



## GYMNASTICS STAFF MANUAL

Reviewed and updated as of August 1<sup>st</sup>, 2023

### EQUIPMENT CHECK

Please check before each class

- Are the mats/ blocks sufficient for today's activities?
- Do the mats have tears, are they positioned properly?
- Ensure all equipment is adjusted and secured properly
  - Are the bars and beams adjusted correctly and locked?
  - Cables and bolts should be tight
  - Check vault for proper adjustment; make sure to tighten it, be careful not to overtighten.
- Secure crash mats so they don't slide
- Clear general area of "litter", i.e., socks, hairpins, paper etc.
  - Place articles in the lost and found at the end of each class.

### ACTIVITIES

The planned activities for the class or event must be suitable for the age and abilities of your participants. It is the coach's responsibility to ensure the following:

- Sensible use of equipment
- Safe progression of skills
- Adequate instruction and preparation for participants
- Appropriate spotting if necessary

\*\*\* ask head coach or coordinator for guidance\*\*\*

### Equipment and Space use Protocol

If an area is not in use, coaches may want to use these areas for certain tasks and activities. If other coaches are present, please ask them for permission to use the space. If a new coach and class arrives for their rotation, you are expected to respectfully move your group to a new spot.

Please check the rotation and mention any possible conflicts to the head coach before your program starts.

Equipment sharing is expected and should be done with respect, of other coaches and programming in place.

Simply asking if you can borrow or share a piece of equipment will go a long way to make the gym a pleasant and supportive environment for all of our coaches and gymnasts.

### RULES OF THE GYM

(Go over with children & parents during class orientation)

- Children may not enter onto the gym floor, or go on the equipment, without the instruction of a coach.
- No fooling around or horseplay is allowed.
- Chewing gum is not allowed.
- Food and beverages are not allowed other than in designated areas.
- Children may bring their water bottle around with them during class
- Abusive or crude language is not permitted.
- Plantar warts must be covered.
- Contagious rashes are not allowed.
- No jewelry or watches (except for stud earrings), should be worn in the gym, we request that they be left at home. Milezero is not responsible for lost or stolen articles.
- Washroom use: Children should be instructed where the washrooms are and to ask a coach before leaving the floor.
- Gymnasts & Staff's children are not permitted in the coach's office, main office or on the floor during classes. Please do not bring your children to work.

#### TRACKING PARTICIPANTS

Checking in:

- Greet gymnasts as they arrive to class
- If possible, look and see who dropped the child off and make a mental note of that person.
- Take attendance at the start of every class. If children arrive late, make sure that they are marked off in the attendance binder.
- Know how many gymnasts are in your group at all times

Checking out:

- When the class is over, coach must ensure ALL gymnasts are picked up by a Parent/Guardian.
- Those gymnasts who are not picked up immediately after class must wait inside the gym until a parent comes to pick them up. (especially with younger athletes) Coaches Must stay until all athletes have left.
- If the parent is more that 5 minutes late, notify Head Coach or Admin, to call the Parent/Guardian.

#### DISCIPLINE OF A CHILD

If you are experiencing a problem with a child, proceed as follows:

Make sure the rest of the children are set up in their activity/task and take the child aside and have a one to one discussion of the problem in the following manner

- Identify the problem, and explain why it is unacceptable
- Listen to the child's explanation or reasoning
- Re-state your expectations of the individual
- Advise them of the consequences if the behavior continues

\*\*\*\*if you're unsure of how to proceed or if the child is uncooperative, ask head coach or coordinator for assistance\*\*\*\*

- Inform the parent of the difficulties, or if uncomfortable, ask head coach for assistance.

Always remember to correct the unacceptable behavior, not the child, and that a calm demeanor is required.

