



RICHMOND GYMNASTICS ASSOCIATION

Members Handbook

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RICHMOND GYMNASTICS ASSOCIATION - MEMBERS HANDBOOK

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INTRODUCTION

Richmond Gymnastics Association is incorporated under the Societies Act, R.S.B.C.

The Board of Directors is responsible for the management of Richmond Gymnastics. As such the Board may approve new policies as necessary to ensure the correct and orderly running of the club.

This Handbook refers to current policies as approved by the Board of Directors. As the Directors approve new policies, the handbook will be updated by issuing replacement pages until next year's manual is issued in September.

MISSION STATEMENT

The Richmond Gymnastics Association is dedicated to providing superior gymnastics training programs in a safe and fun environment. We achieve this by employing highly qualified coaches, providing suitable gymnastics equipment and facility, and ensuring proper management of the club. The Board of Directors is committed to achieving this mission statement and a high level of involvement and satisfaction from athletes, coaches, and parents.

CLUB HISTORY

Richmond Gymnastics Association was started in 1968, when two women had a vision: "Build it and they will come." Shirley Bakaway and Judy Rithaler saw a need for recreational gymnastics for our Richmond girls. Their dream became a reality when the Thompson Community Center was started and wanted a keep fit program for children.

Starting with classes once a week, the club progressed and started to add some competitive classes at Burnett School. The program was so successful that the need for more full time facilities became necessary. With help from George Bodgt, Harvey and Laura Moore and the Richmond Leisure Services, the RGA program was installed into the Sea Island Forum in the mid '70's.

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Over the years, many prominent coaches and athletes have graced the RGA banner. Starting with the first coach - Lesley Bird, through coaches such as Karen Dean, Alan Bessey, Sheila Bakaway, Jennifer Palmer (5 time Canadian Champion Gymnast), Stand Wilkes, Pam Ashworth, Marc Boisvenu, George Baranyai to the current Szabo family – Frank Szabo Sr., Frank Szabo Jr. and Gabi Szabo. RGA has always tried to hire coaches that will not only provide professional training but will also provide invaluable character training for the athletes' to use in later years.

COACHING PHILOSOPHY

The philosophy of RGA, by which coaches, staff and the Board of Directors are guided, is as follows:

"There is nothing more important than the growth and development of the athletes under my care. As a coach, staff member or director on the Board, I will never let my personal bias, my insecurities; my problems interfere with the growth and development of the individual children under my care. I will act with the best interests of the athletes, staff and members in mind, and I will conduct myself in accordance with the code of conduct outlined in this handbook."

CLUB STRUCTURE

BOARD OF DIRECTORS

By electing the directors, the members have transferred power to the Board of Directors to assume the overall responsibility of determining the broad courses of action and the policy-making decisions, which will enable the society to meet its goals and objectives. The Board should formulate, approve, direct and establish all matters of policy, procedure, budgeting and planning. Policies are the rules established by the Board of Directors, which give concrete form to the intentions of the society. The Board of Directors is elected yearly at the association's annual general meeting.

The constitution of the club requires that we have a Board of Directors with at least five members including a President, Vice-President, Secretary, Treasurer and others.

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The members of the Board are elected for a specified term. Unless the members elect directors to hold office for a term expiring later than the close of the next annual general meeting, directors shall retire from office at the annual general meeting when their successors shall be elected. It is not necessary that all directors elected at the annual general meeting hold office for the same term.

ROLE OF BOARD

The Board formulates, approves, directs, and establishes all matters of policy, procedures, budgeting and planning.

The Board of Directors formulates and approves a general club plan for the season, along with long and short range goals for the club.

The Board will meet monthly or as necessary to set and implements policies and procedures and track the progress of the long and short range goals.

The Directors of a non-profit society generally have the duty to act honestly, in good faith, and in the best interest of the organization. The Directors must also use the care, diligence and skills of a reasonably prudent person while performing their task as Directors. The Directors must put the interests of the organization before their own private interests and may not use their positions as Directors to profit at the organization's expense. Refer to Appendix A for Board Structure.

The Board of Directors and a Summary of their Duties:

President - Generally oversees that all gym club operations are conducted in accordance with the constitution and bylaws, presides over Board meetings.

Vice-President – Ensures compliance with GBC policy and procedures.

Treasurer – Custodian of the funds of the society and subject to the control of the Board of Directors shall pay any and all bills and also make available to all executive meetings and the Annual General Meeting an accounting of all moneys of the society. The Treasurer also advises the Board on budgetary matters.

Secretary - Keeps up-to-date record of minutes and correspondence of the society, issues notices of meetings.

Volunteer Coordinator - Finds volunteers, ensures proper implementation of volunteer activities, and keeps track of volunteer hours.

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Personnel Committee – Advises the Board regarding job descriptions and staff performance reviews, employment policies. Also participates in hiring and exit interviews.

Fundraising Coordinator - Proposes fundraisers to the Board, implements approved fundraising activities, manages and reports funds raised to the Board, and helps find volunteers for fundraising activities.

Marketing Coordinator – Proposes marketing, sponsorship and advertising plans to the Board, implements approved marketing, sponsorship and advertising activities, and reports results to the Board.

Safety Coordinator – Ensures proper setup of gym equipment and surrounding areas in such a manner as to prevent injuries and accidents. Liaises between staff and the Board regarding safety issues brought forward.

STAFF - COACHES AND OFFICE ADMINISTRATOR

All staff report directly to the Board of Directors, and must comply with the Work Manual approved by the Board.

Members and visitors shall refer all questions or concerns regarding a program directly to the Office Administrator or Head Coach. Members must not interrupt or question a child's coach while he/she is actively coaching.

PARENT VOLUNTEER COMMITMENT (COMPETITIVE & PRE-COMPETITIVE)

Volunteers have always been an integral part of the running of RGA. The Board is comprised of volunteers, and volunteers assist in many aspects of the gym upkeep. In essence, RGA cannot function without volunteers.

VOLUNTEER JOBS NEEDED

Below is a set of volunteer jobs that will serve as guidelines for ways that you can help in the running of the club. Please note these are guidelines only, as in some cases the exact definition of the job may vary due to circumstances beyond the Board of Directors control. If you have any questions regarding the volunteer program, please contact the Board member responsible (Volunteer Coordinator) or ask the Office Administrator.

- Cleaning of the gym (note: washrooms are cleaned by SportsTown)
- Helping with Registrations

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- Helping with Fundraising activities
- Helping with Marketing activities (distributing posters/flyers at schools, community centres, running demonstrations in malls, schools or community events)
- Helping with events (Year End Show, Open House, etc.)
- Helping with upkeep and renovations
- Grant Application research and completion
- Equipment setup and take down (1st weekend in November & March for Rod & Gun Club, and as needed)

FUNDRAISING

As a member of the competitive team, RGA needs your participation in fundraising activities. Keep in mind that RGA is a non-profit organization that relies on fundraising to support the programs offered to the community as well as improvement initiatives such as repairing damaged equipment or acquiring equipment.

Past fundraising activities have included:

- Gift Card sales
- Cookie Dough sales
- Chocolate sales

PROGRAMS OFFERED

RECREATION PROGRAM

Richmond Gymnastics Association offers recreational gymnastics programs for boys and girls ages 6 and older for all levels, beginner to advanced. This program is designed to allow children to develop at their own pace while following a structured program. At the completion of each session, they will receive a report card. The program includes beginner and intermediate/ advanced levels.

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All of the recreational programs at RGA are developed to provide a FUN, SAFE and POSITIVE, experience for participants. Music and games are often used to enhance the gymnastics learning experience and safety skills are established as an important part of each program.

RGA's recreational gymnastics training is based on the CanGym program. This program contains 14 levels of achievement and is recommended by Gymnastics BC. Every child progresses at their own speed so children may spend 2 to 3 times in one level. Levels 4 and higher in the CanGym program usually require at least 2 sessions to complete. Coming twice a week can be beneficial in these higher levels.

Children are generally grouped by age but these groupings are approximate and may overlap depending on the skill levels and maturity of the participants. When in doubt it is best to enter a participant in a younger class than to over-challenge the child in an older class.

PRE-SCHOOL PROGRAM

Richmond Gymnastics Association offers fun and exciting pre-school gymnastics programs for girls and boys ages 18 months to 5 years. This program is designed to teach pre-school aged children the fundamentals of gymnastics (i.e. landings, rolling, springing and swinging) in a safe, positive and fun environment.

ADULT DROP-IN GYMNASTICS

Richmond Gymnastics Association offers gymnastics programs for teens and adults on a drop-in basis. These classes are held Wednesday evening and are open to anyone over the age of thirteen. There is a certified instructor who is there to assist the participants but the class does not follow a structured program. Participants work on an individual basis and the instructor is there to answer any questions, provide suggestions and to help each participant to the best of their ability. Participants can come to as few or as many classes as they want. Payment is collected at the beginning of each class that one attends or drop in cards can be purchased in the office.

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FIELD TRIPS

For an exciting field trip, pre-schools, schools and daycares can enjoy an exhilarating class of gymnastics at RGA. Morning or Afternoon Field Trip times are available.

BIRTHDAY PARTIES

Parties include 2 hours of games and gymnastics under the guidance of fun, enthusiastic instructors; a party area for refreshments and cake; and an RGA T-Shirt for the Birthday Child.

COMPETITIVE PROGRAM

Richmond Gymnastics Association offers a competitive programs beginning with Pre-competitive to National Level. Gymnasts will participate in the pre-competitive program until they have been identified as ready to advance to either club, provincial or national level where they will compete in appropriate competitions identified by his or her coach.

The provincial and national levels follow the standards and regulations by Gymnastics BC and GCG.

REGISTRATION

REGISTRATION PROCEDURE: FOR RECREATIONAL GYMNASTS

To register, fill in the RGA registration and GBC insurance forms, and pay the class fee and GBC insurance fee specified in the forms. RGA accepts payment by cheques, VISA, Master Card, AMEX and debit cards. Cash payments are not accepted. **All fees and payments are non-refundable.** Only extreme-case exceptions with valid documentation will be considered for credit. There will be no make-up classes for absentees.

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REGISTRATION PROCEDURE: FOR COMPETITIVE & PRE-COMPETITIVE GYMNASTS

- Fill out Registration and GBC insurance forms and return to Richmond Gymnastics by September 1st. Full payment for the current season must accompany registration. The training schedule must be discussed in consultation with the Head Coach.
- The competitive program is an 11 month program (this includes one month in the summer). Return with registration forms 11 post dated cheques or Pre-authorized Credit Card or Debit Card authorization made payable to Richmond Gymnastics Association dated September 1st through to June 1st, plus one month in the summer. Fee schedule will be specified in the registration form.
- Write a separate cheque to Richmond Gymnastics Association for the appropriate Gymnastics BC insurance and RGA Membership fees (see registration form).
- Write a separate current-dated cheque made payable to Richmond Gymnastics Association for volunteer obligation in the specified amount and date on the registration form (see Volunteer Policy for details).
- There will be a \$25.00 charge on NSF cheques
- Registration may be dropped off at the office or sent by mail.
- Please submit the required information and ALL payments. Thank you in advance for our cooperation. Continual late or non-payment of fees may result in termination of classes for the athlete.

PROGRAM WITHDRAWAL: FOR COMPETITIVE & PRE-COMPETITIVE GYMNASTS

One month's written notice is required in order to withdraw from the competitive program. The volunteer payment will be kept in lieu of the month's fees if an athlete does not provide one month's notice. If a gymnast withdraws from the competitive program by giving one month's notice, all remaining monthly cheques will be returned. Example: If you gave one month's

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notice in 1st of December for withdrawal 1st of January, then you will receive your January to July post-dated cheques. YOU WILL NOT RECEIVE A REFUND FOR MISSED SESSIONS IN THE MONTH IN WHICH YOU GAVE NOTICE OF WITHDRAWAL.

The parent volunteer hours owed will be calculated and a statement will be issued. The departing family will be obligated to pay the equivalent portion owed to Richmond Gymnastics Association. Example: If a gymnast gives notice 1st of December for withdrawal 1st of January, then the family is obligated to fulfill their obligations of fundraising and volunteer hours for the September-December period that they participated in the competitive program.

TRAINING (ALL PROGRAMS)

The number of training hours and training schedule is decided in consultation with the coach at the beginning of the training year.

Once the training hours and schedule are decided, approval from the Head Coach is needed if changes to the athletes schedule must be made. In some cases, an increase of training hours per week may be necessary before competitions. If an athlete wishes to decrease the number of hours, one month's written notice is required.

The minimum # of hours an athlete must train in the RGA pre-competitive or competitive program is 4 hours for girls and 6 hours for boys. Athletes training less than this will need to pay recreational fees.

If an athlete misses numerous classes due to illness or injury, please check with the Head Coach about options. There will be no refunds.

All discussions about class schedule, and concerns about your child's training, must take place first with the Head Coach.

ARRIVAL AND DEPARTURE

Parents are requested to **bring their child into the gym** as classes could be cancelled (i.e. in case of power outage). Participants under 13 years old are expected to remain inside the building until an adult arrives to pick them up. If a parent will be late in picking up their child,

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please contact the office to notify staff. The coach is primarily responsible for ensuring the safety of the athlete until departure.

WAITING AREA

Participants who are waiting for class to start or to be picked up after class are asked to wait at the "Seating Area" outside the gym office. For liability reasons no person (parent or child) should be on the gym floor or training area unless under the direction of a certified instructor. The gym area is for PROGRAM USE ONLY and is not a place for parents to sit, or siblings to play while waiting. We understand the Seating Area is limited but hope that all persons can respect this rule.

ATTENDANCE

It is important for your child to notify their coach if they will not be attending their class. You can inform the coach by telling them ahead of time or by phoning Richmond Gymnastics Association at (604) 278-3614, and leaving a message for the coach. It is important for your child to attend all classes so their skill level will not fall behind the other gymnasts in their class. Only extreme-case exceptions with valid documentation will be considered for credit. There will be no make-up classes for absentees.

OBSERVED HOLIDAYS

There will not be any training on any day that falls on an observed holiday, unless otherwise directed by your coach. Please watch the newsletters and other parent correspondence for cancelled training days and make-up classes. **There will not be make-up classes for observed holidays.**

MISSED TRAINING DUE TO COMPETITIONS (COMPETITIVE ONLY)

During competitions, RGA will attempt to ensure training is provided for those who are not competing. However, this may not be possible due to coaches' availability and scheduling conflicts. **There will be no refunds for missed training due to competitions.** This is consistent with other gymnastics clubs in the lower mainland.

INJURIES

If an injury has occurred at RGA during training time, your child's coach will inform you on how it happened, and what first aid has been provided. If the injury persists for more than two days, you should take your child to the doctor and please keep the coach updated on your child's health at all times.

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DRESS CODE

All gymnasts should come to class prepared. If your child has long hair it should be put into a ponytail, and hair should not be in their eyes. Female athletes shall be in a body suit and may also wear tights. Recreational athletes may wear shorts and a T-shirt. Male athletes shall be in shorts and a T-shirt.

COMPETITIVE PROGRAM POLICY

REGISTRATION FEES FOR COMPETITIONS

- Every competition your child participates in requires a registration fee. All competitions your child may participate in, and the associated registration costs will be given to the parent. All fees for competitions must be paid by the due date given or your child will not be registered and will not be able to compete. Parents must sign off on the form to commit to the specified competitions, and this form must be returned to the Office Administrator along with payments and any other associated forms.
- If there are any additional competitions added, your child's coach will inform you about the additional cost and schedule.
- A competitive athlete must have the intent to compete, otherwise they should consider recreational programming.
- There are extra costs on top of monthly fees in competitive gymnastics. Team uniforms, competition entry fees, and travel expenses are to be expected. Entry fees must be paid on time if the athlete wishes to compete.
- Once the registration fees are submitted for a competition, there are no refunds from the host club, therefore RGA cannot refund or transfer meet fees.
- The Head Coach will make all final decisions regarding the level an athlete will compete at, based on the skill level of the athlete. Attendance, work habits, and attitude in the gym may also be taken into consideration.

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UNIFORMS

Richmond Gymnastics Association tracksuits will be available for sale. There will be an order form at the office. Tracksuits are to be worn at any club function in which your child is representing the club.

Competitive body suits will also be available to purchase. Contact the Office Administrator for information regarding the tracksuits and body suits. Full payment must be received before the uniforms are released to the athlete.

VOLUNTEER COMMITMENT POLICY

Volunteers have always been an integral part of the running of RGA. The Board is comprised of volunteers, and volunteers assist in many aspects of the gym upkeep. In essence, RGA cannot function without volunteers. The following new policy will come into effect as of September 1st, 2008. (This year's hours will continue to be calculated at 2X the training hours)

Volunteer Commitment Deposit

RGA's regular competitive training season is 11 months: September 1st to July 31st. At the beginning of the training season (September of each year or whenever the athlete begins training at the gym), each competitive and pre-competitive family pays a deposit (the "Volunteer Commitment Deposit") which represents the family's "volunteer commitment" to do a set number of volunteer hours at the gym during the months of September through August 31st of the following year.

The Volunteer Commitment Deposit is equal to an athlete's 1 month's training fees. If a family has more than one child training in a non-recreational program in the gym, then the deposit will be equal to 1 month's training fees of the child who trains the most in that family plus ½ of the monthly training fees for each additional child.

Example:

The Jones Family has 2 competitive athletes training in the gym. One child trains 16 hours per week (\$306 per month) and the other trains 8 hours per week (\$190 per month). This family's Volunteer Commitment Deposit will be in the amount of \$401 (\$306 + (1/2 X \$190).

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Volunteer Commitment Hours

The Volunteer Commitment Hours required for **September through August 31st** is equal to 2 times an athlete's training hours per week. If a family has more than one child training in a non-recreational program in the gym, then the Volunteer Commitment Hours will be 2 times the weekly training hours of the child who trains the most in that family plus the weekly training hours of each additional child.

Example:

Using the Jones Family as an example again, this family's Volunteer Commitment Hours will be equal to 40 hours (32 hours (for the child that trains 16 hours per week) + 8 hours (for the child that trains 8 hours per week)).

The Volunteer Commitment Hours must be completed between September 1st of each year to August 31st of the following year to be eligible for a refund (for returning families) or credit. Any excess volunteer hours in a given training year do not carry over to the following year.

Pro-ration of Volunteer Commitment Deposit and Hours

a. Athlete begins in the middle of a training year

When an athlete begins competitive or pre-competitive training at the gym in the middle of a training year (i.e., the athlete signs up after September), the Volunteer Commitment Deposit and Hours will be pro-rated based on the number of months remaining in the regular training year (hours to be rounded to the nearest whole number).

Example:

John starts training 8 hours per week (\$190/month fee) in January 2008. John's family's Volunteer Commitment Deposit will be equal to \$121 (\$190 x 7 months remaining to

July / 11 regular training months) and their Volunteer Commitment Hours will be equal to 10 (16 x 7/11).

b. Athlete quits in the middle of a training year

When an athlete quits competitive or pre-competitive training in the middle of a training year, the Volunteer Commitment Deposit and Hours will be pro-rated based on the actual number of months trained (out of the 11 months of competitive training for that year). If the athlete was the only child training in the gym at the time of quitting, the

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volunteer hours performed to the date of quitting is calculated to determine if the Volunteer Commitment Hours have been fulfilled.

Note: The gym has the right to apply the Volunteer Commitment Deposit against an athlete's monthly training fee if the athlete has not given the required one month's notice prior to quitting the gym.

Example:

John, who was training 8 hours per week (\$190/month fee), gave notice in November that he wishes to quit by the end of December 2007. John's family's made a \$190 Volunteer Commitment Deposit in September 2007. At the end of December 2007, \$121 (\$190 x 7 months remaining to July / 11 regular training months) of the \$190 deposit will be refunded as John only trained 4 months out of the 11 regular training months.

The Volunteer Commitment Hours his family needs to complete by December 2007 to get a refund of the remaining \$69 of deposit will be adjusted to 6 hours (16 x 4/11).

Completion of Volunteer Hours

If a family completes its volunteer hours, RGA shall either **refund** the Volunteer Commitment Deposit (**for non-returning families**), or **credit** this amount towards next year's Volunteer Commitment Deposit (**for returning families**). A refund of a portion of the Volunteer Commitment Deposit may be made to returning families to the extent that their Volunteer Commitment Deposit for the following year is less than the amount already deposited (e.g., their child(ren)'s training hours decreased from the previous year).

Non-Completion of Volunteer Hours

If a family cannot complete its volunteer hours, the following will occur:

a. The family has not completed at least 50% of its Volunteer Commitment Hours

If the family has not completed at least 50% of its Volunteer Commitment Hours, no portion of the Volunteer Commitment Deposit will be refunded (for non-returning families) nor be credited towards next year's Volunteer Commitment Deposit (for returning families). Returning families will have to submit a new Volunteer Commitment Deposit for the following training year.

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b. The family has completed at least 50% of its Volunteer Commitment Hours

If the family has completed 50% or more of its Volunteer Commitment Hours, then the amount of Volunteer Commitment Deposit that will be refunded (for non-returning families) or credited towards next year's Volunteer Commitment Deposit (for returning families) will be equal to the percentage of the Volunteer Commitment Hours completed.

Example:

As at August 31st, 2008, the Jones family (above) completed only 32 out of its 40 Volunteer Commitment Hours. As 32 hours represents 80% of its volunteer requirement, only 80% of the family's Volunteer Commitment Deposit of \$401 (or \$320.80) will be creditable towards its Volunteer Commitment Deposit for the following training year. Depending on the Volunteer Commitment Deposit requirement for the family for the next training year, the Jones family may either have to submit an additional deposit to make up any shortfall or get a refund for the excess deposit.

Recording Volunteer Hours

It is the responsibility of each family to report its volunteer hours to the RGA office. When a family has volunteered, it must record the volunteer hours it has completed in detail in the Volunteer binder in the RGA office. The volunteer hours must be confirmed and signed off by an RGA Board member who was involved in the volunteer project/task or by the member who had been assigned the volunteer task by an RGA Board member (team lead). A family may inquire how many hours it has completed at any time.

Written Reminders

A reminder will be sent to each family in May of the current training year, stating that all volunteer hours must be completed by August 31.

PARENT COMMUNICATION

INTERNAL COMMUNICATION TO PARENTS

The Richmond Gymnastics Association newsletter is dispersed throughout the year and contains information about the club, as well as past, present and future events. Information is also posted on the bulletin boards to keep all members informed about the activities of the club.

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PARENT/ATHLETE CONCERNS

All concerns about your child should be discussed with your child's coach. An appointment can be made to discuss your concerns at a convenient time for yourself and the coach.

We at RGA encourage parents to communicate to their children to approach a coach, office staff or their friend's parents if there are any problems such as delay in pick up or accidents.

CODE OF ETHICS

The aim of the RGA Code of Ethics is to promote a safe and healthy environment for all members of Richmond Gymnastics Association. The Code of Ethics from Gymnastics BC Policy has been incorporated herein.

COACHES CODE OF ETHICS

This Code of Ethics has been developed to help coaches achieve a level of personal conduct consistent with the position and profession of Gymnastics BC Coach and for all GBC members to uphold and reflect the core values of GBC.

The coach - athlete and coach - parent relationship is a privileged one. Coaches play a pivotal role in the personal and athletic development of their athletes. An understanding of the inherent power that coaches can exert over athletes is an extremely important notion.

Coaches must recognize they are role models through which the values and goals of the sport and the sport organizations they represent are channeled. Coaches must also recognize that they assume the full range of "duty of care" responsibilities while the athlete is under their control.

The following Code of Ethics is organized around four ethical principles:

- **Respect for Participants:** This principle challenges coaches to act in a manner respectful of the dignity of all participants in the sport.

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- **Responsible Coaching:** This principle carries basic ethical expectations that the activities of coaches will benefit society in general, and participants in particular, and will do no harm.
- **Integrity in Relationships:** This principle means that coaches are expected to be honest, sincere, and honorable in their relationships with others.
- **Honouring Gymnastics:** This principle challenges coaches to recognize, act on, and promote the value of sport for individuals, teams, other partners in gymnastics and for society in general.

Coaches are therefore expected to abide by the following:

- To ensure the safety of your athletes at all times, including ensuring your athletes are picked up before you leave, and ensuring athletes do not perform activities that may injure themselves or others.
- Follow RGA philosophy and conduct themselves in a professional manner.
- Use progressive steps to build complex skills.
- Use all training time to the full advantage of the athletes.
- Carry a positive attitude into the gym.
- Be punctual for all classes and meetings.
- Maintain good attendance records for your classes.
- Teach safe use of all gym equipment.
- Examine apparatus and the surrounding area for any safety hazards before it is used.
- Focus all of your attention on your gymnasts.
- Use fair but firm discipline when required.
- Work effectively in cooperation with the other coaches of RGA.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of a child's physical and psychological development.
- The coach's conduct toward other coaches must be shown through courtesy and respect.

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- The coach must act in the best interest of the athlete's development as a whole person.

ATHLETE CODE OF CONDUCT

Please review the following with your child:

- Come to your class prepared: Have proper attire and be prepared to train hard and give 100%.
- Be on time for training and competitions.
- Only go on the floor and equipment when your coach is with you or gives you permission
- Come to your training with a good attitude. Treat coaches, parents, and other athletes with respect.
- Respect yourself and use positive self-talk, never put yourself down or talk to yourself in a negative way. Everyone has value and is important.
- Respect the rights, dignity and worth of every human being regardless of sex, ethnic origin, religion or political persuasion.
- Use only positive reinforcement to encourage teammates and other competitors.
- Respect opponents and be gracious in defeat.
- Respect the equipment, gym and SportsTown property.
- If you make a mess or takeout equipment clean up after yourself.
- Participate respectfully in all gym functions and abide by rules set by team managers when traveling to out of town events.
- All athlete's have the right to feel safe, be treated with dignity and respect, have a voice in the club, have fun and enjoy the sport, experience competition at a level they feel comfortable with, protect their bodies, make complaints and have them dealt with.
- The following behaviour will not be tolerated: cheating, violence, verbal aggression, damaging the gym or another athlete's property, bullying a fellow athlete, arguing with a coach or official, taking banned substances, spreading rumors, telling lies or keeping secrets that cause harm or damage to the club or its members. Engaging in such behaviours may result in the athlete being asked to leave the gym.

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PARENT CODE OF CONDUCT

- Ensure your child is ready for their class on time.
- Inform the coach if your child is going to be absent.
- Please remain in the viewing area and do not talk to your child while they are in their class, unless it is important. (Do not coach your kid).
- Ensure your child remains off of the equipment until their coach is ready to begin the class.
- Do not force an unwilling child to participate in sports.
- Remember children are involved in organized sports for their enjoyment, not yours.
- Encourage your child to always to play by the rules.
- Teach your child that honest effort is as important as awards so that the result of each competition is accepted without undue disappointment.
- Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- Remember that children learn best by example. Applaud good performance by your team and by members of the other teams.
- Do not publicly question an officials' judgment and never their honesty.
- Gather information about your child's gymnastics through discussions with the Head Coach at an appropriate time in order to ensure accurate information is obtained. Parents are expected to bring any questions and concerns to the Head Coach first.

HARASSMENT POLICY

Introduction

Harassment in sport is a serious issue that needs to be addressed by everyone involved in the amateur sport system, from administrators to coaches to athletes to volunteers. Simply creating policies and procedures is not enough, in conjunction with appropriate education and training these policies and procedures need to be implemented throughout the system so that every participating from "sandlot to podium" is provided with a safe environment. The Richmond Gymnastics Association supports the Provincial Sport Organizations' commitment to a system wide implementation of policy and procedures using the excising sport and recreation delivery model.

Statement of Policy

There will be no tolerance of harassment at Richmond Gymnastics Association.

Richmond Gymnastics Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.

Richmond Gymnastics Association is committed to the education of all its members in the area of harassment.

The policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of the Sport Organization. This encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be.

For the purposes of this policy, sport and or workplace harassment can occur in the following places: at sporting events, competitions and in training sessions, at the office, at office related social functions, at the organizations business functions, such as meetings, conferences training sessions, and workshops, during work related travel, over the telephone and elsewhere if the person harassed is there as a result of work related responsibilities or a work related relationship.

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Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the BC Council of Human Rights, even when steps are being taken under this policy.

Prevention

RGA is committed to the eradication of harassment through educational programs including information and training.

Definitions

Appeals Board: A multi-disciplinary committee consisting of members of the sport and recreation community. The committee shall consist of at least one woman and one man, each of who have no personal or professional involvement with either the Complainant or Respondent, and no prior involvement in the matter under appeal.

Complainant: An employee, athlete, coach, official, or other participant of Sport Organization activities, who thinks he or she has been harassed.

Harassment: Behavior including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, or which creates an embarrassment, insecurity, discomfort, offenses, or humiliation to another person or group. Including but not limited to: humiliation to another person or group, including, but not limited to: written or verbal abuse or threats, physical assault, unwelcome remarks, jokes innuendoes or taunting about a person's body, sexual orientation, attire, age, marital status, and derogatory material, sexual, racial, ethnic or religious graffiti, practical jokes that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance, hazing or initiation rites, leering or other suggestive or obscene gestures, intimidation, condescension, paternalism, or patronizing behavior that undermines self-respect or adversely affects performance or work conditions, conduct, comments, gestures or contact of a sexual nature which is likely to cause offense of humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement, false accusations of harassment motivated by malice or mischief, and meant to cause other harm, are considered harassment.

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Harassment Advisor

Richmond Gymnastics Association has a harassment advisor, which is filled by a volunteer parent. This parent is part of our personnel committee.

The role of the Harassment advisor is to serve in a neutral, unbiased capacity to provide information about the resources and support available, and to receive simple complaints, assist in informal resolution of complaints and to make recommendations as to further action. The Harassment advisor will handle complaints, which may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

Harassment Officer

An individual identified by GBC Sport Organization as possessing the training and appropriate background to investigate complaints.

Investigation Report

The product of an investigation completed by the Harassment Officer, including, but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

Respondent

The perpetrator of the action(s), which the Complainant thinks, constitutes harassment.

Responsible Adult

Where the Complainant or the Respondent is a minor, a parent, a guardian or other adult of the minor's choice, may speak on behalf of the minor Complainant or minor Respondent.

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Standing Disciplinary Committee

A committee of persons as defined in the Sport Organization by-laws and Constitution. The Standing Disciplinary Committee decides whether the harassment occurred and confirms or rejects the recommendations of the Harassment Officer.

Sexual Assault

One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal conduct of sexual nature: when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, when submission to such conduct is made either implicitly or explicitly a condition of employment, when submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee), when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Consent

Sexual activity without consent is always a crime regardless of the age of the individuals, children under 12 are never considered able to consent to sexual activity, children 12 and over, but under 14 are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with other peers, young persons 14 or more but under 18 are protected from sexual exploitation's and their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them or if they are in a relationship of dependency with that person.

