

SECTION 1B: Ethics

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Section 1B: Ethics

PART 1

1.1 Scope

The Code of Ethics outlines the principles of conducts of all members of Gymnastics BC. The Code of Ethics applies to all members of GBC when participating in or traveling to or from, any activity sanctioned by GBC, including club activities.

1.2 True Sport

Gymnastics BC is a member of the True Sport Movement which celebrates healthy, respectful competition. As a True Sport supporter, Gymnastics BC adheres to the practices and principles of True Sport. For a complete listing of information on True Sport please see www.truesport.ca.

1.3 Responsibilities

1.3.1 Membership

Every member of GBC shall adhere to the Code of Ethics. Every member in a position of authority is responsible for guiding those under his/her jurisdiction to abide by the Code of Ethics, both by setting an appropriate example and by his or her own instruction.

1.3.2 Club

The club / organization bears the responsibility for ensuring that its individual members know, understand and follow the provision of the Code of Ethics.

1.3.3 Coach

Coaches bear a particular responsibility for ensuring that their athletes are aware of, follow and understand the Code of Ethics and for communicating to the athletes what conduct is expected of them when they participate in any program, event or competition sponsored or sanctioned by GBC.

1.4 Equity and Access

- Equity refers to the belief and practice of fair and equitable treatment for all individuals and equal access to opportunities. GBC believes in and promotes, through its programs, the concepts of equal opportunity and fairness. To be equitable means to be fair, and to appear to be fair.
- Equity does not necessarily mean that every person must be treated exactly the same and it does not require that females and males participate in the same activities. In order to be treated fairly, people may need to be treated differently, including having activities of their own choice provided and administered in a fair and unbiased environment.
- GBC is committed to providing an environment free from discrimination based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, age or sex.
- Discriminatory practices prevent the full participation of all. GBC's commitment is to ensure that opportunities, resources, services and power are equally accessible to all.
- GBC is committed to equal opportunity in employment and all employment related decisions. GBC respects the principles of pay equity in relation to paid employees, thereby having equal pay for equal work by either gender.
- GBC is committed to practice family-friendly work practices such as flex-time, harassment policies, pay equity and non-discriminatory interview techniques. GBC will support discussion on further practices as the need arises.

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- As a Provincial Sport Organization, GBC shall work pro-actively with provincial and national agencies to identify and eliminate barriers facing women in sport.
 - GBC shall use gender appropriate and accurate language and visuals in all written material.
 - GBC shall publicly recognize member clubs that make advancements with respect to equity issues.
 - GBC shall strive to have both sexes represented on its delegations to external forums and conferences.
 - GBC will not solicit nor accept sponsorship from companies that discriminate against identified groups.
 - GBC shall strive to have both genders represented on its board of directors and on all committees.

1.5 Commitment to a Healthy/Healthful Sport

- GBC is committed to the core positive values of gymnastics. GBC believes that gymnastics participation should focus on enhancing the overall well-being and health of its participants rather than exclusively on performance enhancement.
- Accordingly, GBC attempts to strike a better balance within its sport by encouraging its coaches, officials, parents and others to place more value and importance on the internal rewards associated within gymnastics.
- GBC believes that athletes' involvement in gymnastics should be about the pursuit of sporting and human excellence. Therefore, any pursuit of sporting excellence that undermines the pursuit of human excellence, such as the use of performance enhancing drugs, is totally unacceptable.
- GBC supports this position through endorsing and supporting Gymnastics Canada Gymnastique and Sport Canada anti-doping policies and testing procedures.

1.6 Gymnastics BC Policy on Police Record Checks

1.0 Preamble

- 1.1 Screening of staff and volunteers is an important part of providing a safe environment and has become a common practice among organizations in the non-profit sector that provide programs and services to youth in the community.
- 1.2 GBC is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs. GBC takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
- 1.3 This policy on Police Record Checks ('PRCs') is one of several policy tools that GBC uses to fulfill this legal responsibility to provide a safe environment and to protect its members from harm.

2.0 Policy Statement

- 2.1. Not all individuals associated with GBC will be required to undergo screening through a PRC, as not all positions pose a risk of harm to GBC or to its members. GBC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a PRC.
- 2.2 For the purposes of this policy, 'designated categories' are those classes of persons who work closely with minor athletes and who occupy positions of trust and authority within

GBC. Such designated categories include individuals in paid staff positions, members of the Board of Directors, coaches of provincial teams, volunteers appointed to accompany provincial teams to events or competitions, volunteers at major GBC-hosted events identified by GBC as requiring PRCs, and all registered coaches affiliated with Full Member Clubs.

2.3 It is GBC's policy that:

- a) Individuals in designated categories will be screened using PRCs.
- b) PRCs will be mandatory for all individuals in designated categories. There will be no exceptions.
- c) Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual for the position.
- d) GBC will not knowingly place in a designated category, or allow to remain in a designated category, an individual who has a criminal conviction for a 'relevant offence', as defined in this policy.
- e) Should an individual in a designated category be charged with a relevant offence, as defined in this policy, that individual will be suspended from the position by GBC, pending the resolution of the charge. Should a registered Coach affiliated with a Full Member Club be charged with a relevant offence, that coach will be suspended as a registered coach with GBC, pending a resolution of the charge.
- f) Should an individual in a designated category receive a conviction for a relevant offence, he or she will face immediate expulsion from GBC. An individual so expelled may be reinstated to membership upon written application to the GBC Board of Directors, whose decision on the request for reinstatement will be final and binding.
- g) Should an individual receive a conviction for a relevant offense, be expelled from GBC, and have his or her reinstatement to membership denied by the GBC Board of Directors in accordance with paragraph (f), the individual may reapply in writing to the GBC Board of Directors for reinstatement to membership after a period of five years from the decision of the GBC Board of Directors to deny the application for reinstatement.

2.4. GBC has the final right of acceptance or refusal of any membership.

3.0 Screening Function

3.1 The implementation of this policy is the responsibility of the Governance Committee, which will from time to time as needed screen PRCs. At least one member of the Committee will be a person with experience in the law enforcement field (police, corrections, immigration, security or customs) or in the justice field.

3.2 The role of the Committee is to receive, review and make decisions based on PRCs.

3.3 In carrying out its duties, the Committee may consult with independent experts.

4.0 Phased Implementation of this Policy for GBC

4.1 This policy will be implemented in a phased manner, as follows:

- a) Within 90 days of this policy being adopted, all Board members, paid staff, GBC appointed coaches and volunteers holding positions with provincial teams must have a current PRC.

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- b) Thereafter, any and all new staff, GBC appointed coaches, and volunteers seeking positions with provincial teams, will submit a PRC prior to being confirmed for the position.
 - c) Thereafter, new Board members will submit a PRC within 30 days of being elected or appointed to the Board of Directors.
 - d) At its sole discretion and on a one-time basis, GBC may identify as designated categories certain volunteer positions at major events hosted by GBC, and may request PRCs from such volunteers.
- 4.2 PRCs are valid for a period of three years. Notwithstanding this, GBC may at any time request that an individual in a designated category provide a PRC if GBC has grounds to believe that the results of the PRC obtained previously are no longer accurate.

5.0 Procedure

- 5.1 Gymnastics BC affiliated with myBackCheck.com in 2009 to provide an easy online way (at a reduced fee) for coaches to complete Criminal Record Checks which GBC requires as a part of its membership requirements.

Unfortunately, due to changes to federal policies myBackCheck.com is no longer able to conduct searches for pardoned sexual offences (Vulnerable Sector Searches - VSS). While mybackcheck.com is working to have the authority to conduct this search re-instated, Gymnastics BC can no longer accept CR Checks provided by a third party provider such as mybackcheck.com.

As a part of its police record check policy, Gymnastics BC requires that searches for pardoned sexual offences (Vulnerable Sector Searches - VSS) be conducted for all member coaches. Because of the changes to the federal policies, this type of search can now ONLY be done in person at an applicant's local police detachment.

- 5.2 Registered coaches of Full Member Clubs, or the Full Member Clubs themselves, are responsible for paying any fees associated with obtaining a PRC. GBC board and staff members, provincial coaches and volunteers appointed to accompany provincial teams to events or competitions, will be reimbursed for such expense. Should GBC decide to obtain PRCs for volunteers at major events, the cost to obtain such PRCs will be determined on an event-by-event basis.
- 5.3 GBC will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, the individual is eligible for the position.
- 5.4 If an individual's PRC reveals a relevant offence, the Committee will notify the individual that the individual is ineligible for the position.
- 5.5 If the individual is found to be ineligible, the individual may request a hearing by the Committee. The decisions of the Committee are final and binding.

6.0 Relevant Offences

- 6.1 For the purposes of this policy, 'relevant offences' are these offences for which pardons have not been granted: any criminal offence involving the use of a motor vehicle; child pornography offenses; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a

minor or minors; any criminal offense involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors.

7.0 Records

- 7.1 Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the British Columbia *Personal Information Protection Act* and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

8.0 Responsibilities of Full Member Clubs

- 8.1 GBC Full Member clubs are responsible for screening the PRCs of club coaches. Clubs may request advice from GBC regarding questionable PRCs. It is recommended that all screening activities be completed prior to confirming employment or commencement of job duties of coaches.
- 8.2 GBC Full Member Clubs are strongly encouraged to institute screening of PRCs for other Club positions, such as club board members, staff and volunteers who work closely with minor athletes and occupy positions of trust and authority.
- 8.3 GBC Full Member Clubs will implement screening under this Policy in a phased manner:
- a) Following adoption of this Policy, club coaches who have not registered previously with GBC and wish to register, will submit a PRC at the time of their registration.
 - b) Club coaches who have registered previously with GBC will be required to submit a PRC as part of their registration for the 2010 season, if they have not supplied a PRC in the previous three years.
 - c) Thereafter, all coaches affiliated with Full Member Clubs will submit PRCs every three years.

9.0 Review and Approval

- 9.1. This policy was approved by GBC on November 27th, 2009. This policy is not a static document: it will be reviewed by GBC on an annual basis.

PART 2: GBC CODE OF ETHICS

2.1 General Rules of Conduct

Conduct, at all times, shall reflect honesty, good sportsmanship, courtesy and respect toward others. All members are encouraged to co-operate together for the betterment of the sport of gymnastics. Unsportsmanlike conduct is not acceptable and is subject to disciplinary action.

2.2 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 channelled. Coaches must also recognize that they assume the full range of "duty of care" responsibilities while the athlete is under their control.

The Coaches' Code of Ethics is organized around four ethical principles:

2.2.1 Respect for Participants

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

2.2.2 Responsible Coaching

The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence - responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are "well prepared and current" in their discipline.

2.2.3 Integrity in Relationships

Integrity means that coaches are expected to be honest, sincere and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to critically reflect on how their perspectives influence their interactions with others.

2.2.4 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.

The Coaches Association of Canada's Code of Ethics is available at the following link.

<http://www.coachesofcanada.com/Professionals/Ethics.asp>

2.3 Bill Of Rights for Athletes

- Right of the opportunity to participate in sports regardless of ability.
- Right to participate at a level that is consistent with the developmental level.
- Right to have qualified sensitive leadership.
- Right to participate in a safe and healthy environment.
- Right of each participant to share in the leadership and decision making of their sport.
- Right of child athletes to play as children.
- Right to proper preparation in the sport.
- Right to an equal opportunity to strive for success.
- Right to be treated with dignity by all involved.
- Right to have fun through sport.

2.4 Parents' Code of Ethics

- Do not force an unwilling child to participate in sports.
- Remember children are involved in organised sports for their enjoyment, not yours.
- Encourage your child 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 the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.

2.5 Board Member Code of Ethics

A member of a Board of Directors should:

- Represent the interest of all people served by the organisation.
- Not use the organisation or serve on the board for his/her own personal advantage or for the individual advantage of his/her friends or supporters.
- Keep confidential information confidential.
- Approach all board issues with an open mind, prepared to make the best decision for the whole organisation.
- Do nothing to violate the trust of those who elected him/her to the board or the members.
- Focus his/her efforts on the mission of the organisation and not his/her personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board.

2.6 Officials Code of Ethics

- An official should treat gymnasts, coaches, other officials, volunteers and spectators with respect and in doing so encourage reciprocal treatment.
- An official should be completely unbiased.
- An official should avoid judging a gymnast he or she is coaching or related to.
- An official should not allow anything to influence or give the appearance of affecting his or her judgment in rendering fair and impartial scores.
- An official should never be over-officious.
- An official should, at all times, act professionally and should support the actions of GBC.
- An official should not criticize or attempt to explain other officials' judgments or decisions to coaches, teams or affiliates.
- An official should avoid judging at meets where he or she holds a bias for or against a team or individual.
- An official should not officiate the level at which he or she may compete.

2.7 Disciplinary Action

- The appropriate Technical Committee will ask in writing that any GBC members who do not abide by the above stated standards change their behaviour. Any continuance of unethical conduct will result in the imposition of sanctions (as recommended by the appropriate Technical Committee).

PART 3: HARASSMENT POLICY STATEMENT

3.1 Harassment Policy

Gymnastics BC 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.

- Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms by human rights legislation in every province and territory in Canada and the BC Human Right Commission. Harassment can be an offence under Canada's Criminal Code.
- GBC is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

This policy applies to all members of GBC. GBC encourages the reporting of all incidents of harassment. Gymnastics BC has adopted the Harassment Policy and Procedure written by Sport BC. The document is in Appendix 1.

Gymnastics BC has identified Harassment Officers. Please phone Gymnastics BC to get the names of these individuals.

Appendix 1 – GBC Harassment Policy

GBC Harassment Policy

GBC Harassment Policy

The following Harassment Policy and Procedure Document is a comprehensive template that can be adopted in whole or in part by any sport organization in British Columbia. However, because its parts are inter-related, care in drafting should be taken if it is adopted only in part.

It is strongly recommended that independent legal and other appropriate professional advice be sought with respect to the applicability of this Policy to any sport organization, and its adoption or any modifications that may be proposed.

In order to continually improve this document, it will be reviewed regularly and amendments may be made. To ensure that you are using the most recent version of this document, check with the Harassment Coordinator at Sport BC.

SUGGESTIONS

- The term **Gymnastics BC (GBC)** is used to take the place of **your organization**. If you are using this policy, insert your organization's name at these points.
- Review this **policy** to ensure that it works for your organization and adjust the wording or procedure where appropriate.
- Review your **Codes of Conduct** to ensure "Harassment" is included, with a reference to this policy.
- Review your **Discipline Policies** to ensure that these policies work together.
- Review the policy annually - the people in your organization, your organization's experience with Harassment complaints, rules of the sport, and other policies can influence your Harassment policy.
- Ensure that appropriate steps are taken so that every director, employee, member and volunteer of your organization is aware of your Harassment policy and agrees to be bound by it.
- If you are a provincial sport organization, recommend that your member clubs adopt this policy as a condition of membership.
- Provide us with your **feedback** so that all sport organizations can benefit from your experience. Direct your comments to:

Sport BC

Coordinator: Harassment and Abuse Issues

260-3820 Cessna Dr.

Richmond, BC V7B 0A2

Ph: 604-333-3400

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1. INTRODUCTION

- 1.1 The purpose of this policy is to provide guidelines for dealing with discrimination and/or Harassment complaints within the British Columbia amateur sport system in an effective and timely manner at the earliest stage possible, and to provide a procedure for informal and formal review and resolution.
- 1.2 In addition to the procedure available under this policy, every person who experiences discrimination or Harassment has the right to:
 - 1.2.1 file a complaint with the BC Human Rights Commission if the alleged behaviour falls within the definition of discrimination under the BC Human Rights Code; (see section 2 for definitions),
 - 1.2.2 file a complaint with the police and/or other appropriate authorities if the alleged behaviour constitutes criminal activity (i.e., abuse, stalking, etc.), and to pursue private proceedings in civil court.
- 1.3 If a Complainant initiates proceedings under the BC Human Rights Code with respect to the same incident(s), which is the subject matter of a Complaint under this policy, the Complainant shall be deemed to have withdrawn the Complaint filed under this policy and the process under this policy will cease.
- 1.4 If a person proceeds with a Complaint under this policy, the Complaint will be resolved either informally, with the assistance of a Harassment Advisor, or formally after an investigation by an Investigation Officer.
- 1.5 If Abuse (defined in section 2.1) of a child is suspected or disclosed, reporting to the appropriate authorities is mandatory and it should be reported to the police and/or the Child Protection Branch of the Ministry of Children and Family Development.

2. DEFINITIONS

- 2.1 **Abuse**: Abuse can be physical, emotional or sexual.
 - 2.1.1 **Physical Abuse** - using physical force or actions that result, or could result, in injury.
 - 2.1.2 **Emotional Abuse** - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation or rejection.
 - 2.1.3 **Sexual Abuse** - using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents.
- 2.2 **Appeal Panel**: At least three (3) individuals appointed by GBC to consider an appeal from a decision of the Discipline Committee. No members of the Appeal Panel shall have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under appeal. The members of the Appeal Panel may be appointed from the Sport BC Appeal Roster.
- 2.3 **Appeal Roster**: A roster of persons appointed by Sport BC who are willing to be appointed to an Appeal Panel.
- 2.4 **Board of Directors**: The board of directors of GBC.

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- 2.5 **Complaint**: A written statement made by a Complainant seeking recourse pursuant to this policy.
- 2.6 **Complainant**: Individual(s) making a Complaint.
- 2.7 **Discipline Committee**: A committee of individuals established by GBC to review the Investigation Report and accept or reject some or all of the recommendation(s) of the Investigation Officer. No members of the Discipline Committee shall have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under consideration.
- 2.8 **Executive Director**: The senior individual within GBC who is responsible for administrative functions.
- 2.9 **Harassment**: Any behaviour that satisfies one or more of the following definitions of Harassment.
- 2.9.1 **Personal Harassment**: Behaviour, including communication, conduct or gesture, which:
- is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise); and
 - would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.
- 2.9.2 **Sexual Harassment**: Behaviour involving unwelcome sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature when:
- such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group; or
 - submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or
 - submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or
 - such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.
- 2.9.3 **Retaliation**: Acts of Retaliation
Types of behaviour that may constitute Harassment include, but are 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, ethnic or racial origin, or religion;
 - displaying of racist or other offensive or derogatory material, racial, ethnic or religious graffiti;
 - practical jokes, hazing or initiation rites which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
 - obscene gestures;
 - intimidation;
 - behaviour which undermines self-respect or adversely affects performance or working conditions;
 - false accusations of Harassment motivated by malice or mischief, and meant to cause other harm.

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- 2.10 **Harassment Advisor:** A designate of GBC who has been trained in respect of this policy and its procedures. 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 Complaints, assist in informal resolution of Complaints, and to make recommendations for further action. The Harassment Advisor will handle Complaints that may be resolved through informal procedures, and refer all other Complaints to the Investigation Officer.
- 2.11 **Harassment Coordinator:** The person designated by Sport BC to coordinate Harassment issues on behalf of Sport BC. The Harassment Coordinator's office is located at 260-3820 Cessna Dr., Richmond, BC V7B 0A2.
- 2.12 **Investigation Officer:** An individual appointed by Sport BC at the request of GBC to investigate a Harassment Complaint as provided in this policy.
- 2.13 **Investigation Report:** The draft or final report by the Investigation Officer prepared following an investigation, including, but not limited to, a summary of details, determination of whether Harassment occurred, and recommendations for resolution, including recommendations for disciplinary action.
- 2.14 **Prohibited Ground:** The BC Human Rights Code provides that no person shall discriminate against another person with respect to, among other things, **employment, publications, accommodation, service, and facilities** on any of the following grounds (the "Prohibited Grounds"):
- race
 - colour
 - ancestry
 - place of origin
 - political belief
 - marital status
 - conviction for an offense unrelated to employment
 - physical disability
 - mental disability
 - sex
 - age
 - sexual orientation
 - family status
 - religion
- 2.15 **Reasonable Person Standard:** In relation to a determination of Harassment under this policy, an assessment of responsibility that takes into account not only what the Complainant and Respondent actually experienced, knew, or understood about one another or the situation, but also what a reasonable person in each of their circumstances would or ought to have experienced, known, or understood.
- 2.16 **Respondent:** The alleged offender.
- 2.17 **Responsible Adult:** Where the Complainant or the Respondent is a minor (under 19), or otherwise unable to speak for himself or herself, a parent, guardian, or other adult of the person's choice who may speak on behalf of the Complainant or Respondent.
- 2.18 **Retaliation:** Any action taken against an individual in retaliation for:
- 2.18.1 having initiated this policy on behalf of himself/herself or another individual;
 - 2.18.2 having participated or cooperated in any investigation under this policy; or
 - 2.18.3 having associated with anyone who has invoked this policy or participated in an investigation.

3. STATEMENT OF PRINCIPLES

- 3.1 GBC does not tolerate Harassment in connection with any of its internal or external business, sport or related activities.
- 3.2 GBC is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
- 3.3 This policy applies to all employees, directors, officers, volunteers, coaches, athletes, participants, officials, members and persons with an employment or contractual relationship with GBC. GBC encourages the prompt reporting of all incidents of Harassment, regardless of who the alleged offender may be.
- 3.4 For the purposes of this policy, Harassment may occur:
- at sporting events, competitions or training sessions;
 - at the office;
 - at office- or sport-related social functions;
 - at GBC's business or sport functions, such as meetings, conferences, training sessions, and workshops;
 - during work- or sport-related travel;
 - via the telephone, electronic and/or other telecommunication devices; or
 - elsewhere if the person harassed is there as a result of work- or sport-related responsibilities or a work- or sport-related relationship.
- 3.5 The procedure followed under this policy shall adhere to the process of natural justice, which means that:
- the Respondent and Complainant will be advised of the provisions of this policy;
 - the Respondent and Complainant will be given an opportunity to present evidence in support of his/her position and to defend himself/herself against allegations of Harassment;
 - the issues will be clearly and concisely stated so that the Respondent is aware of the allegations;
 - the Respondent and Complainant will have the right to be represented at any stage of the process at their own expense;
 - the Respondent and Complainant will receive a copy of the Investigation Report;
 - The Respondent and Complainant have the right to an appeal pursuant to section 7; and
 - the decision-makers (Investigation Officer, Discipline Committee and Appeal Panel) have a duty to listen fairly to both sides and to reach a decision untainted by bias.
- 3.6 GBC is committed to the prevention of Harassment through educational programs including information and training.
- 3.7 Disciplined training is an indispensable part of high performance sport and should not be confused with discrimination or Harassment. However, it is of vital importance that those in authority:
- set and communicate performance and training standards to all participants;
 - ensure that training involving touching or other physical contact occurs in an appropriate setting and only after informed consent, where practicable, has been sought and received;
 - are consistent and non-harassing when taking any corrective or punitive action;
 - use non-harassing terminology; address individuals by name and avoid the use of derogatory, slang or offensive terms; and

- refer to and follow GBC's Codes of Conduct accurately.
- 3.8 In the interest of all parties concerned, the formal resolution of a Complaint under this policy (including an appeal) should proceed as expeditiously as possible within the specified time limits. However, failure to meet the specified time limits will not invalidate the Complaint process.
- 3.9 Employees or members of GBC against whom a complaint of Harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership.

4. RESPONSIBILITIES

4.1 **GBC is responsible to:**

- ensure that all of its members, directors, officers, employees, persons under an employment contract, volunteers, coaches, athletes, and officials are familiar with this policy;
- appoint trained Harassment Advisors;
- pay for any costs associated with processing a Complaint;
- ensure a fair and impartial Discipline Committee;
- impose disciplinary or corrective measures fair and timely manner taking into account the recommendations made by the Discipline Committee.

4.1 **Sport BC is responsible to:**

- provide awareness and educational opportunities to the amateur sport and recreation community generally regarding this policy;
- provide a training program for Harassment Advisors;
- at the request of GBC, appoint an Investigation Officer to investigate a Complaint;
- monitor the Investigative Officer to ensure that his or her investigation, filings and reports are conducted according to the policy in a professional manner;
- receive a copy of the Final Investigation Report and provide copies to the Discipline Committee, the Complainant and Respondent;
- keep a confidential copy of all materials received by Sport BC in relation to a Complaint;
- where a Complaint is substantiated, provide a summary of the decision (without identifying the parties) to Sport BC's members;
- keep a record of the summary decisions for future reference.

5. JURISDICTION

- 5.1 A Complaint may be lodged by any person against any employee, director, officer, volunteer, coach, athlete, official, member of, or person under an employment contract with GBC.
- 5.2 A person may initiate a Complaint under this Harassment policy if:
- the Complaint alleges that the Respondent has committed an act of Harassment as defined in this policy; and
 - the Respondent is an employee, director, officer, volunteer, coach, athlete, official, member of, or person under an employment contract with GBC; and
 - the Complaint is initiated within one year of the incident (or last in a series of incidents) giving rise to the Complaint. If the Complainant is a minor, the one year commences when the parent or guardian of the minor is made aware of the incident or last in a series of incidents from herein referred to as "the Minor's Limitation Period;" and;

- the Harassment Advisor determines that the subject matter of the complaint is appropriately dealt with under this policy rather than an alternate, internal complaint process of GBC.

6. CONFIDENTIALITY

- 6.1 Subject to any limits or disclosure requirement imposed by law or required by this policy, any and all information, oral and written, created, gathered, received or compiled through the course of processing a Complaint is to be treated as confidential by both the Respondent and Complainant, their representatives, witnesses and all persons dealing with the Complaint pursuant to this policy.

COMPLAINT PROCEDURE

- 6.2 The Complainant is encouraged to make it known to the Respondent that the behaviour is unwelcome, offensive, and contrary to this policy.
- 6.3 A Complaint is initiated under this policy by delivering a written statement to the Harassment Advisor of GBC seeking recourse under this policy.
- 6.4 If the sport does not have a Harassment Advisor, the Executive Director should consult with the Sport BC Harassment Coordinator to appoint an appropriate Harassment Advisor.
- 6.5 At the first meeting (either in-person or via telephone) between the Harassment Advisor and the Complainant, the Harassment Advisor shall provide the Complainant with a copy of GBC's Harassment Policy and inform the Complainant of the following:
- the overall process of making and processing a Complaint;
 - the option of pursuing informal resolution of the Complaint;
 - the option to proceed with a formal investigation under this policy when an informal resolution is inappropriate or not feasible;
 - the availability of counselling and other resources;
 - the confidentiality provisions of this policy;
 - the right to be represented by a person of his/her choice (including legal counsel) and at his/her own expense at any stage in the complaint process;
 - other avenues of recourse, including the right to file a complaint pursuant to the BC Human Rights Code or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code, or pursue private proceedings in civil court;
 - the fact that discipline may be imposed on the Complainant if it is found that the Complaint is frivolous or vexatious.
- 6.6 Following the initial meeting between the Complainant and the Harassment Advisor:
- 6.6.1 if the Complainant and the Harassment Advisor agree that the conduct does not constitute Harassment under this policy, the Harassment Advisor will take no further action and will make no written record of the Complaint;
- 6.6.2 If the Complainant and the Harassment Advisor agree that the conduct does constitute harassment, and the Complainant wishes to proceed with the Complaint, the Harassment Advisor shall assist the Complainant in preparing a written statement outlining the name of the Respondent, the details of the alleged incident(s) of Harassment, and the names of any witnesses (the "Complainant's Statement"). The Complainant's Statement shall be dated and signed by the Complainant.
- 6.6.3 if there is a discrepancy between the Complainant and the Harassment Advisor on whether the complaint constitutes harassment, a second Harassment Advisor will be

asked to meet with the Complainant to review the complaint and make a determination. The decision of the second Harassment Advisor's with respect to this issue shall be binding.

6.7 Upon receipt of the Complainant's Statement by the Harassment Advisor, the Harassment Advisor shall either:

6.7.1 process the Complaint in accordance with this policy; or

6.7.2 reject the Complaint on the basis that:

- the facts alleged in the Complainant's Statement, if proven, would be insufficient to utilize the Harassment policy given the Reasonable Person Standard.
- the subject matter of the Complaint is frivolous or vexatious, made for an improper purpose, or otherwise not made within the spirit of this policy; and/or
- the subject matter of the Complaint falls within the jurisdiction of another internal policy of GBC or jurisdiction of an external authority; or

6.7.3 if the Complainant has initiated a complaint under any other internal or external complaint process in relation to the incident(s) which is the subject matter of a Complaint under this policy, the Harassment Advisor may hold the Complaint in abeyance until the other external or internal process is completed.

6.8 In the event that the Harassment Advisor rejects the Complaint, the Complainant may appeal to the GBC for a second opinion from another Harassment Advisor. The second Harassment Advisor may either confirm the rejection of the Complaint or allow the Complaint to proceed. The second Harassment Advisor's decision with respect to this issue shall be final and binding.

6.9 Informal Resolution

6.9.1 If the Complainant wishes to attempt resolution of the Complaint on an informal basis, the Harassment Advisor will attempt informal resolution of the Complaint. This may include the following:

- the Complainant talks to the Respondent about the behaviour;
- the Harassment Advisor talks to the Respondent about the behaviour;
- the Harassment Advisor acts as an informal mediator between the Complainant and Respondent;
- the Harassment Advisor accesses the services of a professional mediator for the Complainant and Respondent; or
- other types of informal resolution that do not include an investigation.

6.9.2 If the Complaint is resolved informally to the satisfaction of the Harassment Advisor, the Complainant and the Respondent, or if the Complainant decides to withdraw the Complaint, the Harassment Advisor will make careful notes of the actions taken and **no** report shall be submitted to GBC.

6.10 Formal Resolution

If the Complaint is not resolved informally to the satisfaction of the Harassment Advisor, the Complainant, and the Respondent, the Complaint shall be referred to an Investigation Officer for investigation.

6.11 Interim Measures

6.11.1 GBC may impose interim measures pending the decision of the Discipline Committee if the GBC is of the view that the imposition of such measures is in the best interests of the GBC.

6.11.2 Interim measures are not sanctions and may take many forms including, but not limited to:

- the imposition of conditions upon the continued participation of the Respondent in the activities or business of GBC;
- suspension of the Respondent from participation in the activities or business of GBC, with or without pay, pending completion of the investigation; or
- such other conditions as the GBC determines necessary.

6.11.3 Any interim measures imposed by GBC shall be reconsidered by GBC no less than 30 days after being imposed, and shall be reconsidered each successive 30 day period thereafter.

6.12 At the time the Complainant's Statement is forwarded to the Investigation Officer pursuant to s. 6.10, a copy of the Complainant's Statement shall be placed in GBC's records relating to the Respondent.

6.13 When the Investigation Officer receives the Complainant's Statement from the Harassment Advisor, the Investigation Officer will:

- review and clarify the Complainant's Statement; and
- give a copy of the Complainant's Statement to the Respondent.

6.14 Where the Investigation Officer gives a copy of the Complainant's Statement to the Respondent, the Investigation Officer will include with the Complainant's Statement a copy of this policy and a notice that the Respondent has the right to be represented by any person of his/her choice at any stage of the process when the Respondent is required or entitled to be present.

6.15 The Respondent may provide a written statement in response to the Complaint (the "Respondent's Statement") to the Investigation Officer within fourteen (14) days of receiving the Complainant's Statement. If there are special circumstances, the Investigation Officer may extend the time for response.

6.16 The Investigation Officer shall forward a copy of the Respondent's Statement to the Complainant.

6.17 In a timely manner, the Investigation Officer shall conduct an investigation as to the facts and circumstances relevant to the Complaint.

6.18 During the investigation, the Complainant shall and the Respondent may advise the Investigation Officer of all evidence that is relevant to the Complaint. The Investigation Officer shall attempt to obtain written, signed statements from all relevant witnesses.

6.19 Upon completion of the Investigation, the Investigation Officer shall prepare a draft Investigation Report (the "Draft Investigation Report").

6.20 The Draft Investigation Report shall contain:

- a summary of the relevant facts;
- a determination as to whether the acts in question constitute Harassment as defined in this policy;

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- a statement of the standard of conduct used to assess the complaint;
 - an executive summary, including findings;
 - an analysis of the complaint and conclusions;
 - if the act(s) constitutes Harassment, recommendations for resolution which may include disciplinary action against the Respondent;
 - if the act(s) does not constitute Harassment, recommendations to dismiss the Complaint.
- 6.21 When recommending disciplinary action against the Respondent, the Investigation Officer shall consider factors such as:
- the nature of the Harassment;
 - whether the Harassment involved any physical contact;
 - whether the Harassment was an isolated incident or part of an ongoing pattern;
 - the nature of the relationship between the Complainant and the Respondent;
 - the ages and mental abilities of the Complainant and/or Respondent;
 - whether the Respondent had been involved in previous Harassment Complaints; and
 - whether the Respondent retaliated against the Complainant.
- 6.22 In addition to recommendations for discipline against the Complainant or Respondent, the Investigation Officer may recommend any other measures he/she considers appropriate in the circumstances. Such recommendations shall be made in writing and supported by reasons.
- 6.23 Upon completion of the Draft Investigation Report:
- a) the Investigation Officer shall provide the Complainant and Respondent with a copy of the Draft Investigation Report; after which
 - b) the Complainant shall have seven (7) days from receipt of the Draft Investigation Report, to provide the Investigation Officer with any written comments with respect to the Draft Investigation Report after which
 - c) the Investigation Officer shall provide the Respondent with a copy of the Complainant's Response, if any; after which
 - d) the Respondent shall have seven (7) days from receipt of the Complainant's Response, to provide the Investigation Officer with any written comments with respect to the Draft Investigation Report. (the "Respondent's Response"); after which
 - e) the Investigation Officer shall provide the Complainant with a copy of the Respondent's Response, if any; after which
 - f) the Complainant shall have seven (7) days of receipt of the Respondent's Response, to provide the Investigation Officer with a reply to the Respondent's Response, if any.
- 6.24 After receiving Responses and replies from the Complainant and Respondent pursuant to s. 6.23, and conducting such follow up investigation as necessary, the Investigation Officer shall finalize the Investigation Report and forward a copy of the final Investigation Report (the "Final Investigation Report") to the Harassment Coordinator. The Harassment Coordinator shall distribute copies of the Final Investigation Report to the Complainant, the Respondent and the Discipline Committee.
- 6.25 The Discipline Committee shall consider the Final Investigation Report and make a determination as to whether the Respondent committed acts of Harassment pursuant to this policy.
- 6.25.1 If the Discipline Committee determines that the Respondent committed Harassment, it shall recommend to GBC such resolutions or disciplinary action to be taken against the Respondent as is appropriate in the circumstances.
 - 6.25.2 If the Discipline Committee determines that the Respondent did not commit acts of Harassment, it shall dismiss the Complaint.

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- 6.26 When recommending disciplinary action, the Discipline Committee shall consider the factors referred to in section 6.21 and may recommend such action as it considers appropriate under the circumstances which may include, but is not limited to:
- no action;
 - a verbal apology;
 - a written apology;
 - a letter of reprimand from[SO];
 - a fine or levy;
 - referral to counselling;
 - sensitivity training in Harassment issues;
 - removal of certain privileges of membership or employment;
 - demotion or pay cut;
 - temporary suspension with or without pay;
 - termination of employment;
 - expulsion from membership.
- 6.27 The Discipline Committee may recommend any other measures it considers appropriate in the circumstances. Such recommendations shall be made in writing and supported by reasons.
- 6.28 The Discipline Committee shall use the definitions contained in the GBC harassment policy when making its decision.
- 6.29 The Discipline Committee shall, not more than fourteen (14) days after it makes its decision and recommendation, send a copy of its decision to the Complainant, the Respondent, the Executive Director (or the GBC's Chair if the Complaint concerns the Executive Director), the Investigation Officer and the Harassment Coordinator.
- 6.30 After completion of its duties, the Discipline Committee shall turn over all copies of the Final Investigation Report and other materials related to the Complaint to GBC.
- 6.31 Standard of Proof
In making findings of fact relating to whether Harassment has occurred, the Discipline Committee will use a standard of proof being a balance of probabilities.
- 6.32 Withdrawal
- 6.32.1 If the Respondent withdraws from the Complaint process or chooses not to participate in the process, the process (including an appeal) may proceed based solely on the Complainant's testimony and supporting evidence and disciplinary measures may be imposed on the Respondent in his or her absence.
- 6.32.2 If the Complainant withdraws from the process or chooses not to participate in the process, the process (including an appeal) may either:
- be dismissed; or
 - proceed based solely on the Respondent's testimony and supporting evidence in which case disciplinary measures may be imposed on the Complainant in the Complainant's absence.
- 6.33 Suspension
- 6.33.1 The Board of Directors may suspend a Respondent from membership in GBC without notice for failure or refusal to comply with any disciplinary action determined under this policy.

- 6.33.2 Notwithstanding the procedures set out in this policy, any employee, director, officer, volunteer, coach, athlete, participant, official or person under an employment contract with GBC who has been charged with a criminal offense(s) that does constitute Harassment under this policy may be temporarily suspended from its relationship with GBC or from participating in any GBC activities until further notice, whether or not a Complaint has been received or an investigation has been completed pursuant to this policy.
- 6.33.3 Notwithstanding the procedures set out in this policy, any employee, director, officer, volunteer, coach, athlete, participant, official or person under an employment contract with GBC who, while in that capacity, is convicted of a criminal offense(s) involving conduct that does constitute Harassment under this policy shall be automatically suspended from participating in any and all activities of GBC for an appropriate length of time determined by the Board of Directors having regard to:
- the seriousness of the incident(s);
 - the length of sentence imposed in the criminal proceeding, if any;
 - the member's prior behaviour; and
 - any other relevant circumstance.

7. APPEALS

- 7.1 A Complainant or Respondent who wishes to appeal the decision of the Discipline Committee may initiate an appeal by serving the GBC with a 'Notice of Appeal and Request for Hearing' not more than 30 days after the date she or he receives notice of the Disciplinary Committee's decision.
- 7.2 The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.
- 7.3 At the time of delivering the Notice of Appeal and Request for a Hearing, the appellant may also submit a written request for the Appeal Panel to rule that any disciplinary action imposed under section 6.26 be held in abeyance until after the hearing.
- 7.4 Upon receipt of a Notice of Appeal and Request for Hearing, the GBC shall notify the Harassment Coordinator of the appeal.
- 7.5 The Harassment Coordinator will:
- a) appoint an Appeal Panel to rule on any request under section 7.3 and to hear the Appeal; and
 - b) send a copy of the Notice of Appeal and Request for Hearing to the other party or parties involved in the Complaint.
 - c) confer with the Appeal Panel and the parties to set a date, time and location for the hearing of the appeal.
- 7.6 The Harassment Coordinator will send a copy of the Notice of Hearing to the Complainant and Respondent and to GBC. The Notice of Hearing will be sent at least 30 days in advance of the scheduled hearing and shall:
- a) specify the date, time, and location of the Hearing;
 - b) set out the rules of procedure that will govern the Hearing;
 - c) advise the parties that they should bring with them to the Hearing all relevant witnesses and other evidence they wish to be considered by the Appeal Panel; and
 - d) advise the parties that they have the right to be represented by counsel at the Hearing (at their own expense).

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- 7.7 The Hearing is intended to provide an opportunity for each of the Complainant and Respondent to present submissions as to the matters in issue on the appeal.
- 7.8 In addition to the Notice of Appeal, the Appeal Panel may receive into evidence the Investigation Report, the Discipline Committee's decision, and any other relevant evidence presented at the Hearing.
- 7.9 In most instances, Complainants and Respondents will be expected to speak for themselves although either may be represented by legal counsel or other advisors.
- 7.10 Unless otherwise agreed by a majority of the Appeal Panel, a closed hearing will be held within 30 days after the Appeal Panel has been appointed.
- 7.11 The Hearing will be recorded on tape by the Appeal Panel and the tapes will be kept for safekeeping by Sport BC. Subsequently, either party may have supervised access to the tapes by application to the Harassment Coordinator.
- 7.12 An Appeal Panel, by a majority vote of its members, may make other rules concerning the procedure of a hearing that it deems appropriate and consistent with this policy.
- 7.13 The Appeal Panel shall use the definitions in the GBC harassment policy in evaluating the appeal and rendering its decision.
- 7.14 The Appeal Panel may, by a majority vote of its members:
- a) dismiss the appeal;
 - b) substitute its own decision for that of the Discipline Committee; or
 - c) remit the Complaint for further investigation and/or for re-determination in accordance with its directions.
- 7.15 In addition to recommendations for discipline against the Complainant or Respondent, the Appeal Panel may recommend any other measures it considers appropriate in the circumstances. Such recommendations shall be made in writing and supported by reasons.
- 7.16 The Appeal Panel's decision is final.
- 7.17 After completion of its duties, the Appeal Panel will turn over all copies of the Final Investigative Report and other materials related to the Complaint to GBC.
- 7.18 Within 14 days after completing a Hearing, the Appeal Panel shall send notice of its decision and the reasons for such decision, by registered mail, to the last known addresses of the Complainant and the Respondent, Sport BC and to GBC.
- 7.19 GBC shall implement the Appeal Panel's decision with respect to the appeal and may accept and implement any or all of the Appeal Panel's additional recommendations.

8. REPRESENTATION BY RESPONSIBLE ADULTS

- 8.1 If the Complainant is a minor, or someone otherwise unable to speak for his or herself, the Complaint may be brought forward by a "Responsible Adult." The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:
- a) making a Complaint;
 - b) receiving all notices on behalf of the Complainant; and
 - c) being present at all dealings with the Complainant.

- 8.2 If the Respondent is a minor, or someone otherwise unable to speak for his or herself, the following shall apply:
- 8.2.1 If the Harassment Advisor is attempting an informal resolution of a complaint, the Harassment Advisor may speak to the Respondent directly concerning the Complaint provided that, prior to speaking to the Respondent, the Harassment Advisor shall have informed the Respondent that he/she may have a Responsible Adult present during the meeting;
- 8.2.3 If the Complaint is referred to an Investigation Officer for investigation:
- a) a copy of the Complainant's Statement shall be forwarded to a parent or guardian of the Respondent if such person is known;
 - b) the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult; and
 - c) The Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
 - responding to the Complainant's Statement;
 - assisting the Respondent prepare a Respondent's Statement;
 - receiving all notices of behalf of the Respondent; and
 - being present at all dealings with the Respondent.

9. RECORDS

- 9.1 The Executive Director shall be responsible to keep all records required to be kept under this policy, including the Harassment Advisor's reports.
- 9.2 Where a Complaint is resolved informally without investigation:
- a) the Harassment Advisor shall provide the Executive Director with a confidential written record of the Complaint and details of the informal resolution; and
 - b) no reference to the incident shall be recorded in GBC's records relating to the Respondent.
- 9.3 All Harassment Advisors shall have access to the confidential written record under section 9.2 and the Final Investigation Report(s) for the purposes of carrying out the duties of a Harassment Advisor under this Policy.
- 9.4 If the Complaint is not resolved informally and the Complaint is referred to an Investigation Officer for investigation, a copy of the Complainant's Statement shall be placed in GBC's records relating to the Respondent at the time the Complainant's Statement is forwarded to the Investigation Officer.
- 9.5 Where an Investigation Report results in a finding of Harassment, the outcome of the investigation and any decisions of the Discipline Committee shall be recorded in GBC's records relating to the Respondent. The records shall include copies of the Complaint, the Investigation Report, the Discipline Committee report and, if applicable, the Appeal Panel's decision.
- 9.6 Where an investigation results in a finding that the Complaint is not substantiated, all records of the Complaint shall be removed from the GBC's records relating to the Respondent.

10. REVIEW AND APPROVAL

- 10.1 This policy was approved by GBC board of directors on the 29th day of September, 2004.
- 10.2 This policy shall be reviewed by GBC's (director responsible for this policy) and senior staff member on an annual basis.

Appendix 2 - First Aid Kits

If you need any further information, you can check the website: www.worksafebc.com

TABLE 1: Workplaces more than 20 minutes surface travel time to hospital

Number of workers	Supplies
6 to 30	Level 1 first aid kit
31 to 50	"
51 to 75	Level 3 first aid kit
76 or more	"

TABLE 2: Workplaces 20 minutes or less surface travel time to hospital

Number of workers	Supplies
11 to 50	Level 1 first aid kit
51 to 100	Level 2 first aid kit

Level 1	Level 2	
3	3	Blankets
24	24	14 cm x 19 cm wound cleaning towelettes, individually packaged
100	150	Sterile adhesive dressings, assorted sizes, individually packaged
12	12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	6	7.5 cm x 4.5 m crepe roller bandages
1	2	2.5 cm x 4.5 m rolls of adhesive tape
4	10	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	12	Cotton triangular bandages, minimum length of base 1.25 m
1	1	14 cm stainless steel bandage scissors or universal scissors
1	1	11.5 cm stainless steel silver forceps
1	1	Pocket mask with a one-way valve and oxygen inlet
6	6	Pairs of medical gloves (preferably non latex)
60		Hand cleansing towelettes, individually packaged
4		Safety pins
12		Cotton tip applicators
	2	5 cm x 4.5 m rolls of adhesive tape
	1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
	1	60 ml of liquid antibacterial soap in unbreakable container
	1	Penlight or flashlight with batteries
	1	7.5cm x 4.5 m esmarch gum rubber bandage
	1	Oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask
	1	Oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
	1	Manually operated self-inflating bag-valve mask unit with an oxygen reservoir
	6	Patient assessment charts

***The **Level 3** First Aid kit is the same as the Level 2 kit except that, in addition, one portable suction unit is recommended

Appendix 3: Equipment Verification Form

	Yes	No	N/A
Is the floor undamaged, free of debris and standing liquid?	___	___	___
If concrete, is the floor sealed to prevent moisture damage?	___	___	___
Are gymnastics areas properly separated from non-gymnastic areas?	___	___	___
Entry / exits visible, marked and unobstructed?	___	___	___
Are all protruding fixtures, beams, columns, etc. padded?	___	___	___
Are all partitions functional and undamaged?	___	___	___
Are fire alarm boxes working and undamaged?	___	___	___
Are all fire extinguishers inspected and undamaged?	___	___	___
Is there any flammable material in the facility?	___	___	___
Are storage areas properly secured?	___	___	___
Is there an emergency power system available?	___	___	___

Program Areas:	Good	Needs Work	N/A	Details
Dance studio	_____	_____	___	_____
Aerobics area	_____	_____	___	_____
Weight training	_____	_____	___	_____
Preschool	_____	_____	___	_____
Classrooms	_____	_____	___	_____
Gymnastics areas:	Good	Needs Work	N/A	Details
Floor Exercise	_____	_____	___	_____
Pommel horse	_____	_____	___	_____
Rings	_____	_____	___	_____
Parallel bars	_____	_____	___	_____
Horizontal bar	_____	_____	___	_____
Vaulting	_____	_____	___	_____