If a second occurrence happens in the same practice session, follow the above steps and:

- Proceed with the consequences
- Make the head coach/ coordinator aware of your actions

#### RESPONSIBILITIES OF THE COACH

- You are here to be a leader, teacher, and mentor to the gymnasts. This is not a social time.
- Be present in the gym at all times during your class,
- Cell phones are not allowed on the gym floor, you may give your parents the Gym Phone Number in case of emergency
- You are expected to arrive 5 min before your scheduled prep time (this means 20 min before your class starts)
- Wear appropriate gym clothing. Milezero Academy T- shirts hoodies ect. No short shorts, sloppy or ripped clothing.
- Be fun, enthusiastic and responsible
- Be Prepared! You are expected to have a lesson plan in place for each class. We will be checking on this.
- Have your lesson plans ready the week before. Know your lesson plans before class, and test on testing days only!
- Be able to adapt skills to make sure they are challenge or a step down for each gymnast in your class.
- Corrections are necessary for the gymnasts to learn
- Confidentiality is expected – refer to next page
- If you are going to be away, you must contact Rec Coordinator asap. Do your best to find your own replacement & notify Coordinator of the plan.

REMEMBER YOU AND THE GYMNASTS ARE HERE TO HAVE FUN!

#### CONFIDENTIALITY

It is important that all staff members be discreet in sharing information, regarding gymnasts, families, coaches and other staff.

If you need to have a private conversation with a parent or staff, make sure you are respectful of the other persons privacy. (make sure others aren't within hearing range)

Maintain the confidentiality/privacy of personal information and use it appropriately.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with individuals not directly related to the situation may be subject to the disciplinary procedures.

Staff should be careful in discussing or sharing details of the center's operation's with parents, others, in public, at home, with friends or on social media.

If a problem or concern is brought to your attention, please direct that person to talk to the appropriate staff member. If you are unsure, ask Coordinator or Head Coach for assistance.

#### EMERGENCY PROCEDURES

Injury:

The Gym has an [Emergency Action Plan](#) posted on the West Wall by the First Aid Sign. It will identify the Charge Person, the Call Person and their various responsibilities.

Please become familiar with it and make note of who they are every time you are in the gym. (you will probably be one of them!)

\*\*[The NINJA gym](#) will have the Emergency Action Plan posted by the door of ninja staff room.

Fire:

Take your attendance sheet and all your children to the nearest exit. The [Muster Point](#) for the main gym is at the end of the ramp by the Handicap Parking sign.

In case of cold weather, our [Indoor Muster Point](#) is City Furniture, and there are flip flops and socks in the bags by the rear exits.

\*\*Ninja Gym meets at [Playground Muster Point](#)

## REQUIRED FORMS

All forms must be filled out and required by staff and athletes, before starting any coaching or gymnastics.

### Staffing Forms

- Declaration of Compliance
- Release of Liability, Waiver

### Athlete/Participant Forms

- Declaration of Compliance
- Release of Liability, Waiver

\*\*\*Ask Head Coach/ Coordinator for copies



## **RESPECT IN THE WORKPLACE POLICY**

Reviewed and updated as of July 10<sup>th</sup>, 2023

What is the Respect in the Workplace Policy?

Mile Zero Academy and its affiliates (hereinafter collectively referred to as the “Company”) are committed to provide a work environment in which all individuals are treated with respect and dignity. Every individual has the right to work in an environment that promotes equal opportunities and that prohibits and prevents all forms of discrimination, harassment (including psychological harassment), bullying and violence.

This policy is compliant with the current laws and regulations that govern our work environment, primarily WorkSafe BC regulations and the Human Rights Code, as of the date it was written. In the event of any inconsistency between this policy and applicable laws, the applicable laws shall govern.

This policy is an evolving document that will be modified as required to adjust to the changing workplace and applicable laws. It supersedes and replaces all previous policies on this topic.

### Application of the Policy

This policy applies equally to all Company employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace;
- during work related travel such as to gymnastic competitions or field trips;
- at gyms, restaurants, hotels or meeting facilities that are being used for business purposes;
- at sites where coaching is provided, including venues where competitions are held;
- during telephone, email or other communications; and
- at any work-related social event, whether or not it is Company-sponsored.

This policy also applies to situations in which you are harassed, bullied or subjected to violence in the workplace from individuals who are not employees of the Company, such as students, parents, service providers and suppliers, although the available remedies may be constrained by the Company's powers over such persons.

Note that separate policies apply to parents and children using our facilities and services who believe they have suffered bullying, harassment or other mistreatment.

## Our Commitment

At the Company, it is our mutual responsibility to ensure that we create and maintain workplace free of harassment, discrimination, bullying and violence, and address violence and/or the threat of violence from all possible sources (including service providers and business partners, managers, workers, visitors and domestic/intimate partners of co-workers).

The Company will do its part by not tolerating or condoning discrimination, harassment, bullying or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

## Definitions

### 1. Discrimination

Workplace discrimination is a conduct which imposes disadvantages or withholds advantages based on personal characteristics as enumerated in the B.C. Human Rights Code (HRC). These currently include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person. Any other ground of discrimination that may be prohibited in future under the HRC is also prohibited under this Policy.

### 2. Discriminatory Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the HRC, which the perpetrator knows or ought to reasonably know to be offensive or demeaning.

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in a group covered by the list of protected grounds above, such as race, religion or sexual orientation;
- imitating a person's accent, speech or mannerisms;
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers;
- distributing offensive email messages or attachments such as pictures or video files;
- practical jokes that embarrass or insult someone or a protected class; or
- jokes or insults that are offensive, racist or discriminatory in nature.

### 3. Workplace Harassment

The Company also prohibits workplace harassment which is not motivated by or related to protected grounds under the HRC. Harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or should reasonably be known to be unwelcome or to cause the worker to be humiliated or intimidated. It may also be referred to as “psychological harassment” or “bullying.”

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the victim’s psychological or physical integrity and has a lasting harmful effect;
- it is hostile, abusive or inappropriate;
- it affects the person’s dignity or psychological integrity;
- it leads to a poisoned work environment; and
- the behaviour is vexatious, or intimidates, isolates or discriminates against someone.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- workplace pranks, vandalism and hazing;
- gossiping or spreading malicious rumours;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- undermining someone else’s efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job;
- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else’s work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls or emails;
- impeding an individual’s efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents.

What is not Harassment?

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal exercise by management of control over how work is done and performance management, including:

- providing critical feedback or direction where warranted;
- measures to correct performance deficiencies, such as giving warnings or placing someone on a performance improvement plan;

- imposing discipline for workplace infractions; or
- requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict or disagreements that may occur between individuals or differences of opinion between co-workers.

#### Intention not Essential to Harassment

It does not matter whether you intended to offend someone or if that person did not explicitly tell you to stop. Harassment occurs when your conduct has the effect of harassing a co-worker, provided the conduct can reasonably be considered harassment. For example, someone may make it clear through their body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although in some cases, the harasser has authority or influence over the victim, harassment can occur between co-workers or even by workers against managers or supervisors.

#### 4. Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offends him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

All genders can be victims of harassment, and someone of the same or opposite sex can harass another.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want;
- threats, punishment or denial of a benefit (e.g. a raise or promotion) for refusing a sexual advance;
- offering a benefit in exchange for a sexual favour;
- leering (persistent sexual staring);
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material;
- distributing sexually explicit email messages or attachments such as pictures or video files;
- sexually suggestive or obscene comments or gestures;
- unwelcome remarks, jokes, innuendoes or taunting about a person's body, clothing or sex;
- persistent, unwanted attention after a consensual relationship ends;
- physical contact of a sexual nature, such as touching or caressing; and
- sexual assault.

#### 5. Bullying

Workplace bullying is a repeated pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular group or person—the bully's target. It is also described as the assertion of power through aggression, targeting the self-esteem of the person being bullied. Although it can include physical abuse or the threat of abuse, bullying usually causes psychological rather than physical harm.



Some examples of unacceptable bullying actions are:

- spreading malicious rumours, gossip or innuendo;
- excluding or isolating someone socially;
- intimidating a person;
- undermining or impeding someone's work;
- physically abusing or threatening abuse;
- stealing credit for work or ideas;
- withholding, or not providing information where it is needed by the other person;
- intruding on a person's privacy by pestering, spying or stalking;
- insulting or putting down a person (either verbally or by email); and
- making offensive jokes – verbally or by email.

In general, if you are not sure whether certain actions are considered bullying, ask yourself whether a reasonable person would consider the actions taken to be acceptable.

## 6. Workplace and Domestic Violence

Workplace violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Examples of workplace violence include:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening emails;
- wielding a weapon at work;
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside of normal workplace but which has an impact on the working environment, including working relationships, is also covered by this policy.

