applies to Individuals’ conduct outside of CAC-related business, coaching activities, and events when such conduct adversely affects relationships with other Individuals or athletes, or when it is detrimental to the image and reputation of the CAC.

#### NCCP Code of Ethics

6. Licensed and Registered Coaches of the CAC agree to follow the NCCP Code of Ethics (2016), which describes five Ethical Principles and the corresponding Standards of Behaviour Expected of Coaches.

<b>Principle</b>	<b>Standards of Behaviour Expected of Coaches</b>
<b>Physical safety and health of athletes</b>	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
<b>Coaching responsibly</b>	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
<b>Integrity in relations with others</b>	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
<b>Respect</b>	Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
<b>Honouring sport</b>	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity

7. Licensed and Registered Coaches who do not follow the NCCP Code of Ethics may have violated the CAC's *Code of Conduct with Disciplinary Procedures* and may be subject to sanction under the terms of this document.

### **Responsibilities**

8. Individuals have the following responsibilities:

#### *Dignity*

9. Maintain and enhance the dignity and self-esteem of athletes and other Individuals by:
- Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, 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 athletes, coaches, officials, organizers, volunteers, employees, or members

- c) Consistently demonstrating a spirit of sportsmanship, sport leadership, and ethical conduct
- d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- e) Consistently treating individuals fairly and reasonably
- f) Ensuring adherence to the rules of the sport and the spirit of those rules

### *Harassment*

10. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- a) Written or verbal abuse, threats, or outbursts
  - b) The display of visual material which is offensive or which one ought to know is offensive in the circumstances
  - c) Unwelcome remarks, jokes, comments, innuendo, or taunts
  - d) Leering or other suggestive or obscene gestures
  - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - g) Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."*
  - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - i) Unwelcome sexual flirtations, advances, requests, or invitations
  - j) Physical or sexual assault
  - k) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - l) Retaliation or threats of retaliation against an individual who reports harassment to the CAC
11. Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- a) Sexist jokes
  - b) Display of sexually offensive material
  - c) Sexually degrading words used to describe a person
  - d) Inquiries or comments about a person's sex life
  - e) Unwelcome sexual flirtations, advances, or propositions
  - f) Persistent unwanted contact

### *Doping and Drug Use*

12. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the CAC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Disciplinary Procedures. The CAC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization.

13. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision 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).

#### *Inappropriate Behaviour*

14. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
15. Avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events.
16. Respect the property of others and not wilfully cause damage.
17. Adhere to all federal, provincial, municipal and host country laws.

#### *Athlete Safety*

18. 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.
19. 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.
20. 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.

#### *Athlete Development*

21. Support the coaching staff of a training camp, provincial/territorial team, or national team; should an athlete qualify for participation with one of these programs.
22. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
23. Act in the best interest of the athlete's development as a whole person.
24. Respect coaches.
25. Respect athletes playing with other teams 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.

#### *Athlete Protection*

26. Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.

27. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
28. 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 individual is in a position of power, trust, or authority over the athlete.
29. 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.

### **Disciplinary Procedure – Application**

30. The Disciplinary Procedures apply to Individuals' conduct during CAC-related business, coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.
31. This Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event.
32. Individuals may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. The CAC will respect decisions made by those bodies.

### **Reporting a Complaint**

33. Any member of the public, including but not limited to parents, athletes, club or organization representatives, coaches, or representatives of the CAC may report any complaint. Complaints about Licensed and Registered Coaches should be submitted to the Executive Director of Professional Coaching and other complaints should be submitted to the Chief Executive Officer (CEO) of the CAC. The Executive Director or CEO, as applicable, will act as an Administrator to receive the complaint, or appoint a designate. Complaints must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Administrator.
34. Complaints that are submitted about a Licensed or Registered Coach, who is also a committee member, volunteer, or Director or Officer of the CAC, will be addressed by the Executive Director of Professional Coaching and the CEO of the CAC (or designate(s)), working together, to determine how the complaint will be administered.
35. A complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Administrator. This decision may not be appealed.

### **Mediation**

36. Before any complaint proceeds to the formal stage, the matter will first be reviewed by the Administrator, with the objective of resolving the dispute informally or with the assistance of a mediator. In cases involving Licensed and Registered Coaches, the Executive Director (or designate) may seek the assistance of the Chair or members of the Professional Practices Committee to help resolve the dispute. Complaints or disputes that

are resolved informally or by means of mediation may not be appealed or subsequently re-submitted as a complaint under these Disciplinary Procedures.

### **Complaint Administration**

37. Should the efforts of the Administrator or any mediator not resolve the dispute, the Administrator will act as Case Manager to oversee management and administration of a complaint submitted in accordance with this Procedure. If the Administrator is unable to serve as Case Manager for reason of lack of neutrality or other conflict, then the Administrator will appoint an independent Case Manager. The Administrator will also have the discretion to appoint an independent Case Manager if the complaint is complex and, in his or her opinion, is best administered by someone having experience and specific skills in the management of disciplinary hearings.
38. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous or vexatious, and within the jurisdiction of this Procedure. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Procedure, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
  - b) Identify the Parties to the complaint, which may include the complainant
  - c) Coordinate all administrative aspects of the complaint
  - d) Provide administrative assistance and logistical support to the Tribunal as required
  - e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### **Jurisdiction**

39. This Procedure does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. Further sanctions may be applied in accordance with the procedures set out in this Procedure.
40. This procedure does not take precedence over any dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement.
41. 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. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this document.

