



STRATHMORE GYMNASTICS CENTRE POLICIES



Section 1 Governance Policy

1.1 Purpose

In accordance with Strathmore Gymnastics Centre (hereinafter referred to as “SGC”) 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 SGC 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 SGC as a whole.

1.1 Policy Statement

The Board is a policy governing board, not an operational or administrative board, meaning that the board follows a governance board model that allows SGC to hire staff.

1.2 Responsibilities

1.2.1 Board Responsibilities

- The Board will hire the Club Manager and ensure the Club Manager is adhering to the terms and conditions of his/her employment contract.
- Prepare, revise and approve the policies of SGC as necessary and in consultation with the Club Manager, shall ensure compliance with the policies
- Only speak and act on behalf of the Board when so authorized by the Board as a whole.

1.2.2 Club Manager Responsibilities

- Responsible for the regular day to day activities at SGC
- Full operational authority and responsibility for the conduct of the affairs of SGC 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 operational budgets.
- Primary contact and representative for SGC in all dealing with provincial, national, and international sport organizations.
- Collaborate with the Board President and/or the board designate on message development and act as SGC's primary contact and representative in all dealing 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.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 2 Nomination and Election Policy

2.0 Purpose

Strathmore Gymnastic Centre (hereinafter referred to as “SGC”) works to provide a fair, equal and just election parameter.

2.1 Policy Statement

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

2.2 Responsibilities

To aid in abiding by this Policy, the Board, in advance of the Annual General Meeting shall email SGC members or send an announcement to SGC members in the “Whats-App” group chat to allow members to self nominate or nominate another member for any board position.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 3 Discipline Policy

3.0 Purpose

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

3.1 Policy Statement

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

3.2 Responsibilities

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

The policy applies to all members of the SGC when participating in and traveling to or from an SGC 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 SGC members, athletes, or staff depending on the circumstances of the violation.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 4 Privacy of Personal Information Policy

4.0 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 Strathmore Gymnastics Club. (Hereinafter referred to as “SGC”)

4.1 Policy Statement

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

4.2 Responsibilities

Except in cases where legally required to disclose such information, SGC 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 SGC’s commitment to protecting the privacy of individuals and the integrity of their personal information in accordance with Federal and/or Provincial Privacy Legislation.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 5 Ethics and Conduct Policy

5.0 Purpose

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

5.1 Policy Statement

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

5.2 Responsibilities

5.2.1 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.

5.2.2 Compliance of Members

In order to maintain membership with SGC 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.

5.2.3 General

Conduct at all times shall reflect honesty, good sportsmanship, courtesy and respect towards others. All policies, procedures, rules and regulations of SGC must be followed at all times. Unsportsmanlike conduct, as well as verbal, physical, or psychological abuse will not be tolerated.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 6 Harassment Policy

6.0 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. Strathmore Gymnastics Center Club (hereinafter referred to as "SGC") 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.

6.1 Policy Statement

SGC 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 SGC.

6.2 Responsibilities

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

SGC 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 SGC.

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 SGC 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 SGC members, athletes, or staff depending on the circumstances of the violation.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 7 Health and Safety Policy

7.0 Purpose

Strathmore Gymnastics Center Club (hereinafter referred to as “SGC”) works to provide a safe and healthy environment at all times.

7.1 Policy Statement

This policy extends to ensuring the health and safety of all participants involved in activities at SGC and all participants at any of SGC organized and sanctioned events.

7.2 Responsibilities of Coaches

All coaching staff are responsible to be aware of all safety procedures in the gym.

7.3 Responsibility of Coordinators

Coordinators of all SGC organized and sanctioned events are responsible to inform all volunteers in their charge of the club policies, procedures and instructions relating to health and safety.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 8 General Expense Policy

8.0 Purpose

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

8.1 Policy Statement

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

8.2 Responsibilities

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

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Company Name: Strathmore Gymnastics Centre

Employee Name: _____

Date: _____

Itemized Expenses

Date	Description	Amount Paid incl. gst
Subtotal		\$ -
Total Reimbursement		\$ -



Section 9 Monetary Policy

9.0 Purpose

Strathmore Gymnastics Center Club (hereinafter referred to as “SGC”) will endeavour to carry out its monetary affairs to ensure its financial viability.

9.1 Policy Statement

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

9.2 Responsibilities

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

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 10 Competitive Coach(s) and General Manager Travel Expense Policy

10.0 Purpose

Strathmore Gymnastics Center Club (hereinafter referred to as “SGC”) is responsible for overseeing travel expenses for Competitive coaches and Club manager as a result of an event attended by SGC athletes. Competitive coaches and Club Manager will follow the “Coach Expense Policy”

10.1 Policy Statement

SGC works to cover certain costs up to a limit for Competitive Coaches and Club managers and to make travel feasible for them. As per the “Coach Expense Policy” expenses will be divided equally amongst the number of participating athletes attending the gymnastics competition.

10.2 Responsibilities

At all times it is the responsibility of Competitive coaches and Club managers to be mindful of keeping expenses to a minimum, as explained in the procedures document. It is the coaches and managers responsibility to complete and submit the “SGC Coach Competition Expense Form” to the Club Manager and Board President for approval within 7 days of the competition.

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.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 11 Bereavement Policy

11.0 Purpose

Strathmore Gymnastics Center Club (hereinafter referred to as “SGC”) is responsible for providing good working conditions to its employees.

11.1 Policy Statement

To aid in providing good working conditions, SGC allows for certain leave with pay for bereaved employees.

11.2 Responsibilities

Bereavement leave for staff and the Competitive Head Coach will be granted at the discretion of the Club Manager as directed by the Alberta Employment Standards. Any additional days off will be at the discretion of the Club Manager.

Bereavement leave for the Club Manager will be granted at the discretion of the Board.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 12 Employee Performance Review Policy

12.0 Purpose

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

12.1 Policy Statement

Strathmore Gymnastics Center Club (hereinafter referred to as “SGC”) performs employee reviews of its staff members.

12.2 Responsibilities

- The Board of Directors manages, organizes and coordinates annual evaluations of the Club Manager.
- The Club Manager manages, organizes and coordinates the evaluations of the Competitive Head Coach.
- The Club Manager and Competitive Head Coach, together will manage, organize and coordinate annual performance reviews every six months. Self Evaluations will take place in December and consist of a checklist/self evaluation to be reviewed with the Club Manager and Competitive Head Coach. Performance reviews will take place in mid-May.

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 13 Police Information Check Policy

13.0 Purpose

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

13.1 Policy Statement

SGC 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 Strathmore Gymnastics Center Club.

SGC 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.

13.2 Responsibilities

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

Approve By: SGC Board of Directors Date: March 2, 2025

Amended By: SGC Board of Directors Date:



Section 14 AGLC Communication

14.0 Purpose

Strathmore Gymnastics Center (hereinafter referred to as “SGC”) Board of Directors shall be the only entities that may contact the AGLC for any information regarding Elected Executive changes, raffle and 50/50 licensing, casinos or any other event that requires an AGLC license.

14.1 Policy Statement

SGC is the sole entity of the current AGLC licence and therefore no sub-committee members or separate committees may contact the AGLC without SGC Board approval. Only the Elected Executive from the SGC Board of Directors have any authority to contact AGLC for any reason.

14.2 Responsibilities

SGC Board of Directors will ensure that the AGLC form RS/5471 “List of Elected Executive” is updated annually or updated in the event there are necessary changes required.

Only those listed as approved AGLC Elected Executive will have approval to contact the AGLC on behalf of SGC or any other sub committee of the SGC.

Any separate committees, including but not limited to, the Strathmore Silhouettes Competition Committee, must make a formal request to the board for any information, raffle licencing or 50/50 draw licenses from the AGLC.

If separate committees decide to submit an application for their own AGLC license they may not use any email addresses that are similar to Strathmore Gymnastics Center to avoid potential confusion. There is to be no mention of affiliation with the SGC unless otherwise board approval has been given.

Approve By: SGC Board of Directors Date: April 24, 2025

Amended By: SGC Board of Directors Date: