



***GYMNASTICS  
NOVA SCOTIA***

# **POLICY MANUAL**

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## **SECTION ONE – INTRODUCTION**

### **1.1 AIM**

The aim of this manual is to provide Gymnastics Nova Scotia members, Executive members, club officials, committees, and staff with a clear understanding of the operational policies of Gymnastics Nova Scotia, the lines of communication, responsibilities, limitations of authorities and financial controls within GNS.

### **1.2 PURPOSE OF GYMNASTICS NOVA SCOTIA**

The purpose of Gymnastics Nova Scotia is to promote the sport of gymnastics as a multi-discipline sport providing the opportunity of participation and promoting fitness, wellbeing and social values at all levels of interest and ability, regardless of age, from the recreation to the high-performance level. Gymnastics Nova Scotia will adhere to the ideals of promoting a Safe Sport environment for all its members and inclusion in its sports disciplines for all participants regardless of age, physical limitations, sexual orientation, gender identity, race, religion, and for all of those who are members of a disadvantaged group.

### **1.3 GYMNASTICS NOVA SCOTIA MANDATE**

The Mandate of Gymnastics Nova Scotia is:

- a) to be the governing body of the sport of Gymnastics in Nova Scotia
- b) to organize, sanction and participate in competitions, clinics and demonstrations in a way that fulfils and enhances the purpose of the organization
- c) to train and certify gymnastics coaches, judges and officials
- d) to be the gymnastics resource and education vehicle in Nova Scotia
- e) to promote effective communication to all interested parties on events and issues related to the sport at provincial, national and international levels
- f) to facilitate the development of athletes, coaches and judges to their fullest potential
- g) to promote safe, positive environments for all participants

### **1.4 INTERPRETATION**

All questions of interpretation of the policy, regulations or guidelines contained within this manual must be directed to the Gymnastics Nova Scotia Board of Directors.

### **1.5 NAME**

The name of the organization is Gymnastics Nova Scotia (hereafter referred to as the Association).

## **2 SECTION TWO – STRUCTURE**

### **2.1 ANNUAL GENERAL MEETING (THE “AGM”)**

The Annual General Meeting provides the ultimate authority of GNS. Those attending are:

- a) Staff
- b) Members of the Board of Directors
- c) Delegates of the member clubs
- d) Chairpersons of Gymnastics Nova Scotia Committees
- e) Other members as per Article IV of the By-Laws Voting rights are outlined in Article VI.1 of the By-Laws.

The purpose of the AGM, to usually be held in the month of June (but in any event no later than eighteen (18) months after the immediately previous AGM), is to establish the General Policy and direction of GNS. This meeting shall receive and consider all reports of the committees, establish the amount of membership dues and other assessments, consider any changes to the By-Laws, and elect the new Board of Directors.

### **2.2 THE BOARD OF DIRECTORS**

The Board of Directors shall be composed of:

- a) President
- b) Past-President (ex-officio)
- c) Vice-President
- d) Secretary
- e) Treasurer
- f) Program Directors (Women’s and Men’s Artistic, T&T and Education & Recreation)
- g) Members-at-Large (of which there are six)

The Executive Director, Technical Director and such other staff of GNS as the Board of Directors considers appropriate shall be ex-officio members of the Board of Directors. All ex-officio members shall be considered non- voting. All members, excluding ex-officio, shall have the right to vote.

### **2.3 EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Program Directors

The Executive Director shall be an ex-officio member of the Executive Committee.

The Executive Committee may direct management of GNS and shall, subject to the direction of the Board of Directors:

- a) Direct the management of GNS, implementing policy within the guidelines set by the Board of Directors at the AGM and be responsible for all program and budget approvals.
- b) Be responsible for establishing and regulating the Working Committees of GNS.
- c) Be responsible for the evaluation of employees in GNS and in addition establish and monitor terms and conditions of employment for all employees of GNS.

### **2.4 STANDING COMMITTEES**

The Board of Directors is empowered to establish Standing Committees for GNS. The Standing Committees of GNS will be formed as deemed necessary by the Board.

### **2.5 PROGRAM COMMITTEES**

The Program Committees noted below shall have authority, subject to policies passed by the Board of Directors and/or the AGM, to make decisions and act upon all matters affecting only their respective programs.

- a) Men’s Program Committee
- b) Women’s Program Committee
- c) Trampoline and Tumbling Technical Committee
- d) Education and Recreation Program Committee

### **3 SECTION THREE – ELECTIONS**

#### **3.1 NOMINATING COMMITTEE**

Five (5) months before the Annual General Meeting in June (or in any event no later than eighteen (18) months after the previous AGM), the Executive Committee shall appoint a Nominating Committee of three (3) persons. Their role is to facilitate the nomination process but they shall, in addition, ensure that a full slate (i.e. at least one nomination exists for each position) is presented. The Chairperson of the committee shall be the immediate Past-President or other person as designated by the Board of Directors.

#### **3.2 NOTIFICATION TO ANNUAL GENERAL MEETING**

The nominations for the slate of officers is to be circulated to the Active Members one month before the Annual General Meeting.

#### **3.3 NOMINATIONS**

Nominations may be made as follows:

- a) As put forward by the Nominating Committee (does not require a seconder)
- b) From the floor by an Active Member, at the Annual Meeting with written acceptance or acceptance in person and requiring a seconder.
- c) By letter from an Active Member, containing a statement of acceptance by the nominee, to be in the hands of the secretary at least fourteen (14) days prior to the Annual Meeting and requiring a seconder by letter or from the floor.

#### **3.4 ORDER OF ELECTIONS**

The order of the election process shall be as follows:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Education and Recreation Program Director
- f) Members-at-Large

Nominations and voting for each office will occur independently. This allows for defeated candidates to run for another office. The length of term of each office will be two (2) years. Program Committee Chairpersons are voted at their respective AGMs and ratified by the Board of Directors.

#### **3.5 VOTING**

All voting shall be by a show of hands unless a closed ballot is called for by a single delegate at the Annual General Meeting.

## **4 SECTION FOUR – MEETINGS**

### **4.1 NUMBER OF MEETINGS**

The Board of Directors shall meet as often as it deems necessary but no less than quarterly. The Standing Committees and Executive Committee shall meet as often as necessary to ensure they can accomplish their individual goals.

### **4.2 ATTENDANCE**

All Active Member Clubs should attempt to send delegates to the Annual General Meeting when possible. All Members of the Board of Directors are expected to attend all Board meetings. Alternates are not authorized nor have voting rights. Members are welcome at Board Meetings, but do not have a vote.

### **4.3 NOTICE OF MEETINGS**

The Annual General Meeting of GNS shall be held June (or in any event no later than eighteen (18) months after the previous AGM), on a date and location to be determined by the Board of Directors. For the Annual General Meeting, a notice of the meeting must be sent to the Active Member Clubs at least one month prior to the meeting. A list of the delegates from each of the member clubs should reach the Provincial Office at least ten (10) days before the Annual General Meeting.

### **4.4 AGENDAS**

Agendas and documentation for all meetings should be circulated ten (10) days prior to the date of the meeting.

### **4.5 MINUTES**

Minutes of all committee meetings, Board of Directors and the Annual General Meeting are to be kept in the Official Minute Book of GNS. A copy of the minutes will also be kept on file in the Provincial Office at Sport Nova Scotia and minutes of the Board of Directors meetings will be circulated to all active clubs.

## **5 SECTION FIVE – FINANCIAL**

### **5.1 BUDGETING**

Under the direction of the Executive Committee, the Treasurer and the Executive Director, will initiate the following budget procedures:

- a) Committees will prepare annual budgets including submissions for appropriate provincial departments. This budget should include all proposed activities, including all proposed in/out-of-province travel, for each committee for the fiscal year beginning April 1. Budgets must be submitted by the 15th of January for the ensuing Gymnastics Nova Scotia fiscal year.
- b) The Treasurer and Executive Director shall consolidate, in detail, all committee budgets for the ensuing fiscal year and present the detailed, consolidated budget to the Executive Committee.
- c) The Executive Committee will examine the consolidated budget and make such changes as it deems necessary or appropriate. Thereafter the budget shall be presented to the Board of Directors for final approval.
- d) All accounting and related records will be maintained and up to date at all times and held in the GNS office.
- e) All invoices, cheques, requisitions, statements, banking documents will be directed to and from GNS through the office.
- f) Any records held outside the office should be copied and the originals forwarded to the GNS office.
- g) Reconcile the bank account monthly.
- h) Complete a physical inventory at least once a year and maintain both physical and accounting records.
- i) The Executive Director and Treasurer shall have the responsibility of the day-to-day management of the budget as a member of the Executive Committee and shall monitor all anticipated revenues and expenses closely to ensure a proper balance is maintained.
- j) GNS shall have the financials reviewed by an independent accountant on an annual or biennial basis to be presented at the AGM.

### **5.2 EMERGENCY POWERS**

The Board of Directors is empowered to suspend any or all program activities pending a special or regular meeting of the Board of Directors if anticipated revenues are not forthcoming or cannot be guaranteed in advance of the project/program implementation.

Authority to commit GNS to expenditures for items not provided for in the budget or in excess of budgeted items may only be exercised by the Board of Directors.

### **5.3 FINANCIAL CONTROLS**

The Board of Directors shall, at its first meeting after election to office, appoint by resolution the persons empowered to sign cheques and other banking documentation of the Association. The signature of any two (2) of the signing officers shall be necessary on each document.

A two percent overdue penalty may be charged to all accounts due to GNS that are more than thirty (30) days overdue.

GNS will charge a fee of \$25.00 for deposited cheques that come back “Insufficient Funds” at the Executive Director’s discretion.

### **5.4 EXPENSE POLICIES**

All expenditures are subject to and limited by the budget for the program. Reimbursement of expenses for all programs and activities of GNS and its committees is governed by the following policies:

GNS gains revenues from a number of sources including registration fees and externally directed funding. In all cases, expenditures shall be made in the best interest of improving gymnasts and gymnastics as a sport in Nova Scotia and shall follow the guidelines below, which may be modified by approval by the Executive Committee on a case by case basis:

- a) The Board of Directors shall approve expense policies of GNS and review the rates of reimbursements for mileage/meals/accommodation expenses as necessary on an annual basis at the first Board of Directors meeting following the AGM or otherwise as considered appropriate.
- b) Acceptable expenditures shall be limited to reimbursement for expenses directly related to training, meets and events for athletes/coaches including meals, travel, facility fees, registration and lodgings.
- c) Non-acceptable expenses include hospitality, alcohol, drugs, gifts, equipment and supplies.
- d) Claims for the payment of the expenses shall be submitted on the appropriate report form together with supporting documentation to the GNS office within 30 days of the event for which expenses are claimed.

- e) Claims for advances on account of projected expenses shall be submitted on the appropriate form together with supporting documentation to the GNS office not less than fifteen (15) days prior to the event for which the advance is required.
- f) Advances/payment of expenses on behalf of committees shall be made on the approval of the appropriate Officer/Director. All advances and payment of expenses shall be in accordance with the following procedures:
  - Claim form must be completed providing necessary information pertaining to the claim.
  - Expenses that do not have flat rates of reimbursement must be accompanied with receipts. Claims of this nature cannot be issued without the proper documentation. (Refer to Appendix C).
  - The claim form (Appendix H.1) must be signed by the claimant and the chairperson of the appropriate program or the President of GNS. Claims cannot be issued without this form of authorization.
  - Expense cheques for claims should be received by the claimant within thirty (30) days upon receipt of the claim.

When directed funding is used in support of a program, any expenditure made shall directly support athlete development. Priority for funding shall be to support athlete travel and meet costs. Coach travel costs should be covered by member clubs where feasible in order to maximize athlete support but may be covered by GNS as considered appropriate.

Approval for all expenditures shall be made through either an annual budget by the GNS Board of Directors, at a regular GNS Board meeting, or at a Special meeting called for that purpose. A record of expenditures must be also be provided post approval.

Failure to follow GNS guidelines for expenditures may result in withdrawal of program funding as required.

## **6 SECTION SIX – REGISTRATION**

### **6.1 GENERAL**

The registration year for all membership categories is September 1st to August 31st of the following year. Completed registration forms with the required fees shall be sent by the clubs to the Provincial Office through the online registration system for registrations to be processed. The registration fees for categories of membership shall be established at the Annual General Meeting of Gymnastics Nova Scotia, upon recommendation by the Board of Directors. The current fees are as set out in Appendix D2. The registration forms shall be updated annually in the online registration system as prescribed by the Executive Director.

### **6.2 TIME OF REGISTRATION**

All clubs shall submit the appropriate registration forms and fees for the **initial registration of clubs** by **September 1<sup>st</sup>** of the calendar year. All clubs shall submit the appropriate registration forms and fees for coaches, athletes and other members by October 15th of the calendar year or sooner. Thereafter, each club shall submit further periodic registration of new members according to their particular terms or sessions. A late fee of \$100 will be charged to any club whose initial club registration is received later than September 1<sup>st</sup> and whose initial coaches, athletes and other members is received later than October 15th of the calendar year. All coaches, judges and competitive athletes must be registered with GNS by October 15th of each year if they wish to participate in any Gymnastics Nova Scotia sanctioned events held after that date. If any competitive athletes, coaches or judges wish to register and participate after that date, they must receive permission from the respective Program/Technical Committee.

### **6.3 EFFECT OF REGISTRATION**

Registration is required for:

- a) insurance coverage of club officers, employees and individual members.
- b) participation in competitions sanctioned by Gymnastics Nova Scotia, Gymnastics Canada or any other provincials/territorial association.
- c) attendance at coaching and judging clinics offered by Gymnastics Nova Scotia, Gymnastics Canada or any other provincial/territorial association.
- d) eligibility to hold elected positions on the Board of Directors or various committees of Gymnastics Nova Scotia.

### **6.4 MINIMUM STANDARDS FOR REGISTRATION**

All clubs must meet minimum standards as prescribed by Gymnastics Nova Scotia in order for their registration to be accepted. These standards are as set out in Appendix D3.

## **7 SECTION SEVEN – COMPETITION**

### **7.1 GENERAL**

The President of GNS and the Provincial Office are responsible to Gymnastics Canada for all events hosted in Nova Scotia and for all Nova Scotia Delegations traveling to events outside the province.

### **7.2 SANCTION**

A sanction is an approval by Gymnastics Nova Scotia to hold an event in Nova Scotia or participation in an event outside of Nova Scotia as a member of a provincial delegation. A sanction is required to hold a competition involving provincial, inter-provincial or international athletes. GNS reserves the right to require a sanction for an event regardless of the type of event when, in its opinion, such action is necessary to protect amateur status.

Clubs wishing to host a sanctioned event must submit a completed sanction form (Appendix H.3), and sanction fees to the Gymnastics Nova Scotia office as outlined in section 7.4. Sanction forms will be dated on their arrival at the Gymnastics Nova Scotia office. The Executive Director will send one copy to the competition chairperson and to the program committee chairpersons, or persons responsible. The original is to remain at the office.

### **7.3 TIME LIMIT**

All sanctions are valid for a specific performance or event scheduled for a particular date or dates only. No gymnastics competition shall be sanctioned three (3) weeks prior to Provincial Championships in that discipline.

### **7.4 ELIGIBILITY AND PROCEDURES FOR SANCTIONED EVENTS**

For clubs to be eligible to be sanctioned for an event they must comply with the following rules and conditions:

- a) Apply to Gymnastics Nova Scotia, through the Provincial Office thirty (30) days prior to the date of the event. A sanction received at the Provincial Office in less than the 30 days shall not be considered. Such a sanction application will be returned immediately to the club and/or person applying for the sanction. The Provincial Office will forward the sanction application to the respective program committee director for consideration of the application.
- b) The sanction fee must accompany the sanction request. If it does not, the request will not be considered.
- c) Applications for sanctions will be considered in the order in which they are received.
- d) Upon considering the sanction, the respective committee chair shall notify the host club of their decision as soon as possible. If the sanction is granted, the Executive Director will send a copy of the sanction letter outlining the expectations of Gymnastics Nova Scotia regarding Tom's Tax, awards, reports to be filed, results and time frame for the information to be sent to the Provincial Office.
- e) The appropriate Program Committee, through the committee's judging chairperson will provide the host club with a list of all judges scheduled for the event and their rate of pay. Gymnastics Nova Scotia, through the appropriate Program Committee, shall ensure that a sufficient number and quality of judges are available for the event.
- f) Any club applying for a sanction for an event shall agree to abide by the Gymnastics Nova Scotia policy as set down in the Gymnastics Nova Scotia Policy Manual and the Program Committee's Handbooks.
- g) The Host Club responsibilities (i.e. judging honoraria, awards, equipment, etc.) shall be as outlined in Appendix (E) - Host Club Responsibilities.
- h) The Host Club shall ensure that appropriate safety equipment is provided for the sanctioned event.
- i) The Host Club, in conjunction with the MPC, WPC and TTTC, will ensure that the sanctioned event runs as efficiently and safely as possible.
- j) Any club hosting an event shall not accept registration for an athlete for the event unless the Gymnastics Canada registration number for that athlete is included on the registration form submitted by the member club. The Host Club must ensure that all athletes are registered with Gymnastics Nova Scotia. The Host Club may levy a late registration fee (to a maximum of \$10.00 per Athlete) for any sanctioned meet or they may disallow late registration.
- k) The Host Club must submit the Competition Report Form [Appendix (H4)] to GNS within fourteen (14) days of the completion of the competition.

### **7.5 CANCELLATION**

Gymnastics Nova Scotia reserves the right to cancel any sanction at any time for what it determines to be just cause. The cancellation will not take place until the parties concerned have been granted an opportunity to be heard. When sanction is refused or canceled the fee paid shall be refunded to the person, club, group or affiliate who made the application.

## 7.6 PENALTIES

Any club or individual failing to abide by the sanction rules will be subject to disciplinary action by Gymnastics Nova Scotia. This disciplinary action could be possible suspension from hosting a competition for two years and/ or possible loss of membership with Gymnastics Nova Scotia. If a Host Club allows an athlete to compete without a registration number, the Host Club will be subject to a fine in an amount determined by Gymnastics Nova Scotia. The amount of the fine will be determined by Gymnastics Nova Scotia at the first meeting following the Annual General Meeting and that club will not be permitted to hold a further sanctioned event until the fine is paid in full to Gymnastics Nova Scotia.

If the competitive portion (the portion of a competition, which starts with general warm-up and ends when judging is complete for the final competitor on the final apparatus/event of a meet) goes past 9:30pm, the host club will be fined \$1000 and denied a sanction for hosting competitions for the following 12 months. The host club will also have to pay back full registration fees for the meet to athletes who did not finish before this time. The official clock has to be decided on and announced at the beginning of the meet and/or included in the meet program.

## 7.7 ELIGIBILITY OF PARTICIPANTS

To be eligible to participate in a sanctioned event within Nova Scotia, a club(s) must:

- Ensure that all of their athletes and other participants are registered with Gymnastics Nova Scotia, or their respective provincial/territorial or national governing body.
- Must supply the host club with the Gymnastics Nova Scotia numbers and birthdates of all their athletes and other participants on the competition entry form [Appendix (H.3)].
- Ensure that their athletes and other participants meet all age requirements for the event.
- Ensure that coaches who are actively coaching during the competition have the minimum NCCP training.

### Coaching Eligibility Requirements

Certification	WAG Levels	MAG Levels	TG Levels
Gymnastics Foundations (GF) Certified	CCP3 <i>with exemption if granted</i>	P1 <i>with exemption if granted</i>	Pre-Provincial 1 (TG & DMT) TUM <i>with exemption if granted</i>
Competition Introduction (C1) Trained	CCP3, CCP4	P1, P2	Pre-Provincial 2, P1
Competition Introduction (C1) Certified	CCP5, CCP6	P	P2
Competition Introduction Advanced(C2) Trained Level 3 Trained (TG only)	CCP7, CCP8, Aspire	P4, P5, Aspire	P3, P4
Competition Introduction Advanced(C2) Certified or Competition Development (C3) Trained Level 3 Certified (TG only)	CCP9, CCP10	Open	L5, L6, L7, JR, SR
Competition Development (C3) Certified	Novice, JR, SR	JR, SR	

### Exemption Policy

- Coaches are permitted to coach one tier above their designated eligibility level if:
  - They are directly supervised by a coach of the required, or higher, level coach.
  - They have not passed up on an opportunity to take the required course offered in Nova Scotia.
  - They plan to achieve the necessary certification or complete the necessary course work within the next twelve months.
- Requests for exemption to be made to the Competition Chair(s) at least two weeks prior to the first GNS sanctioned competition of the calendar year.
- Exemptions will last for one competition season only; however, they can be reapplied for, provided the above criteria have been attempted to be achieved.
- Exemptions are only applicable within Nova Scotia at GNS sanctioned competitions and are not valid at out of province or National events.

5. One time, single day exemptions can be granted if the above criteria are met. These exemptions require the endorsement of the applying clubs' head coach who will take direct responsibility for the coach and their actions. Any abuse (ie. Multiple applications, falsification of information, etc.) of this system will result in a \$100 fine.
6. Any exemptions made for more than one tier will be brought before the GNS board of directors for consideration.

Please see exemption application form (Appendix H-1)

## **8 SECTION EIGHT – TOM’S TAX**

### **8.1 GENERAL**

Tom’s Tax is a surcharge of \$1.00 per competitor per discipline applied to each sanctioned event held within the province. The tax is set by the Board of Directors as part of the budgetary process. The tax must be remitted to GNS with the report form (Appendix H-6) within two weeks of the completion of the event. It is the responsibility of the Host Club of an event to collect this tax.

### **8.2 PRESERVATION OF TOM’S TAX**

GNS shall establish a separate ledger item in which the monies received designated as Tom’s Tax will be accounted.

### **8.3 USE OF TOM’S TAX**

The monies collected as Tom’s Tax shall be used to defray the expenses of GNS in sending judges, coaches and athletes to the Atlantic, Eastern & Canadian Championships.

### **8.4 REPORT OF TOM’S TAX**

The Treasurer and Competitions Chairperson shall prepare a report for the membership concerning the monies collected and disbursed annually. This report shall be presented at the Annual General Meeting.

### **8.5 OTHER TAXES**

Other taxes or surcharges levied by the Program Committees shall be received, posted and disbursed by GNS according to guidelines established by the Treasurer, Program Directors and the Board.

Official’s tax is collected at all GNS sanction meets with the exception of the Provincial Championships. This tax is to be used by each committee for judging development. The official’s tax is \$5.00 per athlete per discipline.

## **9 SECTION NINE – PROVINCIALS**

### **9.1 GENERAL**

The dates of the Provincial Championships shall be determined by the Board of Directors. Specifically, the Provincial Championships for Men's Artistic Gymnastics & Women's Artistic Gymnastics shall be held at least three (3) weeks prior to the Atlantic Championships. The T&T Provincial Championships shall be held at least three (3) weeks prior to the Eastern Canadian Championships.

### **9.2 RESPONSIBILITY OF GNS**

GNS shall send out requests for bids to host the Provincial Championships in September. The successful bids shall be selected and announced by the Board of Directors by October 31st of that year. A representative from the bidding club(s) is/are invited to the Board Meeting to present the club bid.

### **9.3 ELIGIBILITY OF ATHLETES**

All athletes to be eligible to compete in the Provincial Championships must be members in good standing of GNS and have satisfied qualification requirements for Provincial Championships as set out in the Handbook of the Program Committees.

### **9.4 BIDDING PROCEDURES**

- a) The clubs submitting a bid to GNS must include an estimated cost of running the event. This should include the costs for:
  - i) judges
  - ii) awards
  - iii) Tom's Tax
  - iv) suggested registration fee
- b) Bidding clubs should also submit a facility and equipment inventory. This should include:
  - i) equipment available for the competition, including type of floor, quality and quantity of mats, spring boards, bars, etc.
  - ii) changing facilities for the competitors
  - iii) canteen facilities
  - iv) rooms for the coaches and judges
  - v) spectator's facilities
  - vi) accommodations available for those participants needing to stay overnight and the approximate cost per night
  - vii) a proposed competitive schedule
  - viii) size and dimensions of the facility

### **9.5 RESPONSIBILITIES OF THE HOST CLUB**

- a) At least two (2) months prior to Provincial Championships, a member of the host committee should attend a meeting of the GNS Board of Directors to provide a status report and to discuss any concerns about the event.
- b) The Host Club shall be financially responsible for the following:
  - i) The expenses of all judges, i.e., travel, accommodation, meals, honoraria
  - ii) Tom's Tax
  - iii) Awards (to be purchased from GNS)
  - iv) Any expenses incurred through the actual running of the meet (i.e. equipment rental, computer scoring, etc.)
- c) The Host Club must send out registration forms to all member clubs and GNS so that they are received a minimum of four weeks prior to the Championships. Event schedules must be received by member clubs and GNS at least two weeks prior to the championships.
- d) The Host Club must coordinate scheduling with the respective program committee representatives to ensure schedule is reasonable and fair for all participating athletes/disciplines.
- e) The Host Club shall supply equipment as specified in the MPC, WPC, and T&T Handbooks.
- f) The Host Club shall forward a complete report on all aspects of the Provincials to the Provincial Office within three (3) weeks following the completion of the competition. This report shall include the following:
  - i) A complete evaluation of the competition with recommendations for future years that can be considered by GNS.
  - ii) Gymnastics Nova Scotia Meet Report Form (Appendix H.4)
  - iii) A complete financial statement

- iv) Tom's Tax
- v) A complete copy of the results by print or email or a link to a webpage showing results.

#### **9.6 RESPONSIBILITIES OF COMPETING CLUBS**

All competing clubs must submit registrations to the Host Club for their athletes at least three (3) weeks prior to the Provincial Championships or the Monday following the final competition IF this takes place exactly 3 weeks before the Championships. Competing clubs may register athletes after the three (3) week deadline and up to two

(2) weeks prior to the Championship upon payment of the late fee as determined by the Board of Directors. **The late fee is \$25 per day per athlete.** No club may register an athlete less than two (2) weeks prior to the event. Clubs may not register less than two (2) weeks prior to the event.

## **10 SECTION TEN – ATLANTICS AND EASTERNS**

### **10.1 ATLANTIC CHAMPIONSHIPS**

#### **10.1.1 GENERAL**

The Atlantic Championships for Artistic Gymnastics shall be held in each of the Atlantic Provinces on a rotating basis. The sequence of host provinces shall be Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island. The rules and regulations governing the Atlantic Championships are included in the Technical Regulations and Hosting Manual of the Atlantic Union of Gymnastics Association (AUGA).

#### **10.1.2 NOVA SCOTIA DELEGATION**

The Nova Scotia delegation shall be named during the weekend of the Provincial Championships. The delegation shall include the following:

- (a) Athletes
- (b) Coaches
- (c) Judges
- (d) Chaperone (if necessary to augment the chaperoning)
- (e) Chef- de-Mission and/or Manager(s).

The delegation shall comply with the rules and requirements as stated in the Atlantic Technical Rules and A.U.G.A. Hosting Manual. See Appendix (F) for Duties and Responsibilities of Provincial Delegation.

#### **10.1.3 ELIGIBILITY OF ATHLETES**

All athletes eligible to compete in the Atlantic Championships must:

- a) Be members in good standing of GNS,
- b) Have satisfied qualification requirements set out by the AUGA and/or the respective program committee,
- c) Turn 10 years of age by December 31st of the competitive year and,
- d) Must adhere to the registration process (forms and payment) as outlined in Section 13 of the GNS Policy Manual.

#### **10.1.4 TRAVEL**

All members of the delegation shall travel to the site of the Atlantic Championships in accordance with Section 13 - Travel Policy whenever possible. The travel arrangements for the delegation shall be coordinated by the Chef-de- Mission and/or Team Manager through the Provincial Office. Arrangements will be made in accordance with the Travel Policy - Section 13.

#### **10.1.5 FINANCES**

GNS shall apply for all possible funding to supplement monies collected from Tom's Tax to defray the expenses of GNS for the delegation. Where possible the Tom's Tax will be applied to assist in reducing the individual cost to the competitors.

GNS shall inform all members of the delegation of the approximate cost as soon as possible. The athletes shall submit monies to GNS to cover the approximate costs of the event. GNS shall reimburse the athletes any monies from external funding resources.

#### **10.1.6 CHEF-DE-MISSION**

Recommendation for this position must come from the Program Committees and approved by the Board of Directors by the end of Provincial Championships.

NOTE: Should only one person be funded by GNS, the Chef-de-Mission will assume the duties of Chef-De-Mission, Manager (if no assistant coach) and Chaperone.

#### **10.1.7 HOSTING ATLANTIC CHAMPIONSHIPS IN NOVA SCOTIA**

##### **10.1.7.1 BIDS**

GNS shall call for bids to host the Atlantic Championships from the member clubs. The successful bid shall be selected and announced by the Board of Directors by the date of October 1st. The Host Club must coordinate scheduling with the respective program committee representatives to ensure schedule is reasonable and fair for all participating athletes/disciplines.

##### **10.1.7.2 REGISTRATION FEE**

Approved by the A.U.G.A. no later than the GCG Annual Meeting.

**10.1.8 REPORTS**

A report of the Atlantic Championships shall be submitted to GNS within thirty (30) days of the completion of the event by the Chef-de-Mission and/or Manager. This report shall be used to evaluate the performance of the delegation representing Nova Scotia. Refer to Appendix (H.5) - Travel Report Form.

**10.2 EASTERN CHAMPIONSHIPS****10.2.1 GENERAL**

Eastern Canadian Championships are held on an annual basis for both Artistic Gymnastics and Trampoline and Tumbling. The host province is selected on a rotating basis as follows:

MAG/WAG - Nova Scotia, Quebec, Newfoundland, Ontario, PEI, Quebec, New Brunswick, Ontario T&T - Quebec, Nova Scotia, Ontario

The rules and regulations governing each of the Eastern Canadian Championships are published and distributed by the respective Eastern Committees for each event. If the cycle is such that a province is hosting both Championships they may elect to, but are under no obligation to hold both events simultaneously.

**10.2.2 NOVA SCOTIA DELEGATION**

The Nova Scotia delegation shall be named during the weekend of the Provincial Championships. The delegation shall include the following:

- (a) Athletes
- (b) Coaches
- (c) Judges
- (d) Chaperone (if necessary to augment the chaperoning)
- (e) Chef-de-Mission and/or Manager(s)

The delegation shall comply with the rules and requirements as stated in the Program Handbook for each discipline. See Appendix (F) for Duties and Responsibilities of Provincial Delegation.

**10.2.3 ELIGIBILITY OF ATHLETES**

All athletes eligible to compete in the Eastern Canadian Championships must:

- a) Be members in good standing of GNS,
- b) Have satisfied qualification requirements set out by Eastern Canadian Championships policy and/ or the respective program committee,
- c) Turn 10 years of age by December 31st of the competitive year and,
- d) Must adhere to the registration process (forms and payment) as outlined in Section 13 of the GNS Policy Manual.

**10.2.4 TRAVEL**

All members of the delegation shall travel to the Eastern Championships in accordance with Section 13 - Travel Policy whenever possible. The travel arrangements for the delegation shall be coordinated by the Chef-de-Mission and/or Team Manager through the Provincial Office. Arrangements will be made in accordance with the Travel Policy - Section 13.

**10.2.5 FINANCES**

GNS shall apply for all possible funding to supplement monies collected from Tom's Tax to defray the expenses of GNS for the delegation. Where possible the Tom's Tax will be applied to assist in reducing the individual cost to the competitors.

GNS shall inform all members of the delegation of the approximate cost as soon as possible. The athletes shall submit monies to GNS to cover the approximate costs of the event. GNS shall reimburse the athletes any monies from external funding resources.

**10.2.6 CHEF-DE-MISSION**

Recommendation for this position must come from the Program Committees and approved by the Board of Directors by the end of Provincial Championships.

NOTE: Should only one person be funded by GNS, the Chef-de-Mission will assume the duties of Chef- De-Mission, Manager (if no assistant coach) and Chaperone.

**10.2.7 HOSTING EASTERN CANADIAN CHAMPIONSHIPS IN NOVA SCOTIA****10.2.7.1 BIDS**

GNS shall call for bids to host the Eastern Championships no later than February 28th, one year in advance of Nova Scotia's turn to host. Refer to Section 7 for further details regarding the eligibility, requirements and procedures for submitting bids. The successful bid shall be selected and announced by the Board of Directors no later than April 15th of the year before the Championships.

The Host Club must coordinate scheduling with the respective program committee representatives to ensure schedule is reasonable and fair for all participating athletes/ disciplines.

**10.2.7.2 REGISTRATION FEES**

All fees related to Eastern Championships are set by the respective Program Committees.

**10.2.8 REPORTS**

A report of the event shall be submitted to GNS within thirty (30) days of the completion of the event by the Chef-de- Mission and/or Manager. This report shall be used to evaluate the performance of the delegation representing Nova Scotia. Refer to Appendix (H.5) - Travel Report Form

## **11 SECTION ELEVEN – CANADIAN CHAMPIONSHIPS**

### **11.1 GENERAL**

The Canadian Championships' location and dates are determined by the Gymnastics Canada. The rules and regulations governing the Canadian Championships are determined by Gymnastics Canada.

### **11.2 DELEGATION**

GNS, in conjunction with the Women's Planning Committee, Men's Planning Committee and Trampoline Technical Committee determines the delegation to represent Nova Scotia at the Canadian Championships.

The delegation shall include the following:

- (a) Athletes
- (b) Coaches
- (c) Judges
- (d) Chaperone (if necessary to augment chaperoning)
- (e) Chef-de-Mission and/or Manager(s)

The delegation shall comply with the rules and requirements as stated in the Gymnastics Canada Technical Regulations. See Appendix (F) - Duties and Responsibilities of Provincial Delegation.

### **11.3 ELIGIBILITY**

All athletes eligible to compete in the Canadian Championships must:

- a) Be members in good standing of GNS,
- b) Have satisfied qualification requirements set out by Gymnastics Canada and/or the respective program committee,
- c) Turn 10 years of age by December 31st of the competitive year and,
- d) Must adhere to the registration process (forms and payment) as outlined in Section 13 of the GNS Policy Manual.

### **11.4 TRAVEL**

All members of the delegation shall travel to the site of the Canadian Championships in accordance with Section 13 - Travel Policy whenever possible. The travel arrangements for the delegation shall be coordinated by the Chef-de- Mission and/or Team Manager through the Provincial Office. Arrangements will be made in accordance with the Travel Policy - Section 13.

### **11.5 FINANCES**

GNS shall apply for all possible funding for the funds available for team travel to the championships. GNS shall supplement these funds when the financial situation of GNS and the budgetary policies allow. GNS shall inform all members of the delegation of the approximate cost as soon as possible. The athletes shall submit monies to GNS to cover the approximate costs of the event. GNS shall reimburse the athletes any monies received by GNS from external funding sources to help defray individual costs. These monies shall be reimbursed as soon as possible when the final costs are submitted and funding sources are received.

### **11.6 CHEF-DE-MISSION**

Recommendation for this position must come from the Program Committees and be approved by the Board of Directors by the final day of Provincial Championships.

### **11.7 REPORTS**

A report of the Canadian Championships shall be submitted to GNS within thirty (30) days of the completion of the event by the Chef-de-Mission and/or Manager. This report shall be used to evaluate the performance of the delegation representing Nova Scotia. Refer to Appendix (H.5) - Travel Report Form.

## 12 SECTION TWELVE – NCCP

### 12.1 GENERAL

GNS shall support the development of all coaches in our sport in the province through the NCCP (National Coaching Certification Program). GNS shall co-ordinate and provide NCCP technical courses wherever and whenever sufficient numbers of participants and Learning Facilitators are available.

The purpose of the NCCP technical courses is to promote a standardized basis for the safe instruction of gymnastics programming. Refer to the Coaching Certification section under Registration Information - Appendix (D).

### 12.2 LEARNING FACILITATORS

GNS shall make every attempt to maintain a substantial core group of Learning Facilitators. A Learning Facilitator must instruct a minimum of three (3) courses upon request over the next two (2) years for Gymnastics Nova Scotia or reimburse expenses incurred for training of their certification as a Learning Facilitator. Refer to Appendix

(C) - Expense Claims for Reimbursement Guidelines. Learning Facilitators shall advise Gymnastics Nova Scotia

- NCCP Coordinator of their availability upon request, prior to the start of the competitive year (September 1st - August 31st).

### 12.3 FINANCES

GNS will cover any expenses (Learning Facilitator, facility rental, etc.) pertaining to the NCCP courses coordinated through the Provincial Office as long as all other criteria have been met by the host organization. The Executive Committee will review and set registration and Learning Facilitator fees annually.

### 12.4 ADVERTISEMENT OF COURSES

NCCP Technical Courses will, where possible, be advertised to all member clubs through various communications methods at least thirty days prior to the start of the course.

### 12.5 PARTICIPANTS AND MANUALS

Participant Fees are specified on the respective registration forms distributed and are due with the registration forms to GNS on or before the specified deadline or a late fee will be charged. An electronic access to a manual is included with the course fee.

Candidates for Foundations NCCP certification **must be within 2 months of their 15th birthday** by the last day of the course. No one under the age of fifteen years may audit any NCCP course.

Any person wishing to retake an NCCP course and owns a most recent edition of the manual will be required to pay the NCCP registration fee for that level less the cost of the manual.

## 13 SECTION THIRTEEN – TRAVEL

### 13.1 GENERAL

All travel arrangements related to Gymnastics Nova Scotia (Regional, Provincial, National or International competitions, meetings and programs) will be made by the Chef-de-Mission through the Executive Director or by the Executive Director. Gymnastics Nova Scotia will provide all relevant forms and payment amounts for Atlantics, Easterns and Canadian Championships to clubs 4 weeks prior to Provincial Championships.

All potential athletes must provide through their club, all related forms (as sent out by GNS) and payment (post- dated cheques or electronic bank transfers) to Gymnastics Nova Scotia by the Friday of the week before the Provincial Championships. A fine of \$200 will be charged to the club for any forms or payment that are missing or incomplete by the deadline date. Should athlete forms or payment be incomplete as of the deadline date, all must be submitted to the Executive Director prior to the commencement of the first session of Provincial Championships or the gymnast will not be eligible for team selection.

An athlete must be turning 10 years old by December 31st of that competitive year in order to participate in Provincial team events.

### 13.2 DUTIES AND RESPONSIBILITIES

The selected delegation must travel to the event in accordance with the schedule established by the Chef-de- Mission for that event and abide by the rules in Appendix (F) - Specific Duties and Responsibilities of Provincial Delegation.

### 13.3 CODE OF ETHICS/CONDUCT

The delegation shall abide by the guidelines established in the Code of Ethics in Section 16 and Appendix (I.i).

### 13.4 TRANSPORTATION GUIDELINES

#### a) Travel by Vehicle

- The Team Manager will designate the driver(s) prior to the departure of the event. Designated drivers must carry the appropriate class driver's license to operate the vehicle being used during travel. In the event that a rental vehicle is used, per the rental contract, only persons named on the rental contract may operate the motor vehicle.
- All delegates must follow the regulations set out by the Department of Motor Vehicles of the province in which the delegation is traveling.
- The Team Manager will appoint a time and location for all delegates to meet to depart for the event and to arrive from the event.

#### b) Travel by Airline/Railway

- All delegates must arrive at the terminal ninety (90) minutes for domestic flights, two hours for international flights, before the scheduled departure time. A photo ID is also required for all departures. A passport is required for all international travel including the United States.
- The Team Manager will be in possession of all tickets.
- The delegation will check baggage in as an entire group.

### 13.5 PROVINCIAL TEAM STAFF

#### a) Chef-de-Mission

##### General

The Chef-de-Mission is the title given to the individual in the administrative role, responsible for taking the Nova Scotia Team to a major event. The event could be multi-sport or single sport.

The Chef-de-Mission or Delegation Head is the senior representative of Gymnastics Nova Scotia and is ultimately responsible for discipline, all major contacts and protocol. The Chef- de-Mission is a non-coaching, non-spotting, non-judging position for the duration of the designated trip and will be paid an honorarium of \$120 per day.

##### Events

A Chef-de-Mission is required for:

- Atlantic Championships - one for MAG and WAG
- Eastern Championships - one for MAG, WAG and TG
- Canadian Championships - one for MAG, WAG and TG

In the event of a National or International event with less than twelve (12) athletes, a Chef-de- Mission will also act as the Team Manager.

International events with twelve (12) or more athletes will have a Chef-de-Mission.

#### Eligibility

- A registered member in good standing of Gymnastics Canada / Gymnastics Nova Scotia;
- A resident of Canada and Nova Scotia; and
- Extensive involvement with the appropriate program at the Gymnastics Nova Scotia level.

#### Selection Procedure

Recommendations must come from the appropriate Program Committee and brought forth to the Gymnastics Nova Scotia Board of Directors.

The Gymnastics Nova Scotia Board of Directors will make the decision. This decision will be finalized by:

- The final day of Provincial Championships for Atlantic, Eastern & Canadian Championships for all disciplines.
- For all other major events, the decision must be made at least four months prior to the month of the event.

#### Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications and duties of the Chef- de-Mission.

### b) Team Manager

#### General

The Team Manager is the person assigned the duty of managing the group on tour. The Team Manager is the administrative support mechanism for the team (coaches, judges, athletes). This individual facilitates all aspects of preparation to enhance the performance of the team. The Manager is often involved in some of the events, which the Chef-de-Mission attends and communication between the two is critical. The Manager is a non-coaching, non-spotting, non-judging position for the duration of the designated trip and will be paid an honorarium of \$120 per day.

#### Events

In the event that a Chef-de-Mission is not named, a Team Manager is required for:

- Atlantic & Easterns Championships - one for the Artistic team and one for the T&T Team;
- Canadian Championships - one for the Artistic team and one for the T&T Team; A team

manager is required for:

- Canada Games - one for Men and one for Women and one for Trampoline.

In the event of a National or International event with less than twelve (12) athletes, a Team Manager is selected from the traveling group of coaches and judges and will also act as the Chef-de-Mission.

International events with twelve (12) or more athletes, a Team Manager for Men and Women will be selected. Selection

#### Procedure

Recommendations must come from the appropriate Program Committee and brought forth to the Gymnastics Nova Scotia Board of Directors.

The Gymnastics Nova Scotia Board of Directors will make the decision. This decision must be finalized by:

- The final day of Provincial Championships for Atlantic, Eastern & Canadian Championships for all disciplines.

For all other major events, the decision must be made at least four months prior to the month of the event.

#### Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications and duties of the Team Manager.

### c) Team Chaperone

The Chaperones are the people assigned to the duty of assisting in the management of the team during the event. The main role of the chaperone is to aid the coaches and the manager with the supervision of the athletes.

#### Events

Chaperones are required for all major events.

For Atlantic Championships and Eastern Championships, non-funded parent chaperones will be appointed to assist with athlete supervision when numbers warrant.

National or International events with less than twelve (12) athletes will have the assistant coach acting as the team chaperone.

In an International event with twelve (12) or more athletes, a chaperone for men and one for women will be selected.

#### Eligibility

- A registered member in good standing with Gymnastics Nova Scotia / Gymnastics Canada;
- A resident of Canada and Province of Nova Scotia;
- At least 19 years of age;
- Involvement in the appropriate provincial program with some technical knowledge.

#### Selection Procedure

The decision for the fulfillment of the position of team chaperone lies with the GNS Board of Directors.

Potential chaperones must:

- submit a resume and appropriate documentation (in accordance with GNS policy governing team delegates) to GNS prior to team selection.
- must attend a meeting with team officials following the selection meet to discuss planning and expectations.
- be recommended (from the submitted applications) by the program committee and approved by GNS.

#### Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications/duties.

## **14 SECTION FOURTEEN – AWARDS**

### **14.1 GENERAL**

GNS shall endeavor to honour those individuals worthy of recognition for their contributions to the sport of gymnastics within the province of Nova Scotia. These individuals will be honoured for their contributions as an athlete, coach, judge, official, volunteer and/or sponsor to our sport. GNS shall endeavor to present the appropriate awards to the selected recipients at the Provincial Championships or at an appropriate event. Refer to Appendix (G).

### **14.2 OTHER AWARDS**

The Board of Directors shall determine potential candidates for awards granted by organizations other than Gymnastics Nova Scotia and file nomination documents for these awards with the organizers of these awards. These nominations shall be open to the volunteers, officials, coaches, athletes, judges and sponsors of GNS.

## 15 SECTION FIFTEEN – NATIONAL/PROVINCIAL SAFE SPORT POLICY

<i>Policy Name</i> <b>NATIONAL/PROVINCIAL SAFE SPORT POLICY</b>		<i>Date of Approval</i> <b>06/9/2019</b>	<i>Activation Date</i> <b>09/01/2019</b>
<i>Approved By</i> GNS Board of Directors	<i>Linking To</i> 1. Code of Ethics and Conduct 2. Abuse, Maltreatment and Discrimination Policy 3. Complaints and Discipline Policy 4. Screening Policy* 5. Travel Policy* 6. Safety, Medical, and Concussion Policy** 7. Inclusion Policy* 8. Anti-Doping Policy** 9. Social Media Policy <i>*GNS polices in these areas may differ from Gymnastics Canada. In any case, GNS polices may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.</i> <i>**These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.</i>		<i>Replacing Previous Version</i> N/A
<i>Review Cycle</i> Reviewed annually by the Chief Executive Officer of Gymnastics Canada with recommendations to the Board of Directors. Gymnastics Nova Scotia will review any recommended revisions by Gymnastics Canada.			

### 15.1 SCOPE OF POLICY

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

- a. All individuals employed or contracted by Gymnastics Nova Scotia;
- b. Members of the Gymnastics Nova Scotia Board of Directors and committees;
- c. Athletes, coaches, managers, integrated support team members, and judges participating in Gymnastics Nova Scotia competitions, training camps, programs, and activities;
- d. Parents, guardians, and spectators observing Gymnastics Nova Scotia training and competitions;
- e. Gymnastics Nova Scotia members;
- f. Coach developers;
- g. Volunteers at events or activities hosted by Gymnastics Nova Scotia;
- h. Volunteers appointed to accompany teams to events, training camps, competitions, or other activities; and
- i. Affiliate organizations, international guests, and members of visiting delegations.

### 15.2 ORGANIZATIONAL COMMITMENT

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

Facilitating a Safe Sport environment is the collective responsibility of all individuals involved in the gymnastics community. Gymnastics Nova Scotia will work collaboratively with international, national, provincial and territorial federations and external organizations to build, advance, and administer Safe Sport policies, education, and advocacy initiatives. Further, Gymnastics Nova Scotia will work with Gymnastics Canada and other provincial and territorial members to build Safe Sport policy and delivery alignment.

### 153 SAFE SPORT PRINCIPLES

Creating and fostering a Safe Sport environment and culture is paramount in the administration and delivery of all gymnastics programs in Nova Scotia and throughout provincial, national and international participation by Gymnastics Nova Scotia, Gymnastics Canada and its members. All individuals within Gymnastics Nova Scotia, including participants will:

1. Prioritize the current and future well-being of each participant above all else.
2. Act in the best interests of all participants involved in our programs and activities.
3. Respect, value, and champion the rights of all individuals in the gymnastics community at all times.
4. Engage in behaviours and practices that are ethical, developmentally appropriate, and support the physical, psychological, social, and emotional welfare of participants.
5. Actively encourage meaningful inclusion of individuals irrespective of their age, race, colour, gender identity or expression, sexual orientation, language, religion, national or social origin, property, birth, physical or developmental abilities, athletic ability, or other status.\*
6. Strive to create joyful, positive, and growth-enhancing sport experiences.
7. Advocate for safe sport environments on local, national, and international stages.

As an Organization, Gymnastics Nova Scotia will cultivate, uphold, live, and measure these Safe Sport principles through:

1. Establishment, oversight, and continuous updating of policies, procedures, and best practice guidelines that are robust, clear, and accessible.
2. Consistent enforcement of the ensuing policies, procedures, and best practice guidelines through all levels of the gymnastics community in Nova Scotia.
3. Implementation of best practice safeguards, support for prompt identification and reporting of misconduct, as well as confidential, procedurally fair, and timely processes for investigating and resolving allegations of misconduct.
4. Provision of educational resources, tools, and initiatives that serve to develop, support, and enhance the knowledge and positive practices of all members of the gymnastics community.
5. Active promotion of our Safe Sport commitment throughout all Gymnastics Nova Scotia programs, interactions, activities, and events
6. Consistent engagement and open communication with all members of the Gymnastics Nova Scotia community.
7. Collaboration with national sport, provincial sport and multi-sport organizations, as well as public partners to support and advance Safe Sport programs.
8. Evaluation of the effectiveness of Gymnastics Canada's and Gymnastics Nova Scotia's Safe Sport Framework and corresponding policies, education, and advocacy initiatives on a periodic basis.

### 154 BOARD OVERSIGHT AND RESPONSIBILITIES

The Board of Directors of Gymnastics Nova Scotia has the responsibility to individually and collectively:

1. Embrace Gymnastics Nova Scotia's organizational commitment to Safe Sport and corresponding principles outlined in the National Safe Sport Policy.
2. Consider the Safe Sport principles in the development, approval, and application of Gymnastics Nova Scotia's policies and procedures.
3. Establish and support a Safe Sport Working Group with representation from the Board of Directors, Gymnastics Nova Scotia, athletes, coaches, officials, and external experts, as appropriate.
4. In conjunction with the Executive Director and Treasurer, ensure appropriate resources are directed to the Safe Sport program.
5. In conjunction with the Executive Director, Technical Director, Safe Sport Committee, and Gymnastics Nova Scotia's programming partners, monitor and evaluate the effectiveness of the Safe Sport Framework in all gymnastics programs, activities, and services, and adjust delivery as necessary to meet goals and objectives.

### 155 LINKED POLICIES AND REGULATIONS

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

1. Code of Ethics and Conduct
2. Abuse, Maltreatment, and Discrimination Policy
3. Complaints and Discipline Policy
4. Screening Policy\*
5. Travel Policy\*
6. Safety, Medical, and Concussion Policy\*\*
7. Inclusion Policy\*

8. Anti-Doping Policy\*\*
9. Social Media Policy\*

*\*Gymnastics NS policies in these areas may differ from Gymnastics Canada. In any case, Gymnastics NS policies may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.*

*\*\*These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.*

#### **15.6 FAILURE TO COMPLY**

Failure to comply with any of the guidelines noted in this Policy, or any of the linked Policies noted under paragraphs 15.5, may result in disciplinary action and/or termination.

## 16 SECTION SIXTEEN – CODE OF ETHICS

Policy Name <b>CODE OF ETHICS AND CONDUCT POLICY</b>		Date of Approval by GNS <b>06/9/2019</b>	Activation Date <b>09/01/2019</b>
Approved By GNS Board of Directors	<div>Linking To</div> <div><div>1. Provincial/National Safe Sport Policy</div><div>2. Abuse, Maltreatment and Discrimination Policy</div><div>3. Complaints and Discipline Policy</div><div>4. Screening Policy*</div><div>5. Travel Policy*</div><div>6. Safety, Medical, and Concussion Policy**</div><div>7. Inclusion Policy*</div><div>8. Anti-Doping Policy**</div><div>9. Social Media Policy*</div></div> <div><div><div>*Gymnastics NS policies in these areas may differ from Gymnastics Canada. In any case, Gymnastics NS policies may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.</div><div>**These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.</div></div></div>	Replacing Previous Version GNS Policy Manual Appendix I (July 2019)	
Review Cycle Reviewed annually by the Gymnastics Canada Chief Executive Officer with recommendations to the Board of Directors. Gymnastics Nova Scotia will review any recommended revisions by Gymnastics Canada.			

### 16.1 ORGANIZATIONAL COMMITMENT

Gymnastics Nova Scotia embraces our responsibility to create, foster, and preserve sport settings that ensure positive, healthy, and fulfilling experiences for all individuals. We believe that a Safe Sport environment is free from all forms of abuse, discrimination, harassment, and violence and prioritizes the welfare, safety, and rights of every participant at all times. A Safe Sport environment supports equitable opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with dignity, respect, and fairness. Further, we advocate for a sport culture in which participants feel supported in their physical, psychological, social, and emotional development and well-being. It is imperative that all participants are safe. As a primarily youth serving organization, **Gymnastics Nova Scotia** has a special responsibility to develop standards and mechanisms to help safeguard the children and youth in its programs and activities.

### 16.2 POLICY DESCRIPTION

Facilitating a Safe Sport environment is the collective responsibility of all individuals involved in the gymnastics community. The **Gymnastics Canada and Gymnastics Nova Scotia Code of Ethics** sets out the minimum expectations for acceptable behaviour for all individuals within the scope of this Policy. **Gymnastics Nova Scotia** also anticipates and expects that the conduct of all members in the gymnastics community will positively exceed these minimum standards.

The Gymnastics Nova Scotia **Codes of Conduct** for athletes, coaches, team personnel, judges, **Gymnastics Nova Scotia** Board of Directors, and member associations have similarly been developed to both guide and define additional expectations for conduct by individuals in those positions.

### 16.3 SCOPE OF POLICY

Gymnastics Nova Scotia's **Code of Ethics and Conduct Policy** applies to the persons and members listed below:

- All full-time and part-time employees (permanent, temporary, or fixed-term) of Gymnastics Nova Scotia, and all consultants, contractors, and other service providers who may provide services to Gymnastics Nova Scotia;
- Members of the Gymnastics Nova Scotia Board of Directors and committees;
- Athletes, coaches, managers, integrated support team members, judges, and technical observers participating in Gymnastics Nova Scotia competitions, training camps, tryouts, programs, and activities;
- Parents, guardians, and spectators in attendance at Gymnastics Nova Scotia training camps, tryouts, and competitions;
- All members of Gymnastics Nova Scotia;
- Coach developers;

- g. Volunteers at events hosted by Gymnastics Nova Scotia;
- h. Volunteers appointed by Gymnastics Nova Scotia to accompany teams to events, training camps, competitions, or other activities;
- i. Affiliate organizations and international guests; and
- j. Members of the public whose behaviour is directed at the persons and members listed above and occurs at any Gymnastics Nova Scotia competitions, training camps, tryouts, programs, events (including social events), or other activities

## 164 CODE OF ETHICS

### 16.4.1 My commitment to the Gymnastics Nova Scotia and Gymnastics Canada community

1. I will conduct myself in a manner that is of the highest moral, ethical, and professional standards, that embraces Gymnastics Nova Scotia's vision, mission, and values, and that is athlete-centered.
  - a. I will support the rights of all individuals, especially children and youth, and treat all individuals with the highest standards of respect, dignity, and integrity.
  - b. I will be accountable for my behaviour and actions at all times.
  - c. I will act on the conviction that the current and future well-being of athletes is more important than their success or my success in the sport.
  - d. I will create a culture of trust and safety and ensure that all individuals, especially children and youth, are provided active opportunities to use their voice, present ideas, opinions, and concerns, and are listened to and valued accordingly. I will respond promptly and appropriately to their concerns.
  - e. I will be aware of and care for my own physical, psychological, emotional, and social well-being to ensure I engage in my roles and responsibilities with Gymnastics Nova Scotia to the best of my abilities.
  - f. I will support and foster an inclusive sport environment for all participants regardless of race or perceived race, ancestry, citizenship, nationality or national origin, place of origin, ethnic or linguistic background or origin, colour, religion, political belief, age, sex, sexual orientation, gender identity or expression, marital status, family status, social condition or disadvantage, physical or mental disability, genetic characteristics, body type, athletic level or ability, or any other prohibited ground of discrimination in accordance with applicable human rights legislation.
  - g. I will disclose all actual, potential, or perceived conflicts of interest and consistently treat all individuals and organizations professionally, fairly, courteously, honestly, impartially, and with their best interests in mind, regardless of self-interest, personal goals, outside pressure, expectation of reward, fear of criticism, or other influences of this nature.
  - h. I will exercise transparency in decision-making, with all due regard to privacy and confidentiality as may be warranted.
  - i. I will respect the property of others and not willfully cause damage thereto.
  - j. I agree to adhere to the Canadian Anti-Doping Program and will not use, direct, or imply use, possess, distribute, or promote the use of cannabis, illegal substances, or performance-enhancing drugs. I understand that despite its legalization in Canada, cannabis continues to be a prohibited substance for which a positive test can still result in a sanction. I further understand that any infraction under the Canadian Anti-Doping Program shall be considered an infraction of this Policy and may be subject to further disciplinary action.
  - k. I will not use, direct, or imply use, possess, or distribute medication that does not belong me.
  - l. I will not distribute, and/or direct or imply others' use of medication prescribed to me.
  - m. If a minor, I will refrain from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, or any illegal substance at all times.
  - n. If an adult, I will refrain from consuming (vaping, smoking, eating, or ingesting by any other means) cannabis or any illegal substance at all times during Gymnastics Nova Scotia activities and events. Alcohol may be consumed from time to time at Gymnastics Nova Scotia-related business, social, and recreational events provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will I operate a motor vehicle if my abilities to do so are in any way impaired.
  - o. I understand that I am prohibited from reporting to any Gymnastics Nova Scotia competitions, training camps, tryouts, programs, events, and other activities under the influence of non-prescription drugs including without limitation recreational cannabis and alcohol.
  - p. I will review, understand, and comply with my club's, provincial/territorial association's and Gymnastics Canada's policies, rules, regulations, and best practice guidelines and fulfill all obligations to the Provincial Team and/or National Team, if required.

- q. I will abide by all conduct related policies linked to this Code of Ethics and Conduct, including but not limited to Gymnastics Nova Scotia and Gymnastics Canada's Safe Sport Policy and Abuse Maltreatment and Discrimination Policy, and will refrain from harassment of any kind.
  - r. I will respect, practice, and advocate the principles of Safe Sport in all activities, trainings, and competitive events related to Gymnastics Nova Scotia and Gymnastics Canada.
  - s. I will follow the Fédération Internationale de Gymnastique (FIG) Code of Ethics at FIG events and FIG sanctioned events and honour my role as an ambassador of Gymnastics Canada.
  - t. I will follow the Gymnastics Nova Scotia Code of Ethics at National events, National sanctioned events and Provincial team events and honour my role as an ambassador of Gymnastics Nova Scotia.
  - u. I will abide by all applicable federal, provincial, territorial, and municipal laws, as well as policies, rules, regulations, and standards of conduct established by any membership and/or licensing bodies to which I belong, and maintain good standing with these professional bodies at all times.
2. **As an employee, contractor, consultant, coach, coach developer, official, volunteer, or adult in a supervisory role**, I will also recognize the privilege, power, authority, and trust inherent to my role within the **Gymnastics Nova Scotia and Gymnastics Canada** community. I will embrace my responsibility to facilitate a safe and positive environment and take all reasonable measures to ensure that all participants are safeguarded from harm.
- a. I will comply with **Gymnastics Nova Scotia's** and Gymnastics Canada's screening measures and take responsibility for developing, utilizing, and maintaining knowledge and competencies relevant to my role in the gymnastics community.
  - b. I will establish and maintain clear, appropriate, and consistent boundaries with all participants, especially children and youth, that reflect Gymnastics Nova Scotia's and Gymnastics Canada's policies and best practice guidelines.
  - c. I will not, under any circumstances, behave in a sexual manner, or engage in a sexual or intimate relationship with any athlete or minor coach, official, or volunteer for whom I am responsible through a club, member association, or national team setting, or with any minor whatsoever. This includes but is not limited to the use of sexual jokes, language, and/or names, the display of sexually explicit materials, sexual solicitations or advances, participation in sexual touching and/or exploitation, and the use of, reference to, distribution of obscene or pornographic images or language, or participation in any kind of sexual activity.
  - d. I will refrain from engaging in exploitative, intimidating, discriminatory, abusive, neglectful, or corrupt relations of any kind, in-person or through the means of written communication, including but not limited to e-mail, text messaging, and social media, and will not use my power, authority, or trust to encourage or coerce others to engage in or view inappropriate, unethical, or illegal activities.
  - e. I will treat all allegations or suspicions of misconduct seriously and immediately report any concern for the welfare of participants, especially children and youth, to Gymnastics Nova Scotia and/or Gymnastics Canada and, if warranted, to the appropriate law enforcement authorities and/or children's aid society.
  - f. I will fully cooperate with any investigations conducted or directed by Gymnastics Canada, provincial and territorial member associations, local clubs, and/or any law enforcement authorities.
  - g. I will notify Gymnastics Nova Scotia and/or Gymnastics Canada if I am facing any criminal charges, ongoing criminal investigations, convictions, or bail conditions.
  - h. I will remain aware of and comply with all of Gymnastics Nova Scotia's bylaws, policies, rules, and other relevant regulations, as amended from time to time.
  - i. I will not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code of Ethics and Conduct Policy.
  - j. I will promote a Safe Sport environment, adhere to and attend all training in relation to this Policy and other relevant policies, ensure that the measures and procedures set out herein are followed by others, and ensure that others have received the necessary information and instructions to protect themselves from behaviour that contravenes any of the applicable policies.

## 16.5 CODES OF CONDUCT

In addition to the Code of Ethics outlined in 16.4 above, certain key positions within the Gymnastics Nova Scotia and Gymnastics Canada community have Codes of Conduct to which they must adhere at all times in order to remain in good standing with Gymnastics Nova Scotia and Gymnastics Canada.

### 16.5.1 Athlete Rights and Code of Conduct

Gymnastics Nova Scotia is an athlete-centered organization and, as such, strives to ensure that each athlete's experience is one of quality, safety and enjoyment.

#### 16.5.1.1 Athlete Rights

Athletes should have expectations of their sport as well as the sport having expectations of the athletes. Athletes have the right to:

- a. participate in a safe, healthy, and inclusive environment;
- b. have qualified, experienced, and athlete-centered leadership that attends to the well-being and developmental needs of athletes;
- c. participate in a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules.
- d. feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
- e. have appropriate opportunities for proper preparation for competitions;
- f. receive information that is important to athlete well-being and be advised of all opportunities to strive for success;
- g. access education related to the sport, participation, welfare and safety, as well as, work or study throughout active participation in gymnastics, should the athlete wish to do so.
- h. be respected, treated with dignity, and safeguarded from abuse, harassment, or discrimination;
- i. report misconduct without fear of reprisal;
- j. know, understand, protect, and advocate for their rights.

#### 16.5.1.2 Athlete Code of Conduct

When participating in competitions, training, team activities, or traveling to or from any activity or event assigned by Gymnastics Nova Scotia or Gymnastics Canada, athletes must follow Gymnastics Nova Scotia's and Gymnastics Canada's Code of Ethics and standards and expectations for conduct.

In addition to abiding by the Code of Ethics, athletes must:

- a. help foster a safe, healthy, and positive gymnastics environment;
- b. have respect for themselves and others and be courteous to coaches, judges, managers, volunteers, spectators, staff members, competitors, and others in the training and competitive environment;
- c. report physician-prescribed medication, i.e., controlled substances that may impair their ability to perform or affect the safety or well-being of others, to the appropriate integrated support team representative of Gymnastics Nova Scotia or Gymnastics Canada, and avoid the use of, advocating for, condoning, promoting, or distributing of any prescription drugs or banned substances, including cannabis;
- d. report any health-related concerns in a timely fashion, wherein such concerns may limit the athlete's ability to travel, train, compete or, in the case of carded athletes, interfere with one's ability to fulfill requirements under the Athlete Assistance Program
- e. ensure all communications on social media are respectful of Gymnastics Nova Scotia, Gymnastics Canada, the team, other teams, support staff, judges, volunteers, and others in the training and competitive environment;
- f. acknowledge and follow instructions from coaches, responsible adults, and other persons of authority at events and when travelling, for their own safety and protection and that of others; and
- g. report any conduct that is perceived to contravene this ***Code of Ethics and Conduct*** to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the ***Complaints and Discipline Policy and Procedures***.

### 16.5.2 Coaches' Code of Conduct

Coach-athlete and coach-parent relationships are privileged ones. Coaches play a pivotal role in the personal and athletic development of the athletes they coach and serve as key role models through which the values and goals are demonstrated, fostered, and upheld. Coaches must recognize, understand, and be sensitive to the inherent power, authority, and trust their position holds. As such, coaches owe a duty of care to all athletes and young coaches or judges in their gymnastics environment.

Gymnastics Nova Scotia and Gymnastics Canada have adopted the Coaching Association of Canada's National Coaching Certification Program (NCCP) Code of Ethics that describes the fundamental values of safety, responsible coaching, engaging in relations with integrity, respecting athletes, and honouring sport. These values

have been embedded into the Gymnastics Nova Scotia and Gymnastics Canada *Code of Ethics* and the *Coaches' Code of Conduct*.

In addition to abiding by the Code of Ethics, coaches must:

- a. embrace the responsibility to facilitate and advocate for a safe, healthy, and inclusive environment;
- b. act in the best interests of all participants involved in programs and activities;
- c. establish and advocate for open and observable training and competitive environments, meetings, medical treatments, and travel with children and youth;
- d. ensure that the training or competition site is safe at all times and act quickly and appropriately in the case of emergency;
- e. accurately represent education, certifications, experience, competitive achievements, and eligibility necessary for the role;
- f. encourage behavioural change and foster learning through positive feedback, constructive criticism, problem-solving, and other forms of positive discipline;
- g. refrain from harmful practices such as, without limitation: hitting, name-calling, yelling, excessive training, denying attention, restricting adequate nutrition, using insults, threats or intimidation;
- h. communicate consistently and openly with all members of the community, especially athletes and parents and legal guardians, and empower them to share in decision-making processes related to athletic development, health and well-being, commercial activities, or recognition;
- i. treat all athletes equally and refrain from displaying favouritism, giving special privileges, sending personalized gifts, or creating opportunities to engage privately with a particular athlete or athlete's family outside of the sport context;
- j. refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;
- k. refrain from offering unauthorized or one-on-one transportation to an athlete;
- l. respect all judges and volunteers and refrain from attempting to intimidate, embarrass, or improperly influence any individual responsible for judging or administering a competition; and
- m. report any conduct that is perceived to contravene this *Code of Ethics and Conduct* to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the *Complaints and Discipline Policy and Procedures*.

### **16.5.3 Team Personnel Code of Conduct**

In addition to abiding by the Code of Ethics, team managers, Integrated Support Team members, non-coaching appointees, team delegates and officials, volunteers, and any other personnel must:

- a. embrace the responsibility to facilitate and advocate for a safe, healthy, and inclusive environment;
- b. act in the best interests of all participants involved in programs and activities;
- c. communicate consistently and openly with all members of the community, especially athletes and parents and legal guardians, and empower them to share in decision-making processes related to athletic development, health, and well-being;
- d. establish and advocate for open and observable environments for training, competition, and medical assistance, treatment, and support;
- e. treat all athletes equally and refrain from displaying favouritism, giving special privileges, sending personalized gifts, or creating opportunities to engage privately with a particular athlete or athlete's family outside of the sport context;
- f. refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;
- g. abide by all applicable laws, policies, rules, and regulations, and standards of conduct established by the applicable licensing body governing each medical support staff, and maintain membership in good standing with these licensing bodies;
- h. always respect and uphold the confidentiality of personal and/or medical information and share pertinent information with appropriate personnel only;
- i. maintain appropriate records as required by Gymnastics Nova Scotia, Gymnastics Canada and/or the applicable licensing body in which the individual belongs;
- j. respect judges and volunteers and refrain from attempting to intimidate, embarrass, or improperly influence any individual responsible for judging or administering a competition; and
- k. report any conduct that is perceived to contravene this *Code of Ethics and Conduct* to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the *Complaints and Discipline Policy and Procedures*.

**16.5.4 Judges' Code of Conduct**

In addition to abiding by the Code of Ethics, Gymnastics Nova Scotia judges must:

- a. conduct all events according to the rules of Gymnastics Nova Scotia, Gymnastics Canada and the Fédération Internationale de Gymnastique (FIG);
- b. be completely unbiased;
- c. avoid judging a gymnast they are coaching or are related to;
- d. not allow anything to influence or give the appearance of affecting their judgment in rendering fair and impartial scores;
- e. act professionally, honour, and support Gymnastics Nova Scotia and/or Gymnastics Canada as an ambassador;
- f. not criticize or attempt to explain other judges' judgments or decisions to coaches, teams, or affiliates;
- g. avoid judging at meets where they hold a bias for or against a particular team or individual;
- h. refrain from officiating the level at which they may compete;
- i. take advantage of professional development and educational opportunities to ensure up to date awareness and understanding of the changes and evolution of the sport;
- j. respect all volunteers and refrain from attempting to intimidate or embarrass any individual responsible for administering a competition; and
- k. report any conduct that is perceived to contravene this ***Code of Ethics and Conduct*** to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the ***Complaints and Discipline Policy and Procedures***.

**16.5.5 Gymnastics Nova Scotia Board of Directors and Committee Members' Code of Conduct**

In addition to abiding by the Code of Ethics, a Director and/or Committee member must:

- a. represent the best interests of the organization as a whole, while respecting the needs and priorities of members, and focus efforts on advancing and strengthening the values, mission, and current and future direction of the organization;
- b. refrain from serving on the Board for their own personal advantage or for the individual advantage of their family, friends, or supporters;
- c. abide by the Gymnastics Nova Scotia policies on confidentiality and conflict of interest;
- d. approach all Board and Committee issues with an open mind, honesty, critical thought, and with the intent to make decisions that are strictly in the organization's best interests;
- e. respect and uphold the trust of those who elected or appointed them to the Board or committee;
- f. exercise authority as a Board or Committee member only when acting in a meeting with the full Board or Committee or as delegated by the Chair; and
- g. report any conduct that is perceived to contravene this ***Code of Ethics and Conduct*** to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the ***Complaints and Discipline Policy and Procedures***.

**16.5.6 Member Association Code of Conduct**

In addition to abiding by the Code of Ethics, the Member Association must:

- a. manage the association and its programs with the best interests of its athletes, coaches, and its member clubs in mind;
- b. govern the association with integrity, transparency, and strong competency in operations;
- c. emphasize fair play, stage appropriate skill development, and provide a safe, healthy, and inclusive sport environment in all of the association's programs and activities;
- d. ensure that the sport is conducted in an environment that is free of cannabis, illegal substances, or alcohol abuse;
- e. encourage professional development for coaches, coach developers, instructors, and judges;
- f. ensure that association members are aware of the expectations of conduct as registered participants of Gymnastics Nova Scotia and Gymnastics Canada; and
- g. report any conduct that is perceived to contravene this ***Code of Ethics and Conduct*** to Gymnastics Nova Scotia as soon as possible, in accordance with the reporting procedures set out in the ***Complaints and Discipline Policy and Procedures***.

**16.6 ACKNOWLEDGMENTS**

Gymnastics Canada and Gymnastics Nova Scotia wishes to acknowledge the broad influence of resource documents and policies from several child and youth serving organizations including, Canadian Centre for Child Protection and Skate Canada, in the creation of this Code of Ethics and Conduct.

**16.7 CONFIRMATION OF COMPLIANCE WITH THE CODE OF ETHICS AND CONDUCT**

The above commitments constitute Gymnastics Canada's and Gymnastics Nova Scotia's ***Code of Ethics and Conduct Policy***. Every individual within the scope of this Policy will be expected to confirm their understanding of and intention to comply with the Gymnastics Canada and Gymnastics Nova Scotia ***Code of Ethics and Conduct Policy***.

**Registered Participant Declaration:**

By signing this document, I \_\_\_\_\_ (name), agree to demonstrate the standards of this Code of Ethics and understand that any violation of this ***Code of Ethics and Conduct Policy*** is a very serious offence that may result in disciplinary and remedial action as per the Gymnastics Canada and Gymnastics Nova Scotia ***Complaints and Discipline Policy***, including but not limited to written warnings, educational training, mediation, loss of privileges, termination of employment or contract, probation, suspension, or expulsion from membership. A violation may result in Gymnastics Nova Scotia and/or Gymnastics Canada contacting law enforcement officials or taking legal action where necessary.

I further understand and acknowledge that in order to conduct an investigation and render a decision, Gymnastics Nova Scotia and/or Gymnastics Canada may obtain and use personal information relating to registered participants as well as other parties involved in the investigation of the member. Where disciplinary action is undertaken as a result of a final report, Gymnastics Nova Scotia and Gymnastics Canada may, in its discretion, disclose the report findings to other amateur sport organizations or other organizations or institutions with a need to know the information or where required or permitted by applicable law.

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

**Parent or Guardian Declaration (where participant is under 18):**

I, \_\_\_\_\_ (name), parent/guardian of \_\_\_\_\_ (participant name), declare that I have read and understand Gymnastics Canada's and Gymnastics Nova Scotia's ***Code of Ethics and Conduct Policy*** and have discussed the ***Code of Ethics and Conduct Policy*** with the participant in my care. I am confident that the participant in my care understands the ***Code of Ethics and Conduct Policy*** and agrees to abide by it.

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

## 17 SECTION SEVENTEEN – ABUSE, MALTREATMENT AND DISCRIMINATION POLICY

<i>Policy Name</i> <b>ABUSE, MALTREATMENT AND DISCRIMINATION POLICY</b>		<i>Date of Approval by GNS</i> <b>06/9/2019</b>	<i>Activation Date</i> <b>09/01/2019</b>
<i>Approved By</i> GNS Board of Directors	<i>Linking To</i> 1. Provincial/National Safe Sport Policy 2. Code of Ethics and Conduct Policy 3. Complaints and Discipline Policy 4. Screening Policy* 5. Travel Policy* 6. Safety, Medical, and Concussion Policy** 7. Inclusion Policy* 8. Anti-Doping Policy** 9. Social Media Policy*  <i>*Gymnastics NS policies in these areas may differ from Gymnastics Canada. In any case, Gymnastics NS policies may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.</i> <i>**These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.</i>		<i>Replacing Previous Version GNS Policy</i> Manual Section 15 Harassment Policy (July 2019)
<i>Review Cycle</i> Reviewed annually by the Gymnastics Canada Chief Executive Officer with recommendations to the Board of Directors. Gymnastics Nova Scotia will review any recommended revisions by Gymnastics Canada.			

### 17.1 ORGANIZATIONAL COMMITMENT

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

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

### 17.2 SCOPE OF POLICY

The **Gymnastics Nova Scotia Abuse, Maltreatment, and Discrimination Policy** applies to:

- All full-time and part-time employees (permanent, temporary, or fixed term) of Gymnastics Nova Scotia and all consultants, contractors, and other service providers who may provide services to Gymnastics Nova Scotia;
- Members of the Gymnastics Nova Scotia Board of Directors and committees;
- Athletes, coaches, managers, integrated support team members, judges, and technical observers participating in Gymnastics Nova Scotia and Gymnastics Canada competitions, training camps, tryouts, programs, and activities;
- Parents, guardians, and spectators observing Gymnastics Nova Scotia and Gymnastics Canada training and competitions;
- All members of Gymnastics Nova Scotia;
- Coach developers;
- Volunteers at events hosted by Gymnastics Nova Scotia;
- Volunteers appointed to accompany teams to events, training camps, competitions, or other activities;
- Affiliate organizations and international guests; and
- Members of the public whose behaviour is directed at the persons and members listed above and occurs at any Gymnastics Nova Scotia competitions, training camps, tryouts, programs, events (including social events), or other activities.

### 17.3 ABUSE AND MALTREATMENT

(Adapted from Stirling, 2009; Canadian Centre for Child Protection's Commit to Kids)

Abuse and maltreatment tend to be categorized based on the nature of the relationship in which the behaviour occurs. Specifically, physical abuse, emotional abuse, sexual abuse, and neglect tend to occur in a critical relationship, in which an individual is dependent upon another individual in a position of authority or trust for safety, trust, and fulfillment of needs. Examples of critical relationships include but are not limited to parent-athlete or coach-athlete relationships. Conversely, harassment, bullying, and hazing typically occur in other types of relationships in sport, where a dependency relationship does not exist per se (e.g., relationships between peers or colleagues). In these relationships, power imbalances are often present between the individuals but tend not to be officially prescribed positions of authority or trust. In general, an individual's behaviours do not have to be intended to harm for the behaviour to qualify as abuse, harassment, and/or discrimination. Instead, abuse, harassment, and discrimination is characterized by the deliberate nature of the action and the repetition of behaviour over time. Note that a single instance of such deliberate behaviour may result in harm to an individual or a group of people and thus, may constitute abuse, harassment, or discrimination.

The descriptions below provide broad definitional parameters of the various types of abuse and maltreatment that may occur in the sport environment. The subsequent examples are used to help differentiate between behaviours but should not be taken as an exhaustive list.

#### 17.3.1 Physical Abuse

Physical abuse refers to the exercise of physical force by a person or contact or non-contact behaviour that has the potential to cause physical harm or inflict physical injury to someone. These behaviours may be overtly forceful (e.g., hitting, punching, shaking, pushing) and/or subtle (e.g., squeezing, restraining, pinching, or displaying threatening gestures). Physical abuse may occur as a result of inappropriate or excessive physical measures of punishment, including but not limited to, denying access to nutritional needs, conditioning to the point of vomiting, deliberately disregarding medical advice, and/or forcing a premature return to training or competition following a serious injury or concussion, overstretching, and excessive repetition of skill to the point of injury. A statement or behaviour that can reasonably be interpreted as a threat to exercise physical force against someone is also considered physical abuse.

#### 17.3.2 Emotional Abuse

Emotional abuse refers to a pattern of deliberate non-contact behaviours that have the potential to cause harm. These behaviours may be verbal (e.g., shouting, belittling, humiliating, intimidating, name-calling, degrading) or non-verbal (e.g., denial of attention and support, hitting or throwing objects in frustration, social isolation, stalking). Emotional abuse is often at the foundation of all other forms of maltreatment.

Although such behaviour is usually persistent, pervasive, or patterned in nature, a single incidence of such behaviour that causes high intensity emotional trauma and therefore has a lasting harmful effect on a person may also qualify as emotional abuse.

#### 17.3.3 Sexual Abuse

Sexual abuse refers to any sexual interaction with a person(s) of any age that is perpetrated against the victim's will, without consent, or in an aggressive, exploitative, coercive, manipulative, or threatening manner. Sexually abusive behaviours can be contact (e.g., inappropriate touching, intercourse, reward for sexual favours) or non-contact (e.g., indecent exposure, sexually oriented comments or jokes, voyeurism, intimidating sexual remarks, advances, suggestions or requests, sexually intrusive questions, displaying or sharing of obscene or pornographic images or materials).

#### 17.3.4 Neglect

Neglect refers to acts of omission in care and/or general deprivation of attention. Neglect occurs when an individual fails to protect and nurture the health and welfare of others in their care, including but not limited to denying adequate hydration, nutrition, or medical attention, abandonment of an athlete following a poor training or competitive result, inadequate supervision, chronic rejection, prohibiting social relations within or outside sport, ignoring an injury, or failure to intervene when made aware of misconduct.

#### 17.3.5 Harassment

Harassment includes Workplace Harassment and Sexual Harassment and refers to a course of vexatious conduct or comments and unwanted or coerced behaviours that the person knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive to another person or group of people. In the case of Workplace Harassment, the vexatious conduct or comments is made towards a worker, in the workplace, and must be investigated pursuant to the *Occupational Health and Safety Act*.

Harassing behaviours include comments, conduct, actions, or gestures directed toward an individual or group of individuals, which are insulting, intimidating, humiliating, malicious, or offensive. An individual or group may experience harassment as a result of their race or perceived race, ancestry, nationality or national origin, citizenship, place of origin, colour, ethnic or linguistic background or origin, religion, political belief, age, sex, sexual orientation, gender identity or expression, marital status, family status, social condition or disadvantage, physical or mental disability or related characteristics, disfigurement, criminal record, source of income, or any other prohibited ground of discrimination in accordance with applicable human rights legislation.

Forms of harassment in sport may include, but are not limited to, physical harassment (e.g., pushing, shoving, hitting, pinching, grabbing), sexual harassment (e.g., vulgar, degrading or lewd comments, repeated propositions to engage in sexual conduct), emotional harassment (e.g., offensive or hostile expressions or gestures, put-down jokes, stalking), gender harassment, racial harassment, and homophobia (e.g., referring to someone's gender, race, sexual orientation or expression in negative, vulgar, or derogatory terms or exclusion of an individual based on those grounds).

Sexual Harassment includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the individual and knows or ought reasonably to know that the solicitation or advance is unwelcome. A reprisal, or a threat, or implied threat of reprisal, for rejecting a sexual solicitation or advance is also prohibited.

Once again, a single incidence of such behaviour that has a lasting harmful effect on a person or a group of people may constitute harassment.

#### **17.3.6 Bullying**

Bullying refers to physical, verbal, or psychological attacks or intimidations that may cause fear, distress, or potential harm to others. These behaviours often occur between peers and may be characterized as direct, overt attacks (e.g., pushing, hitting, threatening, mocking) or indirect, relational attacks, such as gossip, spreading rumours, threatening to end friendship as a way to control others' behaviour, and social exclusion.

Bullying behaviours are typically repetitive in nature. However, a single instance of high intensity bullying may also qualify.

#### **17.3.7 Hazing**

Hazing refers to an abusive, often humiliating form of initiation expected of someone joining a group that degrades, or intentionally and recklessly endangers the mental and physical health of the person, regardless of the person's willingness to participate in the activity.

### **17.4 DISCRIMINATION**

Discrimination is unfair or improper behaviour, whether intentional or not, that results in differential treatment of one or more individuals and that is related to one or more of any grounds of discrimination prohibited by human rights legislation, including but not limited to:

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

An individual does not have to intend to discriminate for the behaviour to be discrimination. It is enough if the individual knew or ought reasonably to have known that their behaviour would be inappropriate or unwelcome. A discriminatory practice is to deny access to goods, services, facilities, or accommodation customarily available to the general public or to differentiate adversely in relation to any individual, on a prohibited ground of discrimination.

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

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

## 17.5 COMPLAINTS

An individual who believes they have experienced abuse, maltreatment or discrimination or witnessed misconduct that contravenes this Policy has the right and obligation to file a formal complaint under Gymnastics Nova Scotia's Complaints and Discipline Policy and Procedures.

If you have reasonable suspicion or believe that danger or violence are imminent or that a participant is in immediate danger or risk and/or is a victim of any form of abuse or neglect, you should:

- do nothing to put yourself in further risk;
- help the participant withdraw from the situation, if possible;
- inform others nearby of the situation, if possible;
- call 9-1-1 immediately where the situation requires immediate attention; and
- report the situation pursuant to the ***Complaints and Discipline Policy and Procedures***.

## 17.6 REPRISAL PROHIBITED

Under no circumstances will Gymnastics Nova Scotia condone acts of retaliation by registered participants, by parents or legal guardians, or other supporters of registered participants against those individuals who have reported inappropriate behaviour or actions to Gymnastics Nova Scotia or Gymnastics Canada.

Similarly, no individual may retaliate against an individual who is accused of having acted inappropriately and contravened any policies. All participants are to report complaints under the ***Complaints and Discipline Policy and Procedures***.

Any individual who believes that they, or someone else, has been subjected to unlawful reprisal must promptly report those concerns to Gymnastics Nova Scotia or Gymnastics Canada.

## 17.7 ACKNOWLEDGMENTS

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## 18 SECTION EIGHTEEN – COMPLAINT & DISCIPLINE POLICY AND PROCEDURES

<i>Policy Name</i> <b>COMPLAINTS AND DISCIPLINE POLICY AND PROCEDURES</b>		<i>Date of Approval by GNS</i> <b>06/9/2019</b>	<i>Activation Date</i> <b>09/01/2019</b>
<i>Approved By</i> GNS Board of Directors	<i>Linking To</i> 1. Provincial/National Safe Sport Policy 2. Code of Ethics and Conduct Policy 3. Abuse, Maltreatment and Discrimination Policy 4. Screening Policy* 5. Travel Policy* 6. Safety, Medical, and Concussion Policy** 7. Inclusion Policy* 8. Anti-Doping Policy** 9. Social Media Policy*  <i>*Gymnastics NS polices in these areas may differ from Gymnastics Canada. In any case, Gymnastics NS polices may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.</i> <i>*These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.</i>		<i>Replacing Previous Version GNS Policy Manual Section 15, Appendix I and sections of Appendix H</i>
<i>Review Cycle</i> Reviewed annually by the Gymnastics Canada Chief Executive Officer with recommendations to the Board of Directors. Gymnastics Nova Scotia will review any recommended revisions by Gymnastics Canada.			

### 18.1 INTRODUCTION

The Gymnastics Nova Scotia Complaints and Discipline Policy and Procedures outlines the support offered by the association, and the procedures involved for investigating and resolving reported contraventions of the Gymnastics Nova Scotia Code of Ethics and Conduct Policy as well as remedying situations where such contraventions occur.

### 18.2 LINKED POLICIES

Gymnastics Nova Scotia's Complaints and Discipline Policy is an overarching organizational policy that applies to alleged violations of the following policies:

1. Code of Ethics and Conduct Policy
2. Provincial/National Safe Sport Policy
3. Abuse, Maltreatment and Discrimination Policy
4. Screening Policy
5. Travel Policy
6. Safety, Medical and Concussion Policy
7. Inclusion Policy
8. Anti-Doping Policy
9. Social Media Policy

Compliance with each of these Gymnastics Nova Scotia Policies is expected of all individuals within the Policy scope as set out under section 18.3 below. Compliance with the various Policies depends primarily on each individual's awareness and understanding of the behavioural standards expected from all gymnastics participants. Compliance is also reinforced by peer groups, the policy alignment of clubs and Member Associations, and when necessary, upon enforcement through this Complaint and Discipline Policy and Procedures.

Any person who believes that an individual or member within the Policy scope has failed to meet their obligations under any of the above noted policies, or has demonstrated behaviour that is prohibited under the Abuse, Maltreatment, and Discrimination Policy, is strongly encouraged to follow the reporting procedures outlined in this Complaints and Discipline Policy and Procedures. Failure to comply with the linked policies noted above may result in disciplinary and remedial action including but not limited to written warnings, educational training, mediation, loss of privileges, termination of employment or contract, probation, suspension, or expulsion from membership.

## 18.3 SCOPE OF POLICY

### 18.3.1 Policy Application

Gymnastics Nova Scotia's Complaints and Discipline Policy and Procedures applies to all persons and members listed below:

- a. All full-time and part-time employees (permanent, temporary, or fixed term) of Gymnastics Nova Scotia and all consultants, contractors, and other service providers who may provide services to Gymnastics Nova Scotia;
- b. Members of the Gymnastics Nova Scotia Board of Directors and committees;
- c. Athletes, coaches, managers, integrated support team members, judges and technical observers participating in Gymnastics Canada or Gymnastics Nova Scotia competitions, training camps, tryouts, programs, and activities;
- d. Parents, guardians, and spectators observing Gymnastics Canada or Gymnastics Nova Scotia training and competitions;
- e. All members of Gymnastics Nova Scotia
- f. Coach developers;
- g. Volunteers at events owned or hosted by Gymnastics Nova Scotia;
- h. Volunteers appointed to accompany teams to events, training camps, competitions, or other activities;
- i. Affiliate organizations, international guests, and members of visiting delegations; and
- j. Members of the public whose behaviour is directed at the persons and members listed above and occurs at any Gymnastics Canada or Gymnastics Nova Scotia competitions, training camps, tryouts, programs, events (including social events), or other activities.

### 18.3.2 The Multi-Jurisdictional Structure of Gymnastics in Nova Scotia

Gymnastics Nova Scotia works within a multi-jurisdictional sport structure with many member clubs having their own Conduct and Discipline policies. Many gymnastics clubs belonging to the provincial and territorial member associations have developed their own codes of conduct and expectations for participants, members, coaches, parents, and volunteers, among others. Gymnastics Nova Scotia encourages clubs to manage allegations of misconduct and complaints occurring in the programs and activities in their jurisdiction. However, Gymnastics Nova Scotia and Gymnastics Canada must be informed of any serious complaints received by a member association or club in order to maintain appropriate records and offer assistance, support, and/or escalate the complaint, if needed.

Where there is a question of jurisdiction, the Gymnastics Nova Scotia Executive Director or an appropriate external expert, shall determine which jurisdiction shall address the alleged misconduct. The GNS Executive Director or the external expert may seek board assistance and/or legal counsel prior to making this determination.

## 18.4 DEFINITIONS

### 18.4.1 Registered Participants

Each member club registers individual athletes, coaches, judges, volunteers, and other classes of members from within the applicable club with Gymnastics Nova Scotia on an annual basis. These individuals are referred to as "registered participants". A "minor registered participant" refers to a registered participant under the age of majority in the selected province or territory.

### 18.4.2 Complainant

The individual(s) alleging an infraction or contravention of any of the applicable policies and/or standards of conduct. This includes any individual acting on behalf of a registered participant, namely in the case of minors.

### 18.4.3 Respondent

The individual(s) alleged to have engaged in misconduct.

### 18.4.4 Case Manager

An individual appointed by Gymnastics Nova Scotia to receive, advise, investigate, and/or direct certain complaints under this Policy. The Case Manager should be a disinterested and neutral individual and must not be a member of Gymnastics Nova Scotia.

## 18.5 REPORTING OF COMPLAINTS TO GYMNASTICS NOVA SCOTIA

Every individual covered by this Policy has a responsibility to help promote a Safe Sport environment. This means not engaging in, allowing, condoning, or ignoring behaviour that violates the **Code of Ethics and Conduct Policy** or the **Abuse, Maltreatment and Discrimination Policy**. Every individual has a responsibility to support this program by taking measures to report incidents of misconduct.

Failure to report a violation of the law or this Policy is in itself a violation of this Policy and may result in disciplinary action. A formal complaint may be initiated by **Gymnastics Nova Scotia** any current or former registered participant of **Gymnastics Nova Scotia** and/or in the case of minors, any individual acting on behalf of the registered participant. A former registered participant must have been a registered participant at the time of the misconduct occurrence. **Gymnastics Nova Scotia** may have an obligation to investigate misconduct once becoming aware of an incident, even without a formal complaint.

Persons holding a position of trust or authority in a **Gymnastics Nova Scotia** program or activity, or those persons who are in an administrative position, have a responsibility to report infractions that they have witnessed or of which they have been made aware.

If an individual files a complaint on behalf of a minor registered participant, the individual also has the right to receive notices on behalf of the Complainant and be present at all dealings with the Complainant. In the event that the individual filing a complaint on behalf of the minor registered participant is not the participant's parent or legal guardian, the participant's parent or legal guardian must be informed and kept apprised of all matters at all stages in the process.

Complaints must be made by the Complainant or, particularly in the case of minors, an individual acting on behalf of the minor registered participant. While Gymnastics Nova Scotia encourages that complaints be made in writing, a complaint can also be made verbally to the Executive Director or the GNS Harassment Officer.

All written infractions must be reported through Gymnastics Nova Scotia using the *Complaint Form (Appendix 1.2)*, if possible, and filed to the address noted on the form and online on the Gymnastics Nova Scotia website. Additional attachments may be filed at the same time as the *Complaint Form*, if applicable.

An individual who files a complaint, i.e., the Complainant, has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk.
- To provide as much detail as possible about the alleged conduct, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in misconduct, details of what happened and/or what was said, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g. a letter, email, or note that pertains to any matter in issue.
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints.
- To uphold the strict confidentiality of all individuals involved in the matter and only discuss the matter to the extent which is necessary, e.g. with their legal counsel or representative, as is necessary to obtain advice with respect to any legal issues, or as directed by Gymnastics Nova Scotia or Gymnastics Canada, for the purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law.
- To refrain from knowingly submitting a false, malicious, vexatious, or spurious report of misconduct or complaint to Gymnastics Nova Scotia; any individual found to have made a mischievous, intentionally false, or malicious complaint will render themselves liable to disciplinary action.

An individual who makes a complaint has the right to obtain a fair and timely investigation of the complaint without fear of retaliation and to be represented by another (uninvolved) individual of their choice, including legal counsel, at any stage in the process.

Gymnastics Nova Scotia will also accept reports from Complainants who wish to remain anonymous, but it may not be possible for Gymnastics Nova Scotia, in such an event, to conduct an appropriate investigation and/or adequately address and remedy the situation.

## 18.6 REPORTING AND HANDLING MINOR INFRACTIONS

Minor infractions are a single incidence of behaviour resulting in a breach of the expected standards of conduct that generally does not have the potential to result in significant harm to others. Examples of minor infractions include, but are not limited to:

- a. a single instance of disrespectful comments or behaviour directed towards others;
- b. a single instance of unsportsmanlike conduct;
- c. a single instance of a team member or support staff member breaking team rules that do not constitute a major infraction;
- d. conduct contrary to the values of Gymnastics Nova Scotia;
- e. minor violations of Gymnastics Nova Scotia's *Code of Ethics and Conduct*; or
- f. a single instance of non-compliance with the policies, procedures, rules, or regulations of Gymnastics Nova Scotia.

The definition of a minor infraction excludes any instance of abuse, harassment, or discrimination as outlined in the *Gymnastics Nova Scotia Abuse, Maltreatment and Discrimination Policy*. Such an allegation is automatically considered a major infraction (see section 18.7 below). Note however, that a single incidence of the behaviour described above, in the event it has a lasting harmful effect on a person or a group of people, may also constitute a major infraction.

**18.6.1 Procedures to Resolve Minor Infractions****186.1.1 Minor Infraction Outside of Competitions**

Procedures for dealing with minor infractions outside of competitions shall be determined at the discretion of the person responsible for the program or activity during which the infraction occurred. Such minor infractions must be addressed as soon as possible.

**186.1.2 Minor Infractions during a Competition Time-Period**

Minor infractions that occur within a competition time-period will be dealt with immediately by the appropriate Gymnastics Nova Scotia person having authority over the event, activity, or team in question. The competition time-period starts with travel to the competition and ends with the conclusion of travel from a competition.

Misconduct that occurs during a competition and results in disciplinary action will be reported to Gymnastics Nova Scotia as soon as possible, but no later than two days after the competition, by the Head of Delegation and/or Technical Director, using the Gymnastics Nova Scotia Incident Report Form.

**186.1.3 Disciplinary Procedures for a Minor Infraction**

A disciplinary meeting with the individual accused shall be held as soon as reasonably possible and arranged by the designated person of authority. The disciplinary meeting may take place in person, by phone, or other electronic means, such as videoconferencing.

Prior to the disciplinary meeting, the individual accused of the minor infraction, i.e. the respondent, must:

- a. be informed in a timely manner once a complaint has been made;
- b. cooperate fully in the investigation and resolution of any concerns, incidents, and complaints;
- c. refrain from any form of reprisal against anyone involved in the investigation;
- d. be provided with a written summary of the allegation(s), including the nature of the infraction and the specific clause within the Code of Ethics and Conduct Policy that has allegedly been contravened;
- e. be advised that they are not to discuss the complaint, incident, investigation, or their testimony with other people, witnesses, or third parties unless necessary to obtain legal advice;
- f. be afforded an opportunity to respond to the complaint by providing information and documents concerning the alleged incident. This information may be provided during a phone call, videoconference, or in person depending on the timing and logistics involved; and
- g. be afforded the opportunity to be represented or accompanied by another (uninvolved) individual of their choice, including legal counsel, at any stage of the process including at the disciplinary meeting.

Where a Respondent denies the allegations made, the discussion should nonetheless be treated as a formal warning that inappropriate behaviour will not be tolerated.

Information about the allegations and the Respondent's response must be available to all those making any disciplinary decision about the matter on a "need to know" basis.

A decision regarding disciplinary or corrective action can be made immediately after the discussion, but no later than 24 hours after the disciplinary meeting. The person of authority will either set aside the report of misconduct if it is unfounded or uphold the report (in part or in its entirety), in order to apply the appropriate disciplinary measures noted below.

Once a decision is made, the person of authority must inform the parties, in writing, of the results of the investigation and of any corrective action that will be taken as a result of the investigation.

**18.6.2 Disciplinary Measures for Minor Infractions**

The following conduct sanctions may be applied, individually or in combination, for minor infractions:

- a. verbal reprimand;
- b. written reprimand to be placed in the individual's file;
- c. verbal apology to recipient(s) of infraction and/or Gymnastics Nova Scotia;
- d. hand-delivered written apology to recipient(s) of infraction and/or Gymnastics Nova Scotia;
- e. suspension from current or upcoming competitions;
- f. other penalties as may be considered appropriate for the offence.

## 18.7 REPORTING AND HANDLING MAJOR INFRACTIONS

Major infractions are instances of misconduct that result or have the potential to result in harm to other persons, to Gymnastics Nova Scotia, or its reputation, and/or to the sport of gymnastics. Examples of major infractions include, but are not limited to:

- a. Repeated minor infractions;
- b. Behaviour that constitutes abuse of any kind, harassment (including psychological harassment), discrimination, or other serious misconduct;
- c. Major incidents of violence (e.g., fighting, attacking);
- d. Pranks, jokes, or other activities that endanger the safety and well-being of others;
- e. Major or repeated violations of Gymnastics Nova Scotia's Code of Ethics and Conduct Policy;
- f. Any violations of Gymnastics Nova Scotia's Abuse, Maltreatment, and Discrimination Policy;
- g. Conduct that interferes with a competition or with any athlete's preparation for a competition;
- h. Consistent or deliberate disregard for the policies, procedures, rules or regulations of Gymnastics Nova Scotia, Gymnastics Canada and/or the rules of the Fédération Internationale de Gymnastique (FIG);
- i. Intentional damage to Gymnastics Nova Scotia's property or improper handling of Gymnastics Nova Scotia's finances;
- j. Conduct that intentionally damages the image, credibility, or reputation of Gymnastics Nova Scotia, including actions taken despite a clear conflict of interest;
- k. Excessive use of alcohol, any use of alcohol or cannabis by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods; and
- l. A conviction for any offence under the Criminal Code, R.S.C., 1985, c. C-46.

Major infractions will be reviewed, investigated, and decided using the disciplinary procedures set out in this Policy. Allegations of a major infraction should be reported as soon as possible after the alleged misconduct has occurred. Historical reports of major infractions may also be reported to Gymnastics Nova Scotia.

### 18.7.1 A Minor Filing or Responding to a Complaint

If the Complainant or Respondent is a minor registered participant, the Case Manager will communicate with both the Complainant or Respondent and a "Responsible Adult". The "Responsible Adult" will have the right to act on behalf of the Complainant or Respondent throughout the complaint process, including:

- a. providing assistance with filing or responding to the Complaint;
- b. receiving all notices and correspondence on behalf of the Complainant or Respondent; and
- c. being present at all dealings with the Complainant or Respondent, at all stages in the process. The "Responsible Adult" should be the minor's parent or legal guardian. In unusual cases, the minor may be assisted in filing or responding to a complaint by another adult designated as the "Responsible Adult", but the parent or legal guardian must always be aware and kept apprised of the filing and proceedings at all stages of the process.

### 18.7.2 Reviewing Complaints of Major Infractions

The designated recipient at Gymnastics Nova Scotia will receive the Complaint Form and any attachments submitted and review the content for completeness and adherence to the submission procedures. If the documentation is either incomplete or missing, the Complainant will be asked to provide completed documentation.

If the Executive Director is named as a party to the complaint or is in conflict of interest due to their relationship with the Complainant or Respondent, another senior staff member will be designated by the Gymnastics Nova Scotia Chair to fulfill and assume the responsibilities within the process.

### 18.7.3 Suspension of Activity While Complaint is Under Review

The Executive Director, on behalf of Gymnastics Nova Scotia, may determine that an allegation is sufficiently serious to warrant a provisional suspension of the responding registered participant, pending investigation of the complaint. In addition to the Case Manager, the complaint may also be reviewed by other external experts (e.g., legal), if necessary, to determine if a provisional suspension is warranted. A provisional suspension has the effect of revoking all participation privileges for the duration of time stated in the suspension order.

### 18.7.4 Major Infraction Occurring During a Competition

If a major infraction is alleged to have occurred during a competition by an athlete or member of the team personnel, that individual may similarly be provisionally suspended or removed from the competition at the discretion of the Executive Director, Technical Director, Head of Delegation, or other designated person of Gymnastics Nova Scotia.

The individual may also be sent back to their home residence. The complaint process will then proceed as outlined in this Policy.

### **18.7.5 Case Manager Investigation and Report**

Upon review by the designated recipient at Gymnastics Nova Scotia, the completed Complaint Form and any attachments are forwarded directly to the external Case Manager for review. The external Case Manager is an individual with expertise in athlete welfare and protection who volunteers or is contracted by Gymnastics Nova Scotia to independently appoint an external third-party investigator if appropriate and report findings and conclusions.

The Case Manager will proceed as follows:

- a. review the complaint and determine whether the documented concerns must be reported to the relevant law enforcement authorities, if not yet contacted;
- b. contact the person who filed the Complaint (now called the Complainant), inform them in writing of the steps of the investigation process, what the investigation will cover, the timeframe of the investigation, what solutions or results are possible, and who will make the final decision regarding the investigation and advise them on the preparation of any additional documentation that could or should be submitted;
- c. contact the person(s) against whom the complaint has been filed (now called the Respondent), provide them with a copy of the Complaint and Discipline Policies and Procedures and any other relevant policies or legislation against which the Respondent's behaviour will be measured, as well as a summary of the allegations. The Case Manager will inform them in writing on the steps of the investigation process, what the investigation will cover, the timeframe of the investigation, what solutions or results are possible, and who will make the final decision regarding the investigation and advise them on the preparation of any responding documentation that could or should be submitted;
- d. ensure that any investigations are commenced within a timely manner; In cases of sufficiently serious alleged misconduct, wherein the Gymnastics Nova Scotia Harassment officer or an external third-party investigator is hired to conduct an investigation, the timeline for investigation is directed and managed by these parties. In all cases, complaints are investigated and managed as efficiently as possible.
- e. advise both the Complainant and the Respondent of their right to be represented or accompanied throughout the process by another individual of their choice, including legal counsel;
- f. advise the Complainant, the Respondent, and any witnesses that they are not to discuss the complaint, incident, investigation, or their testimony with others unless necessary to obtain legal advice with respect to any legal issues.
- g. collect additional information and separately conduct personal interviews with the Complainant, the Respondent, and any witnesses who may have relevant information about the alleged infractions;
- h. keep both the Complainant and the Respondent informed as the investigation progresses;
- i. review the interviews, document any inconsistencies, and compile a Case Manager Report taking into consideration all the information made available by all parties, including information discovered in the course of an external investigation that may have taken place;
- j. make any recommendations and forward the report to the Executive Director for review and discussion.

### **18.7.6 Refusal to Participate in the Investigation**

If a Respondent attempts to circumvent the process by failing to respond to a complaint in a thorough or timely fashion or at all, or if the Respondent refuses to participate in the investigation process, the Case Manager shall nonetheless proceed based on the information made available to them by the Complainant and any witnesses interviewed as part of the process.

### **18.7.7 Notification to the Respondent's Member Association**

The Respondent's local club will be informed that a complaint has been received and the Respondent is under investigation, but will not be provided with a copy of the complaint materials, any details as to the nature of the complaint, or the Case Manager's Report by Gymnastics Nova Scotia, in order to uphold confidentiality, unless required for the purposes of investigating the matter, taking corrective action, or as otherwise required by law.

### **18.7.8 External Investigation**

For complaints of abuse, harassment, or any other serious complaint thought to require the involvement and expertise of a third-party investigator, Gymnastics Nova Scotia will engage a qualified external expert to investigate the circumstances of the complaint. The investigator's findings will be made available to the Case

Manager for inclusion in the Case Manager's Report, and if appropriate, will be shared with the police and other law enforcement officials.

### **18.7.9 Filing a Complaint with External Bodies**

A number of government agencies have been established to prevent and redress discrimination, harassment, and violence. The implementation of this Policy and complaints procedure does not prohibit a Complainant who experiences such behaviour from reporting incidents to and seeking assistance from their respective provincial government body, from any human rights commission or tribunal, or any court.

### **18.7.10 Case Manager's Report**

#### **18.7.10.1 Timing of the Case Manager's Report**

The Case Manager will work quickly to collect all pertinent information from the Complainant, the Respondent, any pertinent witnesses, and external investigators (if applicable) to produce the Case Manager's Report summarizing the findings, conclusions, and recommendations.

#### **18.7.10.2 Case Manager Recommendations**

Once the investigation is completed, the Case Manager will determine whether the acts complained of are substantiated. The Case Manager's Report will make one of four recommendations:

1. the complaint should be dismissed as it is unsubstantiated, trivial, or vexatious; or
2. the complaint does not fall within the jurisdiction of this Policy, and it should be referred to the appropriate body having jurisdiction, e.g., the member association or local club; or
3. the complaint should be dealt with as a minor infraction and referred to the appropriate person of authority as per section 5 of this Policy; or
4. the complaint should be referred to a Discipline Committee as per section 10 of this Policy for Gymnastics Nova Scotia to take appropriate disciplinary and corrective action.

Where a concern, incident, or complaint is not substantiated, there will be no repercussions against the Complainant so long as the complaint was made in good faith.

#### **18.7.10.3 Report Submission**

The Report is submitted to the Gymnastics Nova Scotia Executive Director who will inform the Complainant and Respondent in writing of the results of the investigation and of the recommendations set out in the Case Manager's Report. Depending on the recommendations found in the Case Manager's Report, the Executive Director may convene a Discipline Committee under section 10 of this Policy for appropriate disciplinary and corrective action to be taken.

## **18.8 RESPONSIBILITY FOR THE COSTS OF FILING AND DEALING WITH COMPLAINTS**

### **18.8.1 Complainant Responsibilities Regarding Costs**

The Complainant shall be responsible for all costs associated with the filing of a complaint or an appeal, any communications with the Case Manager, travel and accommodation to attend a disciplinary hearing or an appeal hearing, as well as those costs associated with any legal or any other type of representation.

### **18.8.2 Respondent Responsibilities Regarding Costs**

The Respondent shall be responsible for all costs associated with the filing of a response to a complaint or an appeal, any communications with the Case Manager, travel and accommodation to attend a disciplinary hearing or an appeal hearing, as well as those costs associated with any legal or any other type of representation.

### **18.8.3 Gymnastics Nova Scotia Responsibilities Regarding Costs**

Gymnastics Nova Scotia shall be responsible for the costs associated with the administration of the process including the costs of an external investigation, the hosting of the electronic or in-person disciplinary hearing or appeal hearing, as well as any travel or accommodation costs for the Discipline or Appeal Committee members, Gymnastics Nova Scotia staff support, or Gymnastics Nova Scotia legal representation.

## **18.9 ILLEGAL ACTIVITY/ CRIMINAL CHARGES AND OFFENSES**

### **18.9.1 Illegal Activity to be Reported**

If Gymnastics Nova Scotia receives a complaint that involves allegations that may be of an illegal nature, such allegations will immediately be reported to the appropriate law enforcement and/or child welfare authorities. In that event, Gymnastics Nova Scotia will cooperate fully with, and take direction from, the authority with which jurisdiction over the allegations resides.

### **18.9.2 Individual Charged with or Convicted of a Criminal Offence**

If any person under the scope of this Policy is charged with or convicted of a criminal offence, the Executive Director may provisionally suspend that person, pending the resolution of the criminal charges and any subsequent investigation by Gymnastics Nova Scotia. A suspension revokes all participation privileges for the duration of time stated in the suspension order.

The Executive Director will forward all information in Gymnastics Nova Scotia's hands regarding the charge or conviction, as well as any suspension order to the complaint Case Manager, at which time the Case Manager will follow the process of building a Case Report and, if applicable, make any recommendations to the Discipline Committee. If appropriate, such information will also be shared with the appropriate law enforcement authorities.

## **18.10 THE DISCIPLINE AND APPEAL PANEL**

Gymnastics Nova Scotia will select the Discipline and Appeal Panel from a roster of qualified individuals, from which a Discipline or Appeal Committee of three will be struck when required, depending on the circumstances of each case.

The Committee must be able to fully function in the selected official language of both the Complainant and the Respondent. Where the Complainant and the Respondent do not speak the same official language, the Committee must be bilingual.

No current member of the Gymnastics Nova Scotia Board of Directors, committees, or current Director of a Gymnastics Nova Scotia Member Club can be on the Discipline and Appeal Panel. Current staff members or contractors are also restricted from sitting on the Discipline and Appeal Panel.

## **18.11 DISCIPLINE COMMITTEE AND PROCEDURES**

### **18.11.1 Discipline Committee**

The Discipline Committee is convened by the Executive Director from the Discipline and Appeal Panel roster per section 10 above.

The composition of the Discipline Committee shall be as follows:

- a. Three persons will be appointed, of which one is named as Chair, and one as committee secretary;
- b. the Chair shall not be a registered participant of Gymnastics Nova Scotia;
- c. No more than one of the remaining two committee members may be a registered participant of Gymnastics Nova Scotia.

In making the appointments, every attempt will be made to ensure the following:

- a. that no association exists between the Complainant or the Respondent and a Discipline Committee member, either actual or apparent;
- b. that no Discipline Committee member has been involved in any preliminary stage of the complaint;
- c. that no Discipline Committee member has a pre-set attitude, conflict with or apparent interest in the ultimate outcome (Definition: "apparent" is defined to mean "in appearance" or "reasonable likelihood");
- d. that the Discipline Committee members speak the official language selected for the hearing; and
- e. that there is appropriate gender representation amongst the members of the Discipline Committee.

### **18.11.2 Proceedings for Discipline Committee Hearings**

The Committee Chair will be responsible for all communications with the Complainant and Respondent regarding the discipline hearing and decisions made.

#### **18.11.2.1 Timing of the Discipline Hearing**

The discipline hearing will be called by the Committee Chair on a timely basis, but no later than 15 days after the Discipline Committee is convened.

The discipline hearing shall proceed as scheduled unless both the Complainant and Respondent consent to an extension of time. No extension shall be granted more than 15 days past the original date set for the hearing. If the circumstances are such that the hearing cannot be concluded within the timelines prescribed by the Policy, the Committee Chair may extend the timelines.

#### **18.11.2.2 Principles for the Hearings of the Discipline Committee**

The Committee shall be empowered to conduct the hearing in accordance with this Policy.

- a. Prior to the commencement of the hearing, the Chair shall inform the participants of their language rights. In the event a bilingual hearing is required, the Discipline Committee members must be able to speak both official languages. The parties and the witnesses may be able to address the committee and testify in the official language of their choice.

- b. The principles of natural justice will be applied:
  - i. Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
  - ii. The issue should be clearly and concisely stated so that the both parties are aware of the essentials of the complaint;
  - iii. An athlete has the opportunity to have an “Athlete Advocate” present at the hearing;
  - iv. Both parties have the right to have a legal representative present their case;
  - v. Relevant information must be available to all parties;
  - vi. Both parties have the right to call and cross-examine witnesses;
  - vii. Both parties have the right to receive a written decision following the hearing.

#### 18.11.2.3 Use of the Case Manager’s Report

The original complaint, the submissions by the Complainant and Respondent, and the Case Manager’s Report will form the written documentation submitted to the Discipline Committee. All members of the Discipline Committee must receive the documentation at least 12 days prior to the discipline hearing.

#### 18.11.2.4 Discipline Hearing Procedures

The Disciplinary Committee may choose to meet in person or via videoconferencing, but if the meeting takes place through videoconference, all Committee members, the Complainant, the Respondent and all attending witnesses must have two-way audio contact with all other persons attending the meeting.

- a. All participants must have in their possession copies of all written materials;
- b. The Complainant and the Respondent will have the right to be accompanied by and represented by legal counsel at any stage of the process, at their own expense;
- c. At the discipline hearing, either party may present information, witnesses, documents and/ or personal statements, and either party may cross-examine the other, or their witnesses. The Committee Members may similarly cross-examine or request any information from either party or any registered participant of Gymnastics Nova Scotia;
- d. A minor Complainant, Respondent, or witness can only be questioned at a discipline hearing if a “Responsible Adult” is also present on their behalf;
- e. The Committee will then deliberate to reach a decision and make its decision on the basis of the written and verbal evidence presented at the Hearing;
- f. The Committee shall provide written reasons for its decision, which reasons shall be delivered within 15 days, via registered mail, to each party and the Executive Director of Gymnastics Nova Scotia;
- g. Notwithstanding subsection f), the Committee may render a verbal decision immediately at the hearing provided that a written decision is delivered following the hearing in accordance with subsection f);
- h. The date on which the Committee sends the written decision via registered mail to the parties shall be deemed to be the date on which the decision was rendered;
- i. The Committee, on its own discretion, may grant monetary relief to either party in the form of expenses (limited to documented travel costs);
- j. Any Member or Registered Participant shall be entitled to obtain a copy of the decision rendered, unless the Committee considers the matter to be sensitive or confidential in nature.

### 18.11.3 Powers of the Discipline Committee

The Discipline Committee shall be empowered to impose penalties based on its findings and decision at the discipline hearing. The following are examples of disciplinary penalties that may be applied where it is found that a Major Infraction has occurred:

- a. verbal or written reprimand placed on the Respondent’s file;
- b. verbal or written apology to be issued to all affected parties;
- c. removal of certain privileges of registration or contracting with Gymnastics Nova Scotia;
- d. participation in behavioural counselling, education, training, or other similar activities;
- e. suspension from certain events, including suspension from current or future competitions;
- f. suspension from certain Gymnastics Nova Scotia activities such as competing, coaching, or officiating for a designated time period;
- g. removal and discontinuance of Gymnastics Nova Scotia or Support4Sport funding;
- h. suspension from all Gymnastics Nova Scotia activities for a designated time period;

- i. expulsion from membership; and/or
- j. publication of the disciplinary sanction.

The above list includes representative penalties only, and therefore, these penalties may be modified or combined to adequately address the circumstances of the infraction. This list is presented generally in order of severity. What is appropriate in any given situation will vary, and will depend on a number of factors including, among other things, the nature and seriousness of the infraction, and whether this is a new or recurrent infraction.

#### **18.11.4 Discipline Material**

After completion of its duties, the Discipline Committee will turn over all copies of the documentation from the discipline hearing, including a copy of the complaint and details about the incident, the Case Manager's Report, a summary of the results of the investigation that was provided to the Complainant and Respondent, any written submissions and notes taken by Committee members during the Hearing, and a copy of the decision and any corrective action taken to address the complaint, to Gymnastics Nova Scotia, for safe-keeping in a secure location for a minimum of 10 years.

After 10 years, only the Case Manager's Report and the decision will be kept in perpetuity.

### **18.12 APPEAL COMMITTEE AND PROCESS**

#### **18.12.1 Submission of Appeals**

A Complainant or Respondent may file an Appeal of the Discipline Committee decision only in accordance with this Policy.

The Appeal must be filed in writing within 15 days from the date the Discipline Committee sends its decision by registered mail to the Complainant and Respondent. The Appeal must be submitted using the Appeal Submission Form along the following lines:

##### **18.12.1.1 Appeal by a Respondent**

The Respondent may appeal any disciplinary decision if the decision:

- a. will limit or remove the Respondent access to program or committee activities;
- b. will suspend or expel the Respondent from registered participant status; or
- c. if the complaint process did not properly follow the procedures set out in this Policy.

##### **18.12.1.2 Appeal by a Complainant**

A Complainant may similarly appeal a Discipline Committee decision if the complaint process did not properly follow the procedures set out in this Policy.

The Complainant does NOT have grounds to file an appeal if the complaint was not upheld, or if a complaint was upheld but the Complainant nonetheless disagrees with the type of disciplinary action taken against the Respondent.

#### **18.12.2 The Appeal Committee**

The Appeal Committee is convened by the Executive Director from the Discipline and Appeal Panel roster per section 10 of this Policy.

The composition of the Appeal Committee shall be as follows:

- a. three persons will be appointed, of which one is named as Chair, and one as committee secretary;
- b. the Chair shall not be a Registered Participant of Gymnastics Nova Scotia; and
- c. no more than one of the remaining two committee members may be a Registered Participant of Gymnastics Nova Scotia.

In making the appointments, every attempt will be made to ensure the following:

- a. that no association exists between the Complainant or the Respondent and an Appeal Committee member, either actual or apparent;
- b. that no Appeal Committee member has been involved in any preliminary stage of the complaint;
- c. that no member of the Appeal Committee sat on the Disciplinary Committee for the complaint;
- d. that no Committee member has a pre-set attitude, conflict with, or apparent interest in the ultimate outcome. (Definition: "apparent" is defined to mean "in appearance" or "reasonable likelihood");
- e. that the Appeal Committee members speak the official language selected for the hearing; and
- f. that there is appropriate gender representation amongst the members of the Appeal Committee.

**18.123 Validating the Grounds for Appeal**

The Appeal Committee Chair will first review the written appeal submission and, in their own discretion, determine if there are sufficient grounds for appeal. In the event there are sufficient grounds, the Appeal Hearing process will be initiated.

Any Appeal by the Respondent based on disciplinary action taken against them will automatically be referred to an Appeal Hearing without the need for the Appeal Committee Chair to review the appeal submission.

**18.124 Proceedings for Appeal Hearings****18.124.1 Timing of the Appeal Hearing**

The Appeal Hearing will be called by the Appeal Committee Chair on a timely basis, but no later than 15 days after the Appeal is received.

**18.124.2 Principles for the Appeal Hearing**

The Committee shall be empowered to conduct the Appeal Hearing in accordance with this Policy.

- a. With respect to language rights, the Appeal Hearing shall be conducted in the official language or languages that had previously been selected by the parties unless the Appeal is based on an alleged breach of a party's language rights.
- b. The principles of natural justice will be applied:
  - i. Everyone has the right to a fair hearing in the course of determining an outcome for the Appeal;
  - ii. The issue should be clearly and concisely stated so that both parties are aware of the essentials of the Appeal;
  - iii. An athlete has the opportunity to have an "Athlete Advocate" present at the hearing;
  - iv. Both parties have the right to have a legal representative present their case;
  - v. Relevant information must be available to all parties;
  - vi. Both parties have the right to call and cross-examine witnesses;
  - vii. Both parties have the right to receive a written decision following the hearing.

**18.124.3 Appeal Hearing Procedures**

The Appeal Committee may choose to meet in person or via videoconferencing, but if the meeting takes place through videoconference, all Committee members, the Complainant, the Respondent, and all attending witnesses must have two-way audio contact with all other persons attending the meeting;

- a. All participants must have in their possession copies of all written materials, including a copy of the decision under appeal;
- b. The Complainant and the Respondent will have the right to be accompanied by and represented by legal counsel at any stage of the process, at their own expense;
- c. The Hearing will deal only with the reasons for the Appeal. If the submission is based on an alleged contravention of this Policy, the facts of the original complaint and misconduct will not be heard.
- d. The Committee will then deliberate to reach a decision and make its decision on the basis of the written and verbal evidence presented at the hearing;
- e. The Committee shall provide written reasons for its decision, which reasons shall be delivered within three (3) days, via registered mail, to each party and the Executive Director of Gymnastics Nova Scotia;
- f. Notwithstanding subsection e), the Committee may render a verbal decision immediately at the hearing provided that a written decision is delivered following the hearing in accordance with subsection e);
- g. The date on which the Committee sends the written decision via registered mail to the parties shall be deemed to be the date on which the decision was rendered;
- h. The Appeal Committee, on its own discretion, may grant monetary relief to either party in the form of expenses (limited to documented travel costs); and
- i. Any Member or Registered Participant shall be entitled to obtain a copy of the decision rendered, unless the Committee considers the matter to be sensitive or confidential in nature.

**18.125 Appeal Decision**

The Appeal Panel may, by a majority vote of its members:

- a. dismiss the appeal and uphold the decision of the Discipline Committee; or
- b. substitute its own decision for that of the Discipline Committee.

**18.12.6 Final and Binding Decision**

The Appeal Panel's decision is final on all parties in relation to registered participation in programs and activities offered by Gymnastics Nova Scotia.

**18.12.7 Appeal Material**

After completion of its duties, the Appeal Committee will turn over all copies of the documentation from the Appeal Hearing, including all materials received from the discipline hearing any notes taken by Committee members during the hearing, and a copy of the decision, and any corrective action taken to address the complaint, to Gymnastics Nova Scotia for safe-keeping in a secure location for a minimum of 10 years. After this time, only the decision will be kept in perpetuity.

**18.13 CONFIDENTIALITY**

The Complaints and Discipline process is confidential and involves only those within Gymnastics Nova Scotia with a need to know, including a limited number of staff members, the Registered Participant(s) acting as the Complainant(s) and Respondent(s) and individuals acting on their behalf, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel.

Once a complaint is initiated and until a decision is released, disclosure of confidential information related to the complaint to any individual outside of the proceedings is prohibited except as strictly required for the purposes of investigating, taking corrective action with respect to the complaint, or as otherwise compelled by law. Any breach of this confidentiality obligation will be treated as a serious misconduct.

Despite any duty of confidentiality, Gymnastics Nova Scotia is legally obligated to contact the child's parents or legal guardian and/or the relevant law enforcement officials and/or child welfare authorities in certain appropriate situations, including where circumstances of physical and/or sexual abuse are reported and form the basis of the complaint or investigation.

**18.14 REPRISAL PROHIBITED**

Under no circumstances will Gymnastics Nova Scotia condone acts of retaliation or reprisal by registered participants, by parents or legal guardians or other supporters of registered participants against those individuals who have reported inappropriate behaviour or actions to Gymnastics Nova Scotia.

Similarly, no individual may retaliate against an individual who is accused of having acted inappropriately and contravened any policies. All participants are to report complaints under the Complaints and Discipline Policy and Procedures.

Any individual who believes that they, or someone else has been subjected to unlawful reprisal must promptly report those concerns to Gymnastics Nova Scotia.

**18.15 TRAINING AND POLICY REVIEW**

Gymnastics Nova Scotia will provide information and training sessions to ensure that all staff and members are aware of and understand this Policy and related policies. Gymnastics Nova Scotia will also ensure that said policies are maintained and reviewed annually or when gaps or deficiencies are identified as a result of an investigation.

## **19 SECTION NINETEEN – TRUE SPORT**

### **19.1 GENERAL**

To educate, promote and include the ideas, activities of “True Sport” in all levels of gymnastic programming from recreational to competitive, to include all gymnastic participants, coaches, club board members, parents, competition judges, minor officials and others involved in our sport. The True Sport Principles for Participants (Appendix J.1) and Communities (Appendix J.2) is included in the GNS Policy Manual and the GNS True Sport contract is included in Appendix J.3.

## 20 SECTION TWENTY – GNS PRIVACY POLICY

### 20.1 BACKGROUND

Gymnastics Nova Scotia [GNS] is a non-profit, non-government federation, dedicated to helping Nova Scotians achieve better health and a sense of achievement through active participation in recreational and competitive sport experiences.

GNS, as the sport governing body is dedicated to promoting growth and development of the sport of gymnastics (in all of the related disciplines) at all levels while emphasizing fair play, good sportsmanship and encouraging universal participation. To meet these goals, we provide training and certification for coaches, judges and other officials and strive to create an environment in which the sport can thrive by offering quality services and innovative promotion to ensure that the needs of both current and potential participants are met.

### 20.2 GENERAL

Purpose of the Policy: Gymnastics Nova Scotia has implemented this privacy policy to assure our members that their personal information is being protected as governed by the Personal Information Protection and Electronics Documents Act [PIPEDA]. PIPEDA “applies to every organization in respect of personal information that... the organization collects, uses or discloses in the course of commercial activities”. Although GNS does not engage in commercial activity with its membership/contact lists, GNS is committed to adopting the principles of PIPEDA to take every measure to protect its members. GNS is committed to taking every necessary measure to respect and protect your privacy. This privacy policy describes the responsible manner in which GNS collects, uses, discloses, safeguards and disposes of personal information. This policy strictly models the principles and is compliant with the provisions of the PIPEDA.

### 20.3 DEFINITIONS [AS DEFINED IN THE PIPEDA]

Personal information: information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee/volunteer of an organization.

Commercial Activity: any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fundraising lists.”

### 20.4 PRINCIPLES

#### 20.4.1 Accountability:

GNS has designated the Executive Director of the organization accountable for assuring GNS’ overall compliance with the principles of the PIPEDA. As the designated Privacy Officer, the Executive Director, will be responsible for monitoring the personal information collected, processing of personal information, data security, ensuring all staff/volunteers are trained appropriately on privacy issues and responsibilities, handling personal information requests and complaints.

The Privacy Officer can be contacted through the GNS office:

Gymnastics Nova Scotia  
5516 Spring Garden Road, 4th Floor  
Halifax, NS B3J 1G6  
Telephone: (902) 425-5450 (ext. 338)  
Fax: (902) 425-5606  
e-mail: gns@sportnovascotia.ca

GNS procedures that conform to this principle include:

- a) Procedure to protect personal information:
  - i) Training GNS employee/volunteers about the organization’s policy and procedures on privacy,
  - ii) Maintaining data (includes back-up data) on a secured network server,
  - iii) Access to contacts determined by password logins
- b) Procedure to receive and respond to complaints and inquiries:
  - i) Privacy Officer will respond by means of a written report within 30 days of receiving the complaint
  - ii) Training staff and communicating to staff information about the organization’s policies and practices; and
- c) Information explaining GNS policies and procedures:
  - i) Privacy Policy
  - ii) Web page and then go to the privacy policy section of GNS Policy Manual

**20.4.2 Identifying Purposes:**

GNS, orally or in writing, will identify why the personal information is being collected at the time or before the information is collected. If personal information has been collected for a purpose not previously identified, the new purpose will be identified to the individual prior to use, unless the new purpose is required by law.

GNS will only collect that minimal information necessary to satisfy the purposes that have been identified and will not use or disclose the information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. GNS will only retain the personal information for as long as necessary to fulfill the stated purposes. GNS collects the following information: name, address, phone number, birth date, and MSI number.

GNS collects personal information for, but not limited to the following reasons:

- a) providing insurance to members under our insurance policy;
- b) keeping records of the demographic information to track participation of specific programs
- c) registration for members to participate as part of a delegation representing the province at national or international events
- d) for the issuing of income tax receipts by Sport Nova Scotia or another agency

Personal information that is no longer required to fulfill the identified purposes will be destroyed. GNS guidelines and procedures to govern the destruction of personal information can be found under the Limiting Use, Disclosure, and Retention principle.

**20.4.3 Consent:**

GNS will request the knowledge and consent of the individual prior to the collection, use, or disclosure of personal information, except where required by law. However, in certain circumstances, consent with respect to use or disclosure may be sought after the information has been collected but before use (for example, when GNS wants to use information for a purpose not previously identified).

GNS will not require an individual to consent to the collection, use, or disclosure of information beyond that required to fulfill explicitly specified and legitimate purposes. By providing personal information to GNS, individuals are consenting to the use of the information for the purposes identified in this policy. An individual may withdraw consent to collection, use or disclosure of personal information, subject to legal or contractual restrictions and reasonable notice [10 business days]. The organization shall inform the individual of the implications of such withdrawal.

GNS form of consent may vary, depending upon the circumstances and the type of information. In determining the form of consent to use, GNS will take into account the sensitivity of the information Consent Forms (Appendix A):

- a) Personal Information Written Consent Acknowledgement Form – to be used prior to collection of information; is an application filled in by the applicant and given to GNS.
- b) Personal Information Oral Consent Acknowledgement Form – to be used prior to collection of information; for when personal information is taken from an applicant filled out by a GNS employee/ volunteer.
- c) Personal Information Access/Correction Request Form – allows the applicant access to his other personal information.
- d) Personal Information Change/Additional Request Form – GNS will use when the original purposes for obtaining personal information has changed.
- e) Personal Information Opt Out Request Form – allows applicant to withdrawal consent or opt out of personal information being collected.
- f) GNS and Sport Nova Scotia Agreement Form – GNS uses this for agreement with Sport Nova Scotia or another organization that it gives personal information to.

In certain circumstances personal information can be collected, used, or disclosed without the knowledge and consent of the individual. For example, legal, medical, or security reasons may make it impossible or impractical to seek consent.

**20.4.4 Limiting Collection**

GNS will not collect personal information that is not necessary for the purposes identified by the organization. GNS will collect information by fair and lawful means and will not collect personal information indiscriminately. GNS will specify the amount and the type of information collected which will be limited to information that is necessary to fulfill the purposes identified.

**20.4.5 Limiting Use, Disclosure, and Retention**

GNS will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

No personal information will be sold or shared with third parties or external sources unless consent is given. Medical forms collected by GNS are disclosed to the head of the Provincial Delegation (Chef- de-Mission, Team manager or Team Coach) to a specific event and may be required, as part of the registration process, to be disclosed to the organizing committee of the event. It is the responsibility of the Head of the Delegation, as the official representative of GNS to ensure that all copies of the medical forms are collected and destroyed after the athlete is no longer participating in the event.

GNS guidelines and procedures with respect to the retention of personal information are as follows:

- a) Maximum retention period is five years.
- b) Personal information that has been used to make a decision about an individual, shall be retained long enough to allow the individual access to the information after the decision has been made.
- c) Medical Insurance numbers (MSI, Blue Cross) will be kept for one year after the member leaves the organization and then destroyed.

When the personal information is no longer required to fulfill the identified purposes aforementioned, the personal information will be destroyed, erased, or made anonymous. GNS guidelines and procedures for the destruction of personal information will be as follows:

- a) Paper Shredder for hard copy financials and sensitive data
- b) Direct removal from database records, immediately wiping the record from storage

**20.4.6 Accuracy**

GNS will use personal information that is accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about the individual.

**20.4.7 Safeguards**

GNS has place security safeguards appropriate to protect the sensitivity of the information. The security safeguards shall protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.

GNS employee/volunteers are governed by scrupulous policies and procedures in regard to personal information and are adequately aware of the importance of maintaining the confidentiality of personal information. GNS will use appropriate care in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.

GNS protects personal information regardless of the format in which it is held. The methods GNS uses to protect personal information are as follows:

- a) Any personal information identifiable on paper is always under the supervision of a GNS employee/volunteer or is safeguarded in a protected/restricted area (Stored in the GNS office).
- b) All computers containing personal information are under the supervision of a GNS employee/ volunteer or is safeguarded in a protected/restricted area.
- c) All computers containing personal information are secured with passwords.
- d) All personal information that must be transmitted will be done through sealed and addressed envelopes/boxes using only reputable courier/delivery companies.
- e) All personal information that is transmitted electronically will be done so by encryption.
- f) All GNS employee/volunteers are trained in how to collect, use and disclose of personal information and are familiar with the GNS Privacy Policy.
- g) GNS will confirm with third party organizations, prior to allowing access to personal information that GNS has collected, that the third party has appropriate privacy procedures established to protect personal information.

**20.4.8 Openness**

GNS will make readily available to individuals, specific information about its policies and practices relating to the management of personal information. This specific information can be obtained via the Privacy Officer, the GNS Website or this privacy policy.

GNS will make the following information available:

- (a) the name or title, address, and telephone number of the Privacy Officer who is responsible for dealing with complaints or inquiries regarding policies and practices;
- (b) the means of gaining access to personal information held by GNS;
- (c) a description of the type of personal information held by GNS;
- (d) a copy of the GNS Privacy Policy and any other information that explains the organization's policies, standards, or codes; and
- (e) what personal information is made available to related organizations

#### **20.4.9 Individual Access**

Upon request, GNS will inform an individual of the existence, use, and disclosure of his or her personal information and will provide access to that information. GNS will respond to an individual's request within a reasonable time. Any individual has the right to challenge the accuracy and completeness of the information and have it amended as appropriate.

In certain situations, GNS may not be able to provide access to all the personal information it holds about an individual. The reasons for denying access will be provided to the individual upon request. Reasons for denying the individual access to personal information may include:

- a) the information that is prohibitively costly to provide;
- b) the information contains references to other individuals;
- c) the information cannot be disclosed for legal, security, or commercial proprietary reasons; and
- d) the information is subject to solicitor-client or litigation privilege

When an individual successfully demonstrates the inaccuracy or incompleteness of personal information, GNS will amend the information as required. Where appropriate, the amended information shall be transmitted to third parties having access to the information in question.

#### **20.4.10 Challenging Compliance**

An individual may file a complaint concerning compliance with this Privacy Policy to the Privacy Officer listed above. GNS will respond to a complaint via the following procedure:

- a) Record and date the written complaint when received.
- b) This complaint will be forwarded to the Privacy Officer.
- c) The Privacy Officer will attempt to resolve the complaint by investigating the complaint or appointing another investigator within ten business days of the complaint being filed.
- d) The Privacy Officer/appointed investigator will have access to all files necessary to carry out an objective and impartial investigation.

Within 30 days of receipt of the complaint, the Privacy Officer will complete the investigation and notify the complainant of the decision by means of a written report explaining the reasons for the decision. The Privacy Officer will include in the report any changes or corrections to GNS' Privacy Policy.

## 21 SECTION TWENTY-ONE – GNS INCLUSION POLICY

### **PREAMBLE –**

Gymnastics Nova Scotia aims to provide equality in programming and opportunities to all its members, regardless of such factors as age, national or ethnic origin, race, religion, sex, sexual orientation, gender identity or expression, disability or any other analogous ground. Wherever possible, reasonable accommodations are to be made to allow participation by all members. This may include, but is not limited to athletes, coaches, officials, learning facilitators, board members and staff members.

#### **1) Age**

1.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to age. Gymnastics is a sport for life and it is therefore important to facilitate lifelong participation. This can be accomplished through, but is not limited to:

- 1.1.1 Providing the resources for clubs to establish recreational program from pre-school to adult classes, which fall in line with Gymnastics Canada LTAD,
- 1.1.2 Providing the resources, along with the various program committees, to allow competitive opportunities for athletes of all ages,
- 1.1.3 Selecting athletes, coaches, judges and other members to committees and events based on their objective merits.

1.2 The above subsections shall only be limited in the event of;

- 1.2.1 Rules and regulations set out by Gymnastics Canada, which may include, but are not limited to, the age requirement for athletes at various levels of competition and age requirements for judging certification and courses,
- 1.2.2 Rules and regulations set out by the Fédération Internationale Gymnastique, which may include, but are limited to, the age requirement for athletes at various levels of competition and age requirements for judging certification and courses.
- 1.2.3 Rules and regulations set out by the National Coaches Certification Program, which may include, but are not limited to, the age requirement for Coaches, Learning Facilitators and Coach Developers to participate in various courses
- 1.2.4 Provincial, Federal and International laws and guidelines when they should apply.

#### **2) National or Ethnic Origin**

2.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to National or Ethnic Origin.

#### **3) Race**

3.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to their actual or perceived Race.

#### **4) Religion**

4.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to their religion, or the religion of a family member. This will be accomplished through, but is not limited to:

- 4.1.1 Allowing employees, volunteers, coaches, judges, athletes and any member to observe religious holidays without reprimand,
- 4.1.2 Allowing employees, volunteers, coaches, judges, athletes and any member to observe daily prayer or rituals,
- 4.1.3 Providing alternatives to required uniforms when possible in accordance with Gymnastics Canada and/or Fédération Internationale Gymnastique.

4.2 The above subsections shall only be limited in the event that one could reasonably assume that such accommodations would place too high a burden on the organization or that it could pose a safety risk to the member director, or those whom they are responsible for.

#### **5) Sex**

5.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to their sex.

#### **6) Sexual Orientation**

6.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to their sexual orientation.

**7) Gender Identity or Expression**

- 7.1 No one shall be denied access to programming or opportunities within Gymnastics Nova Scotia due to their gender identify or expression, which may include, but is not limited to:
  - 7.1.1 Recognizing a person by their preferred name and/or pronoun,
  - 7.1.2 Providing competitive opportunities for an athlete within their preferred discipline,
  - 7.1.3 Providing alternatives to the required uniforms when possible, in accordance with Gymnastics Canada and/or Fédération International Gymnastique.
- 7.2 The above subsections shall only be limited in accordance with regulations and policies set out by Gymnastics Canada and/or Fédération International Gymnastique.

**8) Disability**

- 8.1 Gymnastics Nova Scotia strives to create a sporting environment that is open to all ability levels. Parasport is an important and integral part of any sports community, therefore Gymnastics Nova Scotia will act as a resource to clubs and program committees by:
  - 8.1.1 Encouraging participation in the Gymnastics For All discipline for all functional ability levels,
  - 8.1.2 Encourage competitive disciplines to integrate parasport athletes when possible,
  - 8.1.3 Encourage competitive disciplines to incorporate parasport as a separate discipline when appropriate and feasible.
- 8.2 The above subsections shall only be limited in the event that one could reasonably assume that such accommodations would place too high a burden on the organization, or that it could pose a safety risk to the member directly, or those whom they are responsible for.

## 22 SECTION TWENTY-TWO – GNS SOCIAL MEDIA POLICY

### **PREAMBLE –**

Gymnastics Nova Scotia recognizes that social media and social networking can be a useful tool for both communication and education of its members. GNS wishes for all of its members to be able to use these platforms in ways that are respectful, creative, useful and beneficial to not only themselves and GNS, but the sport of gymnastics as a whole.

#### **1) Scope**

- 1.1 The policy applies to all members of GNS whether they are representing the organization or themselves as a private individual.
- 1.2 The policy applies to all forms of social media and should not be limited by narrow definitions of which platforms fall under its scope.

#### **2) Expectations of Members**

- 2.1 Gymnastics Nova Scotia has high expectations of its members in relation to the content of online activity and does not condone activity of messages which may be construed as, but are not limited to, the following:
  - 2.1.1 harassment, discrimination, abuse or bullying,
  - 2.1.2 being humiliating, demeaning, malicious or otherwise offensive to an individual or group,
  - 2.1.3 having a detrimental effect on the brand of Gymnastics Nova Scotia and/to its stakeholders or funding partners,
  - 2.1.4 divulging confidential, sensitive or proprietary information that belongs to GNS
  - 2.1.5 divulging the private information of others without gaining their consent.

#### **3) Violations of Social Media Policy**

- 3.1 Any member of Gymnastics Nova Scotia who is accused of violating this policy will be subject to an investigation by a Discipline Committee
- 3.2 Reprimands for violations of the policy fall within the complete range of possible consequences within the organization and its Complaints and Discipline Policy, ranging from verbal reprimand to expulsion from the organization.

#### **4) Violations of Social Media Policy during a Team Nova Scotia event**

- 4.1 Any member of Gymnastics Nova Scotia who is accused of violating this policy will be subject to an investigation by the chef-de-mission of the event
- 4.2 Reprimands for violations of the policy fall within the complete range of possible consequence within the Complaints and Discipline Policy, ranging from verbal reprimand to removal from the event.

#### **5) Obligation to Report**

- 5.1 Gymnastics Nova Scotia is required to report conduct, which may rise to the level of criminal harassment, exploitation or intimidation to the appropriate authorities.

## **23 SECTION TWENTY-THREE – GYMASTICS NOVA SCOTIA BRANDING AND MARKETING POLICY**

Gymnastics Nova Scotia is a non-profit organization with the vision of promoting and supporting the sport of gymnastics in Nova Scotia. To achieve this aim, the organization takes great pride in the promotion and publication of its image to the general public.

**1) Rights of the Organization**

- 1.1 It is the right of GNS to limit the use of its image(s) and associated image(s) by its members and the general public.
- 1.2 It is the right of GNS to, at any time, request a cease to the usage of the GNS brand by any organization or person.

**2) Rights of Member Clubs**

- 2.1 All member clubs have the right, and are encouraged, to promote their good standing and involvement in Gymnastics Nova Scotia.

**3) Rights of Individual Members**

- 3.1 All members have the right to promote their involvement in Gymnastics Nova Scotia, provided they are a member in good standing with the organization.

## **APPENDIX A**

### **GYMNASTICS NOVA SCOTIA BY-LAWS**

#### **ARTICLE I – NAME**

The name of the organization is Gymnastics Nova Scotia (hereafter referred to as the “Association” or “GNS”).

#### **ARTICLE II – MEMBERSHIP**

Membership in the Association includes four (4) classes of membership:

Registered membership includes gymnasts, coaches, judges, officials, parents and other interested persons who pay their dues to the Association. Registered members shall not be entitled to vote at any General Meeting of the Association.

Active membership shall be limited to duly affiliated clubs. A duly affiliated club is defined as a club which has registered all preschool, recreational and competitive members and is registered with the Nova Scotia Registry of Joint Stocks Companies. Each duly affiliated club in good standing shall be entitled to two votes at any General Meeting of the Association.

Associate membership is open to provincially oriented and affiliated organizations or persons who desire to assist in the promotion of gymnastics. Associated members shall not be entitled to vote at any General Meeting of the Association (such as YMCA, YWCA, NSSAF, etc.).

Affiliate Members are one-time birthday party participants who are not covered under the Sport Accident Policy.

Honorary membership is a life membership granted to those nominated by active members of the Association and unanimously approved by the Board of Directors. Honorary members shall not be entitled to vote at any General Meeting of the Association.

#### **Membership in the society (GNS) shall consist of:**

- a) the minimum of 5 subscribers to the Memorandum of Association
- b) those who support the objects of GNS
- c) those whose name and address is written in the Register of Members by the secretary
- d) those who pay an annual fee in an amount to be determined by GNS
- e) those who reside in the geographic area of Nova Scotia

#### **Membership Rights and Responsibilities**

Any member who accepts membership in the Association shall be deemed to have undertaken to abide by the provisions of the By-Laws of the Association as well as those of Gymnastics Canada. Every member is entitled to attend any members’ meeting of GNS. Any member of legal age, or with their guardian’s written consent, is entitled to hold any office.

The Board of Directors may terminate the membership of any member for sufficient reasons (ie. Failure to pay GNS Club or Member registration fee) with an extraordinary resolution approved by not less than three-fourths majority of those present at an Annual General Meeting or a Special Meeting called for that purpose.

#### **Member in Good Standing**

2.1 Definition - A Member of the Association will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
  - a.1) membership in the society (GNS) is not transferable
  - a.2) upon death
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed; *When restrictions have ended, the member may be able to be a member in good standing again pending the reason for the suspension, restrictions or sanctions imposed.*
- c) Has completed and remitted all documents as required by the Association;
- d) Has complied with the Bylaws, policies, procedures, rules and regulations of the Association;
- e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues or debts to the Association, if any.

2.2 Cease to be in Good Standing - Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of Directors, or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

**ARTICLE III – FEES**

All fees levied by the Association shall be set and approved at the Annual General Meeting of the Association. Honorary membership shall be granted without payment of dues.

**ARTICLE IV – MANAGEMENT AND ADMINISTRATION**

The Association is governed and administered by:

- a) the General Meeting
- b) the Board of Directors

The management of the Society is the responsibility of the directors. In particular, the directors may engage an Executive Director/General Manager, and determine their duties, responsibilities and remuneration

**ARTICLE IV.1 – GENERAL MEETING**

The General Meeting shall be vested with ultimate authority in the determination of the policy of the Association. All resolutions and policies adopted by the Board of Directors or any standing or special committee shall be subject to its approval. Failure of ratification by the General Meeting of any resolution or policy adopted by the Board of Directors and presented to the membership at the General Meeting, shall not affect the validity of the decisions or the actions taken as a result of adoption prior to the General Meeting, the unratified resolution or policy, so presented, ceases to be valid after the General Meeting. The Annual General Meeting shall be held in a centrally located place each year at a time and place to be fixed by the Board of Directors. It shall be held within 3 months of every fiscal year end. In no event shall the AGM be held greater than eighteen (18) months after the immediate previous AGM.

Notice of the AGM is required which must:

- a) specify the date, time and place of the meeting
- b) be given to the members thirty (30) days prior to the meeting
- c) be given to the members by newsletters, email, fax and /or other electronic means,
- d) specify the intention to propose a special resolution, and
- e) the non-receipt of notice by any member shall not invalidate the proceedings.

The President, or in their absence, the Vice-President, or in the absence of both of them, any member appointed from among those present, shall preside as Chair at members' meetings.

The Annual General Meeting shall be chaired by the Association President (or as per above in their absence) and shall:

- a) receive and consider annual reports of the Association's officers.
- b) receive and consider the financial report.
- c) establish the membership fees and other assessments
- d) consider changes and amendments to the Association's By-Laws and provide their binding interpretation.
- e) elect the new Board of Directors.

The order of business at all General Meetings of the Association shall be:

- a) Meeting called to order
- b) Adoption of the agenda
- c) Report on credentials of delegates
- d) Reading of minutes
- e) Business arising from the minutes
- f) Reports of the Board of Directors and its officers
- g) Approval of financial report
- h) Notices of motions
- i) Elections of officers
- j) New Business
- k) Adjournment

The Annual General Meeting may be attended by Registered members, Active members, Associate members and Honorary members. All Active members have an obligation to attend the Annual General Meeting; failure to do so under normal circumstances may be taken into consideration by the Board of Directors during any review of membership under Article II.

A quorum will consist of six voting delegates representing at least three active members (clubs). No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote.

Active members shall be entitled to two (2) votes either represented by one or two delegates who are members of that club.

All motions at the General Meeting are passed by a simple majority, with the exception of amendments to the By-Laws and Special Resolutions. These motions require not less than three-fourths majority of eligible voters present.

A general or special meeting of the members may be held at any time and shall be called:

- a) If requested by the Chair, or
- b) If requested by a majority of the directors, or
- c) If requested in writing by the majority of the member clubs.

Notice to members is required for general or special meetings. The notice must:

- a) specify the date, time and place of the meeting
- b) be given to the members seven (7) days prior to the meeting
- c) be given to the members by newsletters, email, fax and /or other electronic means,
- d) specify the nature of business, such as the intention to propose a special resolution, and
- e) the non-receipt of notice by any member shall not invalidate the proceedings.

## **ARTICLE IV.2 – BOARD OF DIRECTORS**

### **ROLE AND FUNCTION**

The Board of Directors is the governing body of GNS. It charts the future direction of GNS and ensures that it stays on course. The Board is responsible for the strategic plan of GNS and also for overseeing GNS's operation.

Duties of a Board of Directors include formulation of GNS's mission, goals, and objectives as well as GNS's policies. The Board approves major financial decisions including the annual budget and major investments and ensures that an annual report is sent to members. The Board maintains, revises and enforces the By-Laws of GNS. The Board must ensure GNS is effectively governing by holding regular elections and by filling interim Board vacancies.

It is essential to have key persons with the necessary sophistication or expertise on the Board. Without these decision makers, the Board cannot make the necessary decisions and commit the necessary funds to make things happen. Board Members should represent all segments and interests of GNS's membership, not just their own viewpoints or that of their own businesses.

Listed below are eleven qualities that each Director doesn't necessarily have to have but the Board in total should: integrity, wisdom, independence, a valid business or professional knowledge and expertise that could help with various problems and deliberations, a track record of accomplishment with other organizations, an understanding and a general acceptance of the organization's philosophy, an inquiring mind, a willingness to speak one's mind, and an ability to challenge and stimulate management.

The Functions and Responsibilities of Board Members Which Promote Success:

1. Attend and actively participate in all meetings. Review your portfolio and be prepared to work in this capacity for the benefit of all members of the GNS community.
2. Represent the member's views and interests honestly and accurately, but remember that you are responsible to them to advise and act in their interests on matters for which you may have no detailed knowledge of their views. Your judgment is the reason you were elected. A second component of this responsibility is to adopt a view that you represent the membership at large. The purpose of an umbrella Association is to act in the general interest, and it is your duty to see that this takes place. Bringing regional or local issues to the Board through informal means is counter-productive. The best way to serve your local constituency is by ensuring that the group develops policies and programs that are universally fair and objective.
3. Be informed about the issues in order to discuss them responsibly.
4. Know and understand the roles and responsibilities of the Board, committees and staff members.
5. Do your homework before the meetings -- review the minutes of the last meeting and the policy and procedures manual, if necessary.
6. Be aware of both legal and financial responsibilities.
7. Endorse the collective decisions of the Board publicly (even if you don't share them personally). Be a booster and not a complainer outside the Board.
8. Insist on adequate preparation from the staff.
9. Accept promotion or special projects only if you are confident that you will do well for the organization.
10. Remember that you hold a position of trust. Maintain Board businesses and client confidentiality.
11. Be involved in one or more committees.

The Board of Directors, during times where the General Meeting is not in session, shall be vested full powers to manage the affairs of the Association. The Board of Directors may appoint an Executive Committee and other committees to carry out management duties as it deems necessary.

The Board of Directors consists of 15 as per below:

- a) President
- b) Past-President
- c) Vice-President
- d) Secretary

- e) Treasurer
- f) Women's Program Director
- g) Men's Program Director
- h) Trampoline and Tumbling Program Director
- i) Education and Recreational Director
- j) (6) Members -At-Large

To qualify for an office of the Board of Directors, each candidate shall be a registered member of the Association. Any member of the society shall be eligible to be elected a director of the Society and a director of the society shall be a member. The subscribers to the Memorandum of Association of the Society shall be the first directors of the Society.

The Past President may elect in writing not to be a serving member of the Board and in such case, the General Meeting may elect an additional member-at-large. Should such occurrence happen subsequent to the General Meeting, the Board is empowered to appoint an additional member-at-large.

A nomination for office must come from an Active member of the Association or from the Nominating Committee.

Each member of the Board of Directors shall hold office for two (2) years and may be eligible for re- election for the same office. Directors shall be elected to two year terms, with one-half of the directors elected each year. Any member of the Board of Directors who serves half a term or less may be re-elected to the same office.

Directors shall retire from office at the end of each annual general meeting at which their successors are elected. Retiring directors shall be eligible for re-election

The Board of Directors shall not be paid any sum for services as such, but may be reimbursed for expenses incurred on behalf of the Association. No funds of the society shall be paid to or be available for the personal benefit of any member.

If a director resigns their office or ceases to be a member in the Society, their office as director shall be vacated and the vacancy may be filled for the unexpired portion of the term by the board of directors from among the members of the Society.

The members may, by special resolution, remove any director and appoint another person to complete the term of office.

The Board of Directors shall meet regularly with the exceptions of July and August. The Board of Directors shall meet no less than five (5) times each year.

A meeting of the Board of Directors may be held at the close of every annual general meeting without notice for the purpose of electing officers. For all other board meetings, notice is required and must:

- a) specify the date, time and place of the meeting
- b) be given to the directors seven (7) days prior to the meeting
- c) be given to the directors by newsletters, email, fax and /or other electronic means,
- d) the non-receipt of notice by any director shall not invalidate the proceedings.
- e) Notice can be waived for board meetings with the unanimous approval of the Board.

Six (6) members of the Board of Directors shall constitute a quorum at a Board meeting. No business shall be conducted at any meeting of the board of directors unless a quorum is present to open the meeting and, upon request, before any vote.

The Board of Directors may, from time to time, invite to meetings such persons they deem advisable to act as consultants. All motions are passed by a simple majority.

The President, or in their absence, the Vice-President, or in the absence of both of them, any director appointed from among the directors, shall preside as Chair of the Board.

Each member of the Board of Directors shall have one vote.

The Board of Directors shall have the power to appoint annually all delegates to the Annual General Meeting of Gymnastics Canada.

For dereliction of duty, physical incapacity or continued absence without cause, a member of the Board of Directors may be removed by a majority vote of the Board of Directors. The Board of Directors shall then appoint by reason of the above, a person to fill the unexpired term of such a member until the next Annual General Meeting of the Association, at which time, an election shall be held to fill the unexpired term. The member, who has been so removed, may appeal the decision of the Board of Directors at a meeting called by the President for that reason. If, during their term of the office a member should resign, the Board of Directors may appoint a person to fill the unexpired term of such a member until the next Annual General Meeting of the Association.

The Board of Directors shall, at its first meeting after election to office, appoint by resolution the persons empowered to sign cheques and other banking documentation of the Association. The signature of any two (2) of the signing officers shall be necessary on each document. The positions of Chairperson of committees and other positions not covered in the By-Laws shall be appointed by the Board of Directors.

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of GNS by the President or the Vice-President and the Corporate Secretary, or otherwise as prescribed by the resolution of the Board of Directors

### **Conflict of Interest**

Directors who have, or could reasonably be seen to have, a conflict of interest have a duty to declare this interest. The declaration should be made to the members

- a) Upon nomination, and
- b) If serving as a director, when the possibility of a conflict is realized.

A conflict of interest does not prevent a member from serving as a director provided that they withdraw from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.

### **ARTICLE IV.3 – OFFICERS**

The officers shall be elected by the Directors and shall be a President, a Vice-President, a Treasurer and a Corporate Secretary. The offices of Treasurer and Corporate Secretary may be combined.

One of the officers shall be the President. The President shall be responsible for the effectiveness of the board and shall perform other duties as assigned by the members or the directors.

One of the officers shall be Vice-President. The Vice-President shall perform the duties of the Chair during the absence, illness or incapacity of the President, or when the Chair may request him/her to do so.

One of the officers shall be the Corporate Secretary. The Corporate Secretary shall:

- a) Have the responsibility of the preparation and custody of all books and records including:
  - 1) The minutes of members' meetings,
  - 2) The minutes of directors' meetings,
  - 3) The register of members, and
  - 4) Filing the annual requirements with the office of the Registrar (**Registrar of Joint Stock Companies**), and
- b) Have custody of the Seal, if any, which may be affixed to any document upon resolution of the board of directors, and
- c) File with the Registrar (**Registrar of Joint Stock Companies**):
  - 1) Within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election
  - 2) A copy of every special resolution within fourteen (14) days after the resolution is passed, and
- d) Have other duties as assigned by the board.

The directors may also appoint a Recording Secretary

- a) Who is responsible for taking minutes of all board and members' meeting, and
- b) Who need not be a director.

One of the officers shall be the Treasurer. The Treasurer shall have responsibility for the custody of all financial books and records of the Society, and carry out all other duties as assigned by the board.

Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of their duties.

### **ARTICLE V – FISCAL YEAR AND FINANCES**

The fiscal year of the Association shall end on the 31st day of March.

The directors shall annually present to the members a written report on the financial position of the GNS. The report shall be in the form of:

- a) A balance sheet showing its assets, liabilities, and equity, and
- b) A statement of its income and expenditure in the preceding fiscal year.

A copy of the financial report shall be signed by the auditor or by two directors.

A signed copy of the financial report shall be filed with the Registrar (**Registrar of Joint Stock Companies**), within fourteen (14) days after each annual meeting.

An auditor of the Society may be appointed by the members at the annual general meeting and, if the members fail to appoint an auditor, the directors may do so.

The Society may only borrow money as approved by a special resolution of the members.

The members may inspect the annual financial statements and minutes of the membership and directors' meetings at the registered office of GNS within one week's notice. All other books and records of GNS may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of GNS.

## **ARTICLE VI – BY-LAW AMENDMENTS**

The By-Laws of the Association can be amended only at the Annual General Meeting of the Association, or a Special Meeting called for that purpose.

Amendments may be proposed by the Board of Directors or Active Members. All proposed amendments must be circulated by the Executive Director of the Association four weeks prior to the AGM. The proposed amendments will be circulated with the notice of motion of the Annual General Meeting of the Association.

The notices of the Annual General Meeting shall contain a copy of the proposed amendments together with the names of those putting forth the amendments.

The members may repeal, amend or add to these by-laws by a special resolution. No by-law or amendment to by-laws shall take effect until the Registrar (Registrar of Joint Stock Companies) approves it.

## **ARTICLE VII – DUTIES OF ELECTED BOARD**

### **MEMBERS PRESIDENT:**

- Responsible for governing the affairs of GNS in accordance with the policies and procedures established by GNS's Board of Directors.
- Chief elected officer of GNS.
- President at meetings of the organization including the Board of Directors and/or Executive Committee or meetings deemed necessary.
- Determine relevant and productive agendas for all Board, Executive and Annual General Meetings and direct the Executive Director to send composed agenda three weeks prior to the scheduled meeting.
- Cheque signing officer.
- Be the spokesperson for the Board of Directors and GNS.
- Provide vision and leadership that will serve GNS's mission and goals.
- Act as liaison between Gymnastics Nova Scotia and the appropriate Nova Scotia Government, Gymnastics Canada and Sport Nova Scotia.
- Act as liaison with the insurance company.
- Be involved with budget plans -- short term and long term.
- Initial contact person for any safety or ethics complaints.
- Act as liaison with the GNS Staff.
- Be responsible to the Board for reporting and noting any inconsistencies of Board actions.

The presidential succession in cases of temporary absence of the President is the Vice President, the Treasurer and the Secretary.

### **VICE PRESIDENT:**

- Act in the absence of the President.
- Cheque signing officer.
- Assist the Executive Director with procuring corporate sponsorship
- Responsible for updating and revising the Gymnastics Nova Scotia Policy Manual and Code of Ethics as directed by the Board of Directors and in conjunction with the Executive Director.
- Responsible for ensuring Program Committee Reports and Employment Agreements followed.
- Organize any grievance hearings and appeals as required for any safety or ethics complaints.
- Act as liaison with the President.

### **IMMEDIATE PAST PRESIDENT:**

- Responsible for promoting the continuity and development of leadership in GNS.
- Chair the Nominating Committee and identify committed and competent leaders for election of office.
- Review the performance of volunteers and as necessary address issues with individual volunteers.

### **SECRETARY:**

- Responsible for the recording and maintaining of the proceedings of all board, Executive Committee and Annual General Meetings and ensure minutes are to the Executive Director to be distributed to the members within ten (10) days of the meeting.
- Receive and answer correspondence as directed by the President or Board of Directors.
- Ensure that mailing list and directory of Board Members is updated and distributed by the Executive Director.

- Catalogue all pertinent motions from each Board and Executive Meetings and prepare for presentation at the Annual General Meeting of that year.

**TREASURER:**

- Act as a source of financial information for GNS and inform the Board of the financial performance of GNS.
- Chair a Financial Planning Committee to anticipate GNS's future financial needs to carry out the mission and goals of GNS and to help ensure adequate resources are available to fund programs.
- Assist in the development of a budget for presentation to the Board of Directors with approval.
- Assist in the development of financial policies and procedures in collaboration with the President and Executive Director.
- Prepare a quarterly statement (or at other times as requested) of revenue and expenses to reflect proposed, current and year-to-date actual budget, to be provided to Directors.
- Disbursement of cheques and cheque signing officer.
- Account for all receipts, claims, bills and statements and records of dues.
- Recommend to the Board of Directors a yearly audit if necessary.
- Duties of the Treasurer will neither lessen nor add to the Executive Director's accountability to Board policies on fiscal conditions and budgeting.
- Meet with the Executive Director prior to monthly board meetings to update.
- Responsible for Staff payroll entries with Sport Nova Scotia staff.

**WOMEN'S, MEN'S AND T&T PROGRAM DIRECTORS:**

- Chairs respective committees and prepares a report for Board and Executive Meetings.
- Liaison with Gymnastics Canada and other Provincial Directors.
- Responsible for budget proposals and allocation, calendar of events for clinics, competitions, technical meetings and communication of all pertinent technical information to members.
- Assist Executive Director with drafting grant applications.
- Development short-term and long-term planning for provincial development of grants.
- Responsible for accountability of monies spent, and reports done correctly.
- Responsible for updates and revisions of program manuals.
- Responsible for providing Teams/Coaches/Judges List for upcoming competitions.
- See specific duties in respective program manuals

**EDUCATION & RECREATION PROGRAM DIRECTOR:**

- Liaison with Gymnastics Canada.
- Responsible for organizing all NCCP coaching clinics in liaison with the Technical Director.
- Responsible for organizing the GNS Coach Symposium with the Technical Director as directed by the Board of Directors.
- Responsible for the organization and application process of the annual GNS Bursary.
- Assist Executive Director and Technical Director with drafting grant applications.

**MEMBERS AT LARGE:**

- See Appendix B

**ARTICLE VIII – NOMINATIONS FOR OFFICE**

A nominating committee shall be appointed by the Board of Directors and chaired by the Past- President or other person appointed as chairperson by the Board of Directors. The nominations for the slate of officers is to be circulated to the Active Members one month before the Annual General Meeting. The nominating committee shall mail a slate of nominees to the Active members fourteen (14) days before the Annual General Meeting of the Association. Nominations may be made as follows:

- a) as put forward by the nominating committee (does not require a seconder)
- b) from the floor by an Active member, at the Annual General Meeting with written acceptance or acceptance in person and requiring a seconder.
- c) by letter from an Active member, containing a statement of acceptance by the nominee, to be in the hands of the Executive Director at least fourteen (14) days prior to the Annual General Meeting and requiring a seconder by letter or from the floor.

**ARTICLE IX – AWARDS, RECOGNITIONS**

Persons deserving recognition or awards for outstanding contribution to the sport and/or the Association may be nominated for special recognition and awards. The motion for such recognition may be submitted only to the Board of Directors. It is then voted upon without debate or discussion.

**ARTICLE X – RULES AND REGULATIONS OF STANDING COMMITTEES**

The Board of Directors shall be empowered to authorize the Association's standing committees to draw up rules and regulations for those committees. Upon ratification by the Association's Annual General Meeting, the standing committee's rules and regulations shall form part of the By-Laws of the Association and shall be binding upon its membership.

## **APPENDIX B**

### **DUTIES OF ELECTED MEMBERS AT LARGE**

#### **HISTORIAN & AWARDS DIRECTOR:**

- Responsible for maintaining a historical file on all Provincial Championship winners
- Update Awards section of GNS Policy Manual as necessary (Appendix G)
- Ensure that the appropriate awards are purchased and distributed annually for each person that meets the criteria as stated in the Policy Manual.
- Ensure that GNS puts nominations forth for the annual SNS Support4Sport Awards and Gymnastics Canada Awards.

#### **SOCIAL MEDIA DIRECTOR:**

- Update the GNS Web page and ensure that all information is current.
- Update GNS Facebook Page and Twitter account on a regular basis.
- Establish a short and long-term strategy to promote gymnastics in Nova Scotia in conjunction with the Executive Director.
- Promote Provincial Championships, Atlantic Championships, Eastern Championships and Canadian Championships to the extent that the Executive/Board sees fit.
- Highlight activities of high profile Nova Scotia gymnasts to international events.

#### **SAFE SPORT DIRECTOR:**

- Ensure that safety and equity initiatives are developed and submitted to the appropriate Government Department as a section of the PSO Outcomes on an annual basis.
- Ensure PSO Outcomes are completed over the course of the year.
- Ensure equipment checklists is distributed annually.
- Ensure all clubs have submitted Respect in Sport Certification Numbers, Child Abuse check dates and Police Check dates for all coaches. Follow up with clubs immediately following the registration process and prior to provincials.
- Promote True Sport to clubs and members.
- Act as the first point of contact for any formal written complaints submitted to GNS
- Act as advisor to clubs on conflicts occurring within the club as requested

#### **UNIFORMS DIRECTOR:**

- Establish criteria for the design, selection, purchase and delegation of provincial team uniforms for all male and female athletes and coaches (Provincial team uniform is gymsuit (female), singlet (male) and walk-out jacket and pants).
- Distribute order forms to all clubs
- Set up a 1-2 sizing sessions so that all potential provincial team members are able to try on suits.
- Order Provincial Team Tracksuits and Gymsuits.
- Ensure that Nova Scotia teams are outfitted properly for competitions where teams are traveling representing the province not the individual club.

#### **COMPETITIONS DIRECTOR:**

- Establish policies regarding the bid process for the Provincial and Atlantic Championships.
- Ensure distribution of bid requests to host Provincial and Atlantic Championships to all registered clubs.
- Collect pertinent information concerning competitive schedule, competitive gymnasts, special events, new programs prior to the competitive season.
- Meet with MPC, WPC and TTPC to ensure that sanctioned competitions are set up without conflicts for the upcoming year
- Ensure all coaches are certified at the appropriate level for Provincial sanctioned competitions, Provincial Championships, Atlantic Championships and Eastern Championships. (Sections 7, 9,10, 11 Policy Manual)
- Ensure competitions section of the Policy manual is updated and followed.

#### **EVENTS CHAIR:**

- Be knowledgeable in various fields of how a competition is run/organized (in all disciplines).
- Be available to consult, help out, or be part of the organizing committee during GNS or Gymnastics Canada hosted events in province or that are being hosted by in province clubs/committees. These events include but are not limited to Canadian championships, Elite Canada, Atlantics, Eastern's, GNS Symposium, GNS Gymnaestrada.
- Must work well with others and be resourceful and able to think on their feet.

#### **COACH OUTREACH - TBA**

## **APPENDIX C**

### **EXPENSE CLAIMS**

#### **1. Claim Items:**

Items that may be claimed on behalf of GNS and its programs are:

- Travel (mileage) and lodgings by members of the Board of Directors outside HRM to attend GNS Board Meetings (receipts not required).
- Learning Facilitator fees, mileage and meal allowances during GNS hosted NCCP clinics (receipts not required).
- Facility rentals for GNS NCCP clinics or program workshops/ clinics - receipts not required.  
\$100.00 half day; \$200.00 full day.
- Telephone charges on behalf of GNS programs (copy of bill required).
- Postage (receipts required).
- Meal allowance for Coaches, Chef, Managers, and Judges attending Atlantic, Eastern, or Canadian Championships on behalf of Nova Scotia (receipts not required).
- Expenses incurred for GNS hosted special events (receipts required).
- Billeting a guest coach, judge or clinician for a GNS event.
- Travel/meet expenses, as approved by GNS for other Canada Games, National/International level athletes (or fixed subsidy as approved by GNS).

#### **2. Rate of Reimbursement:**

**Travel:** \$0.55/km.

**Meal Allowances** (up to a maximum of):

Breakfast	\$15.00
Lunch	\$20.00
Supper	\$35.00
<b>TOTAL DAY</b>	<b>\$70.00</b>

**Billeting:** A family billeting a guest coach, judge or clinician for a GNS event may claim \$50/day for 1 guest, \$25 for each additional guest. Guest coaches, judges or clinicians can also claim their honorarium and meal allowances in such cases.

#### **3. Learning Facilitator Fees**

##### **a) Foundations Courses**

Learning Facilitator (LF) Fee is:	\$35.00 per hour for experienced Learning Facilitators (taught for at least 2 years plus 5 courses) as per NCCP course requirements
	\$30.00 per hour for new Learning Facilitators
Assistants:	\$15.00/hour

##### **b) Gymnastics (Artistic)**

Learning Facilitator (LF) Fee is: \$	\$35.00 per hour for experienced Learning Facilitators (taught for at least 2 years plus 5 courses) as per NCCP course requirements
	\$30.00 per hour for new Learning Facilitators
Assistants:	\$15.00/hour

##### **c) Trampoline**

Learning Facilitator (LF) Fee is:	\$35.00 per hour for experienced Learning Facilitators (taught for at least 2 years plus 5 courses as per NCCP course requirements
	\$30.00 per hour for new Learning Facilitators
Assistants:	\$15.00/hour

For GNS Expense claim form, refer to Appendix H.2

## APPENDIX D

### REGISTRATION INFORMATION

#### i) Registration Procedure

All members must be registered as outlined in Section Six (6) of the Policy Manual. The registration forms must be completed properly, designating members as such. For example, athletes must be registered recreational or competitive.

Registering competitive athletes: All athletes competing in GNS sanctioned events must be registered as competitive athletes by October 15th of the competitive season. If an athlete is registered recreational and it is decided that the athlete will compete, the club must submit the athlete's name to the respective committee (WPC, MPC, TTC) for approval. The club is then responsible for ensuring the athlete is registered as a competitive athlete.

Failure to follow this procedure will result in the club paying a fine to GNS. The club will be disallowed participation in any GNS sanctioned event until this fine is paid and the athlete(s) re-registered.

#### ii) Membership Fee Structure (*rev March 2022*)

The fee structure is set at the Annual General meeting of Gymnastics Nova Scotia. The fee structure is as follows:

Active Club Fee	- \$200.00 per club
<b>All clubs add ReSound Fee re: GCG National agreement</b>	<b>- \$284.43 per club</b>
<b>Active Club Fee using Music (SOCAN fee) and ReSound fee</b>	<b>- \$368.86 per club</b>
Associate Club Fee	- \$100.00 per club
Recreational Gymnasts	- <b>\$44.00</b> per gymnast
Competitive Gymnasts	- <b>\$89.00</b> per gymnast
Competitive Coaches	- <b>\$59.00</b> per coach
Recreational Coaches	- <b>\$44.00</b> per coach
Judges	- <b>\$59.00</b> per judge
Other Members (GNS or Club Board members, club employees who aren't coaches, etc)-	<b>\$32.00</b> per member
Affiliate/Birthday Party Members	- \$1.00 per member (no Sport Accident policy)

#### iii) Minimum Standards for Clubs

GNS Screening policy (summary chart to follow)

##### 1. GNS requires **both**:

- Canadian Criminal Record Check **with EPIC (Enhanced Police Information Check)**
- Nova Scotia Child Abuse Registry Check

for the following people **18 years of age or older**:

- GNS registered coaches
- GNS employees
- GNS board members
- GNS officials [judges]
- GNS Learning Facilitators
- Team Managers and Chef-de-mission
- Any adult athletes traveling with Team Nova Scotia
- Board members of registered clubs
- Any employee of a GNS registered Club not covered in above [ie. office administrators, volunteers, cleaners, etc.]

These checks will need to be renewed on a 3-year cycle.

##### 2. GNS requires, in addition to the requirements listed above, the following for the same list of people of **all ages**:

1. Respect in Sport On-line Program. The Certificate number for each coach must be submitted to either the electronic registration portal and/or to a Provincial Screening tool.
2. Safe Sport Training – applicable to the position
3. Understanding the Rule of Two Training

##### 3. GNS requires that all GNS registered coaches, GNS officials (Judges), Team Managers and Chefs de Mission have obtained:

1. NCCP Making Headway

**4. GNS requires that all GNS registered coaches obtain:**

1. Making Ethical Decisions: Foundations Theory module, **and** Online evaluation

Clubs must verify, confirm and maintain all screening records for every individual who has contact with participants. GNS requires all clubs to have a coach or staff with valid first aid in the facility at all times while classes are running.

**GNS Screening Policy Summary Chart:**

GNS requires that the following Sport Leader Roles must have the screening requirements:

<b>Sport Leader Role</b>	<b>EPIC Background Check 18+ years</b>	<b>NS Child abuse registry + 18+ years</b>	<b>NCCP Safe Sport Training</b>	<b>NCCP Making Ethical Decision</b>	<b>NCCP Making Headway in Sport</b>	<b>Rule of 2 training</b>	<b>Respect in Sport - Activity Leader</b>	<b>NCCP Compliance</b>
Foundations Coach	√	√	√	√	**	**	√	√
Competitive Coach	√	√	√	√	√	√	√	√
Team Manager/Chaperone	√	√	√		√	√	*	
Official/Judge	√	√	√		√		√	
PSO/CSO Staff	√	√	√			√		
PSO Board Committee Member	√	√	√			√		
Club Board Committee Member	√	√	√			*		
PSO/Club Volunteer	√	√	√					
GNS Learning Facilitators	√	√	√					
GNS Team athletes over 18	√	√						

√ Mandatory Gymnastics Nova Scotia and Sport Nova Scotia requirements

\*\* Foundations coaches who are also Supervisory coaches (as per the Supervisory requirements on page 78-79) must also have Making Headway and Rule of 2 Training.

\* GNS strongly recommends the Respect In Sport module to Team Managers/Chaperones

\* GNS strongly recommends the Rule of 2 training to Club Board Committee Members

❖ Clubs must verify, confirm and maintain screening records for every individual who has contacts with participants.

❖ EPIC Police Checks, Vulnerable sector checks and NS Child abuse Registry checks will need to be renewed on a 3-year cycle.

❖ Confirmation must be submitted to GNS via electronic registration or safe sport screening platform by October 15th of each year.

❖ GNS requires all clubs to have a coach or staff with valid first aid in the facility at all times while classes or programs are running.

## Requirements for all GNS Clubs

### A. Facility

- Ample space between pieces of equipment and the walls.
- Adequate ceiling height and spacing between equipment items.
- Must contain an emergency exit(s) and comply with all local building and fire codes, a posted Emergency Action Plan and access to a phone.
- Adequate lighting.

### B. Equipment

- For all GNS sanctioned Competitions host clubs should reference the most current GCG Equipment Specifications for each discipline. All GNS competition hosts must meet or exceed the GCG equipment standards.
- All gymnastics equipment must be in good condition and be stable, meaning unable to move freely and/or wobble and be safety checked on a regular basis.
- Cables, anchors, fasteners etc must be tight and secure.
- All surfaces must be flat, smooth and/or finished and free of obstacles and/or profusions of any sort.
- All equipment must have adequate matting under and around to ensure that athletes cannot land on any bare surface.

### C. Staff

#### i. Competitive Programs

**Competitive Supervising Coach** must be 19 years of age or older and hold the minimum training based on the chart below and be a member in good standing of GNS having met all current screening requirements. The appointed supervising coach must be present in the gym during training, and may or may not be directly involved with the instruction of the program.

**Competitive Program/team Coach** must be a minimum of 16 years old and be a member in good standing of GNS having met all current screening requirements. Competitive coaches are encouraged to follow the chart below as closely as possible for the levels of athletes they coach and should reference the GNS coach level requirement chart (p16) and any additional GCG requirements for competition prior to the start of each season.

#### ii. Recreational Programs

**Recreational Supervising Coach** must be 19 years of age or older and hold the minimum training based on the chart below and be a member in good standing of GNS having met all current screening requirements. The appointed supervising coach must be present in the gym during classes, and may or may not be directly involved with the instruction of the class. ***Foundations level of certification is the minimum standard for non-inverted programming only.\****

**Recreational Class Coach** must be a minimum of 15 years old and must be Foundations Trained in the appropriate discipline and be a member in good standing of GNS having met all current screening requirements. ***Foundations level of training is the minimum standard for non-inverted programming only.\****

**Recreational Coach in Training (CIT)** 14 years old +, have not taken any formal NCCP training and must be directly supervised at all times. CITs cannot coach their own classes. CIT's who are 18 years or older must have met all screening requirements.

**Pre-CIT** 12-13 years old, has no formal NCCP training and cannot yet obtain an NCCP #, must be directly supervised at all times. Pre-CITs cannot coach their own classes and must be registered as a Recreational or a Competitive Athlete.

\*Examples of inversions include front, back handsprings, front & back saltos on floor or trampoline. Any programs (recreational or competitive) which include those skills must have a supervisor with a minimum of Competition Intro (C1) trained on site at all times.

\*Note: Pullovers and turnovers (porpoise) are introductory inversions and considered to be Competition Intro (C1) or Level II skills.

\*Note: These are minimum standards only.

To assist clubs with staffing and planning please note the following minimum training for supervisors.

<b>Minimum Supervisor Training</b>	<b>WAG Levels</b>	<b>MAG Levels</b>	<b>TG Levels</b>
Gymnastics Foundations (GF) Certified	Recreational Non-Inverted Programming Only*		
Competition Introduction (C1) Trained	CCP3, CPP4, CPP5, CPP6	P1, P2, P3, E1, E2	Pre-Provincial 1, 2, P1, P2
Competition Introduction Advanced(C2) Trained Level 3 Technical Trained (TG only)	CPP7, CPP8, CPP9, CPP10 Aspire	P4, P5, E3, E4, Open	P3, P4
Competition Development (C3) Trained OR Level 3 Technical Trained	Novice, JR, SR	JR, SR	L5, L6, L7, JR, SR

**GNS requires all clubs to have a coach with valid first aid in the facility at all times while classes are running.**

## **APPENDIX E**

### **SPECIFIC RESPONSIBILITIES OF HOST CLUB'S COMPETITIONS**

All Competitive Portions of a competition must be completed by 9:30pm or the host club will be fined \$1000 and denied a sanction for hosting competitions for the following 12 months. The host club will also have to pay back full registration fees for the meet to athletes who did not finish before this time. The official clock has to be decided on and announced at the beginning of the meet and/or included in the meet program.

Medical Personnel for all GNS sanctioned competitions:

- a) The minimum requirement for the medical personnel on site during a competition is that they are a minimum of First Responder Certified. Please ensure that you specifically ask for the proof of certification of any individual you approach. Individuals who are generally First Responder certified include:
 

- Athletic Therapists	- Physiotherapists	- Chiropractors
- EMS	- GP's	- Nurses
- First responders		
- b) The local hospital should be on alert that there is a competition occurring.
- c) Individuals acting as medical personnel for competitions must play no other volunteer role during the competition time.
- d) It's recommended that the host have 2 medical personnel on site at all times. However, the mandatory requirement is that 1 medical person is on site for the duration of competition.

#### **Disciplines**

##### **i) Women's Artistic**

The host club is responsible for:

- a) paying the judging honoraria and expenses as stipulated by the Judging Chairperson of the Women's Program Committee.
- b) all expenses incurred for the running of the competition.
- c) paying of Tom's Tax (\$1.00 per competitor) and Officials Tax Judging Development Fee (\$5.00 per competitor) to Gymnastics Nova Scotia
- d) providing awards for each category as follows:
  - 1st Place: if less than four competitors in a category, but more than three
  - 1st, 2nd and 3rd Places: if less than 16 competitors in a category, but more than 5 competitors
  - 1st to 6th Places: if more than 15 competitors in a category; ribbons for events, medals for all-around
- e) ensuring that a sound and PA system is available to play music via current connectivity options (ie USB drive, Bluetooth, connected apple or android phone) and can provide all versions of the current compulsory music.
- f) ensuring that judging tables are equipped with score sheets, pencils, stop watches, chit sheets.
- g) ensuring that minor officials (ie scorers, timers) are trained and available
- h) ensuring that the venue is appropriately equipped with equipment specifications as per GCG requirements.
- i) ensuring that all gymnasts are registered with Gymnastics Nova Scotia, or their appropriate provincial/territorial or national governing body (GNS numbers can be matched to list of competitive athletes received from GNS). The Executive Director will send the host club a list of competitive athletes registered for that competitive year. If any athlete(s) is not on the list, the GNS Competitions Director and Executive Director must be notified. The athlete will forfeit the right to compete if not registered prior to the scheduled competition.
- j) host clubs are required to send draft schedules to the GNS Competition Chairs and GNS Technical Chairs prior to the schedule being sent to clubs/coaches. Technical Chairs also agree to send the draft schedule to Judging Chairs before being sent to clubs/coaches.**
- k) completing the competition report form (H.4) and sending it to the GNS office with appropriate fees, within fourteen (14) days of the completion of the event.

##### **ii) Men's Artistic**

The host club is responsible for:

- a) paying the judging honoraria and expenses as stipulated by the Judging Chairperson of the Men's Program Committee.
- b) all expenses incurred for the running of the competition.

- c) paying of Tom's Tax (\$1.00 per competitor) and Officials Tax Judging Development Fee (\$5.00 per competitor) to Gymnastics Nova Scotia
- d) providing awards for each category as follows:

Ribbons to 6th place per event, medals to top 3 all-around. Trophies are optional.

At provincial championships the usual system of awards will be used (ribbons and medals). Recognition will be given for "personal best" all-around scores in the form of an announcement following awards.

- e) ensuring that the venue is appropriately equipped with equipment specifications as per GCG requirements.
- f) ensuring that judging tables are equipped with score sheets, pencils, stop watches, chit sheets.
- g) ensuring that minor officials (ie scorers, timers) are trained and available.
- h) ensuring that all gymnasts are registered with Gymnastics Nova Scotia (GNS numbers can be matched to list of competitive athletes received from GNS). The Executive Director will send the host club a list of competitive athletes registered for that competitive year. If any athlete(s) is not on the list, the GNS Competitions Director and Executive Director must be notified. The athlete will forfeit the right to compete if not registered prior to the scheduled competition.
- i) **host clubs are required to send draft schedules to the GNS Competition Chairs and GNS Technical Chairs prior to the schedule being sent to clubs/coaches. Technical Chairs also agree to send the draft schedule to Judging Chairs before being sent to clubs/coaches.**
- j) completing the competition report form (H.4) and sending it to the GNS office with appropriate fees within fourteen (14) days of the completion of the event.

### iii) Trampoline & Tumbling

The host club is responsible for:

- a) paying judging honoraria and expenses as stipulated by the Judging Chairperson of the Trampoline & Tumbling Program Committee
- b) all expenses incurred for the running of the competition
- c) paying of Tom's Tax (\$1.00 per competitor) and Officials Tax Judging Development Fee (\$5.00 per competitor) to Gymnastics Nova Scotia
- d) providing awards for each category. Refer to the Trampoline & Tumbling Technical Handbook for specific provisions of awards. Section (B)
- e) competent, available spotters.
- f) consulting with the Superior Judge of the meet to ensure that:
  - (1) D.D. cards and protest forms are available.
  - (2) order of passage lists are available.
  - (3) The judges table is equipped with tablets, pencils and flash cards.
  - (4) video tape equipment is available and that each routine is being recorded for judging purposes
- g) ensuring that the venue is properly equipped as outlined in the Trampoline & Tumbling Technical Handbook
- h) ensuring that all gymnasts are registered with Gymnastics Nova Scotia (GNS numbers can be matched to list of competitive athletes received from GNS). The Executive Director will send the host club a list of competitive athletes registered for that competitive year. If any athlete(s) is not on the list, the GNS Competitions Director and Executive Director must be notified. The athlete will forfeit the right to compete if not registered prior to the scheduled competition.
- i) **host clubs are required to send draft schedules to the GNS Competition Chairs and GNS Technical Chairs prior to the schedule being sent to clubs/coaches. Technical Chairs also agree to send the draft schedule to Judging Chairs before being sent to clubs/coaches.**
- j) completing the competition report form (H.4) and sending it to the GNS office with appropriate fees within fourteen (14) days of the completion of the event.

### Club Competition Chair

The Competition Chair is the representative of the club hosting a competition and should act as such towards all other clubs attending the meet, the officials, sponsors, and the general public.

As a Meet Director it is the Competition Chair's responsibility to be aware of, understand, and follow the GNS Conduct and Code of Ethics. In addition, it is advisable to review the Code of Conduct and Ethics with the competition volunteers so that they are aware of the expectations placed upon them.

The Competitions Director is responsible for ensuring that the competition runs smoothly.

## **APPENDIX F**

### **PROVINCIAL DELEGATION – SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **i) Chef-de-Mission**

The Chef-de-Mission is a non-coaching, non-spotting, non-judging position for the duration of the trip and will be paid an honorarium of \$120 per day. The Chef- de- Mission should have the following Qualifications:

- Outgoing personality and good humor.
- Care and concern for the Nova Scotia delegation and an understanding of the on-floor needs and goals and an understanding of his/her role in helping to achieve them.
- Flexible personality to deal with all individuals.
- Patience, decisiveness and integrity.
- General appropriate appearance and dress.
- Understanding and behavior according to protocol.
- Involvement and experience with Gymnastics Nova Scotia who understands the needs and goals of the Provincial Team Programs and is committed to make them happen and carries the credibility of the team members.
- Experience of traveling to national events.
- Depth of understanding and exposure to gymnastic development.
- Understanding of the current Gymnastic Nova Scotia plan and strategies.
- Ability to represent Gymnastic Nova Scotia at meetings.
- Understanding of current political trends.
- Communicate effectively with representatives from other provinces and other Gymnastics Canada officials.
- Handle media when interviews are required.
- Ability to establish rapport with other provinces by appropriate person contacts.
- Ability to negotiate proposals and act as host if required
- Valid Driver's License\_

#### Duties:

- 1) Ensures that sufficient and appropriate gifts are purchased.
- 2) Maintains close liaison with Team manager at all times.
- 3) Is responsible for initial contacts with Host Committee upon arrival.
- 4) Ensures that at the site each member's accreditation is verified.
- 5) At the site of the competition, liaise with officials of the Host Committee as well as with similar members of other teams.
- 6) Attend all meetings, receptions, etc., as the official Head of the Nova Scotia Delegation.
- 7) Present and receive gifts on behalf of Gymnastics Nova Scotia.
- 8) Assumes responsibility for the conduct, presentation of and the rapport of the total traveling Nova Scotia Delegation.
- 9) Athletes leaving the group must provide the Chef with written authorization from their parents prior to the event. A copy of the written authorization is kept with the Chef at all times. The named delegation representative (manager, coach) who releases the athlete to the authorized individual MUST be the same representative to accept the athlete back into the delegation upon return. This duty cannot be passed to another individual. The athlete must know by sight the person to whom they are being transferred. The athlete will not be transferred to anyone not authorized on the form and/or not known to them personally.
- 10) Assists the team to meet its stated objectives for that tour.
- 11) Handles all protocol on behalf of the team.
- 12) Handles all disciplinary actions as required.
- 13) Ensures all previously agreed to relationships, negotiations and duties are conducted in a manner acceptable to Gymnastics Nova Scotia.
- 14) The Chef de Mission will table a full report to the Gymnastics Nova Scotia Board of Directors. Where appropriate the Association office will provide copy(s) to the Program Committee Chairperson. The report must be submitted within fourteen (14) days after the conclusion of the event. See Appendix H.5.

**ii) Team Manager**

The manager must know and be sensitive to the performance requirements and demands being placed on each individual in order to respond in a suitable fashion to the demands of the moment. Timing is everything. The Manager is there to enhance and facilitate the team to perform to the best of its ability. The manager position is a non-coaching, non-spotting, non-judging position for the duration of the trip and will be paid an honorarium of \$120 per day

The Team manager should have the following qualifications:

- Outgoing personality, enthusiasm and energy.
- Dedication to the Nova Scotia Team.
- Patience, decisiveness, integrity and flexibility.
- Be tough skinned.
- Sense of initiative and creativity.
- A good sense of humour.
- Pleasant manner when dealing with people
- Capable of handling stressful situations.
- Show tact and efficiency of organization.
- Put team members ahead of self.
- Previous or current position in the sport that carries with it the gymnastic authority and knowledge required to do the job.
- Ideal experiences as a teacher, parent or professional administrator.
- The ability to understand and get along with both male and female members on the team.
- Previous experience in traveling and/or managing teams is a bonus.
- Previous national exposure as a coach, judge, or athlete will be helpful.
- Excellent administrative abilities
- Good written and verbal skills
- Ability to handle and solve problems.
- Ability to perform tasks when under pressure.
- Ability to communicate:
  - among team members;
  - between Nova Scotia Team and organizers,
  - with service groups (hotels, restaurants, etc.),
  - between Nova Scotia Team and other Nova Scotia observers
  - with Chef de Mission.
- Ability to organize social functions when they are appropriate or required.
- Ability to create an enthusiastic Nova Scotia environment and esprit de corps.
- Have the foresight to anticipate team needs.
- Ability to verify and coordinate all travel arrangements so they are most appropriate to the team's needs.
- Ability to represent Gymnastics Nova Scotia at some meetings and communicate results to rest of contingent. This necessitates some understanding of technical details. The Manager will have to know what to report back, the importance of it, and the effect of the decision being made.
- Ability to really understand the pressure of the situation and the needs relating the various ages, sexes and multitude of situations.
- Ability to plan many tasks and follow through.
- Ability to complete reports and evaluations as requires after the event.

**Duties Prior to Departure:**

- 1) Upon receipt of the names of all participants (including phone numbers and addresses), assist the Gymnastics Nova Scotia office in ensuring that all participants have valid passports, visas, entry certificates, health certificates (make sure these forms are filled out correctly). NOTE: Once through customs and security (going and returning), it is recommended that the Manager carry all passports and airline tickets.
- 2) Ensure, through Gymnastics Nova Scotia, that final arrangements have been made for transportation, reservations, ticketing and forwarding of tickets.
- 3) Ensure the travel itineraries and contact person's name and address have been prepared and forwarded to the appropriate person by the date requested.
- 4) Perform liaison duties with the head coaches, judges, etc., in administrative matters, to assist in preparing members of the whole team for the trip and the competition.

- 5) Prepare any necessary budgets and be able to account (with receipts) for any expenditures that are made prior to departure (e.g. telephone calls) and while on the tour (e.g. medicine).
- 6) Find and collect all the necessary documents such as clothing measurement forms, ID cards, biography forms, information questionnaires, athlete handbooks.
- 7) Reply promptly to all letters and requests, etc., as the mail is a slow form of communication.
- 8) Ensure that each team member has the required uniforms.
- 9) Advise all members of the team to declare all photographic and other valuable equipment at Customs before departing Canada and relay all pertinent addresses and itineraries to parents of gymnasts.
- 10) Ensure that all baggage is properly identified.
- 11) Where applicable, be at the embarkation point prior to all individual team members.
- 12) Ensure that a team photo is taken either prior to departure or upon arrival, i.e. check with Publicity Director. Duties

#### During the Tour:

- 1) Attend all appropriate meetings and communicate pertinent information to all team members.
- 2) Arrange all training, transportation, etc., in cooperation with the coaches and all other officials. Ensure that the Team stays together during travel and is the only individual (in consultation with the Chef) to grant permission for delegates to leave the group.
- 3) The team manager can plan small trips (i.e. mall visits & meals) with the coach while the delegation is away but the Chef must be kept informed.
- 4) Team outings (other than mall visits & meals) will be prearranged (with the Chef) prior to any Provincial Team Trip in order to ensure:
  - that parents can be notified in advance of the teams' departure to the competition
  - that GNS is informed of all team events and they are sanctioned prior to team travel
- 4) Acts as a liaison for the gymnastic team with the Chef of the total delegation.
- 5) Assists the Chef de Mission with any matters as he/she requests.
- 6) Carry the name, address, phone number, emergency contact phone number, passport number, extra passport picture, GCG number, hospitalization number, SIN and room number of everyone in the group.
- 7) Ensure that all members of the group are well informed of all items -- meal times, receptions, departure times, training hours, wake up times, check out procedures, etc., by arranging daily meetings.
- 8) Be prepared to deal with any local situation - food, water, electricity, language, etc., that may arise to facilitate everything for the team.
- 9) Delegate one member of the group to obtain video action photos while on tour.
- 10) Be prepared to miss any function or part of event while other preparations or arrangements for the team are required.
- 11) Make whatever arrangements are needed for a final team banquet or dinner party.
- 12) Communicate results and other details to the Gymnastics Nova Scotia office as required.
- 12) Extend gifts to the appropriate contacts.

#### Duties after the Tour:

- 1) Provide any available publicity to the Gymnastics Nova Scotia office.
- 2) Recommend letters of thanks and appreciation.
- 3) The Team manager will submit a full report with all appropriate attachments to the Gymnastics Nova Scotia office. This report (without attachments) will be circulated to the Gymnastics Nova Scotia Board of Directors and the Technical Committees by the Executive Director.
- 4) The report should include a financial statement and competition results (or webpage link to results).
- 5) The report must be submitted within fourteen (14) days following the event.

### **iii) Team Chaperone**

The Chaperone should have the following qualifications:

- Outgoing, enthusiasm and energy.
- Patience and flexibility
- Sense of initiative.
- Diplomatic and cooperative.

- Ability to work under the direction of others.
- Work with both male and female athletes.
- Knowledge of the Technical rules of the program and event.
- Full knowledge of the rules of conduct for the athletes.

Experience and exposure to the event as a coach, judge or athlete will be of great asset.

Duties:

- 1) Reports to the Team Coach.
- 2) Assist the Coach and Manager during the event.
- 3) Ensure that curfew times are adhered to by the athletes.
- 4) Ensure that athletes follow the event schedule and are located at the competition site at the appointed time.
- 5) Accompany the athletes to and from the competition and/or accommodation site in absence of or as requested by the coach(es).
- 6) Accompany the athletes during off-competition excursions.
- 7) Supervise the athletes in the absence of or as requested by the Coach or Manager.
- 8) Ensure that the athletes respect the rules of conduct and follow specific protocol during all aspects of the event.
- 9) Be prepared to perform duties as requested by the Team Coach.

**iv) Athletes' Responsibilities**

The following are the expectations and responsibilities of all registered athletes of Gymnastics Nova Scotia:

- 1) Be aware of, understand and follow Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 2) Be aware of, understand and follow the rules set out in the Technical Handbooks for competition, demonstrations, and /or training.
- 3) Be prepared to participate in required training camps.
- 4) Meet prescribed departure dates, training schedules and team meetings.
- 5) Must obtain a Government ID (Nova Scotia) to carry with them during travel as a team.
- 6) Meet prescribed guidelines of personal appearance of hair and clothing and meet the uniform requirements as determined by the Gymnastics Nova Scotia Coach or Manager.
- 7) Adhere to the dress code when traveling. Refer to section thirteen - Travel Policy in the policy manual.
- 8) Must travel with the coach and the rest of the team.
- 9) In order for an athlete to leave the delegation for any reason during the trip, a special request from the parent/ guardian must be submitted in writing to the chef or team manager beforehand. The request will be considered by the Chef and Team manager together.
- 10) Must stay in assigned rooms, adhere to the curfew rules set out in the Code of Ethics and Conduct and keep the rooms neat.
- 11) Travel in a minimum of pairs at all times. Always notify the Coach when leaving his/her presence.
- 12) Report any illness or injury to the Head Coach.
- 13) To respect the advice and rules of the Coach, Assistant Coach, Team Manager and/or Chaperone.
- 14) Show respect and courtesy towards other athletes and coaches.
- 15) Respect the integrity and judgment of the officials.
- 16) Display good sportsmanship, modesty in victory and graciousness in defeat.

**v) Coaches' Responsibilities**

- 1) Be aware of, understand and follow the Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 2) As the Head Coach, ensure that all members of your club/organization or of the delegates of the team are aware of, follow and understand Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 3) Be responsible for the personal conduct of your athletes regarding attitude, integrity and adherence to the rules. Ensure your athletes are supervised at all times.
- 4) Specifically instruct and review the specific responsibilities for athletes with your athletes so they are aware of the requirements placed upon them.
- 5) Know your Technical Rules.
- 6) Attend coaches meetings to familiarize yourself with the rules of each competition and abide by the rules.

- 7) Promote ethical relationships among coaches and with judges before, during and after competitions and other report related events.
- 8) Strive to exemplify high moral character, behavior and leadership and therefore develop these qualities in your athletes.
- 9) In competition:
  - Warm up fairly. Do not use equipment before warm up has begun. Adhere to the warm up schedule. Divide time allotted with other team coaches based on the number of athletes. Refrain from asking other coaches for more than the allotted warm up time or special privileges due to personal problems.
  - Encourage good sportsmanship among your team while refraining from yells or cheers that may prove distracting to others.
  - Do not use hand or word signals to your athlete while he/she is competing.
  - Do not obstruct the view of the judges.
- 10) Display modesty in victory and graciousness in defeat.
- 11) Follow protest procedures (refer to the appropriate Technical Handbook on procedure for submitting a protest.)
- 12) Show respect and courtesy to other coaches and athletes.
- 13) Respect the integrity and judgment of the officials.

In addition to these responsibilities as coaches in the clubs/organizations registered with Gymnastics Nova Scotia, a coach may be appointed a Head Coach or Assistant Coach of a delegation.

#### **Head Coach:**

- 1) Responsible for the performance, training habits, health and personal care habits of the athletes. Meet with the team to review the goals, expectations, rules and the Code of Ethics and Conduct.
- 2) Responsible for the personal conduct of the athletes. Ensure supervision at all times and keep in contact with the chaperone regarding attitude, integrity and adherence to the rules.
- 3) Instruct athletes as to various requirements placed upon them regarding time schedules for meals, curfews, travel, warm-up, competition and team meetings.
- 4) Attend coaches' meetings and relay all pertinent information to athletes and Assistant Coaches.
- 5) In consultation with the team manager, the coach can plan small trips while the delegation is away (i.e. mall visits & meals) but the Chef must be kept informed.
- 6) Team outings (other than mall visits and meals) will be prearranged with the Chef prior to any Provincial Team Trip in order to ensure:
  - that parents can be notified in advance of the teams' departure to the competition
  - that GNS is informed of all team events and they are sanctioned prior to team travel
- 7) Complete and submit a written report to Gymnastics Nova Scotia following the event including results, aspects of travel, behavior, training, competition, personal comments, problems and recommendations.

#### **Assistant Coach**

- 1) Shall assist the head Coach in any manner as requested by that person.
- 2) If the assistant Coach is acting as the Team manager as well, refer to the responsibilities of the Team Manager.

### **vi) Officials' Responsibilities**

#### **The Role of the Judge:**

The role of the Judge is as an evaluator of the routines performed within the confines of the technical rules. You should also consider yourself as an ambassador of the province and the sport at all times.

#### **Philosophy**

The ultimate goal of a Judge is to be seen as an objective Judge; one who is not affected by personal likes, one who does not cater to prejudices, one who does not allow personal aspirations to affect their relations to and with coaches, athletes and other officials. Strictly speaking, you are an evaluator of a routine, but you are more than that. At each competition, you are the culmination of the athlete's training to that point, and so, you represent more than a means to evaluation. Your score is reflective of not only the athlete's skill, it also reflects the athlete's training, and to some extent, the relationship between the athlete and coach. All in all, your judging should be taken very seriously.

Effect and Approach

As a judge, you are the highest technical authority present. You know all the rules and can interpret any rule at any time and in any situation. This is how you are seen. There is considerable respect for you as an official that at times in some degrees, particularly from the athletes, may be accompanied by fear and/or nervousness.

Respect itself is not a tangible element. It is an attitude. Part of the Coaches' role is to give their athletes a proper degree of respect for the officials. Whatever mechanism the coach uses to do this, your role is not to attenuate this process. With "first time" competitors, and particularly, younger athletes, the measure of respect may be purely salutatory; they have been told how to behave towards you. Your role is to enhance this respect. How do you do this? The short form mandates that "you have to give it to get it". Irregardless of the quantity or quality of the athlete's training and routine performances, you should have great measure of respect for the athletes. Any commitment, whether large or small, is by definition a consignment to sacrifice. This, of itself, demands respect.

The physical manifestation of your respect, particularly towards the athlete is through your approach to judging. You deserve and will demand the respect of your peers and you will conduct yourself with the dignity your position demands. You may approach your duties in a variety of manners dependent on your own personality, but you must at all times convey the impression that you are relaxed, confident and approachable.

Throughout your judging career, you will be asked a multitude of questions by athletes, coaches, other judges and parents. Some will be quite involved and some will seem patently ridiculous; whatever the case, you should make every effort to answer any question regarding the judging process as honestly as possible. You are not only an evaluator, but an instructor and an educator. This process is an ongoing one and its evolution is interesting and rewarding. Sincerity and a friendly approach to all participants, particularly the athletes, will go a long way to alleviating any fear or nervousness. It is not wrong to be on the side of the athlete. In fact, it is to be commended; you are there ostensibly for the athletes and so, the approach to judging that you develop can have a strong positive effect on the athletes, and their careers in the sport.

The Expectations.

- 1) Must be registered with Gymnastics Nova Scotia and the Gymnastics Canada.
- 2) Be aware of, understand and follow the Gymnastics Nova Scotia Code of Ethics and Conduct.
- 3) Should be well qualified in the sport, understand techniques and know the rules of judging thoroughly.
- 4) Through reasonable and prudent means, including clinics, should keep judging knowledge current.
- 5) Be expected to be up to date on the international rules, rule interpretations and current provincial modifications.
- 6) Must attend all required clinics.
- 7) Must attend a Judging Clinic when available and necessary to maintain certification
- 8) Must be prepared for each judging assignment.
- 9) Be a cooperative working member of the assigned judging panel.
- 10) Aim towards a goal of perpetual objectivity to:
  - be completely unbiased.
  - not allow anything to influence or give the appearance of affecting judgment in rendering fair and impartial scores.
  - behave professionally.
  - not attempt to explain other official's judgments or decisions to either coach, team or affiliate.
  - give the best effort in every meet judged.
  - treat athletes, coaches and other judges, volunteers and spectators with respect and encourage reciprocal treatment.
- 11) Possess a complete understanding of protest procedures and actions regarding questions from coaches concerning scores. Refer to the appropriate Technical Handbook on protest procedures.
- 12) Wear proper uniform during competition.
- 13) Maintain records and submit your record book to the Judging Chairperson at the end of the competitive season.
- 14) Be aware of, understand and follow any specific regulations outlined in the Program Handbook for judges.

## APPENDIX G

### GYMNASTICS NOVA SCOTIA AWARDS

*The following shall be the awards criteria for the Association:*

Category	Criteria	Award
<b>Debbie Rudderham Memorial Fair Play/True Sport Award</b>	This award is presented to an athlete, coach, team or official who demonstrated hard work, dedication, and good sportsmanship, along with the commitment to ethics in sport.	Plaque with name inscribed to keep for the Year.
<b>GNS MAG and WAG ATHLETE OF THE YEAR – Provincial Level</b>	These awards are presented to provincial level athletes who show outstanding qualities as a leader, sportsperson and abide by the guidelines of fair play within the sport. All athletes must be training and competing for NS. MAG WAG	Certificate Certificate
<b>Amanda Forster Award GNS T &amp; T ATHLETE OF THE YEAR – Provincial Level</b>	This award is presented to a provincial level T & T athlete who shows outstanding qualities as a leader, sportsperson and abide by the guidelines of fair play within the sport. All athletes must be training and competing for NS T&T	Plaque at GNS with name inscribed.  Certificate & stuffed monkey
<b>GNS ATHLETE OF THE YEAR – National Level</b>	These awards are presented to national level athletes who show outstanding qualities as a leader, sportsperson and abide by the guidelines of fair play within the sport. All athletes must be training and competing for NS. MAG WAG T&T	Certificate Certificate Certificate
<b>GNS CANADIAN SPECIAL EVENT AWARD</b>	These awards are given to GNS athletes, Coaches and Officials who attend a Special Canadian Event/Competition as members of Team Nova Scotia. Canada Games 1st time attending Eastern Canadian Championships 1st time attending Atlantic Canadian Championships 1st time attending National Championships 1st time attending Elite Canada 1st time attending Canada Cup	Certificate Certificate Certificate Certificate Certificate Certificate
<b>GNS INTERNATIONAL SPECIAL EVENT AWARD</b>	These awards are given to GNS Athletes, Coaches and Officials who attend a Special International Event/Competition as members of Team Canada. Olympic/Junior Olympic Games Any International Event/Competition	Certificate Certificate

<b>GNS COACH OF THE YEAR</b>	Each year Gymnastics Nova Scotia recognizes Recreational and Competitive Coaches who have had a great impact in the lives of our athletes and in the development of our sport. Minimum 5 years coaching for GNS International Competitive Coach Recreational Coach	Certificate Certificate Certificate
<b>GNS JACKIE NICHOLL OFFICIAL OF THE YEAR</b>	Each year Gymnastics Nova Scotia recognizes an Official of the Year for outstanding accomplishments in the previous year. Gymnastics Nova Scotia is proud of the role that judges play in the success of our sport. These judges are honoured for their excellence on the panel and their contribution off the panel in areas such as clinic leadership, event organization and mentorship of other judges.	Jackie Nicholl Annual Award  Pins are awarded for 5, 10, 15, 20, 25, 30, 35 years of registration as a judge with GNS
<b>GNS ERNIE LANDRY VOLUNTEER OF THE YEAR</b>	Awarded to the GNS volunteer who has demonstrated the most outstanding volunteer contribution(s) to GNS over the past year. Nominated by Clubs Volunteer experience which extends beyond the club level is eligible.	Ernie Landry Annual Award Certificate
<b>LIFETIME ACHIEVEMENT AWARD (Determined by Board of Directors)</b>	This award recognizes former or current GNS members whose long-term services, significant contributions and/or legacies have had a lasting impact on gymnastics in NS. Individuals, whose considerable body of work in the promotion of gymnastics and GNS are eligible for consideration for Lifetime Achievement Award. <i>This award may not be presented in any given year if there is not a suitable recipient.</i>	Plaque at GNS with name inscribed  Recipient – small plaque
<b>MAIA ZANN ROLAND SPIRIT OF GYMNASTICS AWARD</b>	Award is given out annually at the NS Gymnastics Provincial Championships and honours an individual who exemplifies similar qualities to Maia Zann Roland. These include but are not limited to: hard working, determined, funny, supportive, courageous, resilient, easygoing.	Maia Zann Roland Annual Award with name inscribed  Certificate and Stuffed Elephant
<b>GNS HALL OF FAME</b>	The GNS Hall of Fame was created to recognize a long standing commitment to GNS. GNS will receive nominations for new inductees every 2 years (on even years).	Award and gift card presented at GNS Hall of Fame Ceremony

## **APPENDIX H-1**

### **GNS EXEMPTION REQUEST FORM**

#### **Exemption Policy**

1. Coaches are permitted to coach one tier above their designated eligibility level if:
  - a) They are directly supervised by a coach of the required or higher, level.
  - b) They have not passed up on an opportunity to take the required course offered in Nova Scotia.
  - c) They plan to achieve the necessary certification or complete the necessary course work within the next twelve months.
2. Requests for exemption to be made to the Competition Chair(s) at least two weeks prior to the first GNS sanctioned competition of the calendar year.
3. Exemptions will last for one competition season only; however, they can be reapplied for, provided the above criteria have been attempted to be achieved.
4. Exemptions are only applicable within Nova Scotia at GNS sanctioned competitions and are not valid at out of province or National events.
5. One time, single day exemptions can be granted if the above criteria are met. These exemptions require the endorsement of the applying clubs' head coach who will take direct responsibility for the coach and their actions. Any abuse (ie. Multiple applications, falsification of information, etc.) of this system will result in a \$100 fine.
6. Any exemptions made for more than one tier will be brought before the GNS board of directors for consideration.

#### **Exemption Application**

Name of Coach seeking exemption: \_\_\_\_\_

Coach's Contact Information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Club requesting exemption: \_\_\_\_\_

Club Contact Information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Request \_\_\_\_\_ Coach's NCCP number \_\_\_\_\_

Current level of certification:

- Gymnastics Foundations Trained
- Gymnastics Foundations Certified
- Competition Introduction (C1) Trained
- Competition Introduction (C1) Certified
- Competition Introduction Advanced (C2) Trained
- Competition Introduction Advanced (C2) Certified
- Competition Development (C3) Trained

What discipline is the exemption for:    WAG    MAG    TG

What levels will be coached in competition: \_\_\_\_\_

Reason for seeking coach exemption:

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Plan to complete necessary certification:

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This request was reviewed by: \_\_\_\_\_

Notes:

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The request was: \_\_\_\_\_ Approved      \_\_\_\_\_ Approved with Conditions      \_\_\_\_\_ Denied

Date \_\_\_\_\_



## APPENDIX H-2

### GNS CLAIMANT EXPENSE FORM

CLAIMANT'S NAME: \_\_\_\_\_ GNS POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REASON FOR EXPENSES: \_\_\_\_\_

DATES OF ACTIVITY: \_\_\_\_\_ TO \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_

DD-MMM-YY DD-MMM-YY

#### TRAVEL

Air: \_\_\_\_\_

Taxi: \_\_\_\_\_

Train: \_\_\_\_\_

Bus: \_\_\_\_\_

Car Rental: \_\_\_\_\_

Mileage:  # of kilometers x \$0.55 \_\_\_\_\_

Parking:  \_\_\_\_\_

Additional details (mileage, etc.):  \_\_\_\_\_

CAD

#### MEALS

*Please note: if hotel package includes breakfast, please do not claim the allocated \$15 for breakfast*

Breakfast:	<input type="text"/>	# of days x	\$15.00	<input type="text"/>	
Lunch:	<input type="text"/>	# of days x	\$20.00	<input type="text"/>	
Dinner:	<input type="text"/>	# of days x	\$35.00	<input type="text"/>	

CAD

#### OTHER (Please provide a detailed explanation)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CAD

TOTAL EXPENSES INCURRED: CAD

#### ON-SITE REIMBURSEMENTS

\_\_\_\_\_  
 \_\_\_\_\_

Cheque Number: \_\_\_\_\_

BALANCE PAYABLE: CAD

*Please collect all receipts and send to Gymnastics Nova Scotia for proof of payment.*

*Gymnastics Nova Scotia will only use your information for the purpose of processing your claim and will not pass your information to third parties. I certify that I incurred the above expenses on behalf of GNS and that no other organization or individual paid or will pay me a subsidy, contribution or honoraria towards these expenditures.*

\_\_\_\_\_  
 Claimants Signature Date

#### GNS OFFICE USE

Authorized By	Program / Committee	Date	Approved by
Account #: _____	\$ _____ HST: _____		Description: _____
Account #: _____	\$ _____ PST: _____		Description: _____
	HST: _____		
	PST: _____		

# **APPENDIX H-3**

## **GYMNASTICS NOVA SCOTIA**

### **COMPETITION SANCTION**

### **FORM**

Sanction forms with payment must be received by the GNS office no later than October 1st of that competitive season.

1. Club in charge or organization: \_\_\_\_\_
2. Name of Competition: \_\_\_\_\_
3. Location of Competition: \_\_\_\_\_  

*Street*
*Town*
4. Name Competition Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Date of Competition: 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_
6. Time of the Competition: Start: \_\_\_\_\_ Finish: \_\_\_\_\_  
**Note:** Competition including awards ceremony must end no later than 9:30pm
7. Estimated Number of Participants: \_\_\_\_\_
8. List Categories to Compete:

ARTISTIC FEMALE	ARTISTIC MALE	TUMBLING (F) (M)	TRAMPOLINE (F) (M)

Expected Number of Athletes:      Female: \_\_\_\_\_      Male: \_\_\_\_\_

- Signature of Club Representative

- Executive Director  
Gymnastics Nova Scotia  
5516 Spring Garden Rd., 4th floor  
Halifax, N.S. B3J 1G6  
(902) 425-5450, ext. 338 FOR

Application Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

Date Received by Program Director: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_

WPC } [ - accept/reject this sanction (pending sufficient judges)]  
MPC } [ - accept/reject this sanction (pending sufficient judges)]  
TTTC } [ - accept/reject this sanction (pending sufficient judges)]

Date: \_\_\_\_\_ Program Director: \_\_\_\_\_

To be submitted to GNS within fourteen (14) days of the completion of the competition and within twenty-one (21) days of the Provincial Championships.

Type of Competition:	Artistic Gymnastics	Trampoline	Tumbling
	_____M	_____M	_____M
	_____F	_____F	_____F

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

[illegible]

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## 6. Fees payable to GNS

Tom's Tax (\$1.00 per athlete) for all competitors (MPC, WPC &amp; T&amp;T) \_\_\_\_\_

WPC Officiating Development Fee (\$5.00 per female athlete) \_\_\_\_\_

MPC Officiating Development Fee (\$5.00 per male athlete) \_\_\_\_\_

TPC Officiating Development Fee (\$5.00 per athlete) \_\_\_\_\_ TOTAL PAYABLE: \$ \_\_\_\_\_

7. Special Awards \_\_\_\_\_

8. Extra Activities Held \_\_\_\_\_

9. Recommendations for future events: \_\_\_\_\_

## 10. Please include the following with report form:

a) Complete Competition Results (can be mailed, emailed or a link to a webpage can be sent)

b) Cheque (#6) made payable to GNS

c) Financial Report (by Host Club Provincial Championships only)

11. Signature of Person Completing Report: \_\_\_\_\_

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

## **APPENDIX H-5**

### **TRAVEL REPORT FORM**

\_\_\_\_\_ Provincial Team      \_\_\_\_\_ Out of Province Clinic      \_\_\_\_\_ Other (\_\_\_\_\_)

To be submitted to GNS within thirty (30) days from the completion of the event with Claim Form (H1) to receive expenses. Expenses will be paid after report received.

SUBMITTED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE(S): \_\_\_\_\_

**PARTICIPANTS:**

JUDGE(S) \_\_\_\_\_

ATHLETE(S) \_\_\_\_\_

COACH(ES) \_\_\_\_\_

RESPONSIBILITY/REPORTING/PERSONS/TEAM INVOLVED: \_\_\_\_\_

ACCOMMODATIONS: \_\_\_\_\_

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TRAINING/COMPETITION (general comments/specific to individuals/caliber of competition):

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EXTRACURRICULAR ACTIVITIES:

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SUMMARY OF EVENT (positive, negative, behavior of athletes): \_\_\_\_\_

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ATTACH TO REPORT:

- \_\_\_\_\_ Expense Claim Form(H1) – include receipts if necessary
- \_\_\_\_\_ Competition Results
- \_\_\_\_\_ Courses/Clinic Resource Materials and Information

## **APPENDIX H-6**

### **Participant's Informed Consent Form (under 18)**

EVENT: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

PLEASE READ CAREFULLY

Risk: I, \_\_\_\_\_ give my consent for my child \_\_\_\_\_  
(Parent's Name) (Child's Name)

to participate in the above named event. I also understand that travelling to and from and participating in the event may result in personal injury (including but not limited to: injury to bones, joints, ligaments, muscles, tendons, internal organs, and other aspects of the skeletal system and potential impairment to other aspects of the body, and in rare occurrences, death, complete or partial paralysis, or brain damage) and property damage or loss. I fully understand these risks and hereby agree to allow my son / daughter to participate voluntarily.

Rules: I understand that the rules and regulations are designed for the safety and protection of participants and hereby agree to inform my son / daughter of the rules and regulations set down by the event Organizing Committee. Media Release: I hereby grant to Gymnastics Nova Scotia the right to use, without payment of any fee or charge, any written information (excluding information contained on the Medical Form), photograph, video tape or other visual media of my son / daughter taken during the event for the purpose of media and provincial association promotion of the event.

Liability: In consideration of your acceptance of my entry in the event, I, intending to be legally bound, agree to RELEASE, SAVE HARMLESS AND INDEMNIFY Gymnastics Nova Scotia, the Organizers and/or its agents from and against all claims, actions, costs and expenses and demands in respect to death, injury, loss or damage to my son / daughter or property where so ever and howsoever caused, arising out of, or in connection with my association with or entry in the above athletic meet or which may arise out of my traveling to or participating in and returning from the said athletic meet. I further agree to HOLD HARMLESS AND INDEMNIFY Gymnastics Nova Scotia, the Association, the Organizers and/or its agents from any and all actions, claims, demands, losses, judgments or costs of any nature to any third party resulting from my sons/ daughters association with or entry in the said athletic meet and I agree not to make any claims or take any proceedings against any person, society, corporation or other legal entity who might claim contribution or indemnity from Gymnastics Nova Scotia, the Organizers and/or its agents in respect of matters which are subject of this Release. I agree that this Release shall bind my heirs, executors, administrators and assigns.

I as the parent/guardian of the participant named herein, hereby declare that I have read, understood and agree to the contents of this Informed Consent in its entirety.

I as the parent/guardian of the participant named herein, agree to assume full responsibility to instruct my child of the risks involved and to inform him/her of the importance of abiding by the rules and regulations.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EVENT: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

Risk: I, \_\_\_\_\_ the undersigned understand and acknowledge that traveling to and from and participation in the above named event may result in personal injury (including but not limited to: injury to bones, joints, ligaments, muscles, tendons, internal organs, and other aspects of the skeletal system and potential impairment to other aspects of the body, and in rare occurrences, death, complete or partial paralysis, or brain damage) and property damage or loss. I fully understand these risks and hereby agree to participate voluntarily and at my own risk.

Liability: In consideration of your acceptance of my entry in the event, I, intending to be legally bound, agree to RELEASE, SAVE HARMLESS AND INDEMNIFY Gymnastics Nova Scotia, the Organizers and/or its agents from and against all claims, actions, costs and expenses and demands in respect to death, injury, loss or damage to my person or property where so ever and howsoever caused, arising out of, or in connection with my association with or entry in the above athletic meet or which may arise out of my traveling to or participating in and returning from the said athletic meet. I further agree to HOLD HARMLESS AND INDEMNIFY Gymnastics Nova Scotia, the Association, the Organizers and/or its agents from any and all actions, claims, demands, losses, judgments or costs of any nature to any third party resulting from my association with or entry in the said athletic meet and I agree not to make any claims or take any proceedings against any person, society, corporation or other legal entity who might claim contribution or indemnity from Gymnastics Nova Scotia, the Organizers and/or its agents in respect of matters which are subject of this Release. I agree that this Release shall bind my heirs, executors, administrators and assigns.

I confirm that I am of the full age of 18 years, have read, understood and agree to the contents of this Informed Consent Form in its entirety.

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Please Print) (Day/Month/Year)

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX H-8

### MEDICAL HISTORY & CONSENT

COMPLETE ONE PER ATHLETE - FORM MUST BE FULLY COMPLETED

1. ATHLETE'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_
2. PARENT OR LEGAL GUARDIAN INFORMATION (COMPLETE THIS SECTION IF UNDER 18YRS)  
 CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CELL PHONE OR OTHER: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_
3. EMERGENCY CONTACT INFORMATION (COMPLETE IF DIFFERENT FROM SECTION 2)  
 CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CELL PHONE OR OTHER: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_
4. FAMILY PHYSICIAN INFORMATION  
 PHYSICIAN NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_
5. PROVINCIAL HEALTH CARD: \_\_\_\_\_  

NUMBER
PROVINCE
6. MEDICAL HISTORY INFORMATION  
 If you answer YES to any question below, please state the diagnosis, treatment you have or are receiving and if you have been cleared to compete.
  - 6.1 Do you know of any health reason why you should not participate in any gymnastics event? ☐ Y ☐ N  
 If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
  - 6.2 Do you have a history of sleepwalking? ☐ Y ☐ N  
 If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
  - 6.3 Have you had any surgery in the last 12 months? ☐ Y ☐ N  
 If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
  - 6.4 Have you been diagnosed with a fracture, stress fracture or other bone injury in the last 12 months? ☐ Y ☐ N  
 If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
  - 6.5 Have you had any of the following injuries or conditions?
 

6.5.1 Head injury/concussion	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.2 Neck or back injury	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.3 Trauma or overuse to any joint/bone	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.4 Trauma or overuse to any ligament/tendon	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.5 Asthma/breathing problems	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.6 Bleeding or blood disorder	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.5.7 Diabetes/heart disease	<input type="checkbox"/> Y	<input type="checkbox"/> N

- |        |   |                            |                            |
|--------|---|----------------------------|----------------------------|
| 6.5.8  | History of seizures/epilepsy              | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 6.5.9  | Mononucleosis                             | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 6.5.10 | Infectious diseases (organs, bones, etc.) | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 6.5.11 | Skin conditions including infections      | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 6.5.12 | Other                                     | <input type="checkbox"/> Y | <input type="checkbox"/> N |

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE, PLEASE PROVIDE FURTHER INFORMATION:

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6.6. Are you currently taking any medication? 

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6.7 Do you have any history of Anxiety? 

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If yes, please indicate any treatment or procedures that should be followed: 

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6.8 Are you currently wearing any type of protective equipment, bracing or taping for any existing injury or condition?

6.9 Do you have any allergies? 

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If yes, please describe severity: 

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Do you carry an epipen? ☐ Y ☐ N

6.10 Do you wear glasses or contact lenses? ☐ Y ☐ N

6.11 Do you wear dental appliances? ☐ Y ☐ N

6.12 Do you have any significant family medical history? ☐ Y ☐ N

If yes, please describe: 

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7. ADDITIONAL COMMENTS OR ANY INFORMATION THAT WAS NOT COVERED ABOVE THAT YOU FEEL IS IMPORTANT FOR TEAM STAFF TO BE AWARE OF: 

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#### MEDICAL WAIVER

I, \_\_\_\_\_ (the undersigned), hereby agree that the relationship between myself and any

attending physician, therapist or allied medical personnel in connection with the event shall be governed by and constructed in accordance with the laws of the province in which the event is being held.

I, \_\_\_\_\_ (the undersigned), state that, to the best of my knowledge, all of the answers on the preceding Medical History form are correct.

\_\_\_\_\_  
Signature of Athlete (or Parent or Guardian if athlete is under 18)

\_\_\_\_\_  
Date

**APPENDIX H-9****GYMNASTICS NOVA SCOTIA ALCOHOL AND DRUG POLICY  
TRAVELING COACHES/MANAGERS/CHEF-DE-MISSIONS**

As a coach/manager/chef-de-mission representing Gymnastics Nova Scotia, you are expected to abide by the Gymnastics Nova Scotia alcohol and drug policy at all times during the event. It is your responsibility to be fully alert and able to deal with any and all situations that may arise. The alcohol and drug policy allows for you to have one or two drinks at the end of an event provided that all athletes are looked after by other staff. However, you must be able to safely and effectively deal with any emergencies that could arise. Gymnastics Nova Scotia has a zero-tolerance policy when it comes to drug use by any member of the Gymnastics Nova Scotia delegation.

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Name Printed

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Signature

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Date

**APPENDIX H-10**

**GNS SPECIAL PROJECTS  
HIGH PERFORMANCE REQUEST FORM**

(must be submitted to GNS Technical Director at least 2 months prior to event)

Committee requesting special project: \_\_\_\_\_

Athletes, Coaches or Officials involved \*\*                      Level

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Special Project and why it's important (include dates, location, etc.) \*\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated costs:

Travel                      \_\_\_\_\_ x \_\_\_\_\_ =

Accommodations                      \_\_\_\_\_ x \_\_\_\_\_ (# nights) x \_\_\_\_\_ (# rooms) = \_\_\_\_\_

Meals (\$70 per day)                      \_\_\_\_\_ x \_\_\_\_\_ (# days) x \_\_\_\_\_ (# people) = \_\_\_\_\_

Ground Transport \_\_\_\_\_

Other \_\_\_\_\_

Total Cost:

Other revenue available or self \_\_\_\_\_

Amount requested from GNS for this special project \_\_\_\_\_

Can this individual/group receive funding through other sources? (ie. Sport NS Sport Fund, GCG)

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, has an application been submitted?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

\_\_\_\_\_  
Committee Approval of this Application

\_\_\_\_\_  
Date

\*\* Further information in any area can be included on the back or on a separate sheet.

## **APPENDIX H-11**

### **GNS SPECIAL PROJECTS**

#### **CLUB/RECREATION DEVELOPMENT REQUEST FORM**

(must be submitted to GNS ED/Rec Director at least two months prior to event)

Committee requesting special project: \_\_\_\_\_

Description of Special Project and why it's important (include dates, location, etc.) \*\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Athletes, Coaches or Officials involved

\_\_\_\_\_  
 \_\_\_\_\_

Estimated costs:

Travel \_\_\_\_\_ x \_\_\_\_\_ =

Accommodations \_\_\_\_\_ x \_\_\_\_\_ (# nights) x \_\_\_\_\_ (# rooms) = \_\_\_\_\_

Meals (\$70 per day) \_\_\_\_\_ x \_\_\_\_\_ (# days) x \_\_\_\_\_ (# people) = \_\_\_\_\_

Ground Transport \_\_\_\_\_

Other \_\_\_\_\_

Total Cost:

Other revenue available or self \_\_\_\_\_

Amount requested from GNS for this special project \_\_\_\_\_

Can this individual/group receive funding through other sources? (ie. Sport NS Sport Fund, GCG)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, has an application been submitted? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
 Committee Approval of this Application

\_\_\_\_\_  
 Date

\*\* Further information in any area can be included on the back or on a separate sheet. GNS

## APPENDIX I-1

### CONFIRMATION OF COMPLIANCE WITH THE CODE OF ETHICS AND CONDUCT FORM

<i>Policy Name</i> <b>CODE OF ETHICS AND CONDUCT POLICY</b>		<i>Date of Approval by GNS</i> <b>06/9/2019</b>	<i>Activation Date</i> <b>09/01/2019</b>
<i>Approved By</i> GNS Board of Directors	<i>Linking To</i> 1. Provincial/National Safe Sport Policy 2. Abuse, Maltreatment and Discrimination Policy 3. Complaints and Discipline Policy 4. Screening Policy* 5. Travel Policy* 6. Safety, Medical, and Concussion Policy** 7. Inclusion Policy* 8. Anti-Doping Policy** 9. Social Media Policy* <i>*Gymnastics NS policies in these areas may differ from Gymnastics Canada. In any case, Gymnastics NS policies may be updated to align with Gymnastics Canada while keeping in line with our provincial requirements.</i> <i>**These policies are under revision at Gymnastics Canada. This list will be amended as additional policies are developed, revised and approved by Gymnastics Canada and Gymnastics Nova Scotia.</i>		<i>Replacing Previous Version GNS Policy Manual Appendix I (July 2019)</i>
<i>Review Cycle</i> Reviewed annually by the Gymnastics Canada Chief Executive Officer with recommendations to the Board of Directors. Gymnastics Nova Scotia will review any recommended revisions by Gymnastics Canada.			

### GNS Code of Ethics and Conduct Policy should be viewed in Section 16 of the GNS Policy Manual

The commitments in Section 16 constitute Gymnastics Canada's and Gymnastics Nova Scotia's ***Code of Ethics and Conduct Policy***. Every individual within the scope of this Policy will be expected to confirm their understanding of and intention to comply with the Gymnastics Canada and Gymnastics Nova Scotia ***Code of Ethics and Conduct Policy***.

#### Registered Participant Declaration:

By signing this document, I \_\_\_\_\_ (name), agree to demonstrate the standards of this Code of Ethics and understand that any violation of this Code of Ethics and Conduct Policy is a very serious offence that may result in disciplinary and remedial action as per the Gymnastics Canada and Gymnastics Nova Scotia ***Complaints and Discipline Policy***, including but not limited to written warnings, educational training, mediation, loss of privileges, termination of employment or contract, probation, suspension, or expulsion from membership. A violation may result in Gymnastics Nova Scotia and/or Gymnastics Canada contacting law enforcement officials or taking legal action where necessary.

I further understand and acknowledge that in order to conduct an investigation and render a decision, Gymnastics Nova Scotia and/or Gymnastics Canada may obtain and use personal information relating to registered participants as well as other parties involved in the investigation of the member. Where disciplinary action is undertaken as a result of a final report, Gymnastics Nova Scotia and Gymnastics Canada may, in its discretion, disclose the report findings to other amateur sport organizations or other organizations or institutions with a need to know the information or where required or permitted by applicable law.

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

#### Parent or Guardian Declaration (where participant is under 18):

I, \_\_\_\_\_ (name), parent/guardian of \_\_\_\_\_ (participant name), declare that I have read and understand Gymnastics Canada's and Gymnastics Nova Scotia's ***Code of Ethics and Conduct Policy*** and have discussed the ***Code of Ethics and Conduct Policy*** with the participant in my care. I am confident that the participant in my care understands the ***Code of Ethics and Conduct Policy*** and agrees to abide by it.

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

## APPENDIX I-2

### GNS COMPLAINT SUBMISSION RESOURCE

Gymnastics Nova Scotia is committed to ensuring that all of our participants are able to enjoy the sport in a safe and inclusive environment that is free of abuse, harassment, and discrimination. Ensuring that safe environment is a shared responsibility of each individual member in our gymnastics community. For Provincial team and Gymnastics Nova Scotia events/activities related concerns, please complete the following form to the best of your ability and submit to the Executive Director at [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca) or Gymnastics Canada Safe Sport Director

An individual who files a complaint has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk
- To provide as much detail as possible about the alleged conduct, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in misconduct, details of what happened and/or what was said, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g., a letter, email, or note that pertains to any matter in issue
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints
- To uphold the strict confidentiality of all individuals involved in the matter
- To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to Gymnastics Nova Scotia

For more information, please review the Gymnastics Nova Scotia Complaints and Discipline Policy. If you have questions or concerns prior to submission, please contact Gymnastics Nova Scotia's Executive Director at [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca) or 902-425-5450, ext. 338.

#### Section 1: Person Filing the Complaint

Name:		Date of Submission:	
Mailing Address:	City, Province:	Postal Code:	
Member Club:		Phone Number:	
Email Address:			

#### Section 2: General Complaint Information

Is this complaint being submitted on behalf of a minor (under 18 years old)?: _____ Yes    _____ No
If yes, please provide the name, age and Member club/province of the minor: _____
If yes, please state your relationship with the minor (e.g., parent/guardian, coach, other): _____
If you are not the parent/guardian of the minor, please confirm whether you have made the parent or guardian aware of the complaint: _____ Yes    _____ No
Please provide the name and contact information of the parent/guardian: _____ _____
Have you contacted any authorities in relation to your concern(s)?: _____ Yes    _____ No
If yes, please list the organization in which your concern was directed (e.g., police services, child protection agency): Please list the date and time of contact: _____
Contact information for individual at respective organization: _____ _____ _____

Please describe the incident(s) of misconduct in as much detail as possible, including the name, member club/province, and role of the person(s) in which the complaint is against, nature of the incident(s), dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information.

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Please attach additional pages and any supporting documentation that may be helpful in reviewing the complaint.

## **APPENDIX J-1**

### **True Sport Principles**

#### **Go For It**

Rise to the challenge – always strive for excellence. Be persistent and discover how good you can be.

#### **Play Fair**

Understand, respect, and follow the rules. Play with integrity – competition is only meaningful when it is fair.

#### **Respect Others**

Show respect for everyone involved in creating your sporting experience, both on and off the field of play. Win with dignity and lose with grace.

#### **Keep It Fun**

Find the joy in sport and share it with others. Remember what you love about sport and why you play.

#### **Stay Healthy**

Always respect and care for your mind and body. Advocate for the health and safety of yourself and those around you.

#### **Include Everyone**

Recognize and celebrate strength in diversity. Invite and welcome others into sport.

#### **Give Back**

Say thanks and show gratitude. Encourage your sport group to make a difference in the community.

## **APPENDIX J-2**

### **True Sport Guidelines for Communities**

#### **Recognize Sport as a Valuable Community Asset**

Help sport live up to its full potential.

Enable it to contribute to the well-being of the entire community.

#### **Champion Ethical Conduct**

Commit to fair play. Make respect for the rules, officials, coaches and players a priority – Both on and off the field.

#### **Promote Inclusion**

Remove barriers. Encourage participation.

Make it possible for everyone to get involved and stay involved.

#### **Strengthen Connections**

Create opportunities for people to get together through sport.

Make newcomers feel welcome. Promote friendship, trust, cooperation and respect.

#### **Support Excellence**

Teams and athletes carry the hearts and hopes of the community wherever they compete.

Help them to be the best they can be.

#### **Foster Healthy, Active Lifestyles**

Inspire people to get active and stay active. Offer a variety of sport opportunities – both structured and unstructured – that are inviting, enjoyable and rewarding for all.

#### **Create Safe and Welcoming Environments**

Develop, protect and nurture places and spaces that are hospitable and conducive to the safe enjoyment of sport.

#### **Celebrate Contribution**

Recognize and honour the people – coaches, organizers, officials and volunteers – whose contribution makes sport possible and positive in the community.

## APPENDIX J-3

# GNS TRUE SPORT CONTRACT

I, as an ambassador and representative for the province of Nova Scotia, shall abide by the spirit and guidelines of the True Sport Principles for participants.

### Participant Guidelines

#### Commitment to the True Sport Principles

The True Sport Principles are the expressed commitment by [GYMNASTICS NOVA SCOTIA] to ensure a safe, inclusive, welcoming and positive environment for athletes, supported by coaches, parents, officials and administrators. [GYMNASTICS NOVA SCOTIA] believes that adhering to these field of play principles will encourage an optimal sport environment for all participants. Furthermore, [GYMNASTICS NOVA SCOTIA] will benefit from aligning with other sport organizations who also believe in and are promoting these principles.

### TRUE SPORT PRINCIPLES

The True Sport Principles are as follows:

- **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
- **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
- **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
- **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.
- **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
- **Include Everyone** – Share sport with others. Ensure everyone has a place to play.
- **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

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Participant Name

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Date

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Participant Signature

---

Parent/Guardian Signature (if under 18)

---

Date

## APPENDIX K-1

### GNS PERSONAL INFORMATION WRITTEN CONSENT ACKNOWLEDGEMENT FORM

By filling out this form, the member/signor has demonstrated knowledge and has consented to allowing GNS to collect, use and disclose personal information about the member/signor.

Date:	GNS Program:
Name:	Address:
Email Address:	Phone Number:

By filling out this box you are agreeing to let GNS collect, use and disclose all of your personal information.

I, \_\_\_\_\_, consent to GNS collecting, using or disclosing of my personal information for these following specified purposes:

- (i) registration
  - a. as a member of the association
  - b. as a member of a provincial delegation to a specific event
  - c. with Gymnastics Canada for participation in a GCG sanctioned event or as a member of a Canadian delegation to a specific International event
  - d. at a specific event where participation is not as a member of a Provincial or National delegation (i.e. club event), on behalf or at the request of the organising committee of the event
- (ii) insurance purposes
- (iii) compiling demographical or statistical information for internal use

**By filling out this box you are specifically limiting your consent to allow GNS to collect, use and disclose of your personal information.** Not including exceptions here will be considered as acknowledgment and consent to the sharing of personal information with third parties.

I, \_\_\_\_\_, do **NOT** consent for GNS to:

- (i) collect and/or retain the following information:
- (ii) use the following information that was collected:
- (iii) disclose the following collected information to outside agencies:

Any additional comments:

**Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_ county in the province of \_\_\_\_\_ do solemnly and sincerely verify that the facts contained in this Personal Information Access/Correction Request Form are, to the best of my knowledge and belief, true and correct in every particular. I assent and acknowledge by completing and signing this form that I, the member/individual indicated on this form, has given consent to GNS to use, collect, and disclose of my personal information as explicated in this form.

DATED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 .

\_\_\_\_\_  
Signature

For Institution Use Only		
Date Received:	Received By:	Comments:
<p><b>The Personal Information that is contained on this form is collected pursuant to the Personal Information Protection and Electronics Documents Act and will only be used to respond to your request. Any questions in regard to this collection, please direct your questions to the GNS Privacy Officer.</b></p>		

## APPENDIX K-2

### GNS PERSONAL INFORMATION ORAL CONSENT ACKNOWLEDGEMENT FORM

- a) This form is to be completed by an internal staff person who has received instructions orally from a member/individual in reference to personal information held or in the possession of GNS.
- b) **The GNS employee/volunteer shall inform the member/individual of the following terms of this Personal Information Oral Consent Form [read the below terms] and shall inform the member/individual that by providing the suitable information requested in this form s/he are demonstrating acknowledgement and has consented to allowing GNS to collect, use and disclose personal information about the member/individual.**
- c) By completing BOX 1A of this form, the member/individual has demonstrated knowledge and consent to allowing GNS to collect, use and disclose personal information about the member/individual.
- d) By completing BOX 2A of this form, the member/individual has specifically limited his/her consent to allow GNS to collect, use or disclose of his/her personal information. **Not including exceptions in this section will be considered as acknowledgment and consent to the sharing of personal information with third parties.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ GNS Program: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Method of Communication:      ☐ Phone      ☐ email      ☐ Fax      ☐ Other, Explain?

#### BOX 1A

\_\_\_\_\_ has confirmed s/he consents to GNS collecting, using or disclosing his/her personal information for these following specified purposes:

- (i) registration
  - a. as a member of the association
  - b. as a member of a provincial delegation to a specific event
  - c. with Gymnastics Canada for participation in a GCG sanctioned event or as a member of a Canadian delegation to a specific International event
  - d. at a specific event where participation is not as a member of a Provincial or National delegation (i.e. club event), on behalf or at the request of the organising committee of the event
- (ii) insurance purposes
- (iii) compiling demographical or statistical information for internal use

#### BOX 2A

\_\_\_\_\_ has confirmed s/he does **NOT** consent for GNS to:

- (i) collect and/or retain the following information
- (ii) use the following information that was collected
- (iii) disclose the following collected information to outside agencies

Any additional member/individual comments or instructions:

#### For Institution Use Only

Date Received:	Received By:	Comments:
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**APPENDIX K-3****GNS PERSONAL INFORMATION ACCESS/CORRECTION REQUEST FORM**

Request for: <input type="checkbox"/> Access to Own Personal Information		Request for: <input type="checkbox"/> Correction to Own Personal Information	
<input type="checkbox"/> Mr.		<input type="checkbox"/> Mrs.	
<input type="checkbox"/> Ms.		<input type="checkbox"/> Miss	
First Name:	Middle Name:	Last Name:	
Address:			
City/Town:	Province:	Postal Code:	
Telephone Number:		Other Telephone Number:	

Please indicate with a detailed description of the requested records or personal information you want access to/you want corrected. Note if you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation.

For identification purposes and your own protection and so that we do not send your personal information to unauthorized persons, we require you to provide copies of two pieces of identification, one which contains an up-to-date picture.

**Preferred method of Access to Records:**

<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date:
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**Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_ county in the province of \_\_\_\_\_ do solemnly and sincerely verify that the facts contained in this Personal Information Access/ Correction Request Form are, to the best of my knowledge and belief, true and correct in every particular.

DATED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

**For Institution Use Only**

Date Received:	Received By:	Comments:
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The Personal Information that is contained on this form is collected pursuant to the Personal Information Protection and Electronics Documents Act and will only be used to respond to your request. Any questions in regards to this collection, please direct your questions to the GNS Privacy Officer.

## **APPENDIX K-4**

### **GNS PERSONAL INFORMATION CHANGE/ADDITIONAL PURPOSE REQUEST FORM**

Under the Personal Information Protection and Electronic Documents Act [PIPEDA], we are required to inform you we would like to use your personal information for purposes other than/in addition to what you originally consented to.

The personal information we would like to use for other/additional purposes include:
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
The other/additional purposes GNS would like to use personal information include:
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>

If you would prefer opting out of consenting to GNS using your personal information for any other/additional purposes listed above, please sign this form and return it to our Privacy Officer indicating you do not wish to have your above stated personal information used for the above stated other/additional purposes.

\_\_\_\_\_  
Signature of Member/individual

\_\_\_\_\_  
Date

By completing and signing this form, the signed member/individual has opted out of consenting to allowing GNS to use their personal information for other/additional purposes.

If you have any questions or concerns please contact our Privacy Officer at:

**5516 Spring Garden Road, 4th Floor, Halifax, Nova Scotia, B3J 1G6**

**Telephone: (902) 425-5450 (ext. 338), Fax: (902) 425-5606**

**e-mail: [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca)**

For Institution Use Only		
Date Received:	Received By:	Comments:
<b>The Personal Information that is contained on this form is collected pursuant to the Personal Information Protection and Electronics Documents Act and will only be used to respond to your request. Any questions in regards to this collection, please direct your questions to the GNS Privacy Officer.</b>		

## GNS OPT OUT REQUEST FORM

Under the Personal Information Protection and Electronic Documents Act [PIPEDA], all persons have the right to opt out of GNS using their personal information. If you would prefer opting out of consenting to GNS using your personal information for any of the purposes listed in our privacy policy, we ask that you complete this form and submit it to our Privacy Officer. We will, upon verification of your identity, no longer use your personal information for the purposes listed herein.

If you have any questions in relation to your rights under the PIPEDA, or our Privacy Policy, please write or contact our Privacy Officer at:

**5516 Spring Garden Road, 4th Floor, Halifax, Nova Scotia, B3J 1G6**

**Telephone: (902) 425-5450 (ext. 338)**

**Fax: (902) 425-5606      e-mail: gns@sportnovascotia.ca**

GNS will make every reasonable effort not to use your personal information for the purposes listed below for the program(s) you indicate on this form within 10 business days from the receipt of the completed Opt Out Request Form.

Date:	Which GNS Program:	
Name:	Phone:	Second Contact Number:
Email:		
Mailing Address:		
Province:	Postal Code:	Fax:
Please indicate by checking the box(s) the manner in which you desire us to contact you. <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Mail		Additional comments:
<p><b><u>Please explain for what purpose you do not want GNS to use your personal information.</u></b> There may be some implications that result from withdrawing your consent therefore it is recommended you contact the Privacy Officer to find out what these implications could be.</p>		

### Declaration

I, \_\_\_\_\_ of \_\_\_\_\_ county in the province of \_\_\_\_\_ do solemnly and sincerely verify that the facts contained in this Personal Information Access/ Correction Request Form are, to the best of my knowledge and belief, true and correct in every particular.

DATED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

For Institution Use Only		
Date Received:	Received By:	Comments:
Date of Response:	Employee/Volunteer Responding:	Comments:
<p><b>The Personal Information that is contained on this form is collected pursuant to the Personal Information Protection and Electronics Documents Act and will only be used to respond to your request. Any questions in regard to this collection, please direct your questions to the GNS Privacy Officer.</b></p>		

## **APPENDIX K-6**

### **PRIVACY POLICY – LINKS/RESOURCES ON PRIVACY IN CANADA**

1. Department of Justice Canada [Access Federal Laws on Privacy including PIPEDA]  
<http://laws.justice.gc.ca/en/index.html>
2. Office of the Privacy Commissioner of Canada [including Commissioner's findings]  
[http://www.privcom.gc.ca/index\\_e.asp](http://www.privcom.gc.ca/index_e.asp)
3. Centre for Sport and Law  
[www.sportlaw.ca](http://www.sportlaw.ca)
4. Privacy in Canada [including resources for Privacy Law in Canada] [www.nymity.com](http://www.nymity.com)
5. Information and Privacy Commissioner of Ontario [www.ipc.on.ca](http://www.ipc.on.ca)