Uneven bars	_____	_____	_____	_____
Balance beam	_____	_____	_____	_____
Mini-trampoline	_____	_____	_____	_____
Trampoline	_____	_____	_____	_____
Tumbling	_____	_____	_____	_____
Training pits	_____	_____	_____	_____
Spotting belts:	Good	Needs Work	N/A	Details
Clamps/brackets	_____	_____	_____	_____
Pulleys	_____	_____	_____	_____
Ropes	_____	_____	_____	_____
Bungee cords	_____	_____	_____	_____
Clips / swivels	_____	_____	_____	_____
Belts / harnesses	_____	_____	_____	_____

CHECKLIST

	Yes	No	N/A
Are space allocations large enough for intended use?	_____	_____	_____
Is signage clear, concise, and prominently displayed?	_____	_____	_____
Are walls clean, free of debris, and undamaged?	_____	_____	_____
Are mirrors secured and unbroken?	_____	_____	_____
Are railings, bars, etc. secured?	_____	_____	_____
Are hallways and walkways clean and free of debris?	_____	_____	_____

GYMNASTICS EQUIPMENT AND MATS

Floor Exercise

List number and type of floor exercise systems: _____

	Yes	No	N/A
Is the floor system positioned far enough away from walls?	___	___	___
Are there mats along all of the walls in the floor exercise area?	___	___	___
Are the carpet areas joined together with no spaces?	___	___	___
Is the rebound system in good working condition?	___	___	___
Is there appropriate sound and lighting?	___	___	___

Pommel Horse

List number and type of horses, mushrooms, etc.: _____

List number and type of mats: _____

	Yes	No	N/A
Is the body surface clean and free of rips and tears?	___	___	___
Are the T-handles and height adjustments in good working order?	___	___	___
Are the pommels tight and undamaged?	___	___	___
Are the rubber base pads in good working condition?	___	___	___
Is the stand adequately padded?	___	___	___
Are the mats surrounding the pommel horse(s) properly placed?	___	___	___

Rings

List number and type of still rings stations: _____

List number and type of mats: _____

	Yes	No	N/A
Is the ring frame positioned properly and securely?	___	___	___
Are cables and ropes free from fraying and signs of wear?	___	___	___
Are all adjustable components secure and in good working order?	___	___	___

Are the floor plates secure?	___	___	___
Are the rings free from cracks?	___	___	___
Have the bolts securing the ring cables been checked?	___	___	___
Is matting adequate, in good condition, and properly positioned?	___	___	___

Parallel Bars

List number and type(s) of bar(s): _____

List number and type of mats: _____

	Yes	No	N/A
Are the rails free of cracks of peeling and in good condition?	___	___	___
Are the rails secured satisfactorily to the upright collars?	___	___	___
Are the T-handles in good working order?	___	___	___
Are the height adjustments secure and in good working order?	___	___	___
Is the stand adequately padded?	___	___	___
Is matting adequate, in good condition, and properly positioned?	___	___	___

Horizontal Bar

List number and type(s) of bar(s): _____

List number and type of mats: _____

	Yes	No	N/A
Is/are the bar(s) free of hazards?	___	___	___
Are all height adjustments secure and in good working order?	___	___	___
Are cables secured and free from damage?	___	___	___
Are cable attachments, chains turn buckles, etc. in good condition?	___	___	___
Are the floor plates secure?	___	___	___
Is matting adequate, in good condition, and properly positioned?	___	___	___

Uneven Bars

List number and type(s) of bars station: _____

List number and type of mats: _____

	Yes	No	N/A
Are the rails free of cracks of peeling and in good condition?	___	___	___
Are the rails secured satisfactorily to the upright pistons?	___	___	___
Are the height and width adjustments in good working order?	___	___	___
Are the cables, chains and turnbuckles in good working condition?	___	___	___
Are the bars set up properly and securely?	___	___	___
Are floor plates secure?	___	___	___
Are mats adequate, in good condition, and properly positioned?	___	___	___

Balance Beam

List number and types of beams and beam training areas: _____

List number and type of mats: _____

	Yes	No	N/A
Are the surfaces smooth - no rips, tears, etc.?	___	___	___
Is the beam top secured satisfactorily to the legs?	___	___	___
Are the height adjustments and locking mechanisms working properly?	___	___	___
Are the rubber base pads in good condition?	___	___	___
Is the warning/caution sticker prominently displayed?	___	___	___
Are mats adequate, in good condition, and properly positioned?	___	___	___

Vaulting

List number and type(s) of vaulting station(s): _____

List number and type of mats: _____

	Yes	No	N/A
Is the body surface clean and free of rips and tears?	___	___	___
Are the height adjustments working properly?	___	___	___
Are the rubber base pads in good working condition?	___	___	___
Are mats adequate, in good condition, and properly positioned?	___	___	___
Is the runway surface smooth and free of debris?	___	___	___
Is the runway level and continuous (no gaps or cracks)?	___	___	___

General

Do the landing areas allow for over or under rotation? ___ ___ ___

First Aid

Are coaches aware of the GBC Open Wound Policy ___ ___ ___

Do you have a list of the equipment that should be in your First Aid Kit? ___ ___ ___

Does your first Aid Kit have all of the required equipment? ___ ___ ___

Do you have someone with first aid present at all classes? ___ ___ ___

Club owner or President: _____
Signature Please Print

Form completed by: _____
Signature Please Print

Date Form completed: _____

TG Checklist

TRAMPOLINE

	YES	NO	N/A
Are their sufficient end deck mats?	___	___	___
Is floor matting adequate and properly positioned?	___	___	___
Is the bed free of extreme wear and rips?	___	___	___
Are the springs properly positioned and damage free?	___	___	___
Are the springs and frame fully covered?	___	___	___
Is the frame, legs, chains free of bent and damaged parts?	___	___	___
Are the leg and folding pins in proper position?	___	___	___
Is the bed level?	___	___	___

DOUBLE MINI TRAMPOLINE

	YES	NO	N/A
Is it positioned in a safe environment away from obstacles?	___	___	___
Is matting adequate, in good condition, and in proper place?	___	___	___
Are the frame, legs, bungees and chains free of damage?	___	___	___
Are the frame and springs properly covered?	___	___	___
Is the bed free of extreme wear or rips?	___	___	___
Are the end bungees pulled tight?	___	___	___
Are all the leg and folding pins in place	___	___	___

TRUMBLE STRIP

	YES	NO	N/A
Is the structure fastened together securely?	___	___	___
Is the landing zone in good condition and in proper place?	___	___	___
Are there any gaps between the floor mat and landing zone?	___	___	___
Is the rebound system working properly? (broken springs or rods)	___	___	___

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Appendix 4: Gymnastics BC Privacy Policy and Procedures

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PART 1 – POLICY

1.0 Privacy Statement

The collection, use, disclosure and retention of your personal information are all regulated by law in British Columbia. Gymnastics BC (GBC) collects and uses your personal information primarily to provide you with the programs, services, products and information you require as a member of GBC. To enable GBC to manage and develop its operations from local to international levels, GBC may share your personal information with its members and Gymnastics Canada Gymnastique, and also with selected third parties who are acting on our behalf as our agents, suppliers or service providers. From time to time, GBC may contact you directly or may include information from corporate sponsors whose products, services or information may be of interest to you. If you do not want to be included on the GBC mailing list, please advise the GBC Privacy Officer by **post, email or fax**. Our Privacy Policy is available at www.gymnastics.bc.ca or by contacting the GBC Privacy Officer.

1.1 Ten Principles of Privacy

At GBC, we value our relationship with our members and respect their privacy according to the following ten principles.

1.1.1 Accountability

GBC is accountable and responsible for the safeguarding of personal information in our custody or under our control. GBC has appointed a Privacy Officer who is responsible for privacy issues within GBC. GBC has implemented procedures for the handling of personal information, and has developed a complaint process for members with personal information concerns.

1.1.2 Purposes for which information is collected

GBC collects personal information only for the following purposes:

- to establish and maintain a responsible relationship with our members and to provide ongoing service to all areas of gymnastics within British Columbia;
- to support and assist our member clubs in delivering programs and services at the local level;
- to support and assist Gymnastics Canada Gymnastique in delivering programs and services at the national and international levels;
- to manage and develop our operations and help us plan for future growth; and,
- to meet legal and regulatory requirements.

1.1.3 Consent

GBC will obtain your consent to collect, use or disclose personal information (except where authorized or required by law to do so without consent). Consent can be express, implied, or given through an authorized representative such as parent or guardian, lawyer or agent.

You have the right to refuse or withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. You may have your name removed from our telephone, mail or email lists. However, withdrawal of consent may limit our ability to communicate with and serve you.

1.1.4 Limits on collection

GBC will limit the amount and type of personal information collected to that which is reasonable and necessary to fulfill its stated purposes.

1.1.5 Limits on use, disclosure and retention

GBC uses your personal information only for the purposes for which it is collected. Your personal information may also be disclosed by GBC for the following reasons.

- We may disclose a member's personal information to a person who, in the reasonable judgment of GBC, is seeking the information as an agent of that member.
- We may disclose a member's personal information to a public authority or agent of a public authority if, in the reasonable judgment of GBC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information.
- In conjunction with special offers or programs, we may disclose members' personal information to our partners and associates or to third-party agents responsible for administering such offers or programs. Any such disclosure is made with the member's consent and on a confidential basis and is limited to the information needed for the stated purpose.
- Information collected before January 1, 2004 will be used for the general purposes for which it was collected, but members' consent will be obtained for any new uses.