### **Infractions**

42. Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to others, to Individuals, the CAC, or to the public. Examples of infractions can include, but are not limited to, incidents of:
  - a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - b) Disrespectful conduct such as outbursts of anger or argument
  - c) Non-compliance with, or disregard for, CAC policies, procedures, rules, or regulations
  - d) Violations of the *Code of Conduct*
  - e) Tampering
  - f) Any incident of hazing
  - g) Physical abuse
  - h) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct

- i) Pranks, jokes, or other activities that endanger the safety of others
- j) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- k) Conduct that intentionally damages the image, credibility, or reputation of the CAC
- l) Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
- m) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others

### **Suspension Pending a Hearing**

43. The Case Manager may determine that an alleged incident is of such seriousness as to warrant immediate suspension of an Individual pending a hearing and a decision of the Tribunal.

### **Hearing Procedure**

44. The Case Manager will notify the Parties that the complaint is legitimate and the incident will go to a hearing. The Case Manager, in consultation with the Professional Practices Committee (if the case involves a Licensed or Registered Coach), will then decide the procedure, format and timelines under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
45. The Case Manager or the Professional Practices Committee (in cases involving a Licensed and Registered Coach) will appoint a Discipline Tribunal, which will consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Committee, a Tribunal of three persons may be appointed to hear the complaint. In this event, one of the Tribunal's members will serve as the Chair.
46. The Tribunal members must be free from conflict of interest and may not include any member of the Professional Practices Committee who previously served to review the complaint for purposes of informal resolution or mediation (if applicable).
47. If the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Tribunal will determine the appropriate disciplinary sanction. The Tribunal may still hold a hearing for the purpose of determining an appropriate sanction.
48. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
49. As determined by the Case Manager, the hearing may involve an oral in-person hearing, an oral hearing by telephone, 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 deems appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
  - b) Copies of any written documents which the Parties wish to have the Tribunal consider will be provided to all Parties in advance of the hearing
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Tribunal may request that any other individual, including the complainant, participate and give evidence at the hearing
  - e) The Tribunal 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 will place such weight on the evidence as it deems appropriate

- f) If the Tribunal is made up of three persons, the decision will be by a majority vote

50. In fulfilling their duties, the Case Manager and the Tribunal may obtain independent advice.

### **Decision**

51. After hearing the matter, the Tribunal 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 Tribunal's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the CAC. In extraordinary circumstances, the Tribunal 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.

### **Sanctions**

52. The Tribunal may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand from the CAC
- b) Verbal or written apology
- c) Further education, training, or counselling
- d) Service or other voluntary contribution to the CAC
- e) Removal of certain privileges for a designated period of time
- f) Suspension from certain competitions, activities, or events
- g) Suspension or expulsion from the CAC
- h) Fines
- i) Payment of the cost of repairs for property damage
- j) Any other sanction considered appropriate for the offense

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

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

### **Criminal Convictions**

55. An Individual's conviction for any of the following *Criminal Code* offenses will be deemed an infraction and will result in expulsion from the CAC:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

56. The complaints and discipline process is confidential and involves only the Parties, the Case Manager, the Tribunal, and any independent advisors to the Tribunal. 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**

57. If the circumstances of the complaint are such that adhering to the timelines outlined by this Procedure will not allow a timely resolution to the complaint, the Tribunal may direct that these timelines be revised.

**Records and Distribution of Decisions**

58. Infractions that result in discipline will be recorded and maintained by the CAC and provided, at the CAC's discretion, to the CAC for inclusion in the national registry of coaches.

59. National and provincial sport associations with whom the Individual has an affiliation may be advised of any decisions rendered under this Procedure.

60. Decisions are matters of public interest and will be publicly available with the names of the Parties redacted. Names of Individuals disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

**Appeals Procedure**

61. The decision of the Tribunal may be appealed in accordance with the CAC's *Licensed and Registered Coach Appeal Policy* or the CAC's *Appeal Policy*, as applicable.

## What is a Code of Ethics?

A code of ethics defines what is considered good and right behaviour. It reflects the values held by a group. These values are usually organized into a series of core principles that contain standards of behaviour expected of members while they perform their duties. It can also be used as a benchmark to assess whether certain behaviours are acceptable.

## Why a Code of Ethics in Coaching?

Core coaching values have been formalized and expressed as a series of principles in the *NCCP Code of Ethics*. These principles can be thought of as a set of behavioural expectations regarding participation in sport, coaching athletes or teams, and administering sports.

The *NCCP Code of Ethics* can help coaches to evaluate issues arising within sport because it represents a reference for what constitutes both “the good and right thing to do”. For example, the code of ethics helps coaches make balanced decisions about achieving personal or team goals and the means by which these goals are attained.

## Values Underpinning the *NCCP Code of Ethics*

The *NCCP Code of Ethics* deals with the fundamental values of safety, responsible coaching, engaging in relations with integrity, respecting athletes, and honouring sport. These values are expressed as 5 core ethical principles.

1. Physical safety and health of athletes
2. Coaching responsibly
3. Integrity in relations with others
4. Respect of athletes
5. Honouring sport

The following chart provides a description of each principle and outlines some implications for coaches.

## Ethical Principles and Their Corresponding Behaviours/Expectations

<b>Principle</b>	<b>Standards of Behaviour Expected of Coaches</b>
<b>Physical safety and health of athletes</b>	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
<b>Coaching responsibly</b>	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
<b>Integrity in relations with others</b>	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
<b>Respect</b>	Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
<b>Honouring sport</b>	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity