

# TEAM ALBERTA MANUAL

## POLICIES & GUIDELINES



February 2024

## TABLE OF CONTENTS

MISSION STAFF	2
TEAM ALBERTA DECISION MAKING	4
INFORMATION FOR PARENTS	5
GENERAL INFORMATION	7
APPROPRIATE CONDUCT	11
Appendix A - SUGGESTED LIST OF WHAT TO BRING	13
Appendix B - CURFEW RECOMMENDATIONS	14
Appendix C - DISCIPLINE MANUAL	15
Appendix D – SOCIAL MEDIA POLICY	21

## **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 Alberta Gymnastics Federation (AGF) and Team 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.

AGF wishes you great success in your competition and good luck throughout the competition season!

### **MISSION STAFF**

#### **CHEF de MISSION**

Generally, when a delegation is comprised of more than one competitive program (MAG, WAG, and TG), the Federation's Board of Directors will appoint a Chef de Mission to act as the senior team leader. In this capacity they 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**

The Team Manager will have a wide range of responsibilities that can be categorized as follows: Chaperone, Liaison, and Activity Coordination. The Team Manager will be responsible for a designated group of athletes from the designated drop off time throughout the entire competition until the scheduled pick-up time. 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 are adhering to appropriate behavior, are well rested, have eaten properly and arrive on time for scheduled training or competitions at times.

AGF circulates information regarding available Team Managers 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).

Team Managers are required to provide the necessary documents for Sport Safety. These include Respect In Sport, a Police Check, a Vulnerable Sector Check and Intervention Record Check. More information on each of these, including how to obtain them can be found on [AGF's website](#).

## COACHES

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

The primary function of team coaches is to prepare the athletes mentally and physically for competition as well as 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. In addition, all coaches will attend the opening and closing ceremonies.

Team Coaches will also provide assistance to the Team Managers for coordination of schedules including when to arrive at the venue and curfew. In extreme cases, all the Team Leaders may be required to provide assistance in managing the team's activities.

## 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.

POSITION	TRAVEL & ROOMING ASSIGNMENT	ATHLETE TRAINING & COMP	NON-COMP ACTIVITIES	MEALS	CURFEWS AND WAKE-UPS	RELIEF FROM TEAM DUTIES	MEDICAL DECISIONS ON TRAINING/COMP	EXTRA REQUESTS or ISSUES
Chef de Mission	Consultation only	Consultation only	Contributing DM	Consultation only	Consultation only	Primary DM	Consultation only	Primary DM
Team Managers	Primary DM	Contributing DM	Primary DM	* Primary DM (jointly)	* Primary DM (jointly)	Contributing DM	Consultation only	Contributing DM
Team Coach(es)	Contributing DM	Primary DM	Contributing DM	* Primary DM (jointly)	* Primary DM (jointly)	Contributing DM	Contributing DM	Contributing DM
Technical Lead	Consultation only	Contributing DM	Consultation only	Contributing DM	Contributing DM	Contributing DM	* Primary DM (jointly)	Contributing DM
Medical Lead	Consultation only	Contributing DM	Consultation only	Consultation only	Consultation only	Contributing DM	* Primary DM (jointly)	Consultation only

DM = DECISION MAKER

## INFORMATION FOR PARENTS

It is a requirement that the parent and coach hold the responsibility for preparing athletes of precisely what conduct is expected of them when participating in any program, event, or competition sanctioned by AGF. Please review and explain this handbook with your child to ensure that they are aware of their role and responsibilities.

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

- Parents are asked to attend the AGF orientation session that will occur via an online meeting following the athlete selection to Team Alberta.
- 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 for the competition 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. We suggest no more than one meal per competition. **The Team Manager must be always aware of your child's whereabouts, as such, 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.** This is for the safety of all athletes. 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.) via the online form provided to you in your orientation session. This information will be provided to the Team Alberta Mission Staff as needed.
- Your main communication should go through the Team Manager.

### **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.

- **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 may not be 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, through meal delivery or cafeteria. Dependent on the competition, athletes will need to purchase their own food throughout the day. It is recommended to send money either in the form of cash or debit card with your athlete. Managers can help with the management of this onsite, but it is highly recommended that you help your athlete to understand how to pay and the concept of tipping.

AGF encourages and recommends athletes to pack healthy snack foods they like 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 changes, etc. are all the responsibility of the club to communicate. All communication from AGF will go through the clubs/coaches.

## 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 when time permitted.

#### 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.

##### 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.

When Training is offered the Team Alberta Training suit must be worn.

##### 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).

When Training is offered the Team Alberta Training suit must be worn.

##### 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.

When Training is offered the Team Alberta Training suit must be worn.

##### 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.

### Award Ceremonies - All

Athletes must wear the appropriate Team Alberta gear as dictated by the event hosts. This may either be competition suit or track suit and will be communicated once it is known.

**\*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.

### **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 \$75.00 per day. Souvenirs and other additional expenses are the responsibility of the athlete.

### **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). Delegation leaders are prepared to take-on chauffeur duties as required.

## **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: typically, close to training and competition gymnasiums, large group cafeteria facilities, recreational facilities, etc. Those who are not participating in the specific event-taking place will not be allowed in the residence.

### **3. 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/COMPETITION SITE**

1. The training site and schedule will be distributed to the Team Coach in advance of travel.
2. 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.
3. The Mission Staff will ensure the availability of water, juice, fruit, etc. during and at the end of training.
4. First aid supplies will be on hand and the Mission Staff will be familiar with on-site facilities and emergency procedures.

### **RECREATIONAL ACTIVITIES**

During major events, there can be unstructured time allowing for recreational activities. These activities will be designed to provide delegation members with an opportunity to experience the sites and culture of the host location.

The following are some ideas that may be used:

- 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, when available, 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, including a meeting place and time.
  - e. Ensure that you know the “rules”. For example, never go anywhere with a stranger, always have a buddy, ensure people know where you are going etc.
  
2. Upon arrival at your pre-arranged meeting time, ensure that you know how to contact Team Manager(s) at all times. While in residence/hotel, under no circumstances should you share 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 and that the Rule of Two is always observed.

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

### **INTRODUCTION**

Members of Team Alberta are expected to always conduct themselves in the spirit of fair play and in a responsible manner. While representing Alberta it is expected that all participants (athletes, coaches, judges, and team staff) 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 exhaustive. 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 honour and should be treated as such.

Exhibiting behavior that is unbecoming of a Team Alberta member or which reflects negatively on the AGF is strictly prohibited. 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.

### **SAFESPORT POLICIES**

Please review AGF's SafeSport policies on the AGF website paying specific attention to Policies 1, 2, 3, and 4.

<https://abgym.ab.ca/safe-sport/policies-and-procedures/>

These policies do not contain all of the conduct-related requirements applicable to the relationship between AGF and its Members. There are a number of other AGF manuals, handbooks and other policies that apply to Members which may be specific to a particular discipline (i.e., women's artistic gymnastics) or activity (i.e., team manager duties, team travel). In addition, some Members may be subject to additional non-AGF standards or codes, which may impose further requirements (for example, the Coaching Association of Canada, Office of Sport Integrity Commissioner (OSIC)). Members subject to those standards or codes are expected to adhere to those standards and codes, in addition to this Code.

### **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. This will be reviewed by Mission staff once a final schedule is confirmed and may be updated as needed.

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. Schedules may vary and as such consideration needs to be given.

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 can do so in the lobby or quietly in the halls.

#### CARDING SYSTEM

See Appendix C for details.

#### SOCIAL MEDIA

AGF has a social media policy for all to follow. Please refer to Appendix D for the policy.

#### 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.

## APPENDIX A

### ATHLETE'S LIST OF WHAT TO BRING

1. Competitive Uniform:  
Women: Team tracksuit, comp long sleeve bodysuit, training short sleeve bodysuit, finals bodysuit of choice.  
Men: Team tracksuit, comp singlet, training singlet, longs, shorts, and matching socks.
2. Gym shoes/slippers.
3. Training attire, including tracksuit, t-shirt and backpack.
4. Grips, extra tape.
5. Competitive music – ensure you bring an extra copy of music with you.
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.
9. Snacks.

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

## 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

## **APPENDIX C**

### TEAM TRAVEL DISCIPLINE MANUAL SYSTEM & PROCEDURES

#### **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:

- Failing to follow the dress code (please refer to AGF Uniform Policy)
- 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)

## **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.

### **2.3. 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

*\*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 TDC consider issuing a card. If the TDC agrees the complaint is valid, the TDC 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 TDC 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 AGF will be notified of all cards that are issued.

## **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 is 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

## APPENDIX D

### Social Media Policy

#### Preamble

1. Alberta Gymnastics is aware that Organizational Participant interaction and communication occurs frequently on social media. Alberta Gymnastics cautions Organizational Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct* may be subject to the disciplinary sanctions identified within the *Complaints, Hearings and Discipline Policy & Procedure*.
2. Alberta Gymnastics recognizes that communication between Organizational Participants should be guided by principles that ensure the safety of the Organizational Participants and that maintain and strengthen effective relationships.
3. Alberta Gymnastics further recognizes that Minor Athletes, who are Vulnerable Organizational Participants, may prefer to communicate through electronic interaction. Alberta Gymnastics strives to ensure that athletes are protected during electronic interactions with Persons in Authority and that they are not placed in a vulnerable situation.
4. While this Policy is provided to Athletes on or before April 17, 2024 as a standalone policy, Alberta Gymnastics and all who this Policy apply to acknowledge and understand that this policy will be updated as a part of Alberta Gymnastics' comprehensive Safe Sport Policy Suite, to be updated in Spring 2024; at which time, this Policy shall be integrated within the Safe Sport Policy Suite and read together with the updated documentation provided. Nevertheless, all policies identified herein as of the date this policy is provided to Athletes continue to apply to all Organizational Participants.

#### Definitions

5. The following definitions apply to this policy.
  - a) **Athlete(s)** - an individual who is an athlete participant in Alberta Gymnastics who is subject to the policies of Alberta Gymnastics and to the *Code of Conduct*.
  - b) **Athlete Support Personnel** - any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent, or any other person working with, treating, or assisting an Athlete participating in or preparing for sports competition.
  - c) **Minor Athletes** - an individual who is an Athlete Organizational Participant in Alberta Gymnastics who is subject to the policies of Alberta Gymnastics and to the *Code of Conduct* who is under the age of 18.
  - d) **Organizational Participant** - refers to all categories of individual members and/or registrants defined in the by-laws of Alberta Gymnastics who are subject to the policies, rules and regulations of Alberta Gymnastics as well as all persons employed

by, contracted by, or engaged in activities with, Alberta Gymnastics including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, parents or guardians, spectators, committee members, or directors and officers.

- e) **Persons in Authority** - any Organizational Participant who holds a position of authority within Alberta Gymnastics including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or directors and officers.
- f) **Social Media** - the catch-all term that is applied broadly to computer-mediated communication media such as, but not limited to, blogs, YouTube, Facebook, Instagram, Threads, Tumblr, TikTok, Snapchat, Reddit and Twitter/X.
- g) **Vulnerable Participant** or **Vulnerable Organizational Participant** – as defined in the [UCCMS](#).

### **Application of this Policy**

- 6. This policy applies to all Organizational Participants.

### **Conduct and Behaviour**

- 7. All conduct and behaviour occurring on Social Media must comply with the *Code of Conduct*.
- 8. Organizational Participants may not engage in the following behaviour on Social Media:
  - a) posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium;
  - b) posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive;
  - c) creating or contributing to any Social Media, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Alberta Gymnastics or its community or reputation; or
  - d) any instance of cyber-bullying or cyber-harassment where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

### **Organizational Participants' Responsibilities**

9. Organizational Participants should be aware that their Social Media activity may be viewed by anyone, including Alberta Gymnastics.
10. If Alberta Gymnastics unofficially engages with an Organizational Participant on Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Organizational Participant may, at any time, ask Alberta Gymnastics to cease this engagement.
11. When using Social Media, an Organizational Participant must model appropriate behaviour befitting the Organizational Participant's role and status in connection with Alberta Gymnastics.
12. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Organizational Participant from being subject to the *Complaints, Hearings and Discipline Policy & Procedure*.
13. An individual who believes that an Organizational Participant's Electronic Communication Media and/or Social Media activity is inappropriate or may violate policies and procedures should report the matter to Alberta Gymnastics in the manner outlined by the *Complaints, Hearings and Discipline Policy & Procedure*.

### **Alberta Gymnastics' Responsibilities**

14. Alberta Gymnastics has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other. Persons in Authority and Athletes may need to be reminded that behaviour in Social Media is still subject to the *Code of Conduct* and *Social Media Policy*.
15. Complaints and concerns about the behaviour of a Person in Authority or Athlete in Social Media can be addressed under the *Complaints, Hearings and Discipline Policy & Procedure*.

### **Social Media Guidelines**

16. The Guidelines in this section provide Persons in Authority and Athletes with tips and suggestions for Social Media use. Persons in Authority and Athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the *Code of Conduct*.
17. Given the nature of Social Media as a continually developing communication sphere, Persons in Authority and Athletes must use their best judgment when interacting with Social Media. These guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform individuals' best judgment.
18. Any behaviour on Social Media which violates the *Code of Conduct* may be subject to discipline.

## **Social Media Guidelines for Persons in Authority**

19. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:
- a) with Minor Athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space;
  - b) attempt to make communication with Athletes in Social Media as one-sided as possible. Be available for Athletes if they initiate contact – Athletes may wish to have this easy and quick access to you – but Persons in Authority should never impose themselves onto an Athlete’s personal Social Media space, in keeping with the requirements of the Rule of Two;
  - c) ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways;
  - d) choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform Athletes (and/or parents/guardians) if you will not engage in this space and explain which media you will use to communicate with them;
  - e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an Athlete attempts to interact with you on Social Media;
  - f) annually review and update the privacy settings on all your Social Media accounts;
  - g) consider monitoring or being generally aware of Athletes’ public Social Media behaviour to ensure compliance with the *Code of Conduct* and this policy;
  - h) never demand access to an Athlete’s private posts on any Social Media platform;
  - i) do not send friend requests to Athletes. Never pressure Athletes to send you a friend request or follow your Social Media accounts;
  - j) if you accept a friend request from one Athlete, you should accept these requests from all Athletes. Be careful not to show favouritism on Social Media;
  - k) consider managing your Social Media so that Athletes do not have the option to follow or add your Social Media accounts;
  - l) do not identify Minor Athletes on publicly available Social Media;

- m) seek permission from adult Athletes before identifying them on publicly available Social Media;
- n) Persons in Authority are expressly prohibited from communicating with Athletes over Snapchat. This means Persons in Authority shall not add Athletes, nor engage with any Athlete, in any capacity, over Snapchat;
- o) do not post pictures or videos of Minor Athletes on your private Social Media accounts;
- p) be aware that you may acquire information about an Athlete that imposes an obligation of disclosure on your part (such as seeing pictures of Minor Athletes drinking during a trip);
- q) if selection decisions and other official team business are announced on Social Media, ensure they are also posted on a less-social medium like a website or distributed via email;
- r) never require Athletes to join any Social Media page about your team or organization;
- s) if you create a page on Social Media for your team or Athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email);
- t) exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by Athletes;
- u) avoid association with Social Media with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an Athlete; and
- v) never misrepresent yourself by using a fake name or fake profile.

### **Social Media Guidelines for Athletes**

20. The following tips should be used by Athletes to inform their own strategy for Social Media use:
- a) set your privacy settings to restrict who can search for you and what private information other people can see;
  - b) coaches, teammates, officials, or opposing competitors may all add you on Social Media. You are not required to respond to anyone's Social Media request;

- c) Athletes are expressly prohibited from communicating with Persons in Authority over Snapchat. This means Athletes shall not add Persons in Authority, nor engage with any Person in Authority, in any capacity, over Snapchat;
- d) if you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with your organization;
- e) you do not have to join any Social Media page;
- f) content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post;
- g) content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your Social Media content before you can delete them;
- h) avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking cannabis (if underage);
- i) model appropriate behaviour in Social Media befitting your status as a) an Athlete, and b) a member of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code of Conduct* and must follow the *Code of Conduct* when you post material and interact with other people through electronic communication and Social Media; and
- j) be aware that your public Social Media page(s) may be monitored by your organization, coach, or by another organization and content or behaviour demonstrated in Social Media may be subject to sanction under the *Complaints, Hearings and Discipline Policy & Procedure*.