GBC will keep personal information used to make a decision about an individual for a minimum of one year. After one year, GBC will destroy, erase or render anonymous personal information as soon as retention is no longer necessary.

1.1.6 Accuracy

GBC will make every reasonable effort to ensure that personal information it is using or disclosing is accurate and complete.

1.1.7 Safeguarding information

GBC will protect the personal information in its custody or control by making security arrangements to prevent unauthorized access, collection or use. GBC will protect the confidentiality of your personal information when dealing with other organizations.

1.1.8 Openness

GBC is open about the policies and procedures it uses to protect your personal information. Information about our policies and procedures is available in writing and electronically.

1.1.9 Providing access

You have the right to access your personal information through the GBC Privacy Officer. Unless prevented by law, GBC will provide you with information regarding your personal information and give you the opportunity to correct any errors of fact.

1.1.10 Recourse

GBC has developed a complaint handling process. GBC will investigate all complaints received and take appropriate measures to correct information and handling practices as required. Individuals may appeal any GBC decision to the Information and Privacy Commissioner of British Columbia.

1.2 Questions or Concerns

If you have any questions or concerns about our privacy policy, please call us at (604)737-3049 (outside of Greater Vancouver: 1-800-556-2242). Otherwise, we will assume that we have your

consent to continue to collect, use and disclose your personal information for the purposes identified above.

1.3 GBC Privacy Officer

The GBC Privacy Officer is:

Lois M. Smith
c/o Gymnastics BC
230-3820 Cessna Drive
Richmond, BC V7B 0A2

The GBC Assistant Privacy Officer is:

Moira Gookstetter, CEO
Gymnastics BC
230-3820 Cessna Drive
Richmond, BC V7B 0A2
Email: mgookstetter@gymnastics.bc.ca

If you have any questions or concerns about your personal information in the control or custody of GBC, please contact the Privacy Officer or Assistant Privacy Officer.

PART 2 – PROCEDURES

2.0 Privacy Officer

2.0.1 Appointment of Privacy Officer

The Privacy Officer will be appointed by the Board of Directors. The Privacy Officer must be familiar with the legislation and should be knowledgeable about GBC's personal information management practices. The GBC Privacy Officer is the person within GBC whose job it is to:

- encourage compliance with provisions of the *Personal Information Protection Act*;
- respond to requests for access to and correction of personal information and general issues concerning personal information;
- work with the Information and Privacy Commissioner during an investigation of a privacy complaint against GBC; and,
- manage GBC's complaint process.

2.0.2 Assistant Privacy Officer

The Privacy Officer may be a volunteer or staff member. If the Privacy Officer is a volunteer, then an Assistant Privacy Officer who is a member of staff may also be appointed by the Board of Directors. The Privacy Officer and/or Assistant Privacy Officer will also be responsible for managing the necessary changes to GBC's information management practices, policies and procedures; staff training; member relations; and implementation of policies and procedure. The Privacy Officer and/or Assistant Privacy Officer will provide assistance when a more detailed knowledge of GBC's responsibilities is required. The Privacy Officer and/or Assistant Privacy Officer will act as a resource to the Privacy Officers designated by GBC's member clubs.

2.0.3 Delegation of duties

The Privacy Officer and Assistant Privacy Officer may delegate his or her duties to another individual. Such delegation must be a written delegation, which is circulated to the Board of Directors.

2.1 Consent

GBC will make all reasonable effort to ensure that the purposes for personal information collection are stated at the time collection takes place.

2.1.1 Forms

GBC will review and revise its forms to include a statement of purpose. As appropriate, forms will also include a provision for an individual to opt out of providing some personal information. This includes written and electronic forms.

2.1.2 Communications materials

Consent is not required to disclose information (including photos and videos) obtained by observation at a public event in which an individual voluntarily participates. However, as a courtesy, GBC will endeavor to obtain consent to use personal information in its publications such as Layout, in communications materials such as posters and press releases and on its web site.

2.2 Refusal or withdrawal of consent

An individual has the right to refuse consent to use personal information, or to withdraw consent at any time.

2.2.1 Refusal of consent

GBC will give individuals the opportunity to opt out at time of collection of information. The individual's choice will be respected. This may mean that the individual does not receive general GBC communications or any special offers or information on behalf of GBC's partners and associates.

2.2.2 Withdrawal of consent

An individual may withdraw consent for use of personal information at any time upon 30 days written notice to the Privacy Officer. The notice may be given by post, fax or email. The Privacy Officer must notify the individual of any consequences of this withdrawal of consent, and must also advise the individual when GBC has complied with their request.

2.3 Sharing Information

GBC is responsible for personal information that we have collected and transferred to another organization. This may be a member club, Gymnastics Canada Gymnastique (GCG), partner, associate, sponsor, agent, or service contractor. In all cases, when transferring information, GBC will clearly state what requirements must be met to comply with the legislation and with GBC's personal information management policy.

GBC is also responsible for personal information collected on our behalf by another organization. British Columbia organizations collecting information on behalf of GBC must clearly state the purpose for collection and all such information will be treated by GBC according to the legislation and our personal information management policy.

Organizations outside British Columbia, such as GCG, are not subject to the *Personal Information Protection Act* legislation.

2.4 Accessing and Correcting Information

An individual has the right to access their personal information and to correct errors of fact.

2.4.1 Accessing your personal information

Requests for access to personal information must be made in writing to the Privacy Officer. The request must include sufficient detail to enable the Privacy Officer to identify the information requested.

- The Privacy Officer must respond to the request for access within 30 business days. The response must include, if requested, the ways in which the personal information has or is being used, and a list of organizations to whom the information has been disclosed.
- The Act identifies certain circumstances where information may be withheld. If the Privacy Officer withholds information, he or she must give the reason and identify the Section of the Act under which the information is being withheld.

2.4.2 Correcting your personal information

- If personal information held by GBC is incorrect, an individual may request correction by writing to the Privacy Officer. The individual must provide sufficient documentation to show that the correction is justified. Any original documentation supplied through this process by an individual will be returned, although copies will be taken for the file.
- The Privacy Officer will ensure that the appropriate corrections are made and that any incorrect information that has been disclosed within the year prior to the request is corrected.
- An individual may not correct opinions, but may annotate their file. This is done by writing to the Privacy Officer. The Privacy Officer will ensure that such annotation is included in the individual's file.
- An individual may not request original documents held by GBC but may request copies. GBC will provide copies to the individual at minimal or no cost. These documents must relate solely to the individual's personal information and may not include information of a personal nature about any other individual.

2.5 Handling Complaints about Personal Information

2.5.1 Initiating a complaint

Complaints about GBC's management of personal information may be instigated verbally or in writing and should be directed to the GBC Privacy Officer. Whether verbal or written, the complaint should follow the guideline of the GBC Personal Information Complaint Form to ensure that the concern is documented thoroughly and with all relevant details. Initial complaints may be directed to members of staff, management, or to a representative of the Board of Directors who will pass them to the Privacy Officer or Assistant Privacy Officer as appropriate.

2.5.2 Investigating a complaint

Complaints may not be investigated by any person who may be named in the complaint.

- The Privacy Officer or Assistant Privacy Officer (the "Investigator") will investigate all complaints received. The Investigator will acknowledge receipt of the complaint promptly, and may contact the individual to clarify the complaint if necessary.
- The Investigator will be given access to all records, employees and others who handled the personal information or access request.
- Where the complaint is justified, the Investigator will take appropriate measure to rectify the situation, including correcting information handling practices and policies where necessary and communicating those changes to relevant staff and volunteers. The Investigator will follow up to verify that the required changes have been implemented.
- The Investigator will notify individuals of the results of an investigation clearly and promptly, informing them of relevant steps taken.
- The Investigator will record all decisions to ensure consistency in applying the Act.

2.5.3 Requesting a review

Should an individual not be satisfied with the handling of their complaint, the Privacy Officer or Assistant Privacy Officer will inform them of the recourse they have to request a review by the Information and Privacy Commissioner of British Columbia. The Privacy Officer or Assistant Privacy Officer will provide the required contact information to a complainant wishing a review.

2.6 Security of Personal Information

Personal information in GBC custody or under GBC control will be safeguarded with the appropriate level of security, according to whether the information is regarded as “low sensitivity,” “medium sensitivity,” or “high sensitivity.” Security measures may include locked file cabinets, restricted access to offices, safety deposit boxes, and for computers: user ids and password-protected electronic files.

In addition to all other security measures, both the Executive Director and CEO and GBC’s lawyer will hold in a sealed envelope a copy of all electronic passwords and listing of the location of all keys for access in case of necessity.

2.7 Retention of Personal Information

The Act requires GBC to hold personal information for one year. For various legal purposes, GBC holds all personal information for a minimum of two years. During that period, an individual has access to his or her personal information through the Privacy Officer and may correct errors of fact or lodge a complaint through GBC’s standard personal information complaint procedures. Selected personal information may be retained indefinitely. All retained personal information is subject to the rules and regulations of the Act regarding use, security and disclosure.

Personal information may be retained indefinitely in the form of statistics for purposes of research and program and organizational development, and to support and assist partners and associates in their development programs. Personal information may also be retained indefinitely in the form of anonymous anecdotal information for research, training and organizational development.

2.8 Destruction of Personal Information

Personal information no longer necessary to the purposes of GBC will be destroyed, erased, or rendered anonymous.

- GBC will periodically clear its files of personal information that no longer needs to be retained. Written records or documentation containing personal information to be destroyed will be shredded or burnt. Computer files containing personal information to be destroyed will be erased, and a file search conducted to ensure that all copies of the information are erased.
- Where existing personal information is corrected, updated or replaced, the previous version will be dated and archived in a locked file cabinet for a minimum of one year.

