



Safe Sport Policies

Kamloops Gymnastics | Trampoline Centre (KGTC)

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SECTION 1 – DEFINITIONS

Capitalized terms have the following meanings within the Safe Sport Policies of KGTC:

- 1.1 **“Board of Directors”** means the governing body of KGTC.
- 1.2 **“Boundary Transgressions”** means interactions or communications that breach objectively reasonable boundaries of an individual that are inconsistent with the duties/responsibilities of a Participant. (See Section 5.6 of the *Maltreatment & Discrimination Policy*.)
- 1.3 **“Bullying”** refers to intentional physical, verbal, or psychological attacks, intimidations, threats, inappropriate conduct or comments by a Participant or group of Participants occurring face-to-face or online, that may cause fear, distress, anxiety or potential harm to others. (See Section 5.10 of the *Maltreatment & Discrimination Policy*.)
- 1.4 **“Bylaws”** means the bylaws of KGTC, as may be amended from time to time.
- 1.5 **“Case Manager”** means the person designated by KGTC as the Case Manager for the purpose of administering the Complaint Management Process and as more particularly defined therein.
- 1.6 **“Committee Members”** means all Participants in KGTC board committees, subcommittees, task forces, working groups or other KGTC collaborative initiatives.
- 1.7 **“Complaint”** means a formal objection or allegation of a material breach of KGTC Policy which has been properly submitted in writing to KGTC and on the prescribed format.
- 1.8 **“Complaint Management Process”** means the process for managing and resolving Complaints at KGTC.
- 1.9 **“Confidential Information”** means all data and information pertaining to the operations, assets and affairs of KGTC, regardless how it is transmitted (oral, written, magnetic or electronic) or in what form (tangible or intangible), including, without restricting the generality of the foregoing, all information and data made directly or indirectly available by KGTC in confidence to any KGTC Representative or to another Participant or Party or their representative in relation to a Complaint or confidential matter, all intellectual property (including trade secrets) of KGTC, confidential and personal facts related to KGTC operations or KGTC Representatives, and the conduct of KGTC generally. Confidential Information does NOT include information or data which: a) is or becomes generally available to the public; b) was obtained from a Participant, Party or third party who obtained such Confidential Information lawfully and was under no obligation of confidentiality; and c) becomes the subject of a court order or regulatory body compelling disclosure.
- 1.10 **“Conflict of Interest”** means a personal interest or relationship that could lead a KGTC Representative to be influenced in the way that a KGTC Representative carries out their duties; or could lead a reasonable third party to put into question the independence, impartiality or objectiveness that a KGTC Representative is obligated to exercise in the performance of their duties. A Conflict of Interest may be actual, potential or perceived and “pecuniary” or “non-pecuniary”.
- 1.11 **“Consent”** means the communicated voluntary agreement to engage in the activity in question, by a Participant who has the legal capacity to consent. Consent regarding sexual activity is assessed in accordance with the laws of Canada, including the Criminal Code.
- 1.12 **“Criminal Code”** means *The Criminal Code of Canada* (Criminal Code, R.S.C. 1985, c. C-46, as amended).
- 1.13 **“Decision”** means the outcome and resolution of a Complaint under the Complaint Management Process or the judgement, verdict, or ruling of the Case Manager, Panel, or Appeal Panel pursuant to the Complaint Management Process.
- 1.14 **“Director”** means any individual member of the Board of Directors of KGTC.
- 1.15 **“Directors”** means all members of the Board of Directors of KGTC.

- 1.16 **“Disclosure”** means the sharing of information by KGTC or a Participant regarding an incident or pattern of Maltreatment or Prohibited Behavior experienced or witnessed by KGTC or a Participant, including a breach of reasonable boundaries. Disclosure does not constitute a formal Report.
- 1.17 **“Discrimination”** means behaviour, policies, and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on a Participant or class of Participants based on one or more prohibited grounds, which include race, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics or disability, and analogous grounds. Behaviour, policies, and/or practices specifically benefitting members of marginalized groups shall not be considered Discrimination. Discrimination does not include behaviour, policies and/or practices rationally connected to the legitimate sport objectives of KGTC with the honest and good faith belief that they are reasonably necessary to accomplish such relevant objectives, provided that accommodation of the needs of an individual or a class of individuals affected would impose undue hardship on the Participant and/or KGTC in accommodating those needs, considering health, safety, cost, and legitimate sport objectives. *(See Section 5.7 of the **Maltreatment & Discrimination Policy**.)*
- 1.18 **“Duty of Care”** means the requirement that reasonable care be taken to avoid acts or omissions that could expose others to risk or harm.
- 1.19 **“Grooming”** means deliberate conduct by a Participant comprised of one or several acts that, viewed objectively, either make it easier to engage in Sexual Maltreatment or reduce the chance that Sexual Maltreatment will be Reported. *(See Section 5.5 of the **Maltreatment & Discrimination Policy**.)*
- 1.20 **“Harassment”** refers to a course of vexatious conduct or comments and unwanted or coerced behaviours that a Participant knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive to another Participant or group of Participants. *(See Section 5.9 of the **Maltreatment & Discrimination Policy**.)*
- 1.21 **“Hazing”** means any action or situation that recklessly or intentionally endangers the health, safety, or welfare of, or causes a risk of bodily injury to a Participant for the purpose of initiation, participation, admission, or affiliation with any KGTC Activities, team, or group of Participants. Hazing does not include customary athletic events, competitions, or the authorized training activities of KGTC. *(See Section 5.11 of the **Maltreatment & Discrimination Policy**.)*
- 1.22 **“Hearing”** means an oral or documentary hearing conducted by a Panel appointed by a Case Manager for the purpose of determining whether a breach or violation of any KGTC Policy has occurred, and the appropriate disciplinary sanctions, including the time frame applicable to such sanctions, if applicable.
- 1.23 **“Legal Duty to Report”** means the legal obligation to promptly report potential abuse or neglect of a Minor or Vulnerable Individual to the *Ministry of Children and Family Development* under the *Child, Family and Community Service Act* of British Columbia.
- 1.24 **“Major Infraction”** means a material breach of Policy, or any instance of failing to achieve the expected standards of conduct, whether under a Policy or otherwise, that results, or has the potential to result, in significant or material harm to a Participant, to KGTC, or to the sport of gymnastics | trampoline | diving.
- 1.25 **“Maltreatment”** means any volitional act and/or omission described in Sections 5.1-5.5 of the **Maltreatment & Discrimination Policy** that results in harm or has the potential for physical or psychological harm.
- 1.26 **“Member”** or **“Members”** means a Participant who qualifies as a member of KGTC under the Bylaws.
- 1.27 **“Minor”** or **“Minors”** means any Participant or Participants under the age of 19 years old. It is the responsibility of a KGTC Representative in a position of trust or Position of Authority to know whether a Participant under their authority is a Minor.

- 1.28 **“Minor Infraction”** means a single non-material breach of Policy, or a single non-material incident of failing to achieve expected standards of conduct, that does not result in significant harm to a Participant, KGTC, or the sport of gymnastics | trampoline | diving.
- 1.29 **“Neglect”** means any pattern or a single serious incident of lack of reasonable care, inattention to a Participant’s basic needs, nurturing or Well-Being, or omission in care. *(See Section 5.3 of the **Maltreatment & Discrimination Policy**.)*
- 1.30 **“Panel”** means an external and independent decision-making body consisting of either one (1) independent person or three (3) independent persons (depending on the severity of the incidents alleged in a Complaint), appointed or engaged by the Case Manager to conduct a Hearing and render a Decision into a Complaint including disciplinary sanctions (if any).
- 1.31 **“Participant”** or **“Participants”** means any person or persons engaged in KGTC Activities including but not limited to Members or athletes registered in a program at KGTC, KGTC Representatives, KGTC Personnel, coaches, officials, volunteers, administrators, Directors, trainers, and the parents/guardians/designated representatives of Members or athletes registered in a program at KGTC.
- 1.32 **“Party”** or **“Parties”** means the Complainant, Respondent or any other Participant or person involved in a Complaint.
- 1.33 **“Physical Maltreatment”** means a single serious incident or any pattern of deliberate conduct, including contact behaviours and non-contact behaviours that have the potential to be harmful to a Participant’s physical or psychological Well-Being. *(See Section 5.2 of the **Maltreatment & Discrimination Policy**.)*
- 1.34 **“Policy”** or **“Policies”** refers to the ***Bylaws, Safe Sport Policy, Maltreatment & Discrimination Policy, Code of Conduct, Athlete Code of Conduct, Parent Code of Conduct, Alternative Dispute Resolution (ADR) Policy, Investigations Policy & Procedure, Complaints, Hearings and Discipline Policy & Procedure, Appeals Policy, Conflict of Interest Policy & Procedure, Travel Policy, Social Media Policy***, and any other policy, procedure, rule and regulation of KGTC that is in effect from time to time, or any one of them, as the context requires.
- 1.35 **“Position of Authority”** means a critical relationship, where a Participant is dependent upon another individual in a position of power and/or trust, for safety or fulfillment of needs. Examples of critical relationships include but are not limited to parent-Member/athlete, coach-Member/athlete or team manager- Member/athlete.
- 1.36 **“Power Imbalance”** means a situation or relationship where a KGTC Representative has authority or control over a Participant, is in a Position of Authority or position to confer, grant or deny a benefit or advancement to a Participant, or is responsible for the physical or psychological Well-Being of a Participant. Whether an actual Power Imbalance exists will be determined based on the totality of the circumstances, including the subjective view of the subordinate Participant as follows:
- i. Once a coach-Member/athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Member/athlete relationship, regardless of the age of the Member/athlete;
 - ii. Where the coach-Member/athlete relationship began while the Member/athlete was a Minor, a Power Imbalance is presumed to continue even after the coach-Member/athlete relationship terminates, until the athlete reaches 25 years of age;
 - iii. A Power Imbalance may exist, but is not presumed, where a sexual or romantic relationship existed between two adult Participants before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between adults with Consent that preceded the sport relationship);
 - iv. A Power Imbalance is presumed to exist where a Participant is in:

- 1) an authority-based relationship with another Participant where one person has power over the other by virtue of an ascribed Position of Authority, such as between a high-performance director and coach; employer and employee; technical official and Member/athlete; and/or
 - 2) a dependency relationship where such Participant is in a position of lesser power and dependent upon another person for a sense of security, safety, trust, and fulfillment of needs, conducive to intimate physical or psychological connections, such as between parent/guardian and child; teacher and student; person with a disability and attendant; coach and Member/athlete; high performance director and coach; sport science and medical support staff and Member/athlete; billet or host family and Member/athlete.
- v. A presumption that a Power Imbalance exists may be rebutted;
 - vi. A Power Imbalance may arise in a peer-to-peer relationship, including but not limited to teammate-teammate, Member/athlete-Member/athlete, coach-coach or official-official relationships;
 - vii. A Power Imbalance may be represented by seniority, age differential, ability, physical size, public profile, gender identity or expression, sexual orientation, ethno-racial identity, level of physical and intellectual disability, and their intersections, as some examples; and
 - viii. Maltreatment often occurs when a Power Imbalance is misused. Moreover, it is recognized that those from marginalized groups often experience positions of lesser power.
- 1.37 **“Prohibited Behaviour”** means any of the conduct or behaviours described in Section 5.0 of the ***Maltreatment & Discrimination Policy***, including but not limited to Maltreatment.
 - 1.38 **“Psychological Maltreatment”** means any single serious incident or pattern of deliberate conduct that has the potential to be harmful to a Participant’s psychological Well-Being. *(See Section 5.1 of the Maltreatment & Discrimination Policy.)*
 - 1.39 **“Racism”** means a form of prejudice or Discrimination against a Participant based on their race or ethnicity, and generally includes derogatory attitudes, negative or harmful emotional reactions, acceptance of racial stereotypes, or antagonism by a Participant against another Participant or group of Participants on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized. *(See Section 5.8 of the Maltreatment & Discrimination Policy.)*
 - 1.40 **“Report”, “Reports”, “Reported” or “Reporting”** means the provision of information by KGTC or by any Participant or person to an independent authority designated by KGTC to address a Complaint regarding Maltreatment or Prohibited Behaviour. Reporting may occur through either: (i) a Participant or person who experienced the Prohibited Behaviour; or (ii) a Participant who witnessed the Prohibited Behaviour or otherwise knows or reasonably believes that Prohibited Behaviour or a risk of Prohibited Behaviour or Maltreatment exists.
 - 1.41 **“Reporting Obligation”** means the obligation to Report possible Maltreatment or Prohibited Behaviour. *(See Section 5.14 of the Maltreatment & Discrimination Policy.)*
 - 1.42 **“Respondent”** means, the person alleged to have breached or violated a KGTC Policy within a Complaint pursuant to ***Complaints, Hearings and Discipline Policy & Procedure***, or, in the ***Appeal Policy***, the Party responding to the appeal.
 - 1.43 **“Safe Sport”** means KGTC’S commitment to a Safe Sport Environment.
 - 1.44 **“Safe Sport Environment”** means a safe, inclusive, open, observable and transparent sporting environment for all Participants free from any form of abuse, Maltreatment, or Prohibited Behaviour, supported by policies and procedures based upon and consistent with best practices as established by youth sporting organizations in Canada from time to time.



- 1.45 **“Senior Manager” or “Senior Management”** means any person appointed by the Board of Directors to exercise the Directors authority to manage the activities or internal affairs of KGTC as a whole or in respect of a principal unit of KGTC pursuant to Section 61(1) of the Societies Act of BC (SBC 2015).
- 1.46 **“Sexual Maltreatment”** means any single incident or pattern of behaviour, whether physical or psychological in nature, that is committed, threatened, or attempted with the potential to be harmful to a Participant’s sexual integrity. *(See Section 5.4 of the **Maltreatment & Discrimination Policy.**)*
- 1.47 **“Social Media”** means the catch-all term that is applied broadly to computer-mediated communication media including but not limited to I-Message, Messenger, WhatsApp, Blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and X.
- 1.48 **“KGTC Activities”** means all programs of KGTC and events that are sanctioned, sponsored or otherwise supported by KGTC, including but not limited to those ordinarily arising in the course of KGTC’S business (whether in person, over the phone or online), such as competitions, practices, training camps, travel associated with KGTC Activities, and meetings. KGTC Activities also include other non-KGTC events and circumstances outside of the foregoing, where conduct at such event or activity adversely affects relationships within KGTC (and its work and sport environment) and/or amongst its Members and registered athletes, or is detrimental to the image and reputation of KGTC. Such applicability will be determined by KGTC, in its sole discretion.
- 1.49 **“KGTC Personnel”** means all employees, staff, coaches, consultants and contractors of KGTC.
- 1.50 **“KGTC Representatives”** means any person employed by or engaged to act on behalf of KGTC, including but not limited to KGTC Personnel, Directors, officers, Committee Members, sub-committee members, judges and other officials, volunteers, coaches, team managers, chaperones, and administrators.
- 1.51 **“Vulnerable Individual” or “Vulnerable Individuals”** means Participants at increased risk of Maltreatment and/or coercion, often due to age, gender, race, poverty, parental absence, Indigeneity, sexual orientation, gender identity or expression, disability, psychosocial or cognitive ability, and their intersections. Vulnerable Individuals include Participants who are not able to provide informed Consent.
- 1.52 **“Well-Being”** is an outcome in which Participants are supported in meeting their physical, psychological, social, and emotional needs. A key aspect is ensuring that a Safe Sport Environment is in place, free from all forms of abuse, Maltreatment, Harassment, Racism and Discrimination, and which prioritize the welfare, safety, and rights of every Participant at all times.

SECTION 2 – KGTC’S COMMITMENT TO A SAFE SPORT ENVIRONMENT

Policy Name: SAFE SPORT POLICY		Date of Approval: June 18, 2025	Activation Date: June 18, 2025
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Review Cycle: Reviewed annually by the KGTC Governance Committee with any recommended amendments to be approved by the Board of Directors.			

1.0 GENERAL

In addition to this Policy, Participants at KGTC may also be subject to the Safe Sport or equivalent policies of other provincial or national sport governing bodies (i.e. GymBC, GymCAN, BC Diving, Diving Plongeon Canada) or other bodies having jurisdiction over sports in Canada. Further, additional safety-related requirements may be contained in other KGTC manuals, handbooks and other policies that apply to Participants which may be specific to a particular discipline (i.e. artistic gymnastics | trampoline | diving) or activity (i.e. team manager duties, team travel). If this Policy conflicts with or is inconsistent with the standards set forth in any other applicable codes, standards and policies, the higher standard shall prevail.

2.0 PURPOSE OF THIS POLICY

- 2.1 This Policy has been developed in support of the following commitments and objectives of KGTC:
- 2.1.1 KGTC is committed to promoting a Safe Sport Environment in which all Participants are able to take part in KGTC Activities in a safe, healthy and inclusive training and competitive environment, free from any form of abuse, Maltreatment, or Prohibited Behaviour, regardless of the level or capacity in which the Participant is taking part.
 - 2.1.2 The welfare of all Participants is one of KGTC’S foremost considerations. In particular, the protection of Members/athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics | trampoline | diving community. KGTC, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics | trampoline | diving community in Kamloops, BC, which implies a responsibility to implement and enforce policies, procedures and standards that achieve a Safe Sport Environment.
 - 2.1.3 KGTC is committed to educating its Participants to achieve a safe, healthy and inclusive training and competitive environment. Educational initiatives include: (i) development and dissemination of Policy documents for Members/athletes and KGTC Representatives; (ii) webinars; (iii) coach education initiatives; (iv) mandatory training requirements (e.g., “Commit 2 Kids” training, racial sensitivity training); and (v) information sessions for specific stakeholder groups (coaches, Members/athletes, judges, etc.).
 - 2.1.4 KGTC is committed to actively encouraging meaningful inclusion of all Participants irrespective of their age, race, colour, gender identity or expression, sexual orientation, language, religion, national or social origin, property, birth, physical or developmental abilities, athletic ability, or other status.
- 2.2 KGTC believes that gymnastics | trampoline | diving can enrich the lives of everyone involved, and will strive to ensure, through the provision of support and assistance to its Members/athletes, that the training and event participation environment at KGTC is one where all Participants know they

are safe and are treated with dignity and respect.

APPLICATION OF THIS POLICY

This Policy applies to all Participants including Members/athletes, KGTC Representatives, KGTC Personnel and to all KGTC Activities.

3.0 KGTC'S ONGOING COMMITMENT TO A SAFE SPORT ENVIRONMENT

- 3.1 KGTC, in understanding and discharging its Duty of Care, commits to ensuring that its Policies and procedures support a Safe Sport Environment, and that such Policies and procedures are based upon and are consistent with best practices as established by youth sporting organizations in Canada from time to time. KGTC intends that its programs and services be consistent with and support this Safe Sport Policy. KGTC strives to be a leader in supporting a Safe Sport Environment in all KGTC Activities.
- 3.2 Prioritizing, establishing and maintaining a Safe Sport Environment involves the responsibility and practices of everyone involved in the sport of gymnastics | trampoline | diving, in particular KGTC Representatives in a Position of Authority, to ensure the safety and development of Members/athletes, coaches and all other Participants.
- 3.3 KGTC recognizes the critical role it plays in the delivery of a Safe Sport Environment and is committed to providing support and assistance to its Members/athletes under this Policy.

4.0 SAFE SPORT ENVIRONMENT

- 4.1 KGTC strives to provide all Members and athletes participating in KGTC Activities with the following:
 - 4.1.1 safe, healthy and inclusive gymnastics | trampoline | diving environments;
 - 4.1.2 qualified, experienced, and Member/athlete-centered leadership that attends to the Well-Being and developmental needs of its Members/athletes;
 - 4.1.3 a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
 - 4.1.4 the opportunity to feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
 - 4.1.5 appropriate opportunities for proper preparation for competitions;
 - 4.1.6 information that is important to athlete Well-Being and opportunities to strive for success;
 - 4.1.7 access to education related to the sport, participation, welfare and safety;
 - 4.1.8 respect, dignity, and appropriate safeguards from abuse, Maltreatment, and Prohibited Behaviour;
 - 4.1.9 mechanisms for reporting misconduct without fear of retaliation or reprisal; and
 - 4.1.10 tools to allow athletes to know, understand, protect, and advocate for their interests.

5.0 ADHERENCE TO THE "RULE OF TWO"

- 5.1 In supporting its commitment to a Safe Sport Environment, KGTC is committed to following the "*Rule of Two*" in the responsible delivery by KGTC Representatives in a Position of Authority, of coaching and related programs and services. The "**Rule of Two**" means:

- 5.1.1 That responsible adults are never alone with or out of sight with any Vulnerable Individual. Interactions between Vulnerable Individuals and KGTC Representatives who are in a Position of Authority should be open, observable, and/or interruptible.
- 5.1.2 Two NCCP trained or certified coaches should always be present with a Vulnerable Individual, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. When two NCCP trained or certified coaches are not available, another responsible adult (who should be screened) can substitute.
- 5.1.3 All one-on-one interactions between a coach (or a responsible adult) and a Vulnerable Individual should take place within earshot and in view of a second person except in the event of medical emergencies.
- 5.1.4 Where possible, one of the coaches (or responsible adults) shall be of the same gender identity as the athlete.
- 5.1.5 In situations where an NCCP trained or certified coach is also a Vulnerable Individual, they must always coach with an adult present, as per section 1.5 of GymBC's [Coaching Education Operations Manual](#).
- 5.2 KGTC recognizes that, and in particular during circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. KGTC expects that KGTC Representatives in a Position of Authority entrusted with the care of Vulnerable Individuals will take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

6.0 EVALUATION

KGTC shall continually monitor, evaluate and amend its Policies, practices and procedures, including this Policy, at any time and without notice. It is the responsibility of KGTC Representatives to understand and keep up to date with current versions of its Policies.

7.0 OBLIGATION TO REPORT

All KGTC Representatives and adult Participants have a Reporting Obligation to report possible Maltreatment or Prohibited Behaviour, on a timely basis, and with all relevant information in accordance with the ***Maltreatment & Discrimination Policy*** of KGTC. In addition, any KGTC Representative or adult Participant who has a reason to believe that a Minor or Vulnerable Individual has been or is likely to be abused or neglected has a Legal Duty to Report any actual knowledge or suspicion to appropriate law enforcement or child protection services.

Any KGTC Representative or adult Participant who fails to meet their Reporting Obligation or Legal Duty to Report may be subject to disciplinary sanction pursuant to the *Complaints, Hearings and Discipline Policy & Procedure*.

SECTION 3 – EXPECTATIONS OF CONDUCT

Policy Name: MALTREATMENT & DISCRIMINATION POLICY		Date of Approval: June 18, 2025	Activation Date: June 18, 2025
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Review Cycle: Reviewed annually by the KGTC Governance Committee with any recommended amendments to be approved by the Board of Directors.			

1.0 PURPOSE OF THIS POLICY

KGTC is committed to promoting a sport culture where all Participants can take part in KGTC Activities in a safe and inclusive environment that is free from all forms of Maltreatment, and that treats all Participants with dignity and respect. KGTC therefore requires that Members/athletes and KGTC Representatives who are within the scope of this Policy conduct themselves in a prudent and reasonable manner, and refrain from engaging in, allowing, condoning or ignoring any Maltreatment or instance of Prohibited Behavior.

The purpose of this Policy is to define Maltreatment and the Prohibited Behaviour that is unacceptable and fundamentally incompatible with the core values of KGTC. This Policy has been developed in support of the following principals and commitments of KGTC:

- 1.1 All Participants can expect to take part, practice, compete, work, volunteer, and interact in KGTC Activities in a Safe Sport Environment free from Maltreatment.
- 1.2 All Participants recognize that Maltreatment can occur regardless of race, sex, gender identity, gender expression, sexual orientation, age, disability, religion, and other characteristics. Moreover, it is recognized that those from marginalized groups have increased vulnerability to experiences of Maltreatment.
- 1.3 All Participants recognize that persons who have experienced Maltreatment may experience a range of effects that may emerge at different times and that can profoundly affect their lives.
- 1.4 Participants who have experienced Maltreatment may suffer from the impact of trauma, and efforts must be made to understand that impact and to avoid re-traumatization.
- 1.5 Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants and other stakeholders.

This Policy has been drafted to substantially align with the ***Universal Code of Conduct to Prevent and Address Maltreatment in Sport*** (the “UCCMS”) as published by the *Canadian Centre for Ethics in Sport* (CCES). The UCCMS is the core document that sets harmonized rules to be adopted by sport organizations that receive funding from the Government of Canada to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming and Safe Sport experiences. As such, a Participant who violates the UCCMS, may also be subject to sanctions pursuant to policies of GymBC or GymCAN, BC Diving or Diving Plongeon Canada. The UCCMS may be amended from time to time by the CCES and amendments shall be published on its website six (6) months before such amendments come into effect.

Prohibited Behavior at KGTC also includes Racism, Harassment, Bullying and Hazing which are not specifically defined under the UCCMS. Any incident involving Racism, Harassment, Bullying and Hazing shall therefore fall under the jurisdiction of KGTC. In the event of a dispute or inconsistency between this Policy and the UCCMS, the higher standard shall take precedence.

2.0 POLICY OBJECTIVES

2.1 Every Participant in a KGTC Activity should strive to:

- 2.1.1 Ensure their intentions, actions and efforts reflect a commitment to prioritizing the safety of all Participants;
- 2.1.2 Treat others with respect and dignity;
- 2.1.3 Demonstrate the spirit of sportsmanship, leadership and ethical conduct;
- 2.1.4 Demonstrate respect for the diversity of Participants;
- 2.1.5 Act to correct or prevent practices that are unjustly Discriminatory;
- 2.1.6 Treat other Participants fairly and reasonably;
- 2.1.7 Ensure adherence to the rules of the sport and the spirit of the rules;
- 2.1.8 Immediately Report any acts or suspicions of Maltreatment or other Prohibited Behaviours;
- 2.1.9 Foster meaningful inclusion of all other Participants;
- 2.1.10 Identify and engage in conversations that lead to positive behaviour change;
- 2.1.11 Accept and consider feedback with respect to their own actions and take positive steps to resolve the concerns raised;
- 2.1.12 Establish, respect and maintain appropriate boundaries with other Participants;
- 2.1.13 Ensure all interactions and communications are: (i) consistent with their role and authority in relation to the sport; (ii) carried out in a way that is transparent to other Participants; and (iii) promotes the concept of individual accountability;
- 2.1.14 Monitor their own behaviours and the behaviours of other Participants;
- 2.1.15 Treat any Disclosure, allegation or suspicion of Maltreatment or Prohibited Behaviour seriously; and
- 2.1.16 Abstain from all forms of Prohibited Behaviours.

2.2 All KGTC Representatives in a position of trust or Position of Authority have a responsibility to:

- 2.2.1 Protect the health and well-being of all Participants;
- 2.2.2 Know what constitutes Prohibited Behaviour;
- 2.2.3 Recognize that the categories of Maltreatment set out herein are not mutually exclusive, nor are the examples provided in each category an exhaustive list;
- 2.2.4 Prevent or mitigate opportunities for Maltreatment and other Prohibited Behaviour;
- 2.2.5 Respond appropriately to incidents of Maltreatment;
- 2.2.6 Incorporate best practices to recognize systemic bias, unconscious bias, and other discriminatory practices;
- 2.2.7 Respond quickly and effectively to eliminate discriminatory practices; and
- 2.2.8 Recognize when they are in a position of Power Imbalance.

3.0 APPLICATION OF THIS POLICY

- 3.1 This Policy applies broadly, and includes the following persons while in attendance at or participating in any KGTC Activities:
 - 3.1.1 All Participants including Members and registered athletes of KGTC;
 - 3.1.2 All KGTC Representatives and KGTC Personnel;
 - 3.1.3 All team managers, chaperones, team support, judges, technical observers and other officials;
 - 3.1.4 All volunteers; and
 - 3.1.5 Parents, guardians, designated representatives and spectators.
- 3.2 This Policy applies to any Prohibited Behaviour described herein, provided the Prohibited Behaviour occurs in any one or a combination of the following situations:
 - 3.2.1 Within any KGTC facility, location or environment; or
 - 3.2.2 When the Participant alleged to have committed a Prohibited Behaviour was engaging in a KGTC Activity;
- 3.3 This Policy may also apply when the Prohibited Behaviour occurs in any one or a combination of the following situations:
 - 3.3.1 When the Participants involved interacted or were known to each other due to their mutual involvement in a KGTC Activity; and/or
 - 3.3.2 Outside of a KGTC Activity where the Prohibited Behaviour has a serious and detrimental impact on another person or could undermine the integrity or reputation of KGTC.
- 3.4 The physical location(s) where the alleged Prohibited Behaviour occurred is not determinative.

4.0 ZERO TOLERANCE STATEMENT

KGTC has “zero tolerance” for any type of abuse and supports the creation and maintenance of a Safe Sport Environment where all Participants can take part in KGTC Activities safely and free from any type of abuse or Maltreatment. KGTC Representatives and Members/athletes are required to Report instances or suspected instances of Maltreatment or Prohibited Behaviour, where the perpetrator or target of such conduct is a Participant, or where such conduct takes place at a KGTC Activity.

“Zero tolerance” is not meant to imply automatic expulsion from KGTC. “Zero tolerance” describes KGTC’S commitment that any incident involving Maltreatment or Prohibited Behaviour shall be investigated and addressed pursuant to the Policies and procedures of KGTC, in a timely manner. Any disciplinary sanctions shall be determined pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure*** and may or may not include suspension or expulsion from KGTC.

5.0 PROHIBITED BEHAVIOUR

It is a violation of this Policy for a Participant to engage in any of the behaviours described herein. It may be that conduct constituting a Prohibited Behaviour falls into more than one of the categories of this Section. It is the assessment of the conduct itself that is important, not specifically into which category or categories such conduct falls within.

5.1 Psychological Maltreatment

5.1.1 *Psychological Maltreatment* includes, without limitation, verbal conduct, non-assaultive physical conduct, conduct that denies attention or support, and/or a KGTC Representative in a Position of Authority displaying a pattern of deliberate non-contact behaviour that has the potential to cause harm. It includes:

- a) **Verbal Conduct:** without limitation, verbally assaulting or attacking someone, including in online forms; unwarranted personal criticisms; implied or expressed body shaming; derogatory comments related to one's identity (e.g. race, gender identity or expression, ethnicity, Indigeneity, disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that Participant's reputation; using confidential sport and non-sport information inappropriately.
- b) **Non-assaultive physical conduct:** physical behaviour, or the encouragement of physical behaviour, that has the potential to be harmful or instill fear, including, without limitation:
 - i. body-shaming, such as, without limitation, repeated and unnecessary weigh-ins, setting unreasonable weigh-in goals, inappropriately taking food away from Members/athletes, prescribing inappropriately restrictive diets, inappropriately focusing on the physical appearance of a Participant's body, unnecessary or inappropriate emphasis on biometric data; and
 - ii. forms of physically aggressive behaviours such as, without limitation, throwing objects at or in the presence of others without striking another; damaging another's personal belongings; hitting, striking or punching objects in the presence of others.
- c) **Conduct that causes denial of attention or support:** without limitation, forms of lack of support or isolation such as ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of a Member/athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

5.1.2 Psychological Maltreatment is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.2 Physical Maltreatment

5.2.1 *Physical Maltreatment* includes contact or non-contact infliction of physical harm. It includes:

- a) **Contact behaviours:** without limitation, deliberately punching, kicking, beating, biting, striking, strangling or slapping; deliberately hitting a Participant with objects; providing a massage or other purported therapeutic or medical interventions with no specific training or expertise.
- b) **Non-contact behaviours:** without limitation, isolating a Participant in a confined space; forcing a Participant to assume a painful stance or position for no athletic purpose (e.g., requiring a Participant to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant who is under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or permitting a Participant

under their authority to return to play following any injury, including after a concussion, when they knew or ought to have known that the return is premature, or without the clearance of a medical professional where reasonably required; encouraging a Member/athlete to perform a potentially dangerous skill for which the Participant knows or ought to know that the Member/athlete is not developmentally ready.

- 5.2.2 Physical Maltreatment is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.3 Neglect

- 5.3.1 *Neglect* generally refers to the omission of adequate care and attention and is evaluated with consideration given to a Participant's basic needs and requirements. In the province of British Columbia (BC), the definition of Neglect is adapted from BC's child protection legislation, the *Child, Family and Community Service Act*, as the failure to provide for a child or youth's basic needs including but not limited to food, clothing, adequate shelter, medical care, supervision or protection from risks. The *Child, Family and Community Service Act* requires that anyone who has reason to believe that a child may be abused, neglected, or in need of protection for any other reason has a Legal Duty to Report the matter to the *Ministry of Children and Family Development*. Examples of Neglect in the context of BC's child protection legislation include without limitation where a child or youth:

- a) has a parent or guardian unable or unwilling to protect the child or youth from sexual exploitation, physical or sexual abuse;
- b) has poor or inadequate nutrition or personal hygiene;
- c) has been absent from home in circumstances that endanger the child or youth's welfare or safety;
- d) has been abandoned and adequate provisions have not been made for the child or youth's care;
- e) is living in a situation where there is domestic violence by or towards a person with whom the child or youth resides;
- f) is likely to have seriously impaired development due to a treatable condition and the child or youth's parent or guardian refuses to provide consent to treatments;
- g) has a parent or guardian that is unable or unwilling to care for the child or youth and has not made adequate provisions for the child or youth's care; and
- h) has a parent or guardian that is no longer alive and adequate provisions have not been made for the child or youth's care.

- 5.3.2 Examples of Neglect in the context of KGTC Activities include without limitation:

- a) allowing a Member/athlete to train or compete after a sport injury; absence, sickness, or medical condition in contravention of a return to play plan or medical care plan that provides adequate recovery time and/or treatment;
- b) disregarding and/or not considering the physical or intellectual disability of a Participant;
- c) not ensuring appropriate supervision of a Participant during travel, training or competition;
- d) prescribing unauthorized dieting or other weight control methods (e.g., weigh-ins,

caliper tests) that do not consider the Well-Being of a Participant;

- e) ignoring or disregarding a Participant's use of illegal, mood-altering, or performance-enhancing substances or drugs;
- f) failure to ensure safety of equipment or environment; and
- g) allowing a Participant to disregard KGTC'S Policies and procedures or the rules, regulations, and standards of the sport.

5.3.3 Neglect is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.4 Sexual Maltreatment

5.4.1 *Sexual Maltreatment* includes, but is not limited to:

- a) any non-consensual touching of a sexual nature and/or the Criminal Code offence of "sexual assault";
- b) forcing or coercing a Participant into sexual acts;
- c) taking part in or performing acts on a Participant that violate their sexual integrity;
- d) Criminal Code offences that do not involve actual physical contact or that can occur through electronic means such as indecent exposure, voyeurism, non-consensual distribution of sexual/intimate images, luring and agreement or arrangement to commit a sexual offence;
- e) "Sexual Harassment", which is defined as any series of comments or conduct of a sexual nature that is unwelcome or would be objectively perceived to be unwelcome, and which broadly includes jokes, remarks or gestures of a sexual or degrading nature, or distributing, displaying or promoting images or other material of a sexual or degrading nature, or any act targeting a Participant's sexuality, gender identity or expression. It can also include stalking or Harassment in person or by electronic means where the stalking or Harassment is of a sexual nature.

5.4.2 Sexual Maltreatment can take place through any form or means of communication (e.g. online, Social Media, verbal, written, visual, Hazing, or through a third party).

5.4.3 Sexual Maltreatment of a Minor is any Sexual Maltreatment against any Participant under the age of 19 years old. It includes the items described in Section 5.4.1 above and also includes but is not limited to Criminal Code offences that are specific to individuals who are not adults or to individuals under a particular age, such as sexual exploitation, sexual interference, and any offence related to exploitation of a Minor through prostitution. Sexual Maltreatment of a Minor is not limited to acts that involve physical contact but can include acts that can occur in person or via electronic means such as, but not limited to, invitation to sexual touching, making sexually explicit material available to a Minor, and acts that occur only online such as luring or agreement or arrangement to commit a sexual offence against a Minor. It also includes any offence related to child pornography as that term is defined in Canadian law. For the sake of clarity, it shall not constitute a violation in and of itself for a Participant who is a Minor to create, possess, make available or distribute images of themselves.

5.4.4 A KGTC Representative in a Position of Authority shall be presumed to know whether a Participant under their authority is a Minor.

5.4.5 It is prohibited for a Participant to create, possess, make available or distribute images that sexualize or contain nudity of another person in the absence of Consent.

5.4.6 Where there is a Power Imbalance, sexual acts or communications (electronic or otherwise) between any Participant and another Participant are prohibited.

5.4.7 Examples of *Sexual Maltreatment* include, without limitation:

- a) Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a Participant who has more power in the context of a relationship that involves a Power Imbalance, or if the person to whom the solicitation or advance is made is a Minor;
- b) Pressuring a Participant to engage in sexual activity, including by making repeated advances that are known or ought to be known to be unwelcome;
- c) Questions asked of a Participant about their sexual preferences, sexual history, sexual organs or sexual experiences, particularly when such questions are asked by a Participant who has more power in the context of a relationship that involves a Power Imbalance, or asked of a Minor or Vulnerable Individual;
- d) Sexual attention when the person giving the attention reasonably knows or ought to know that the attention is unwanted or unwelcome or where the object of the attention is a Minor. Sexual attention includes but is not limited to comments about a Participant's appearance, body or clothing that could be objectively perceived by another Participant as being sexual in nature, practical jokes based on sex, intimidating sexual remarks, propositions, invitations or familiarity; or
- e) Unwelcome remarks based on gender which are not of a sexual nature, but which are demeaning such as derogatory gender-based jokes or comments.

5.4.8 It shall not be considered Sexual Maltreatment if a certified coach of KGTC touches any of the listed body parts of a Member or athlete during a KGTC Activity in a bona fide, incidental manner within the context of spotting where the touching occurred in the interests of the Member or athlete's safety.

5.5 Grooming

5.5.1 *Grooming* is conduct that may precede other behaviours defined as Sexual Maltreatment, or is carried out in conjunction with other forms of Sexual Maltreatment. Repeated Boundary Transgressions by a Participant toward a Minor or Vulnerable Individual may also be deemed to be Grooming, even in the absence of deliberate intention to facilitate a sexual relationship.

5.5.2 In assessing whether Grooming has occurred, the existence of a Power Imbalance should be taken into account.

5.5.3 The Grooming process is often gradual and involves building trust and comfort with a person, and sometimes also with the protective adults and peers around the person. It may begin with subtle behaviours that may not appear to be inappropriate but that can serve to sexualize a relationship, reduce sexual inhibitions, or normalize inappropriate behaviour. It may also include the testing of boundaries (e.g., seemingly accidental touching) that gradually escalates to Sexual Maltreatment (e.g. sexualized touching). It is acknowledged that many victims/survivors of sexual abuse do not recognize the Grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.

5.6 Boundary Transgressions

5.6.1 Identifying a *Boundary Transgression* is dependent on context, including the age of the

Participants involved and the existence of a Power Imbalance. It may be the case that a particular act or communication does not meet the threshold of any of the types of Maltreatment but is an act or communication that is nonetheless viewed as inappropriate in the circumstances. The assessment of the behaviour should consider whether the behaviour would raise concern in the mind of a reasonable observer, what objective appears to be guiding the interaction, and whose needs are being met. Even if the act in question does not, on its own, objectively cause harm to another person, a Boundary Transgression is nonetheless an act that should be corrected to ensure the safety and security of all Members/athletes, recognizing that Boundary Transgressions are often part of the Grooming process.

- 5.6.2 Recognizing that there may be a need to be flexible in the way in which such Boundary Transgressions are addressed, a Boundary Transgression may trigger a review of the circumstances which may potentially be resolved informally, or a formal conduct review may be initiated.
- 5.6.3 Consequences can range from formal disciplinary action or sanctions, to simply recording the circumstances and any resolution in the record of the Participant involved should any event of future Boundary Transgressions occur. A repeated Boundary Transgression after a consequence, disciplinary action or sanctions, should be treated seriously as a Major Infraction.
- 5.6.4 The concept of Boundary Transgressions is intended to be broad in scope. By way of example and not limitation, a Boundary Transgression may be a circumstance where:
 - a) a Participant uses contact information available to such Participant for the purpose of sport, to make contact with a person for a purpose that is not related to sport;
 - b) a Participant uses or attempts to use a line of communication with another Participant that is not within the typical communication channels;
 - c) a Participant is communicating privately with a Minor through Social Media or text;
 - d) a Participant inappropriately shares personal photographs;
 - e) a Participant arranges for or engages in inappropriate sharing of locker rooms;
 - f) a KGTC Representative arranges one-on-one meetings with a Participant that are not held in an open and observable environment;
 - g) a KGTC Representative arranges inappropriate private travel or transportation with a Participant in contravention of the **Travel Policy** of KGTC; and
 - h) a KGTC Representative or Participant is providing personal gifts to another Participant.

5.7 Discrimination

- 5.7.1 Discrimination can include overt or subtle forms of harm that uniquely define the adverse or inequitable experiences of marginalized persons.
- 5.7.2 The following are examples of Discrimination if they are based on one or more of the grounds of Discrimination within the definition:
 - a) Denying someone access to services, benefits, or opportunities;
 - b) Treating a person unfairly;
 - c) Communicating hate messages or unwelcome remarks or jokes;

- d) The perpetuation of misogynistic, racist, ableist, homophobic, or transphobic attitudes and stereotypes.

5.7.3 Discrimination does not require an intention to cause harm.

5.8 Racism

- 5.8.1 *Racism* is a form of prejudice and ideology that either directly or indirectly asserts that some people are better or superior to other people because they belong to a particular race or ethnic group. Racism can be deeply rooted in attitudes, values and stereotypical beliefs. In some cases, these are unconsciously held and have become embedded in systems and institutions that have evolved over time. Racism operates at a number of levels, including individual, systemic and societal.
- 5.8.2 Racism also includes the process by which systems and policies, actions and attitudes create inequitable opportunities and outcomes for people based on race. Racism is more than just prejudice in thought or action. It occurs when this prejudice is accompanied by the power to discriminate against, oppress or limit the rights of others.
- 5.8.3 Though morally reprehensible, Racism is not illegal, unless it manifests as Discrimination. Racial Discrimination is therefore a by-product of Racism and is illegal under the laws of Canada. It includes any action, intentional or not, that has the effect of singling out a Participant based on their race, and imposing burdens on them and not on others, or withholding or limiting access to benefits available to other Participants, in areas covered by the BC Human Rights Code. Race only needs to be one factor in a situation for racial Discrimination to have occurred.
- 5.8.4 Racism can come in the form of Discrimination, Harassment, abuse or humiliation, violence or intimidating behaviour and may overlap with Physical Maltreatment, Psychological Maltreatment, and Bullying. Some of the more common ways Racism can be experienced in sport include:
 - a) Name calling, racial slurs, derogatory comments, offensive gestures or insensitive racial jokes;
 - b) Negative biases, prejudicial actions; direct exclusion;
 - c) Microaggressions (i.e. frequent use of words or actions that insult a Participant based on their ethnicity, racial stereotypes, or other part of their racial identity);
 - d) Marginalizing a Participants based on their race; and
 - e) Hate crimes, physical or violent attacks.
- 5.8.5 There is growing awareness of how Racism affects mental health and emotional Well-Being in sport. Victims of Racism can lose confidence, feel stressed, exhausted, anxious or depressed. Participants who experience Racism can feel isolated and may withdraw or choose to quit their team or their sport entirely. Racism can also negatively impact focus, concentration and the performance of Participants.
- 5.8.6 Racism is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.9 Harassment

- 5.9.1 *Harassment* includes unwelcome comments, conduct, actions, or gestures directed toward a

Participant or group of Participants that a person knew or ought reasonably to have known would be unwelcome, which are insulting, intimidating, humiliating, malicious, or offensive.

5.9.2 Harassment is prohibited under this Policy and such behaviours may overlap with Physical Maltreatment, Psychological Maltreatment, Sexual Maltreatment, Discrimination, Racism and Bullying. Forms of Harassment in sport may include, but are not limited to:

- a) Physical Harassment (e.g., pushing, shoving, slapping, hitting, pinching, grabbing),;
- b) Sexual Harassment (e.g., vulgar, degrading or sexualized lewd comments, repeated propositions to engage in sexual conduct),
- c) Emotional Harassment (e.g., offensive or hostile expressions or gestures, put-down jokes, stalking),
- d) Gender Harassment, racial Harassment, and homophobia (e.g., referring to someone's gender, race, sexual orientation or expression in negative, vulgar, or derogatory terms or exclusion of a Participant based on those grounds).

5.9.3 A Participant may experience Harassment as a result of their race or perceived race, ancestry, nationality or national origin, citizenship, place of origin, skin colour, ethnicity, linguistic background or origin, religion, political belief, age, sex, sexual orientation, gender identity or expression, marital status, family status, social condition or disadvantage, physical or mental disability or related characteristics, disfigurement, criminal record, source of income, or any other prohibited ground of Discrimination in accordance with the BC Human Rights Code. A single incidence of a behaviour as described that has a lasting harmful effect on a person or a group of people may constitute Harassment.

5.9.4 Harassment is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.10 Bullying

5.10.1 *Bullying* is prohibited under this Policy and such behaviours may overlap with Physical Maltreatment, Psychological Maltreatment, Sexual Maltreatment, Harassment, Discrimination and Racism. Bullying behaviours often occur between peers and may be characterized as direct, overt attacks (e.g., pushing, hitting, threatening physical assault, mocking) or indirect, relational attacks, such as gossip, spreading rumours, and threatening to end friendship as a way to control others' behaviour or to effect the social exclusion of a Participant.

5.10.2 Bullying behaviours are typically intentional and repetitive in nature, however, a single instance of harmful behaviour as described may also qualify. Bullying rarely takes place between a "victim" and a "bully" alone and often is a group behaviour involving several Participants where there is a Power Imbalance. There is a wide range of behaviors that fit the definition of Bullying, including but not limited to the following:

- a) Threatening physical violence;
- b) Verbal aggressions or yelling;
- c) Laughing at a Participant not with them;
- d) Mocking a Participant with sarcasm as a way of making insults;
- e) Harassing or drawing attention to a Participant's mistake or vulnerability;
- f) Spreading malicious lies or rumours about a Participant;
- g) Shaming a Participant for not fitting in - for looking, talking or acting differently;

- h) Ignoring a Participant, as if they are not there;
- i) Excluding a Participant from a group activity;
- j) Posting negative comments about someone on Social Media also known as “cyber-bullying” or “cyber-harassment”.
- k) Ostracizing, insulting and teasing a Participant individually or as a group; and
- l) Targeting a team member or Participant who does not perform well in training or at a competition;

5.10.3 Bullying excludes any reasonable action taken by KGTC and/or Senior Management in response to employment matters or related to the management and direction of KGTC Personnel.

5.10.4 Bullying is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.11 Hazing

5.11.1 *Hazing* is prohibited under this Policy and refers to an abusive or humiliating form of initiation a Participant may be subjected to when joining a program, team, or group that degrades, or intentionally and recklessly endangers the mental and physical health of such Participant, regardless of their willingness to take part in the activity.

5.11.2 Hazing overlaps with health and Well-Being concerns for Participants with regards to mental health, high-risk substance use, Physical Maltreatment, Psychological Maltreatment and Sexual Maltreatment. There is a wide range of behaviors and activities that fit the definition of Hazing, including but not limited to the following:

- a) Forced and prolonged physical activity;
- b) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts recommended for human consumption;
- c) Forced consumption of any substance or concoctions not generally intended for human consumption;
- d) Prolonged deprivation of sleep, food, or drink;
- e) Intentionally deceiving a Participant with lies, tricks or dishonesty;
- f) Socially isolating a new Participant;
- g) Encouraging or daring a Participant to take an unnecessary risk;
- h) Encouraging or daring a Participant to commit any illegal activity;
- i) Forcing a Participant to take part in a stunt or skit with degrading, crude or humiliating acts;
- j) Requesting a Participant to wear embarrassing or humiliating attire or attire that is inconsistent with the balance of the group of Participants;
- k) Expecting new Participants to perform acts of personal service to other members within the group of Participants; and
- l) Forcing or coercing a Participant to brand themselves with a tattoo, piercing, scarification or any other form of body branding or self-harm.

5.11.3 Hazing does not require an intention to cause harm.

5.12 Subjecting a Participant to the Risk of Maltreatment

5.12.1 KGTC Representatives in a Position of Authority who place a Participant in situations that they know or ought to have known make such Participant vulnerable to Maltreatment are subjecting such Participant to the risk of Maltreatment.

5.12.2 Subjecting a Participant to the risk of Maltreatment includes, without limitation:

- a) Instructing or allowing a Member/athlete and coach to share a hotel room when traveling;
- b) Knowingly hiring a KGTC Representative who has a past history of Prohibited Behaviour and who is under a sanction of temporary or permanent ineligibility by GymBC, GymCAN, BC Diving, Diving Plongeon Canada or pursuant to a UCCMS enforcement process;
- c) Assigning guides and other support staff to a para-athlete when the guide or support staff has a past history of Prohibited Behaviour and is under a sanction of temporary or permanent ineligibility by GymBC, GymCAN, BC Diving, Diving Plongeon Canada or pursuant to a UCCMS enforcement process, or assigning a guide or support staff to a para-athlete in the absence of consultation with the para-athlete.

5.13 Aiding and Abetting

5.13.1 *Aiding and abetting* is any act or communication taken with the purpose of directly assisting, furthering, facilitating, promoting, or encouraging the commission of Maltreatment or other Prohibited Behaviour by or against a Participant.

5.13.2 Aiding and abetting also includes, without limitation:

- a) knowingly allowing any person who is suspended or is otherwise ineligible to participate in KGTC Activities,
- b) providing any coaching-related advice or service to a Participant who is suspended or is otherwise ineligible; and
- c) allowing any Participant to violate the terms of their suspension or any other sanctions imposed.

5.14 Failure to Report

5.14.1 Failure to Report possible Maltreatment or other Prohibited Behavior:

- a) It is a violation for any adult Participant who knew or ought to have known of an incidence of Prohibited Behaviour toward another Participant to fail to Report such conduct. For clarity, a Participant is not obligated to Report an instance of Prohibited Behaviour to which they were personally subject.
- b) Where information regarding an instance of Prohibited Behaviour toward an adult Participant is made known to another adult Participant through an explicitly confidential Disclosure, such adult Participant shall not be required to Report the information obtained through that Disclosure. Nevertheless, if the adult Participant knew or ought to have known of the Prohibited Behaviour for reasons other than the explicitly confidential Disclosure, it remains a violation for them to fail to Report such conduct.
- c) A Participant making a Disclosure or Report of Prohibited Behaviour does not need to

determine whether a violation took place; instead, the responsibility lies in Reporting the behaviour in question objectively. Early intervention is required to prevent escalation, hence the obligation on all adult Participants to Report.

- d) The Reporting Obligation is ongoing and is not satisfied simply by making an initial Report. The Reporting Obligation includes Reporting, on a timely basis, any and all relevant information of which an adult Participant becomes aware.
- e) It is a violation for any adult Participant to fail to fulfill any applicable Legal Duty to Report.

5.15 Intentionally Reporting a False Allegation

- 5.15.1 It is a violation of this Policy for a Participant to Report a knowingly false allegation, or influence another Participant to Report a knowingly false allegation of Prohibited Behaviour. An allegation is false if the events Reported did not occur, and the Participant making the Report knows at the time of Reporting that the events did not occur.
- 5.15.2 A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not a violation of this Policy.
- 5.15.3 The consequences of a Participant intentionally submitting a false allegation of Maltreatment or Prohibited Behaviour and any resulting disciplinary sanctions shall be addressed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure*** of KGTC, which may include suspension or expulsion from KGTC.

5.16 Interference with or Manipulation of Process

- 5.16.1 It is a violation of this Policy for a Participant to directly or indirectly interfere with or manipulate an investigation or disciplinary review process by:
 - a) knowingly destroying, falsifying, distorting, concealing, or misrepresenting information, with the intent to interfere with or influence the resolution process or the implementation of an outcome;
 - b) attempting to discourage or prevent another Participant's proper participation in or use of the processes;
 - c) harassing or intimidating another Participant involved in the processes before, during, and/or following any proceedings;
 - d) failing to comply with any temporary or provisional measure or disciplinary sanctions;
 - e) influencing or attempting to influence another Participant to interfere with or manipulate the process; or
 - f) distributing or otherwise publicizing materials a Participant gains access to during a Hearing or investigation, except as required by law or as expressly permitted.

- 5.16.2 All Participants are expected to act in good faith throughout any investigation or disciplinary enforcement process, and the sole purpose of this Section 5.16 is to provide a means to discipline those who do not. In recognition that a victim/survivor, of sexual abuse in particular, may attempt to conceal information out of embarrassment, shame or to protect the perpetrator, absent demonstrable bad faith, minimizing or concealing in such circumstances is not a violation of this Policy.

5.17 Retaliation

- 5.17.1 It is considered retaliation for a Participant to take an adverse action against any Participant for making a good faith Report of possible Prohibited Behaviour or for participating in any enforcement process. KGTC will not tolerate or condone acts of retaliation by Participants within the scope of this Policy.
- 5.17.2 Retaliation includes threatening, intimidating, harassing, coercing, negatively interfering with sport participation, or any other conduct that would discourage a reasonable person from engaging or participating in an investigation or disciplinary review process related to any instance of Prohibited Behaviour under this Policy. Retaliation after the conclusion of an investigation or disciplinary review process is also prohibited, even where there is a finding that no Prohibited Behaviour occurred. Retaliation does not include good-faith actions lawfully pursued in response to a Report of possible Prohibited Behaviour.
- 5.17.3 Any Participant who believes that they or someone else has been subjected to retaliation should Report such retaliation to KGTC as soon as possible.

6.0 COMPLAINTS

A Participant who believes they have been subjected to or have experienced Maltreatment or Prohibited Behaviour under this Policy or who has witnessed Maltreatment or Prohibited Behavior where either the perpetrator or the victim of such conduct is a Participant described as being within the scope of this Policy, is encouraged to file a Complaint to KGTC pursuant to the Complaint Management Process.

All KGTC Representatives and adult Participants have a Reporting Obligation to report possible Maltreatment or Prohibited Behaviour in accordance with this Policy. In addition, any KGTC Representative or adult Participant who has a reason to believe that a Minor or Vulnerable Individual has been or is likely to be abused or neglected has a Legal Duty to Report any actual knowledge or suspicion to appropriate law enforcement or child protection services.

Any KGTC Representative that has a reasonable suspicion or belief that a Participant is in imminent danger or risk, or is likely to be a victim of any form of violence or abuse should:

- 6.1 Help the Participant withdraw from the situation;
- 6.2 Inform others nearby of the situation;
- 6.3 Call 9-1-1 and report the incident to law enforcement if the situation requires immediate attention; and
- 6.4 Report the situation to KGTC.

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1.0 GENERAL

This Code of Conduct does not contain all of the conduct-related requirements applicable to the relationship between KGTC and its Participants. There are a number of other manuals, handbooks and other Policies of KGTC that apply to Participants which may be specific to a particular discipline (i.e. women's artistic gymnastics | trampoline | diving) or activity (i.e. team manager duties, team travel). In addition, some Participants may be subject to additional non- KGTC standards or codes, which may impose further requirements (i.e. the Coaching Association of Canada). Participants subject to those standards or codes are expected to adhere to those standards and codes, in addition to this Code of Conduct.

2.0 PURPOSE OF THIS POLICY

- 1.1 **General:** KGTC has adopted this Code of Conduct as part of its broader commitment to promote gymnastics | trampoline | diving activities for Participants of all ages and abilities, and to promote and maintain safe and positive sporting environments for all Participants. This Code of Conduct serves to make Participants aware that there is an expectation, at all times, of appropriate conduct and behaviour at KGTC Activities and at other activities as set forth in Section 3.2.
- 1.2 **Safe Sport Environment:** KGTC advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and overall Well-Being. KGTC, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics | trampoline | diving community in Kamloops, which implies a responsibility to develop policies, procedures and standards that assist its objective of achieving a Safe Sport Environment, free from all forms of abuse, Maltreatment, and Prohibited Behaviour which prioritizes the welfare, safety, and rights of every Participant at all times.
- 1.3 **Minimum Expectations:** This Code of Conduct sets out the minimum expectations for acceptable conduct for all Participants taking part in KGTC Activities. Behaviour that is contrary to this Code of Conduct will not be tolerated and may be subject to disciplinary sanctions pursuant to the *Complaints, Hearings and Discipline Policy & Procedure* of KGTC.

3.0 APPLICATION OF THIS POLICY

- 3.1 **Generally:** This Code of Conduct applies broadly to all Participants engaged in KGTC Activities including Members/athletes, KGTC Personnel, and KGTC Representatives. Where members of other provincial, national or other sport organizations are participating in any KGTC Activity, this Code of Conduct shall also apply to such persons.
- 3.2 **Application to Other Activities:** This Code of Conduct also applies to Participant's conduct outside of KGTC Activities when such conduct adversely affects relationships within KGTC (and its work and sport environment) and/or among its Members/athletes or is detrimental to the image and reputation of KGTC. Such applicability will be determined by KGTC, in its sole discretion.

- 3.3 **Membership Compliance Condition:** As set forth in the Bylaws, membership in KGTC is conditional upon compliance, in all material respects, with this **Code of Conduct** and the Bylaws and other Policies of KGTC. Members and prospective members of KGTC may be denied membership, suspended for a definite or indefinite period of time, or expelled from KGTC (in all cases in accordance with any Policy or procedure with respect to membership contained in the Bylaws and other applicable Policies), if their conduct is not held to the minimum standards described within this **Code of Conduct**, the Bylaws, and any other Policies of KGTC.

4.0 RESPONSIBILITIES AND OBLIGATIONS - GENERAL

All Participants taking part in KGTC Activities and at other activities to which this **Code of Conduct** applies have the following responsibilities:

- 4.1 **Compliance:** To comply with all applicable laws in the jurisdiction where the KGTC Activity is taking place (i.e. host province or host country), and comply with KGTC'S By- laws, Policies and procedures, including but not limited to this **Code of Conduct** and the rules of each specific discipline or program within KGTC, and the spirit of those rules.
- 4.2 **Display Respect:** To promote and represent the sport of gymnastics | trampoline | diving as constructively and positively as possible, including displaying respect for all individuals involved in the sport. Specifically, Participants have a responsibility to assist in supporting the dignity and self-esteem of all Participants by:
- 4.2.1 Demonstrating respect towards all Participants, regardless of body type, physical characteristics, athletic ability, and without racism, discrimination or harassment of any kind.
 - 4.2.2 Focusing comments or criticism appropriately and avoiding public criticism of Members/athletes, coaches, officials, organizers, volunteers, employees, or KGTC Representatives.
 - 4.2.3 Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - 4.2.4 Appropriately acting to correct or prevent practices that are racist or discriminatory.
 - 4.2.5 Consistently treating all Participants fairly and reasonably.
 - 4.2.6 Demonstrating respect for, and not intentionally causing damage to, property and equipment used or encountered in connection with participating in KGTC Activities.
 - 4.2.7 Respecting all judges, coaches and volunteers and refraining from attempting to intimidate, embarrass, or improperly influence any person responsible for judging or administering a competition or making any selection decisions.
- 4.3 **No Abuse, Maltreatment, Harassment or Discrimination:** To refrain from any behaviour that constitutes Abuse, Maltreatment, or Prohibited Behaviour, as described in the **Maltreatment & Discrimination Policy** of KGTC.
- 4.4 **Interactions with Vulnerable Individuals:** When interacting with Vulnerable Individuals, KGTC Representatives in a Position of Authority are required to implement practical approaches to such interactions including but not limited to:
- 4.4.1 Limiting physical interactions to non-threatening and non-sexual touching.
 - 4.4.2 Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power with any one decision maker).

- 4.4.3 Ensuring that parents/guardians/designated representatives are aware that some non-personal communication between KGTC Representatives in a Position of Authority and Vulnerable Individuals (e.g. coaches and athletes) may take place electronically (e.g. text, email or messaging through other applications) and that this type of communication is now considered to be commonplace, especially with other older Vulnerable Individuals (e.g. teenagers), and that such communication is required to be respectful and consistent with this **Code of Conduct** and the **Social Media Policy** of KGTC. Further, the “Rule of Two” should be applied virtually (when communicating through text message, email or other messaging applications) by KGTC Representatives in a Position of Authority and Vulnerable Individuals.
- 4.4.4 Ensure that the “Rule of Two” is followed wherever possible, as set forth in the **Safe Sport Policy**.
- 4.5 **Anti-Doping:** To comply with all anti-doping policies and procedures established by GymBC, GymCAN, BC Diving, Diving Plongeon Canada or other applicable governing bodies, and not use, direct or imply use, possess, distribute, or promote the use of performance-enhancing drugs or substances, whether such drugs or substances are legal, prescribed, controlled or illegal. Any infraction of applicable anti-doping policies or procedures will be considered an infraction of this **Code of Conduct** and may be subject to disciplinary sanctions imposed by KGTC which may be in addition to any disciplinary sanctions imposed by GymBC, GymCAN, BC Diving, Diving Plongeon Canada or the other applicable governing body.
- 4.6 **Alcohol, Drugs and other Mood-Altering Substances:** Participants are prohibited from taking part in any KGTC Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.
- 4.6.1 Consumption (vaping, smoking, eating, or ingesting by any other means) of cannabis, any other mood-altering substance, and any illegal substance, is prohibited at all times during KGTC Activities. Alcohol may be consumed by adults from time to time at KGTC-related business, social, and recreational events, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will adults operate a motor vehicle if their abilities to do so are in any way impaired.
- 4.6.2 Where Minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with KGTC Activities. Under no circumstances shall any adult provide, promote, or condone the use or consumption of alcohol, drugs (other than properly prescribed medications) or performance-enhancing substances by a Minor.
- 4.6.3 Minors are prohibited from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, any other mood-altering substance, and any illegal substance at all times. Any breach of this provision by a Participant who is a Minor may be subject to disciplinary sanctions pursuant to the **Complaints, Hearings and Discipline Policy & Procedure** of KGTC.
- 4.7 **Coercion:** A KGTC Representative in a Position of Authority must refrain from the use of power or authority in any attempt to coerce a Participant to engage in inappropriate activities.

5.0 ADDITIONAL RESPONSIBILITIES - COACHES

The coach-Member/athlete relationship is privileged and plays a critical role in the personal, sport, and athletic development of a Member/athlete. Coaches must understand and respect the inherent Power Imbalance that exists in this relationship and must be extremely careful not to abuse such Power Imbalance, consciously or unconsciously. In addition to the general responsibilities and obligations set forth herein, coaches have the following additional responsibilities when participating in KGTC Activities and at other activities to which this **Code of Conduct** applies:

- 5.1 **Certification:** Coach, supervise, and teach skills to Participants that are appropriate to, and within the

scope of, the current level of NCCP training and certification. Accurately represent coaching and professional credentials, such as NCCP certification, post-secondary credentials, and other training (e.g. first aid certification). Adhere to KGTC'S background and criminal record check policy. Report any ongoing criminal investigation, conviction, or existing bail conditions to KGTC, whether or not such criminal activity relates to your status as a coach, in order that KGTC may evaluate any appropriate restrictions.

- 5.2 **Member/athlete Safety and Support:** Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Member/athlete involved. Avoid compromising the present and future health of Members/athletes by communicating and cooperating with sport medicine professionals in the management of Member's/athletes' medical and psychological treatments. Report any medical problems to KGTC in a timely fashion, when such problems may limit a Member's/athlete's ability to travel, train, or compete when representing KGTC. Provide Members/athletes with all necessary information to be involved in the decisions that affect them.
- 5.3 **Support for Other Coaches and Clubs:** Supporting staff at provincial and national training camps and events, when a Member/athlete qualifies for participation with one of these programs. Should a Member/athlete desire to change member clubs, support and cooperate with the other coach/personnel in the exchange of pertinent information.
- 5.4 **Recruitment:** Engaging in behaviour involving the recruitment of athletes who are registered at a different gymnastics | trampoline | diving club to a separate club is strictly prohibited. This behaviour cannot take place in- person, virtually, or in any other capacity. When participating in a sanctioned competition, and athletes are present, coaches are not to offer, or otherwise recruit currently employed coach(s) from another club to join their organization.
- 5.5 **Prohibited Relationships:** Under no circumstance shall a coach engage in a sexual relationship of any kind with a Member/athlete under 19 years old. It is also prohibited for a coach to engage in a sexual relationship of any kind with a Member/athlete at or above the age of 19 because the coach holds a Position of Authority and trust that may constitute a Power Imbalance.
- 5.6 **Interaction with other manuals or handbooks:** Adhere to the requirements of applicable manuals and handbooks when coaching at a KGTC Activity, for example with respect to attire, interactions with other coaches and team managers, etc.

6.0 ADDITIONAL RESPONSIBILITIES – MEMBERS/ATHLETES

In addition to the general responsibilities and obligations set forth herein, Members/athletes have the following additional responsibilities when participating in KGTC Activities and at other activities to which this Code of Conduct applies:

- 6.1 Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing KGTC.
- 6.2 Participate and appear on-time and prepared to participate to their best abilities.
- 6.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.
- 6.4 Adhere to KGTC'S rules and requirements regarding clothing and equipment.
- 6.5 Never ridicule a Participant for a poor performance or practice.

- 6.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to other Members/athletes, officials, coaches, or spectators.
- 6.7 Act in accordance with the Policies and procedures and, when applicable, additional rules as outlined by coaches or team managers or program handbooks/manuals.

7.0 ADDITIONAL RESPONSIBILITIES – PARENTS/GUARDIANS/DESIGNATED REPRESENTATIVES

In addition to the general responsibilities and obligations set forth herein, parents/guardians/designated representatives of Members/athletes have the following additional responsibilities when observing or participating in KGTC Activities and at other activities to which this Code of Conduct applies:

- 7.1 Encourage Members/athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 7.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 7.3 Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.

8.0 ADDITIONAL RESPONSIBILITIES – JUDGES AND OFFICIALS

In addition to the general responsibilities and obligations set forth herein, judges and other officials have the following additional responsibilities when participating in KGTC Activities and at other activities to which this Code of Conduct applies:

- 8.1 Maintain and update their knowledge of the rules and rules changes.
- 8.2 Work within the boundaries of their position's description while supporting the work of other officials.
- 8.3 Conduct all events according to the rules of GymBC, GymCAN and the Fédération Internationale de Gymnastique (FIG), BC Diving and Diving Plongeon Canada as applicable.
- 8.4 Act professionally and support KGTC as an ambassador.
- 8.5 Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- 8.6 Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members/athletes.
- 8.7 Dress in proper attire for judging and officiating as per the judge's sections of the applicable GymBC, or GymnCan, BC Diving or Diving Plongeon Canada program handbook, as applicable.
- 8.8 Be unbiased and refrain from allowing anything to influence or give the appearance of affecting their judgment in rendering fair and impartial scores.
- 8.9 Refrain from criticizing other judges' judgments or decisions to coaches, teams, or affiliates.

8.0 ADDITIONAL RESPONSIBILITIES – KGTC REPRESENTATIVES

In addition to the general responsibilities and obligations set forth herein, KGTC Representatives (including all KGTC Personnel, Directors, and Committee Members) acting on behalf of KGTC have the following additional responsibilities when participating in KGTC Activities and at other activities to which this **Code of Conduct** applies:

- 8.1 When conducting KGTC business, prioritizing the goals or interests of KGTC and not those of any other organization, constituency, or special interest group.
- 8.2 Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of KGTC business and maintaining Participant confidence.
- 8.3 Ensure that KGTC'S financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities.
- 8.4 Conduct themselves professionally, lawfully and in good faith in the best interests of KGTC.
- 8.5 Be independent, objective and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- 8.6 Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
- 8.7 Keep informed about KGTC Activities, the provincial gymnastics | trampoline | diving community, and general trends in the sectors in which it operates.
- 8.8 Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to British Columbia law.
- 8.9 Respect the confidentiality appropriate to issues of a sensitive nature.
- 8.10 Ensure that all Participants are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- 8.11 Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- 8.12 Have a thorough knowledge and understanding of all KGTC'S governance documents.
- 8.13 Conform to the Bylaws and Policies approved by KGTC, in particular this **Code of Conduct** as well as any policies with respect to privacy and confidentiality.

9.0 ADDITIONAL RESPONSIBILITIES – VOLUNTEERS

In addition to the general responsibilities and obligations set forth herein, Volunteers acting on behalf of KGTC have the following additional responsibilities when participating in KGTC Activities and at other activities to which this Code of Conduct applies:

- 9.1 Encourage Members/athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 9.2 Respect the decisions and judgments of officials and encourage Members/athletes to do the same.
- 9.3 Respect and show appreciation to all coaches, officials, Members/athletes and other volunteers who give their time to the sport.

- 9.4 Conform to the Bylaws and Policies approved by KGTC, in particular this ***Code of Conduct***, as well as any other relevant policies.
- 9.5 Participate, appear on-time and be prepared to contribute to the best of their abilities.
- 9.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to Members/athletes, officials, coaches, other volunteers or spectators.

10.0 PRIVACY

In order to implement and enforce this ***Code of Conduct*** and other Policies and procedures of KGTC, KGTC may from time to time be required to obtain and use personal information relating to Participants as well as other affected Parties, in particular where a Complaint has been filed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

Where disciplinary action is undertaken as a result of a Policy enforcement process or the resolution of a Complaint pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***, KGTC has a responsibility to collaborate with other provincial and national sport organizations having jurisdiction (i.e. GymBC/GymCAN, BC Diving/Diving Plongeon Canada) and may be required to disclose the outcome to other amateur sport organizations or other organizations or institutions where required or permitted by applicable law.

11.0 MEMBER COMPLIANCE DECLARATION

As a condition of membership with GymBC, each Member of KGTC is also required to comply at all times with this ***Code of Conduct*** and other GymBC policies and procedures in connection with GymBC Activities.

As a condition of membership with BC Diving, each Member of KGTC is also required to comply at all times with this ***Code of Conduct*** and other BC Diving policies and procedures in connection with BC Diving Activities.

Appendix A: Member/athlete Code of Conduct

To remain a Member/athlete of Kamloops Gymnastics | Trampoline Centre (KGTC), every athlete has a responsibility to:

Conduct yourself on and off the gym floor or in the aquatics training area in a manner that will bring credit to you, KGTC, and your sport. Be proud of how you behave.

Train and perform with a positive attitude and with the commitment to improve your skills and competition results.

Take an active role in ensuring that the gym or aquatics area is a safe training environment by refraining from unsafe behavior, following instructions, and being self-disciplined.

Recognize that training with fellow athletes requires a commitment to:

- Be on time; bring necessary equipment (grips, tape, towel, etc).
- Be suitably dressed for training and/or travel with the club, province, or country.
- Be supportive of other athletes, coaches, officials, and Members.
- Refrain from choosing any behavior that would demean others and put their emotional and physical Well-Being at risk.
- Contact your coach in advance if you know you are going to be absent or late.
- Educate yourself and understand that rest, recovery and nutrition are important aspects of athletic success.
- Treat coaches, officials, administrative staff, and other Participants with respect.
- Be familiar with and observe KGTC Policies and or GymBC/BC Diving policies relevant to athletes, whether traveling or competing/training at home.
- Understand and/or adhere to Gymnastics, Trampoline, Diving - GymBC, GymCAN, BC Diving, Diving Plongeon Canada and/or KGTC disciplinary procedures.
- Adhere to the **Maltreatment & Discrimination Policy** of KGTC including but not limited to Racism, Harassment, Bullying, Hazing, drugs, alcohol, and substance abuse.

Understand that probation or suspension from a KGTC Activity may be applied if an athlete fails to meet these requirements or is found to be in breach of the **Code of Conduct, Maltreatment & Discriminations Policy** or similar policies of GymBC or GymCAN, BC Diving or Diving Plongeon Canada.

Date: _____ Athlete's signature: _____

Print athlete's name here: _____

Appendix B: Parent Code of Conduct

As a parent/guardian as designated representative of a Member/athlete at Kamloops Gymnastics | Trampoline Centre (KGTC), you have a responsibility to:

- Encourage your child to abide by the **Code of Conduct** applicable to Members/athletes at KGTC.
- Encourage your child to perform and train to the best of their abilities and provide positive reinforcement and encouragement during times of success and challenge.
- Never ridicule or shout at your child or any Member/athlete for errors or poor performance in a competition.
- Remember that healthy competition in sport comes from the athletes and NOT from the parents!
- Refrain from criticism of coaches, officials, administrative staff, parents, board members, or other athletes in the presence of your child.
- Ensure that your child understands the behavioral expectations as outlined in the **Code of Conduct** for Members/athletes at KGTC,
- Ensure your child understands that KGTC has “zero tolerance” for any type of abuse, Maltreatment, or Prohibited Behaviour as defined in the **Maltreat & Discrimination Policy** of KGTC and supports the creation and maintenance of a Safe Sport Environment for all of its Members/athletes.
- Ensure that both you and your child understand the **Social Media Policy** of KGTC and that the potential consequences for a breach of this Policy may include suspension or expulsion from KGTC.
- Help create a supportive and healthy environment in the gym and aquatics are through positive and effective communication with coaches, administrators, and Members/athletes.
- Remember that your child does gymnastics | trampoline | diving for his/her enjoyment and development and supporting them unconditionally is imperative to their success.
- Offer your expertise and skills to KGTC and support and encourage other volunteers who are doing so.
- Familiarize yourself with the Policies and procedures of KGTC, including but not limited to the Complaint Management Process.

I acknowledge and agree that I am the designated representative of (insert Member/athlete name).

Signature of parent/guardian as designated representative:

Print name: _____

Date: _____

Policy Name: CONFLICT OF INTEREST POLICY & PROCEDURE		Date of Approval: June 18, 2025	Activation Date: June 18, 2025
Approved By: KGTC Board of Directors	Version: Version 2.0 (2025). Replaced the KGTC Conflict of Interest Policy (2018)		
Review Cycle: Reviewed annually by the Governance Committee with any recommended amendments to be approved by the Board of Directors.			

1.0 PURPOSE OF THIS POLICY

- 1.0 The achievement of KGTC'S purpose and objectives, as set forth in its Bylaws, depends on the hard work and dedication of all KGTC Representatives and on the trust and relationship with its Members/athletes. KGTC must always strive to achieve its purpose and objectives in a manner which is, and is viewed to be, impartial, fair, consistent, and adhering to any confidentiality and privacy requirement.
- 1.1 The ability of KGTC Representatives to make deliberate, thoughtful and disinterested decisions on behalf of KGTC, and/or to contribute to the development of KGTC'S strategy, policies and procedures, and/or to discharge employment or contract duties for the benefit of KGTC, can be affected by other personal interests or relationships. KGTC requires, and in certain instances is legally entitled to, the best judgment of each KGTC Representative, free of influence from any personal interest (or those of the people closest to them) or personal agenda and with a view at all times to the best interests of KGTC.
- 1.2 This Policy outlines the circumstances under which an actual, potential or perceived Conflict of Interest is present, disclosure requirements, and the mitigation measures available to KGTC to manage any actual, potential or perceived Conflict of Interest situation.
- 1.3 This Policy does not prohibit conflicting interests, but provides a process to be followed to identify, disclose and manage the conflict responsibly.

2.0 APPLICATION OF THIS POLICY

This *Conflict of Interest Policy & Procedure* applies to all **KGTC Representatives**.

3.0 DESCRIPTION OF A CONFLICT OF INTEREST

- 3.1 A Conflict of Interest may arise when a KGTC Representative is in a situation, or will likely be put in a situation, where a KGTC Representative has the opportunity to make a decision, or contribute to the making of a decision, by or on behalf of KGTC that may directly or indirectly benefit (financially, personally or otherwise) the KGTC Representative, his or her spouse, child, other family member, associates, associated organization or persons affiliated or employed by an associated organization (e.g. another organization the KGTC Representative has a personal interest, or a duty or obligation to) or anyone else that the KGTC Representative has a relationship with that could reasonably be seen to create a Conflict of Interest situation, that is or may be contrary to KGTC'S best interests.
- 3.2 KGTC Representatives are to avoid situations where they are, or could be perceived to be, in a Conflict of Interest, and are required to disclose (to the General Manager of KGTC) any personal relationship or activity in which the personal interests of the KGTC Representative may come into conflict or may appear to conflict with the interests of KGTC in its relations with current or

prospective Participants, partner organizations (such as GymBC, GymCAN, BC Diving, Diving Plongeon Canada and other provincial sports organizations), suppliers or others that KGTC deals with in the ordinary course of conducting its operation. Relationships, which may provoke conflict include family members, relatives, partners, associates, friends, employers or employees, and positions or memberships in organizations other than KGTC.

- 3.3 Directors are held to a higher standard and are required to disclose and declare a Conflict of Interest (to the Chair of the KGTC Board of Directors) if any personal interest or relationship may put into question the independence, impartiality, or objectiveness that a Director is obligated to exercise in the performance of his or her duties as a Director of KGTC. A Conflict of Interest of a Director shall be formally acknowledged and declared on the “Conflict of Interest Declaration Form” attached hereto as Appendix B. Directors acting on behalf of KGTC must consider the “optics” (i.e. what other people might think of a situation) involving a Conflict of Interest. These other people could include but are not limited to potential suppliers, other organizations, fellow Directors, Members/athletes, Committee Members, volunteers or KGTC Personnel, and members of the public.

4.0 POSITION STATEMENT

- 4.1 No KGTC Representative shall have any position with, or interest in, any other business or enterprise whether operated for profit or not, the existence of which would conflict with or might reasonably be deemed to conflict with the proper performance in the normal course of their duties and responsibilities to KGTC, or which might tend to influence their independence of judgment with respect to transactions between KGTC and such other business or enterprise, without full and complete disclosure to the Board of Directors.
- 4.2 KGTC Representatives must ensure that their personal interests, or those of people close to them, do not conflict with the impartial performance of their duties. Any actual, potential or perceived conflict between a KGTC Representative’s personal interests or relationships, and those of KGTC, must be resolved in favour of KGTC.
- 4.3 Applicable to Directors:
- 4.3.1 Each KGTC Representative who is a member of the Board of Directors has a fiduciary duty to act honestly and in good faith with a view to the best interests of KGTC, and to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 4.3.2 Personal transactions between any Director and KGTC are prohibited except when properly disclosed and mitigated as set forth in Section 6.0 below.
- 4.3.3 Directors may not obtain for themselves, their relatives or their friends, a material or financial interest of any kind from their association with KGTC except when approved as set forth below.
- 4.3.4 If a Director has an interest in a proposed transaction with KGTC in the form of a personal financial interest or interest through affiliation with another organization involved in the transaction, such Director must make full and timely disclosure of such interest prior to any discussion or negotiation of such transaction.
- 4.3.5 Following their appointment and/or after the annual general meeting (AGM) of the Board of Directors, each Director is required to provide an annual disclosure of any Conflict of Interest on the “Director Annual Conflict of Interest Declaration Form” attached hereto as Appendix C.

5.0 EXAMPLES OF A CONFLICT OF INTEREST

- 5.1 **Common Sense:** *It is not possible to anticipate every Conflict of Interest situation that may be encountered. "Common sense" must be used.*
- 5.2 **Examples:** Without limiting the general scope of this Policy, the following relationships and courses of conduct are examples only, of matters that would be considered to involve a Conflict of Interest and require prompt disclosure, as set forth below:
- 5.2.1 Where a KGTC Representative is a relative or close personal friend with a coach or Participant who is involved in, or the subject of a disciplinary Complaint, and that KGTC Representative is involved in the Complaint or is participating in the Complaint Management Process and has access to Confidential Information with respect to the management of the Complaint.
 - 5.2.2 Where a KGTC Representative has a child or relative registered in a training group that may benefit from, or be sanctioned by, any Decision, policy change or procedure that KGTC or the Board of Directors is considering (e.g. a Complaint is submitted against the coach of a Director's family member or involving a training group where the child of a Director is a Participant).
 - 5.2.3 Using or appearing to use KGTC property including but not limited to supplier or Participant lists for solicitation, personal gain or benefit.
 - 5.2.4 Using or appearing to use Confidential Information of KGTC for personal gain or benefit.
 - 5.2.5 Influencing or attempting to influence KGTC suppliers, contractors, or consultants for personal gain (e.g. inducing gifts or any form of kickback).
 - 5.2.6 Engaging in any transaction or having any financial or personal interest which is incompatible with the discharge of their duties and obligations with KGTC.
 - 5.2.7 A KGTC Representative knowingly placing themselves in a position where they are under obligation to any person or organization that might benefit from or seek preferential treatment from KGTC.
 - 5.2.8 Where a KGTC Representative accord, through their position, preferential treatment to any Participant or organization in which they or people close to them have an interest.
 - 5.2.9 Accepting any gift that could be construed as being given in anticipation or in recognition of a favour granted by a KGTC Representative or member of the Board of Directors.

6.0 DISCLOSURE, MITIGATION, AND RECORD KEEPING

- 6.1 **Prompt and Mandatory Disclosure:** Should a KGTC Representative be in an actual, potential, or perceived Conflict of Interest situation, the KGTC Representative has a mandatory obligation to make prompt disclosure of any Conflict of Interest situation to the General Manager of KGTC or the Chair of the Board of Directors (or equivalent roles in the event of a change in title). A Conflict of Interest shall be formally acknowledged and declared on the "Conflict of Interest Declaration Form" attached hereto as Appendix A. The Disclosure will be reviewed and, if a Conflict of Interest is found, mitigation measures or conditions may be imposed. The Board of Directors may vote to allow or approve a situation involving a Conflict of Interest but does not vote on whether a matter is a conflict. A Conflict of Interest is either found to exist or not pending on the specific circumstances described in the Disclosure.
- 6.2 **Knowledge of an undisclosed Conflict of Interest:** In circumstances where a KGTC Representative is aware of an actual, potential, or perceived Conflict of Interest situation involving another KGTC

Representative which has not been disclosed pursuant to this Policy, the KGTC Representative shall advise the General Manager of KGTC or the Chair of the Board of Directors (or equivalent roles in the event of a change in title) of the circumstances, for further inquiry.

- 6.3 **Mitigation – Recusal:** Where a KGTC Representative is in an actual, potential, or a perceived Conflict of Interest situation, the KGTC Representative shall **NOT** participate in any deliberations, discussions or decisions with respect to the subject-matter of the Conflict of Interest. Where the conflicted KGTC Representative is a Director, such Director shall **NOT** be present during deliberations on the matter in a meeting or otherwise (*unless requested to remain to provide relevant information pursuant to Section 10.8(d)(1) of the Bylaws*) and shall **NOT** be permitted to vote on the matter.
- 6.4 **Responsibility:** Once a KGTC Representative becomes aware of a Conflict of Interest, they have a mandatory obligation to promptly declare the Conflict of Interest. Reporting a Conflict of Interest several weeks or months after a KGTC Representative becomes aware of a conflict is a breach of this Policy. A KGTC Representative is responsible to recognize when he or she is in a Conflict of Interest situation and to recuse him or herself as per this Policy. It is also the responsibility of the Board of Directors to recognize when a Director is, or may be, in a Conflict of Interest position under this Policy and require Disclosure and recusal from such Director in accordance with this Policy.
- 6.5 **Mitigation – Other:** The Board of Directors may impose such other mitigation measures to address and manage a Conflict of Interest situation as may be appropriate given the facts and circumstances of the conflict. If a Conflict of Interest cannot reasonably be managed through the implementation of mitigation measures, the KGTC Representative may be requested to resign or step down from their role as a KGTC Representative in accordance with the Bylaws and the BC Societies Act.
- 6.6 **Meeting Minutes:** All discussions by the KGTC Board of Directors related to Conflict of Interest shall be recorded in the minutes of the corresponding Board of Directors meeting.
- 6.7 **Failure to Disclose or Recuse:** The failure of a KGTC Representative to properly and timely disclose an actual, potential, or perceived Conflict of Interest is a breach of this Policy. If KGTC concludes upon reasonable grounds that a KGTC Representative failed to disclose a Conflict of Interest or adhere to the provisions of this Policy, appropriate disciplinary and corrective action may be taken against such KGTC Representative, including without limitation, if the Conflict of Interest is a material one, expulsion of membership or termination of employment. Disciplinary sanctions may result, pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

7.0 FINANCIAL BENEFITS

- 7.1 **Transactions Involving Potential Financial Benefit:** If the nature of the Conflict of Interest involves a proposed transaction or business dealing that will or may result (directly or indirectly) in a financial benefit to the KGTC Representative, his or her spouse, child, other family member, associates, associated organization or persons affiliated or employed by an associated organization (e.g. another organization the KGTC Representative has a personal interest, or a duty or obligation to), or anyone else that the KGTC Representative has a relationship with that could reasonably be seen to create a Conflict of Interest situation, the disclosure of the actual, potential or perceived Conflict of Interest must always be made in advance of any consideration by KGTC of the proposed transaction or business dealing. The KGTC Representative making such disclosure shall recuse themselves from any discussion or decision-making related to such transaction or business dealing.
- 7.2 **Considerations:** In considering whether or not to allow or approve a transaction where a Conflict

of Interest has been disclosed, the Board of Directors must consider all relevant facts and circumstances, including but not limited to the process undertaken to select the counterparty to the transaction, the value of the transaction, the business needs of KGTC, and whether the transaction would reasonably appear to a reasonable person to be an unacceptable Conflict of Interest and where such perception could damage the reputation of KGTC.

8.0 GIFTS AND ENTERTAINMENT

- 8.1 From time to time, KGTC Personnel or Directors may, in the normal course of business, be the recipients of gifts or the beneficiaries of entertainment during the course of, and due to, their role with KGTC. Any gifts, entertainment, or awards given to KGTC staff or Directors must be disclosed to KGTC'S General Manager.
- 8.2 KGTC Personnel and Directors are required to decline to accept any gift, series of gifts or entertainment, that exceed a value of **\$100 CAD**, where the receipt of such gifts or entertainment could be perceived as attempting to influence a decision or vote with respect to KGTC matters. If receipt of the gifts or entertainment has not been declined, the KGTC staff or Director may be subject to discipline as set forth in Section 6.7 herein.

9.0 BREACHES OF THIS POLICY

- 9.1 Breaches of this Policy will be addressed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure*** except:
 - 9.1.1 Where a KGTC Representative found to be in breach of this Policy is a Director, the Board of Directors may request the resignation of such Director or may vote to remove the Director in the manner set forth in the Bylaws. A Director who is removed from the Board of Directors for failing to disclose a Conflict of Interest is not eligible to reapply to the Board of Directors.
 - 9.1.2 The Board of Directors may take such other steps as are appropriate to address any Conflict of Interest situation that cannot otherwise be properly addressed elsewhere in this Policy including legal action where warranted in response to a material breach of this Policy.

APPENDIX A: KAMLOOPS GYMNASTICS | TRAMPOLINE | CENTRE (KGTC)

CONFLICT OF INTEREST DECLARATION FORM - KGTC Personnel

Part A: Declaration of a Conflict of Interest	
KGTC Personnel including but not limited to all employees, staff, coaches, consultants and contractors of KGTC have a <u>mandatory</u> obligation to acknowledge and disclose any actual, potential, or perceived "Conflict of Interest". Any conflict between the personal interests or relationships of KGTC Personnel, and those of KGTC, must be resolved in favour of KGTC. The failure of KGTC Personnel to properly and timely disclose an actual, potential, or perceived Conflict of Interest may result in disciplinary sanctions, pursuant to the <i>Complaints, Hearings and Discipline Policy & Procedure</i>. For more information about key terms and definitions related to Conflict of Interest, please refer to the <i>Conflict of Interest Policy & Procedure</i>.	
Director Declaration:	
I declare that I have read and understood the <i>Conflict of Interest Policy & Procedure</i> of KGTC and shall remain at all times in full compliance.	
I understand that if I have any direct or indirect personal interest or relationship which is sufficient to influence or appear to influence the independent, objective and impartial exercise of my official duties at KGTC, that I must declare and withdraw from all situations where a Conflict of Interest exists.	
I am aware of a situation which I believe to be a Conflict of Interest that is required to be declared in accordance with the <i>Conflict of Interest Policy & Procedure</i> of KGTC.	
As such, I would like to declare the following actual, potential or perceived Conflict of Interest(s): a) <i>Briefly describe the Conflict of Interest(s) and situation which creates the Conflict of Interest(s).</i> b) <i>Briefly describe your duties which are tied or may be tied to the Conflict of Interest(s) being declared.</i>	
Name:	Position/Title:
Signature:	Date:

Part B: Record of Declaration of a Conflict of Interests (FOR SENIOR MANAGERS OF KGTC)

Complete the following information in response to the declared Conflict of Interest described in Part A:

Section 1: Senior Manager Action

1) General Manager agrees that this situation is a Conflict of Interest?

Yes No

2) General Manager needs to solicit input from the Governance Committee?

Yes No

3) General Manager needs to elevate this to a Board of Directors' resolution?

Yes No

4) The person in conflict has agreed to recusal and shall abstain from decisions/roles that may perpetuate the conflict?

Yes (If "Yes" record the recusal and maintain a record of the Conflict of Interest Disclosure Form for protection of the person involved.)

No (If "No" record this refusal and elevate this matter to the Board of Directors. Advise the person in conflict to seek independent legal advice and avoid making any decision regarding the Conflict of Interest situation until the conflict has been resolved.)

List any other actions taken, including specific discussions with any Participants or Parties involved:

Section 2: Senior Manager Action

With respect to the above declaration, the General Manager has determined:

<Name of the person making the declaration> should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

<Name of the person making the declaration> may continue to handle the work/duty as described in Section A, provided that there is no change in the information declared above.

Other:

APPENDIX B: KAMLOOPS GYMNASTICS | TRAMPOLINE CENTRE (KGTC)

CONFLICT OF INTEREST DECLARATION FORM - DIRECTORS)

Part A: Declaration of a Conflict of Interest

Under the B.C. Societies Act [SBC 2015 – Division 4, Section 56 & 57], Directors are subject to personal legal requirements regarding the disclosure of and reaction to relevant personal interests. Directors who fail to comply with their statutory requirements may face liability and the requirement to pay reparations. Directors also have a mandatory obligation to acknowledge and disclose any actual, potential, or perceived “Conflict of Interest” under the ***Conflict of Interest Policy & Procedure*** of KGTC.

For more information about key terms and definitions related to Conflict of Interest, please refer to the ***Conflict of Interest Policy & Procedure***.

Director Declaration:

I declare that I have read and understood the ***Conflict of Interest Policy & Procedure*** of KGTC and shall remain at all times in full compliance.

I understand that if I have any direct or indirect personal interest or relationship which is sufficient to influence or appear to influence the independent, objective and impartial exercise of my official duties as a Director, that I must declare and withdraw from all situations where a Conflict of Interest exists.

I understand that I may not obtain for myself, my relatives or my friends, a material interest of any kind from my association with KGTC except as otherwise approved by the Board of Directors.

I am aware of a situation which I believe to be a Conflict of Interest that is required to be declared in accordance with the ***Conflict of Interest Policy & Procedure*** of KGTC.

As such, I would like to declare the following actual, potential or perceived Conflict of Interest(s):

a) Briefly describe the Conflict of Interest(s) and situation which creates the Conflict of Interest(s).

b) Briefly describe your duties which are tied or may be tied to the Conflict of Interest(s) being declared.

Name:

Position/Title:

Signature:

Date:

Part B: Record of Declaration of a Conflict of Interests (FOR KGTC BOARD OF DIRECTORS)

Complete the following information in response to the declared Conflict of Interest described in Part A:

Section 1: Board Chair Action

1) Board Chair agrees that this situation is a Conflict of Interest?

Yes No

2) Board Chair needs to solicit input from the Governance Committee?

Yes No

3) Board Chair needs to elevate this to a Board of Directors' resolution?

Yes No

4) The Director in conflict has agreed to recusal and shall abstain from decisions/roles that may perpetuate the conflict?

Yes (If "Yes" record the recusal in the corresponding Board Meeting Minutes, and maintain a record of the Conflict of Interest Disclosure Form for protection of the person involved.)

No (If "No" record this refusal in the corresponding Board Meeting Minutes, advise the Director in conflict to seek independent legal advice and avoid calling for any motion or vote involving the Conflict of Interest situation until the conflict has been resolved.)

List any other actions taken, including specific discussions with the Participants or Parties involved:

Section 2: Board of Directors Action

With respect to the above declaration, the Board of Directors passed the following resolution:

<Name of the person making the declaration> should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

<Name of the person making the declaration> may continue to handle the work/duty as described in Section A, provided that there is no change in the information declared above.

Other:

APPENDIX C: KAMLOOPS GYMNASTICS | TRAMPOLINE CENTRE (KGTC)

DIRECTOR ANNUAL CONFLICT OF INTEREST DECLARATION FORM

Director Annual Declaration:	
Under the B.C. Societies Act [SBC 2015 – Division 4, Section 56 & 57] Directors are subject to personal legal requirements regarding the disclosure of and reaction to relevant personal interests. Directors who fail to comply with their statutory requirements may face liability and the requirement to pay reparations. For more information about key terms and definitions related to Conflict of Interest, please refer to the <i>Conflict of Interest Policy & Procedure</i>.	
At this time, I am a Director, Committee Member, a contractor or an employee of the following organizations: <i>List any organizations that qualify in the above statement excluding KGTC</i>	
I declare that I have read and understood the <i>Conflict of Interest Policy & Procedure</i> of KGTC and have at all times remained in full compliance.	
I did not obtain for myself, my relatives or my friends, a material interest of any kind from my association with KGTC except as otherwise approved by the Board of Directors.	
I certify that, <u>except as described below</u>, 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 KGTC 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 KGTC. 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 on behalf of any persons or organizations having transactions with KGTC. <i>List any exceptions including a description of the transaction(s) involved or specify N/A</i>	
I certify that, <u>except as described below</u>, I do not now nor at any time during the past year have a personal interest or personal relationship that may be defined as an “actual, potential or perceived” conflict of interest pursuant to the <i>Conflict of Interest Policy & Procedure of KGTC</i>: <i>List any personal interest or relationship declared as a Conflict of Interest during the past year or specify N/A</i>	
Name:	Position/Title:
Signature:	Date:

Board and Committee Members: please submit to admin@kgtc.ca

Policy Name: TRAVEL POLICY		Date of Approval: June 18, 2025	Activation Date: June 18, 2025
Approved By: KGTC Board of Directors	Version: Version 2.0 (2025)		
Review Cycle: Reviewed annually by the Governance Committee with any recommended amendments to be approved by the Board of Directors.			

1.0 PURPOSE OF THIS POLICY

- 1.1 The purpose of this Policy is to inform Participants travelling to events outside of BC and outside of Canada of their responsibilities and the expectations of KGTC.

2.0 APPLICATION OF THIS POLICY

- 2.1 Certain Participants have responsibilities when teams or Members/athletes travel outside the province or outside the country. These Participants include:
 - 2.1.1 Parents traveling with a Member/athlete who is a Minor;
 - 2.1.2 Parents traveling with a Member/athlete who is not a Minor;
 - 2.1.3 Coaches;
 - 2.1.4 Team managers and event managers;
 - 2.1.5 Chaperones; and
 - 2.1.6 Members/athletes.

3.0 TRAVEL CONSENT FORM

- 3.1 Members/athletes who are Minors traveling with KGTC Representatives other than their parent/guardian must complete a "Travel Consent Form" (signed by their parent/guardian). The Travel Consent Form should be managed by the KGTC Representative, team manager or chaperone travelling with a Member/athlete.

4.0 CONDUCT DURING TRAVEL

- 4.1 All Participants traveling must adhere to KGTC'S policies and procedures, particularly the **Code of Conduct**. In addition to the standards described in the **Code of Conduct** and the responsibilities described in this Policy, KGTC requires the following:
 - 4.1.1 Teams or groups of Members/athletes shall always have at least two KGTC Representatives in a Position of Authority with them, who when possible, represent the gender identities of the Members/athletes travelling;
 - 4.1.2 Screened parents/guardians or other volunteers should be available to support the delegation in situations when two KGTC Representatives in a Position of Authority cannot be present;
 - 4.1.3 No KGTC Representative in a Position of Authority may drive a vehicle alone with a Member/athlete unless the KGTC Representative in a Position of Authority is the Member/athlete's parent or guardian or unless there is an emergency situation;
 - 4.1.4 A KGTC Representative in a Position of Authority may not share a room or be alone in a hotel

- room with a Member/athlete unless the KGTC Representative in a Position of Authority is the Member/athlete's parent/guardian or spouse;
- 4.1.5 Room or bed checks during overnight stays should be done by two KGTC Representatives in a Position of Authority;
 - 4.1.6 For overnight travel when Members/athletes must share a hotel room/bedroom, roommates will be age-appropriate. If this is not possible, KGTC'S team managers will collaborate with technical staff, chaperones and coaches to determine suitable solutions;
 - 4.1.7 Members/athletes may only share rooms with other Member/athletes of the same sex. Should a Member/athlete be uncomfortable in a specific rooming situation, their concerns will be addressed on a case by case basis with the team manager and chaperone; and
 - 4.1.8 KGTC Representatives in a Position of authority must be roomed separately from Members/athletes, unless the Member/athlete is the child of the coach, team manager or chaperone. Reasonable measures should be taken to supervise Members/athletes in rooming situations.
- 4.2 Parents/guardians traveling with a Member/athlete who is a Minor are responsible for their child during the entirety of the travelling event and have the following additional responsibilities:
- 4.2.1 Pay all event fees prior to the start of travel;
 - 4.2.2 Register for event accommodations in a timely manner. Accommodations outside of those arranged by the team manager (such as staying with family, or at a different hotel) must be approved by the team manager or coach in advance of such arrangements being made;
 - 4.2.3 Punctual drop off and pick up of their children at times and places as indicated by coaches/team managers/chaperones;
 - 4.2.4 Adhere to coach/team manager/chaperone requests for parent/guardian meetings, team meetings, or team functions and be punctual to such events;
 - 4.2.5 Adhere to coach requests for Member/athlete curfew times;
 - 4.2.6 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
 - 4.2.7 Report any Member/athlete illness or injury;
 - 4.2.8 Report any incident likely to bring discredit to KGTC; and
 - 4.2.9 Ensure that all passports (when applicable) are valid and not expired.
- 4.3 Parents/guardians not traveling with a Member/athlete have the following responsibilities:
- 4.3.1 Assign to their child a chaperone from among the other parents/guardians in attendance. The chaperone may not be a team manager, coach, assistant coach, or chef de mission;
 - 4.3.2 Provide the team manager/chaperone with a Travel Consent Form;
 - 4.3.3 Provide the team manager/chaperone with emergency contact information;
 - 4.3.4 Provide the team manager/chaperone with any necessary medical information;
 - 4.3.5 Pay all event fees prior to the start of travel;
 - 4.3.6 Provide their child with enough funds to pay for food and incidentals; and
 - 4.3.7 Ensure that all passports are valid and not expired.
- 4.4 Team manager's and chaperones have the following responsibilities:
- 4.4.1 Obtain and carry any Travel Consent Forms, emergency contact information, and medical

- information;
- 4.4.2 Punctual drop off and pick up of their charges at times and places indicated by coaches;
- 4.4.3 Adhere to coach requests for parent meetings, team meetings, or team functions and be punctual to such events;
- 4.4.4 Adhere to coach requests for athlete curfew times;
- 4.4.5 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
- 4.4.6 Report any Member/athlete illness or injury;
- 4.4.7 Report any incident likely to bring discredit to KGTC;
- 4.4.8 Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach travelling with the Member/athlete;
- 4.4.9 Approve visitors to the Member/athlete accommodations, at their discretion;
- 4.4.10 Unless otherwise agreed to in advance, team managers/chaperones will not have the responsibility of providing individualized behavioural management strategies, nor will they be required to administer prescription medication(s) to any Member/athlete.
- 4.4.11 Team managers/chaperones will be provided with formal training from KGTC prior to their first assignment as a team manager/chaperone with KGTC; and
- 4.4.12 Team managers/chaperones will be selected by the appropriate KGTC Representative.
- 4.5 Coaches have the following responsibilities:
 - 4.5.1 Arrange all team meetings and training sessions;
 - 4.5.2 Determine curfew times;
 - 4.5.3 Work in close co-operation with the team managers/chaperones on all non-sport matters and support team managers/chaperones as required;
 - 4.5.4 Report to KGTC any incident likely to bring discredit to KGTC; and
 - 4.5.5 Together with the team manager/chaperone, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents/guardians of the Members/athletes involved as well as to KGTC for further disciplinary action, if applicable, pursuant to the ***Complaints, Hearing, and Discipline Policy and Procedure***.
- 4.6 Event managers have the following responsibilities:
 - 4.6.1 Ensure an appropriate chaperone-to-athlete ratio that does not exceed six (6) to eight (8) athletes per chaperone.
- 4.7 Members/athletes have the following responsibilities:
 - 4.7.1 Arrive at each event ready to participate;
 - 4.7.2 Make any visitor requests to team manager/chaperone before the visit is expected;
 - 4.7.3 Represent KGTC, GymBC or BC Diving to the best of their abilities at all times;
 - 4.7.4 Communicate any problems or concerns to the coaches and team manager/chaperone just as they would their own parents;
 - 4.7.5 Check in with their team manager/chaperone when leaving their rooms; and
 - 4.7.6 Not leave the hotel alone or without the permission of their team manager/chaperone and check-in when returning.

Policy Name: SOCIAL MEDIA POLICY		Date of Approval: June 18, 2025	Activation Date: June 18, 2025
Approved By: KGTC Board of Directors	Version: Version 2.0 (2025)		
Review Cycle: Reviewed annually by the Governance Committee with any recommended amendments to be approved by the Board of Directors.			

1.0 GENERAL

- 1.1 KGTC is committed to creating a Safe Sport Environment that is accessible, inclusive, respects their participants' personal goals and is free from all forms of Maltreatment.
- 1.2 The welfare of all Participants in the sport is one of KGTCs foremost considerations. In particular, the protection of Members/athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics | trampoline | diving community. KGTC, as primarily a youth-serving sports organization, recognizes that it has a special position in the gymnastics | trampoline | diving community in Kamloops, BC, which implies a responsibility to develop and enforce Policies, procedures and standards that support a Safe Sport Environment.
- 1.3 Social Media (twitter, Facebook, Instagram etc.) plays an important role in everyone's job whether it be for engagement, promotion, or awareness. It is also an invaluable communications tool to help drive and promote gymnastics | trampoline | diving in British Columbia. However, if these tools are not used in an appropriate and respectful way, they may give rise to violations of relevant KGTC Policies; including complaints that Participants are not acting in the best interest of KGTC or are demonstrating unethical (unsporting) conduct and or behaviour.
- 1.4 It is expected that all Participants taking part in KGTC Activities use Social Media responsibly and respectfully. This includes public applications and media, but also private group chats and other types of media where Members/athletes, KGTC Representatives, and other members of the KGTC community may be impacted.

2.0 PURPOSE OF THIS POLICY AND SCOPE

- 2.1 KGTC is aware that personal interaction and communication occurs frequently on Social Media. KGTC cautions Participants that any conduct falling short of the standard of behaviour required by the **Code of Conduct** may be subject to the disciplinary sanctions pursuant to the **Complaints, Hearings and Discipline Policy & Procedure** of KGTC.
- 2.2 **Scope.** All conduct and behaviour occurring on Social Media may be subject to Reporting as per the Complaint Management Process and at the discretion of the Case Manager appointed.

3.0 APPLICATION OF THIS POLICY

This Policy applies to all Participants taking part in KGTC Activities including KGTC Representatives, KGTC Personnel, and Members/athletes.

4.0 CONDUCT AND BEHAVIOR

The following Social Media conduct may be considered a Minor Infraction or Major Infraction (pursuant to the Complaint Management Process) at the discretion of the Case Manager:

- 4.1 Posting a disrespectful, hateful, harmful, disparaging, insulting, racist or otherwise negative comment on Social Media that is directed at a Participant including any Member/athlete, KGTC Representative or other persons connected with KGTC;
- 4.2 Posting or sharing any Social Media posts that tag or otherwise provide contact information for a Minor. Given/first names should only be used to identify Minors in any posts;
- 4.3 Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, racist or otherwise offensive, to a Participant including any Member/athlete, KGTC Representative or other persons connected with KGTC;
- 4.4 Creating or contributing to a Facebook group, webpage, Instagram account, X feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about KGTC, its stakeholders, or its reputation;
- 4.5 Inappropriate personal or sexual relationships between Participants who have a Power Imbalance in their interactions, such as between Members/athletes and coaches, Directors and staff, officials and Members/athletes, etc.; and
- 4.6 Any instance of cyber-bullying or cyber-harassment between one Participant and another (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, I-Message, Messenger, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours, gossip or lies, or any other such harmful behaviour.

5.0 PARTICIPANT RESPONSIBILITIES

- 5.1 Participants including KGTC Representatives acknowledge that their Social Media activity may be viewed by anyone, including KGTC.
- 5.2 If a KGTC Representative unofficially engages with a Participant in Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Participant may, at any time, ask KGTC to cease this engagement.
- 5.3 When using Social Media, Participants including KGTC Representatives must model appropriate behaviour befitting their role and status in connection with KGTC.
- 5.4 Removing content from Social Media after it has been posted (either publicly or privately) does not excuse a Participant or KGTC Representative from being reported to be in breach of this Policy, the ***Code of Conduct*** or ***Maltreatment & Discrimination Policy*** of KGTC.

6.0 BEST PRACTICES

- 6.1 **For KGTC & Training Groups.** When using Social Media Participants should keep in mind that:
 - 6.1.1 All official club communication from KGTC Representatives should be sent to a parent/guardian/designated representative email and not directly to any personal email addresses of a Member/athlete who is a Minor;
 - 6.1.2 No adult should communicate one-on-one with any Member/athlete who is a Minor on any Social Media platform; and
 - 6.1.3 Members/athletes should be encouraged by coaches, managers, peers and parents/guardians to

inform an adult they trust if they receive any communications that make them feel uncomfortable.

- 6.2 **For Coaches, Officials & Volunteers.** Many coaches, officials, and volunteers deal with Members/athletes who are Minors. Extra care must be taken when dealing with Minors to eliminate the risks of misconduct, or perceived misconduct and Maltreatment. Unless a KGTC Representative (coach/official/volunteer) is a direct relation to a Member/athlete, all KGTC Representatives should generally:
- 6.2.1 Not accept anyone as a friend on social networking sites or share their personal social web pages with any Participant who is a Minor;
 - 6.2.2 Not make contact with a Participant who is a Minor outside of the KGTC context via any Social Media;
 - 6.2.3 Not send personal messages of a non-gymnastics | trampoline | diving' nature to any Participant who is a Minor;
 - 6.2.4 Not engage in any personal conversations or social comments with a Participant who is a Minor;
 - 6.2.5 Seek permission from parents/guardians and Members/athletes prior to posting pictures or videos publicly;
 - 6.2.6 Keep team selection decisions and other official team business off of Social Media;
 - 6.2.7 Never require athletes to join team or organizational Social Media platforms; and
 - 6.2.8 Ensure that personal devices that have photo-taking functions are not used in a Member/athlete locker/change rooms.
- 6.3 **For Members/athletes.** Members/athletes must understand that publicly accessible content posted to Facebook, Snap Chat, Tumblr, Twitter, Instagram, etc. as well as private team "group chats", are captured under this Policy.
- 6.3.1 Members/athletes can expect that all forms of Social Media may be monitored by KGTC Representatives, members of the public, external media outlets and many others. Any inappropriate content could therefore be subject to sanctions.
 - 6.3.2 Members/athletes must be mindful to follow the Conduct Code when posting material and interacting with others through Social Media. Members/athletes should:
 - a) Set privacy settings to restrict who can search for you and what private information other people can see;
 - b) Do not feel pressure to join any fan page, follow a feed or person or be "friends" with anyone. Coaches, fellow athletes, officials, gymnastics | trampoline | diving clubs, or GymBC, BC Diving may add you, but you are not required to do the same;
 - c) Understand that recording images, videos or audio capture is NOT permitted in locker/change rooms;
 - d) Model appropriate behaviour on Social Media befitting your status as a Member/athlete of KGTC, and GymBC and BC Diving;
 - e) No Member/athlete who is an adult should communicate one-on-one with any Member/athlete who is a Minor on any Social Media platform; and
 - f) Be encouraged by coaches, managers, peers and parents/guardians to inform an adult they trust if they receive any communications that make them feel uncomfortable.

7.0 PROCESS & POLICY ALIGNMENT

- 7.1 If any Participant believes that the Social Media activity of a Member/athlete or KGTC Representative is inappropriate or may be in violation of this Policy, the **Code of Conduct** or **Maltreatment & Discrimination Policy**, they should report the matter to KGTC in the manner outlined herein.
- 7.2 The **Maltreatment & Discrimination Policy** of KGTC has been drafted to substantially align with the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)* as published by the *Canadian Centre for Ethics in Sport (CCES)*. The UCCMS is the core document that sets harmonized rules to be adopted by sport organizations that receive funding from the Government of Canada to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming and Safe Sport experiences. As such, a Participant who violates this Policy may also be subject to sanctions pursuant to the policies of GymBC or GymCAN BC Diving or Diving Plongeon Canada, if such violation is also determined to be a violation of the **Maltreatment & Discrimination Policy** of KGTC or the UCCMS.