Procedures of Action

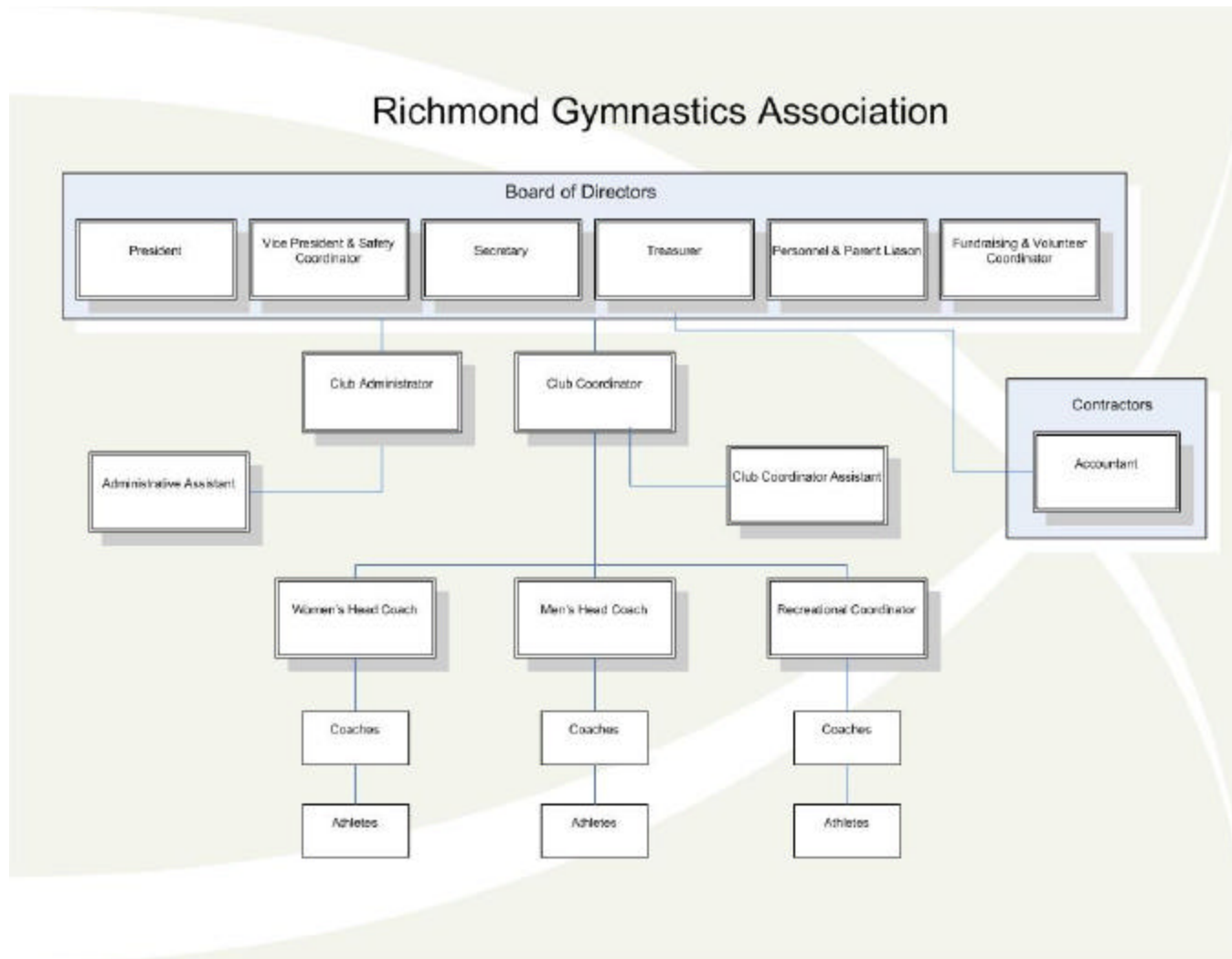
- A person who feels that they have been subject to harassing behavior is encouraged to make it known to the person responsible for the conduct that the behavior is unwelcome and offensive.

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- If confronting the person responsible is not possible the complainant must make the situation known to the Harassment Advisor.
- The Harassment Advisor will advise the complainant that they have the right to be represented by a person of their choice at any stage of the complaint procedure.
- The Harassment Advisor will advise the complainant that confidentiality can not be guaranteed.
- The Harassment Advisor will inform the complainant of the other options (i.e. BC Council of Human Rights) and the position of Richmond Gymnastics Association is to keep the issue low level and whenever possible seek an informal resolution.
- The Harassment Advisor will inform the complainant that they are to provide a written statement outlining the incident and list any witnesses.
- The Harassment Advisor will talk to the respondent and inform them of the complaint.
- Both the complainant and the respondent will be given copies of the Harassment Policy.
- The Harassment Advisor will determine if the harassment has occurred based on the facts and definition of harassment.
- The Harassment Advisor will determine if the complaint can be resolved at a low level (with Richmond Gymnastics Association) or passed on to a Harassment Officer at GBC.
- The Harassment Advisor will determine the following:
 - No action - the behavior is found not to be harassment
 - Refer - the complaint indicates behavior that is moderate to severe harassment, or requires further investigation and will be referred to a Harassment Officer.
 - Resolver - if the complaint is subtle harassment and can be resolved at a low level.
- Inform Richmond Gymnastics Association - the Harassment Advisor will inform Richmond Gymnastics Association (Board of Directors) of all steps taken, including all written correspondence, dates, interview, summaries and any recommendations.

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APPENDIX A



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