2.9 Providing Employment or Personal References

No member of the GBC management and staff or representative of the GBC Board of Directors may provide a personal or employment reference for an individual without the consent of the individual. In the absence of consent, GBC will only confirm an employment; i.e. “yes, that individual worked/volunteered for us” or “no, that individual did not work/volunteer for us.”

Consent is given by an individual’s request to GBC for a written reference or for use of a GBC representative’s name. In the absence of such a request from the individual, GBC or one of its representatives must have satisfactory confirmation of consent before providing an employment

or personal reference. That confirmation may be a fax of a resume listing GBC or its representative as a referee. It is not GBC's responsibility to seek consent.

2.10 Collecting Information without Consent

According to the Act, GBC may collect, use or disclose personal information without the consent of the individual. GBC will forgo obtaining consent on the following occasions.

- When collecting or disclosing the information clearly benefits you or is necessary for medical treatment and your consent cannot be obtained in a timely way.
- When the information is needed for a proceeding or an investigation and getting consent might compromise the availability or accuracy of the information.
- When the information is used for journalistic purposes and for no other purpose
- When the information is collected by observation at a competition or other public event in which the individual voluntarily participates
- When the information is necessary to determine the individual's suitability to receive an honour or award or be selected for an athletic purpose.
- When the collection of information is required or authorized by law (such as criminal record checks)
- When the information is necessary to facilitate collection of a debt owed to GBC.

2.11 Updating Privacy Policy and Procedures

The Privacy Officer will be responsible for answering questions about GBC's personal information policy and procedures and for remaining current with information posted on the BC Government web site. GBC will update its Privacy Policy and Procedures on a regular basis and provide information on changes to its members in a timely way through Layout and the GBC web site.

CONFLICT OF INTEREST POLICY

1.0 Purpose of this Policy

This policy has been developed to avoid conflicts of interest within Gymnastics BC (GBC) and to maintain fair and ethical interactions among those who work, volunteer and do business with GBC.

2.0 Definition of Conflict of Interest

Conflict of interest may be financial or non-financial. Associations which may provoke conflict include family members, partners, friends, employers or employees, and positions or memberships in organizations other than GBC.

2.0.1 Financial Interest

A financial interest means there is reasonable possibility or expectation of financial gain or loss for you, or for another person, group or organization with which you are associated.

2.0.2 Non-Financial Interest

A non-financial interest means some other advantage to you or an advantage or potential financial gain or loss to another person, group or organization with which you are associated.

2.0.3 Examples Of Situations That Could Give Rise To Conflict Of Interest

- Having a personal interest, or someone close to you having a personal interest, that could lead you to be influenced in the way you carry out your GBC duties; or could lead a reasonable person to think that you could be influenced in this way; or,
- Having responsibility for hiring a consultant, where one of the applicants is a relative, friend or associate; or,
- Supporting proposals from a club with which you are associated, or from groups of people or individuals with whom you have regular personal contact.

3.0 Basis for this Policy

At all times, GBC must be impartial and fair in its dealings with members, suppliers, associates and the community at large. Members of the Board of Directors, committee members, staff, representatives and decision-makers of GBC must ensure that their interests, or the interests of those close to them, do not conflict with the impartial performance of their duties. Not only must actions be free from conflicts, they must be seen to be free from conflict of interest. This is a challenge in a volunteer-driven Society where an individual may fill several different roles that may or may not include remuneration. However, any potential conflict, real or perceived, between an individual's interests and those of the Society must be resolved in favour of the Society.

4.0 Application of this Policy

This policy applies to all members of the GBC Board of Directors, GBC committee members, staff, representatives and decision-makers of GBC.

Per the GBC Constitution and By-laws, the provisions of this policy do not apply to a vote on membership fees.

5.0 Avoiding Conflict of Interest

Members of the GBC Board of Directors, GBC committee members, staff, representatives and decision-makers of GBC shall not:

- Engage in any transaction or have any financial or personal interest which is incompatible with the discharge of their duties and obligations with GBC;
- Knowingly place themselves in a position where they are under obligation to any person or organization that might benefit from or seek preferential treatment from GBC;
- Accord, through their position, preferential treatment to any person or organization in which they or people close to them have an interest;
- Benefit from the use of information acquired in their position with GBC which is not generally available to the public;
- Engage in outside work, activity or business undertaking that conflicts, or appears to conflict, with their duties within GBC, or in which they have or appear to have an advantage derived from their position with GBC, or that will or appear to influence or affect the carrying out of their duties within GBC;
- Use GBC property, equipment, supplies or services of consequence for activities not associated with the discharge of official duties within GBC;
- Obtain any list of GBC sponsors or suppliers for personal or other solicitation purposes at any time during their term of office;
- Incur expenses in furtherance of Gymnastics BC business, which are unreasonable, unnecessary, or unsubstantiated;
- Place themselves in a position where they could influence decisions or contracts from which they derive any direct or indirect benefit or interest;
- Accept any gift that could be construed as being given in anticipation or recognition of special consideration by the Board of Directors, committee members, staff, representatives or decision-makers of GBC.

6.0 Procedure for Disclosure of Potential Conflict

Individuals who are elected, appointed or hired to positions within GBC will disclose their potential conflict of interest as follows.

6.0.1 Board of Directors and Staff

Following the Annual General Meeting in June of each year, each Board member and each staff person shall provide a written disclosure of their potential areas of conflict of interest on the GBC Conflict of Interest Disclosure Statement.

- Board member Disclosure Statements shall be submitted to the GBC Board of Directors no later than June 30 each year and appended to the Minutes of the Board of Directors June meeting.
- Staff member Disclosure Statements shall be submitted to the Executive Director and CEO no later than June 30 each year. The Executive Director and CEO will advise the Board of any relevant information as necessary.
- All Disclosure Statements will be held confidential and circulation limited in accordance with GBC's Personal Information Privacy Policies and Procedures.

6.0.2 Committee Members

At each Committee's first annual meeting of a new program year (September to August), each member shall make verbal disclosure of their conflicts of interest, to be recorded and submitted to the Board of Directors with the minutes of the meeting.

6.0.3 Additional Disclosures

- Whenever an individual considers that he or she is or could potentially be in conflict as defined in this policy, he or she shall disclose this conflict to the Board of Directors immediately.

- Any other person who feels that a Board member, committee member, staff person, representative or decision-maker of GBC is in a conflict of interest may report the matter to the Board of Directors at any time.
- If an individual is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors immediately.

7.0 Procedure Following Disclosure

Once disclosure has been provided, the following principles shall apply:

- The individual in conflict may not participate in discussion of the matter as an advocate on his or her own behalf, either formally at a meeting or informally through private contact, unless such participation is approved in advance by a majority vote of the other directors or committee members.
- Except where participation has been approved, the individual in conflict shall not be present at that portion of a meeting when matters in which they have an interest are considered.
- The individual in conflict shall not participate in any vote on the matter.

8.0 Enforcement of this Policy

Compliance with this policy depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peers, and, when necessary, upon enforcement through disciplinary action.

8.0.1 Initiating a Complaint

Anyone who believes that a an individual who is required to do so failed to disclose a conflict of interest or, once disclosed, failed to adhere to the procedures following disclosure, is encourages, under all but the most obvious circumstances, to first address that concern directly to that member.

If that action does not result in a satisfactory resolution, the complainant may file a signed, written complaint stating specifically the nature of the alleged misconduct with the Executive Director and CEO or the President as appropriate. In the event the CEO or President becomes involved and after additional discussions with the complainant and the member who is the subject of the complaint, the CEO or President may:

- Determine that the complaint does not merit further action.
- Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the member's permanent record.
- Refer the complaint, as appropriate, to the Board or the appropriate Committee Chair;
- Refer the complaint to the GBC Discipline Committee as mandated in the GBC Constitution and By-laws.

8.0.2 Authority of the Discipline Committee Regarding Conflict of Interest

- The Discipline Committee will review the situation and if required, will interview the individual who is alleged to have failed to adhere to this policy.
- The Discipline Committee will inform the Board of Directors as to its findings.
- The Discipline Committee will recommend any appropriate sanction to the Board.

8.0.3 Final Decision Regarding Conflict of Interest

The final decision regarding a breach of this policy rests with the GBC Board of Directors.

8.0.4 Principles of Fairness and Privacy

Throughout their proceedings, the Executive Director and CEO, the President, the Discipline Committee and the Board of Directors will respect the principles of procedural fairness and the confidentiality of personal information obtained in the course of their investigations.

9.0 REVIEW OF POLICY

This policy will be reviewed by the Board of Directors at their first meeting following the Annual General Meeting in even years. This policy may be amended at any time as needed by vote of the Board of Directors.

GYMNASTICS BC

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I declare that I have read and understood the Gymnastics BC (GBC) Conflict of Interest Policy and Procedures and shall remain at all times in full compliance.

At this time, I am a Board member, committee member, a contractor or an employee of the following organizations:

I certify that, except as described below, I am not now nor at any time during the past year have been:

- a) a participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier or other party doing business with GBC which has resulted or could result in personal benefit to me; and,
- b) a recipient, directly or indirectly, of any payments, loans or gifts of any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with GBC.

Any exceptions to a) or b) above are stated below with a full description of the transactions and of the interest, whether direct or indirectly, which I have or have had during the past year in the persons or organizations having transactions with GBC.

Date: _____ Name (please print) _____

Signature: _____

Board and committee members, please submit to President of GBC by June 30

Staff members, please submit to CEO by June 30