



THE BLUEWATER GYMNASTICS CLUB  
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### Organization Code of Conduct

Our Bluewater Gymnastics Club (BWG) *Code of Conduct* clearly outlines boundaries for our employees, volunteers, parents, participants, members and Board Members. This is a unified policy clarifying acceptable and non acceptable behaviours and outlines the reporting policy, investigation policy and that there are consequences in failure to comply.

As a reputable child-serving organization, the Bluewater Gymnastics Club has developed the following *code of conduct* to guide our employees/volunteers as well as our participants, members, parents and Board Members. While every individual is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights, and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. We support the Coaching Association of Canada Responsible Coaching Movement and have taken the pledge. We are trained by the Canadian Center for Child Protection and have coaches participate in relevant modules of the Commit to Kids Program based on coaching level. Both programs are aligned with Gymnastics Ontario and Gymnastics Canada.

We pride ourselves on having a strong brand in the community, we have a standard of excellence to uphold as we are a not-for-profit organization led by a volunteer Board with over 35 years locally supporting athletes and families.

### Section 1.3 Coaches Code of Conduct

#### **Purpose**

- 1.3.1 Employment and association with the BWG brings many privileges and benefits. At the same time, Individuals are expected to meet certain obligations including complying with the Club's policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the Club.
- 1.3.2 Employees must be aware that they are expected to model behaviour appropriate for the Employee's role as a representative of the Club.

#### **Application of the Code of Conduct**

- 1.3.3 The Code of Conduct applies to the Individuals' conduct during Club related business, coaching activities, and events including, but not limited to, competitions, practices, tryouts, training camps and travel associated with coaching.
- 1.3.4 The Code of Conduct also applies to Individuals' conduct outside of the Club related business, coaching activities, and events when such conduct adversely affects relationships with other individuals or athletes, or when it is detrimental to the image and reputation of the Club.

## Code of Ethics

- 1.3.5 Individuals of the Club agree to follow the National Coaching Certification Program Code of Ethics (2016), which describes **five** Ethical Principles and the corresponding Standards of Behaviour Expected of Coaches.

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

- 1.3.6 Employees and others within BWG who do not follow the **Code of Ethics** may be subject to disciplinary actions should their actions so warrant.

### **Travel & Transportation Guidelines**

- 1.3.7 Appropriate judgement should be used; Ideally one coach and two athletes or two adults consisting of at least 1 coach and 1 additional adult and 1 athlete. Parents are to approve travel arrangements for athletes to and from the club at their discretion.

### **Dignity**

- 1.3.8 Maintain and enhance the dignity and self-esteem of athletes and other individuals by:
- a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation
  - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members
  - c. Consistently demonstrating a spirit of sportsmanship, sport leadership, and ethical conduct
  - d. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - e. Consistently treating individuals fairly and reasonably
  - f. Ensuring adherence to the rules of the sport and the spirit of those rules

### **Harassment**

- 1.3.9 Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- a. Written or verbal abuse, threats or outbursts
  - b. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
  - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - d. Leering or other suggestive or obscene gestures
  - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - g. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development."*
  - h. Unwanted physical contact, including, but not limited to, touching, petting, pinching or kissing, physical or sexual assault
  - i. Unwelcome sexual flirtations, advances, requests, or invitations

- j. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - k. Retaliation or threats of retaliation against an individual who reports harassment to the Club
- 1.3.10 Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - a. Display of sexually offensive material
  - b. Sexually degrading words used to describe a person
  - c. Inquiries or comments about a person's sex life
  - d. Unwelcome sexual flirtations, advances, or propositions
  - e. Persistent unwanted contact

#### **Doping and Drug Use**

- 1.3.11 Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and the Employee may be subject to disciplinary action as their actions so warrant. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization.
- 1.3.12 Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport.

#### **Inappropriate Behaviour**

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

### **Athlete Safety**

- 1.3.17 Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.
- 1.3.18 Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- 1.3.19 Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.

### **Safety; Incident & Injury Reporting**

- 1.3.20 Non Injury 'incident form' is internal documentation reported to a Director and Executive Director
- 1.3.21 Gymnastics Ontario 'Sport Injury report form', internal and external documentation reported to a Director and Executive Director and Board President

### **Athlete Development**

- 1.3.22 Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.
- 1.3.23 Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- 1.3.24 Act in the best interest of the athlete's development as a whole person.
- 1.3.25 Respect coaches.
- 1.3.26 Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.

### **Athlete Protection**

- 1.3.27 Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- 1.3.28 Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
- 1.3.29 Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the Employee is in a position of power, trust or authority over the athlete.
- 1.3.30 Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

### **Reporting a Complaint & the Investigation**

- 1.3.31 Any member of the public, including but not limited to parents, athletes, club or organization representatives, coaches, or other Individuals of the Club may report any complaint to a Supervisor/Manager or Director or Executive Director or President or any member of the Executive or Board Member. All complaints will be escalated to the Executive Director and President of the Board. Please see the BWG policies for the reporting documentation and process.
- 1.3.32 Complaints should be filed as soon as possible.
- 1.3.33 Investigations will be determined by the President and the Executive Director, based on the nature and severity of the incident. A third party may be commissioned to support the investigation.
- 1.3.34 Appropriate consequences/disciplinary actions are to be determined by Management.

### **Infractions**

- 1.3.35 Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to athletes, Individuals, the Club, others or to the public. Examples of infractions can include, but are not limited to, incidents of:
  - a. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - b. Disrespectful conduct such as outbursts of anger or argument
  - c. Non-compliance with, or disregard for, Club policies, procedures, rules, or regulations including confidentiality policy
  - d. Violations of the *Code of Conduct*
  - e. Any incident of hazing and/or Physical abuse
  - f. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
  - g. Pranks, jokes, or other activities that endanger the safety of others
  - h. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
  - i. Conduct that intentionally damages the image, credibility, or reputation of the Club or individuals, including engaging in inappropriate social media
  - j. Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
  - k. Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others
  - l. Board Members have a fiduciary duties; to ensure the organization is supported and protected, being a champion of the organization and the members.

### **Criminal Charges & Convictions**

- 1.3.36 An Employee's conviction for any of the following *Criminal Code* offenses will be deemed an infraction and will result in termination of employment from the Club:
  - a. Any child pornography offences, Any sexual offences
  - b. Any offence of physical or psychological violence, Any offence of assault
  - c. Any offence involving trafficking of illegal drugs

All individuals within BWG must not state personal opinions and share disparaging information that will harm individuals or the organization.

### 1.3.37 **Rule of Two**

BWG follows the '**rule of two**' which means that the coach is never out of sight with your child. At least one NCCP trained or certified coach and a screened individual or NCCP coach should always be present with an athlete especially a minor athlete, when in a **potentially vulnerable situation** such as in a locker room, washroom or meeting room. All one-on-one interactions between a coach and an athlete must take place within view of the second coach or a screened employee, volunteer, parent or adult which may have to be recruited if a second NCCP coach is not available. One of the individuals should ideally be of the same gender as the athlete. In the case that a same gender individual as the athlete or in the case that a 'screened' employee, volunteer, parent or adult are not available a second employee, volunteer, parent or adult can be an acceptable practice within BWG.

### 1.3.38 **Background Checks-Police Checks and Vulnerable Sector Checks**

BWG has a strict policy that all coaches must have a police check AND a vulnerable sector (vs) screen for adult Coaches, as per RCMP 18 years or older qualify for VS screening. All Administrative employees, volunteers and designated service providers will be pre-screened as per policy and guidelines established by professional associations and organizations in sport.

#### **Distribution of Decisions**

Gymnastics Ontario and/or Gymnastics Canada with whom the Employee has an affiliation may be advised of any decisions by BWG for violations of the *Code of Conduct*. Decisions of BWG Management on sharing of information to appropriate individuals.