



Airdrie Edge Gymnastics Club

POLICIES



Section 1

Governance Policy

1.0 Purpose

In accordance with Airdrie Edge Gymnastics Club's (hereinafter referred to as "Airdrie Edge") bylaws, the appointed individual Officers and Directors, who jointly constitute the Board of Directors (hereinafter referred to as the "board") shall govern the affairs of Airdrie Edge to ensure the wise stewardship of its resources while preventing unacceptable actions and situation that would be detrimental to the continued health and success of the Airdrie Edge as a whole.

1.1 Policy Statement

The board follows a governance board model allowing the management of Airdrie Edge to be performed by hired staff; meaning, the board is a policy governing board, not an operational board.

1.2 Responsibilities

1.2.1 Board Responsibilities

- Recruit and hire the Club Manager, and ensure the Club Manager is adhering to the terms and conditions of his/her employment
- Establish the goals of Airdrie Edge in consultation with the Club Manager
- Prepare, revise, and approve the policies of Airdrie Edge as necessary, and in consultation with Club Manager, shall ensure compliance with the policies
- Aid in creating and reviewing long-term and annual business plans and budgets for Airdrie Edge and responsible for the approval of said items
- Establish board committees, in consultation with the Club Manager, to help and aid the Club Manager in meeting the goals of Airdrie Edge and staff in areas such as fundraising and event organization
- Only speak and act on behalf of the board when so authorized by the board as a whole
- Ensure that no individual board member interferes with the management activities of the Club Manager
- Provided that they have permission from the Club Manager to do so or in the event the Club Manager is unavailable, board members may speak

publicly on behalf of Airdrie Edge only in accordance with established procedures

1.2.2 Club Manager Responsibilities

- Has full operational authority and responsibility for the conduct of the affairs of Airdrie Edge unless explicitly and specifically limited by the board
- Prepare, manage, and present to the board for approval the long-term and annual business plans and budgets
- Develop and implement all procedures and best practices for Airdrie Edge
- Act as Airdrie Edge's primary contact and representative in all dealings with provincial sport organizations, national sport organizations, international sports organizations, government organizations, and other funding agencies
- Collaborate with the board president and/or the board designate on message development and act as Airdrie Edge's primary contact and representative in all dealings with media organizations unless unavailable to do so

Further details of roles and responsibilities of both the board and the Club Manager can be found in the job descriptions.

Approved: By Airdrie Edge Board of Directors January 16, 2018

Amended: By Airdrie Edge Board of Directors December 18, 2018

Amended: By Airdrie Edge Board of Directors July 9, 2019



Section 2 Nomination and Election Policy

2.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) works to provide fair and just election parameters.

2.1 Policy Statement

Airdrie Edge shall endeavor to ensure that the annual election of its Officers, Directors, and other volunteers is conducted with honesty, impartiality, and in accordance with Airdrie Edge’s Bylaws.

2.2 Responsibilities

To aid in abiding by this Policy, the Board in advance of the Annual General Meeting shall strike a Nominating Committee.

Approved: By Airdrie Edge Board of Directors January 16, 2018

Amended: _____



Section 3 **Confidentiality Policy**

3.0 Purpose

The Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) commits to maintaining confidentiality except where disclosure is required by law.

3.1 Policy Statement

All Airdrie Edge employees and holders of certain designated volunteer positions shall be required to sign a confidentiality agreement with Airdrie Edge.

3.2 Responsibilities

In signing this confidentiality agreement, these individuals shall agree to the following:

3.2.1 Terms of Agreement

The confidentiality agreement shall be deemed to be in effect for the entire term of employment, or term of the volunteer position, and shall survive the cancellation, termination, or expiration of employment, or the agreed term of the volunteer position.

3.2.2 Purview of Agreement

Confidential information covered by the confidentiality agreement shall include but not be restricted to Airdrie Edge business plans, strategic plans, computer applications (including passwords), financial information, safe combinations, or any personal information of employees, volunteers, or athletes. The confidentiality agreement shall also cover all areas of confidentiality and privacy as provided for in the Airdrie Edge Privacy of Personal Information Policy, along with PIPA and the Canadian Anti-Spam Legislation as applicable.

3.2.3 Obligations of Employees or Designated Volunteers

3.2.3.1 Treatment of Confidential Information

All individuals, as covered by this Policy, undertake to treat all information as noted in Section 3.2.2 as confidential and privileged. In doing so, individuals agree to take all reasonable and prudent measures to ensure such information remains confidential and that it shall not be divulged to any person, firm, corporation, or other entity without the direct authorization of the Airdrie Edge Board of Directors except where legally required by law.

Such individuals also agree to abide by Airdrie Edge's internal confidentiality procedures regarding the access, input, collection, and dissemination of confidential and private information. This may include, but not be limited to, the use and dissemination of information orally, in writing, or electronically.

3.2.3.2 Ownership of Information

All information relating to Airdrie Edge participants or organization, whether prepared by an individual as covered by this policy, or otherwise coming into such individual's possession during the term of employment or volunteer commitment, shall be deemed to be the exclusive property of Airdrie Edge. The Airdrie Edge Board of Directors must return any such information upon termination of employment or designated volunteer position or upon request.

3.2.3.3 Breach of Confidentiality

At all times the relevant laws of Canada and/or the Province of Alberta, as may be in effect at the time of the signing of the confidentiality agreement, shall be deemed to apply to any breaches as covered by this policy. That notwithstanding, the Airdrie Edge Board of Directors shall have the freedom to enforce the following:

- Where an employee is found to be in breach of the confidentiality agreement, the Club Manager shall decide on the appropriate disciplinary action to be taken. This may include, but not be limited to, dismissal.
- Where the Club Manager is found to be in breach of the confidentiality agreement, the Board of Directors shall decide

on the appropriate disciplinary action to be taken. This may include, but not be limited to, dismissal.

- Where a volunteer, as covered by this policy, is found to be in breach of the confidentiality agreement, the Board of Directors shall decide on the appropriate disciplinary action to be taken. This may include, but not be limited to, removal from the volunteer position.

Approved: By Airdrie Edge Board of Directors January 16, 2018

Amended: By Airdrie Edge Board of Directors December 18, 2018



Section 4 **Discipline Policy**

4.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) promotes the positive development of the activity/sport of gymnastics and its members.

4.1 Policy Statement

All members of Airdrie Edge must abide by the norms of ethical behaviour/conduct and shall promote the positive aspects of gymnastics activities. When representing Airdrie Edge or participating in Airdrie Edge activities, any action of an Airdrie Edge member, staff, or athlete deemed to be in contravention of the discipline policy may be subject to the applicable Discipline Procedures.

4.2 Responsibilities

Airdrie Edge Board of Directors bears the responsibility for ensuring the individual Airdrie Edge members, athletes, and staff are aware of and are following Airdrie Edge Bylaws, Policies, Procedures, Rules, and best practices at all times.

The policy applies to all members of the Airdrie Edge when participating in and traveling to or from an Airdrie Edge activity. Conduct at all times shall reflect honesty, good sportsmanship, courtesy, and respect toward others. The consequences for violations of this Policy are addressed in the Discipline Procedures either for Airdrie Edge members, athletes, or staff depending on the circumstances of the violation.

Approved: By Airdrie Edge Board of Directors December 19, 2017

Amended: _____



Section 5 Privacy of Personal Information Policy

5.0 Purpose

To protect the privacy of individuals connected with the sport of gymnastics including but not limited to employees, athletes, parents, guardians, volunteers and website users to Airdrie Edge Gymnastics Club. (Hereinafter referred to as "Airdrie Edge")

5.1 Policy Statement

The privacy of personal information policy and procedures outline the principles on which Airdrie Edge and its staff will protect the privacy of personal information.

5.2 Responsibilities

Except in cases where legally required to disclose such information, Airdrie Edge will keep personal information in strict confidence and it will strive to protect the privacy of personal information, subject to any consent that an individual may have provided for its use.

This policy and related procedures ensure Airdrie Edge's commitment to protecting the privacy of individuals and the integrity of their personal information in accordance with Federal and/or Provincial Privacy Legislation.

Approved: By Airdrie Edge Board of Directors March 20, 2018

Amended: By Airdrie Edge Board of Directors December 18, 2018



Section 6 Ethics and Conduct Policy

6.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) promotes the positive development of the activity/sport of gymnastics and its members and promotes opportunities for personal growth and development.

6.1 Policy Statement

All members of Airdrie Edge must abide by the norms of ethical behavior, as defined by the Code of Ethics. Members of Airdrie Edge shall promote the positive aspects of gymnastics activities.

6.2 Responsibilities

6.2.1 Club Conduct

- The fostering of respect for and compliance with, guidelines, regulations and rules.
- Mutual respect between athletes, coaches, judges, administrators, Board members, parents and volunteers.

6.2.2 Compliance of Members

In order to maintain membership with Airdrie Edge, all members will obey and act in accordance with the Code of Ethics/Conduct. Every member in a position of authority is responsible to guide those under their jurisdiction to abide by the Code of Ethics/Conduct, both by setting an example and by instruction.

6.2.3 General

Conduct at all times shall reflect honesty, good sportsmanship, courtesy and respect towards others. All policies, procedures, rules and regulations of Airdrie Edge must be followed at all times. Unsportsmanlike

conduct, as well as verbal, physical, or psychological abuse will not be tolerated.

Approved: By Airdrie Edge Board of Directors December 19, 2017

Amended: By Airdrie Edge Board of Directors December 18, 2018



Section 7 **Harassment Policy**

7.0 Purpose

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms, and by human rights legislation in every province and territory of Canada. Harassment can be an offense under Canada's Criminal Code. Airdrie Edge Gymnastics Club (hereinafter referred to as "Airdrie Edge") believes in providing a work and training environment, free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation or identification, marital status, family status, or disability.

7.1 Policy Statement

Airdrie Edge believes in providing an environment in which all individuals are treated with respect and dignity. This policy applies to all employees, directors, officers, volunteers, coaches, athletes, participants, officials, members, and persons with an employment or contractual relationship with Airdrie Edge.

7.2 Responsibilities

Each individual has the responsibility to report any abusive behaviour they witness or suspect to the most senior member of staff available.

Airdrie Edge defines "Harassment" as:

- Malicious comments, including, but not limited to, gestures or contact, (physical or otherwise) which causes offence or humiliation, or any conduct which is insulting, intimidating, humiliating, malicious, degrading, or offensive, and is known or ought reasonably to be known to be unwelcomed and unsolicited.
- Abuse of authority or position such as those in authority being inconsistent in taking any corrective or punitive actions, and/or using derogatory, slang or offensive terms.
- Psychological harm, including, but not limited to, causing fear, mistrust, or devaluing the individual.

- Cyber bullying, including, but not limited to, subversive emails, text messages, blog posts, Facebook posts, and Tweets and any other forms of social media.
- Retaliation against an individual for having filed a complaint under this policy, for having participated or cooperated in any investigation under this policy, or for having associated with anyone who has filed a complaint or participated in an investigation.
- Sexual harassment: including, but not limited to, sexual comments, gestures or suggestions, unwarranted touching, attempting to coerce an individual to consent to accept sexual advances by threatening or actual physical violence, by threatening to penalize, or inflict penalties, or by offering rewards.
- False accusations of harassment motivated by malice or mischief and meant to cause harm.

This policy recognizes that bullying is an action or actions with the intention of hurting another person. It can come from different groups and take different forms which may include, but would not be limited to, physical, psychological, racist, sexual and verbal abuse.

Airdrie Edge will not tolerate any sort of harassment made either implicitly or explicitly that has the purpose or effect of interfering with a person's work or performance or creating an intimidating, offensive or hostile work environment. Submission to or rejection of harassment shall in no way be used as a basis for any employment with Airdrie Edge.

Any reasonable allegation of assault or sexual interference/abuse shall be immediately reported to the local law enforcement agencies.

Conduct at all times by members of Airdrie Edge shall reflect honesty, good sportsmanship, courtesy, and respect toward others. The consequences for violations of this policy are addressed in the Discipline Procedures either for Airdrie Edge members, athletes, or staff depending on the circumstances of the violation.

Approved: By Airdrie Edge Board of Directors January 16, 2018

Amended: By Airdrie Edge Board of Directors January 15, 2019



Section 9 **General Expense Policy**

9.0 Purpose

The General Expense Policy is designed to facilitate successful and cost-effective reimbursement for expenditures made by authorized Airdrie Edge Gymnastics Club (hereinafter referred to as "Airdrie Edge") representatives, staff and volunteers on behalf of Airdrie Edge.

9.1 Policy Statement

Individuals will be reimbursed for ordinary, necessary, and reasonable expenses incurred while performing Airdrie Edge business.

9.2 Responsibilities

Methodologies of approval and payment of an expense claim is processed according to the General Expense Procedures.

Approved: By Airdrie Edge Board of Directors March 20, 2018

Amended: _____



Section 10 Monetary Policy

10.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as "Airdrie Edge") will endeavour to carry out its monetary affairs to ensure its financial viability.

10.1 Policy Statement

Airdrie Edge works to ensure all finances are handled appropriately and fairly according to Accounting Standards for Not for Profit (NPO Standards).

10.2 Responsibilities

To this end and in accordance with the Airdrie Edge Bylaws, the monetary procedures as set out by Airdrie Edge shall apply.

Approved: By Airdrie Edge Board of Directors March 20, 2018

Amended: By Airdrie Edge Board of Directors March 19, 2019



Section 11 Team Travel Policy

11.0 Purpose

Athletes of Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”), will need to travel to different venues for competitions, both in the province and out of province.

11.1 Policy Statement

The head coaches reserve the right to determine which form of team travel is required for the specific event.

11.2 Responsibilities

It is the responsibility of the club manager/ head coach of the trip to communicate expectations to the athletes and team managers in accordance with the Team Travel Procedures.

Approved: By Airdrie Edge Board of Directors March 19, 2018

Amended: _____



Section 12 Coach, Manager and Judge Travel Expense Policy

12.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) is responsible for overseeing travel expenses for coaches, managers and required judges as a result of an event attended by Airdrie Edge athletes.

12.1 Policy Statement

Airdrie Edge works to cover certain costs up to a limit for coaches, team managers and required judges to make travel feasible for them.

12.2 Responsibilities

At all times it is the responsibility of coaches, managers and required judges to be mindful of keeping expenses to a minimum, as explained in the procedures document.

This policy does not apply for events where expenses are covered by the host club or where the coach is funded (fully or partially) by another organization.

Approved: _____ By Airdrie Edge Board of Directors April 17, 2018

Amended: _____ By Airdrie Edge Board of Directors March 19, 2019



Section 13 Coaching Education Policy

13.0 Purpose

The goal of Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) is to offer safe and effective competitive and recreational gymnastics programs delivered by highly qualified staff.

13.1 Policy Statement

Airdrie Edge encourages its coaches to obtain as much relevant education as would be benefit his/her coaching position and consequently enhance the quality of the programs being provided. Airdrie Edge recognizes the National Coaching Certification Program (NCCP).

13.2 Responsibilities

13.2.1 Club Manager Responsibility

Airdrie Edge Club Manager has the responsibility to ensure all paid coaching staff meet the minimum coaching requirements prior to coaching at Airdrie Edge.

13.2.2 Reimbursement

Airdrie Edge will pay for Level 1 courses (Foundations) upfront. For all subsequent courses, Airdrie Edge shall typically reimburse 100% of the tuition cost, where the following conditions have been met:

- Successful completion of the course.
- For NCCP technical components, that the practical requirements have been completed.
- That the employee remains a paid member of the Airdrie Edge coaching staff at the time of submitting the claim.
- All claims must be submitted on the appropriate reimbursement form.
- In circumstances where Level 2 or higher certification is required for the coach to perform their duties Airdrie Edge may pay for the course upfront at the Club Manager’s discretion on the

recommendation of the applicable Head Coach.

Approved: By Airdrie Edge Board of Directors April 17, 2018

Amended: By Airdrie Edge Board of Directors March 19, 2019



Section 14 **Staff Incentive Policy**

14.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) offers certain in-house incentives to its paid employees.

14.1 Policy Statement

Airdrie Edge offers access to drop in classes, gym rentals at a discounted rate, as well as credited amounts to apply towards gymnastics classes. Eligibility for these benefits end upon termination of employment with the Airdrie Edge.

14.2 Responsibilities

It is the responsibility of the Club Manager to ensure that employees receive their incentive amounts as per the Staff incentives procedures.

Approved: By Airdrie Edge Board of Directors May 15, 2018

Amended: By Airdrie Edge Board of Directors March 19, 2019



Section 16 Employee Performance Review Policy

16.0 Purpose

Airdrie Edge gives performance reviews to its staff throughout the year to ensure quality services to all of its members.

16.1 Policy Statement

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) performs employee reviews of its staff members.

16.2 Responsibilities

- The Board of Directors manages, organizes and coordinates evaluations of the Club Manager.
- The Club Manager manages, organizes and coordinates the evaluations of their direct reports.
- The department heads manages, organizes and coordinates the evaluations of their direct reports.

Approved: By Airdrie Edge Board of Directors April 17, 2018

Amended: By Airdrie Edge Board of Directors March 19, 2019



Section 17 **Police Information Check Policy**

17.0 Purpose

Airdrie Edge Gymnastics Club (hereinafter referred to as “Airdrie Edge”) aims to minimize risks to the participants, volunteers, staff and organization as a whole.

17.1 Policy Statement

Airdrie Edge will ensure that all coaching staff members aged 18 years and older will obtain a police information check, including a vulnerable sector check, when hired by Airdrie Edge Gymnastics Club. Airdrie Edge requires that any non-coaching staff will obtain a police information check upon hire and all board members will obtain a police information check when elected to the board of directors.

17.2 Responsibilities

- Board of Directors – will renew their police information check every 3 years
- Staff – will sign a declaration annually.

Approved: By Airdrie Edge Board of Directors July 9, 2019

Amended: _____