## Domestic Violence

Domestic violence may spill over into the workplace. In some cases, it may expose co-workers of the person in a violent domestic relationship to risk of violence and injury. For that reason, it is a health and safety concern for the Company. If you are experiencing domestic violence that could expose you or other workers to physical injury in the workplace, you must immediately report your concerns to your manager or the Designated Manager under this Policy (currently the CEO). We will take reasonable precautions to protect you and your co-workers in these circumstances.

Some aspects we may support you with can include some or all the following:

- creating a safety plan;
- contacting the police;
- establishing enhanced security measures such as a panic button, code words, and door and access security measures;
- screening calls and blocking certain email addresses;
- setting up priority parking or providing escorts to your vehicle or to public transportation;
- adjusting your working hours and location so that they are not predictable; and
- facilitating your access to counselling available community programs.

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy, although some protective measures may entail making others aware of the risk of violence.

## Responsibilities

### Responsibilities of All Managers

Managers are expected to assist in creating a discrimination, harassment, bullying and violence-free workplace and to contact the Designated Manager immediately if they receive a complaint of workplace harassment, bullying or violence, or witness or are aware of harassing, bullying or violent behaviour. Managers must also take reasonable precautions to protect employees from workplace violence. This includes evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In certain circumstances, managers may also have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour. Managers will only disclose as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect other employees from physical injury.

### Responsibilities of All Employees

As an employee of the Company, you are responsible to ensure that your behaviour does not violate this policy and to foster and participate in a work environment that is based on respect and is free of harassment, bullying or violence.

You are also expected to report breaches of this Policy. This includes incidents where you were not the victim, unless you believe it is being reported by others.

If interviewed as part of an investigation, you must maintain the confidentiality of the investigation.

## Responsibilities of Designated Manager

The role of the Designated Manager is to:

- act as a resource and answer inquiries regarding this policy;
- discuss complaints on a confidential basis, unless required to release information by law, or if a risk of harm to you or another individual has been identified;
- assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace;
- assist in the informal resolution of complaints, for example by participating in a mediation; and
- receive, investigate (or assign investigation to others) and report on any formal complaints.

## Procedures for Resolving and Investigating Complaints of Harassment, Discrimination and Workplace Violence

### Step 1 Optional Self Help Procedure – Harassment

If you believe that you are experiencing harassment, discrimination or bullying, the first thing to do is to tell the person to stop if you feel comfortable doing so. Doing this as soon as you receive any unwelcome comments or conduct may make you uncomfortable. However telling the person you do not like their actions is often enough to stop the behaviour. Sometimes a co-worker honestly just does not appreciate his/her conduct may be upsetting you.

Some of the things you can say that might stop the behaviour include:

“It makes me uncomfortable when you...”

“I don’t find it funny when you...”

If the behaviour continues after you have advised the individual you object to their behaviour, you may want to provide him or her with a written statement of your concerns. Include specific details of the behaviours you consider to be harassment/bullying and ask them to stop. Provide details of the next steps you plan to take if the behaviours do not stop, e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

In some cases, it may not be reasonable to discuss your concern about harassment with the perpetrator. In such cases, you should take your complaint to your manager or the Designated Manager.

It helps to keep a record of any incident that you experience. This includes when the behaviours started, what happened, whether there were any witnesses and what your response was.

### Step 2: Informal Complaint Resolution

When making a complaint to the Designated Manager or your manager about a breach of this policy, you may opt for informal or formal resolution. As the name implies, informal resolution will typically not involve an investigation, findings or formal outcomes. Rather the Company will try to assist you to reach an informal resolution directly with the perpetrator but with a Company manager as the intermediary. Complainants can choose to file a formal complaint immediately or if not satisfied with the results of informal resolution.

### Step 3: Formal Complaint Procedure

If the complaint cannot be resolved informally, you do not wish to try informal resolution or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Designated Manager.

Formal complaints require a written summary of the complaint containing as much detail as possible, including: the name of the person(s) involved, the place, date and time of the incident(s), and the names of any possible witnesses along with any supporting documents (including emails, texts or social media posts).

To prevent the situation from occurring again or from escalating, it is important that you act on your complaint as soon as possible. Once we receive your complaint, we will initiate a formal investigation, if appropriate to do so. The Company reserves the right to do an initial review to ensure the complaint falls within the scope of this Policy.

Discrimination, harassment and bullying are serious matters. Therefore, even if you decide not to make a formal complaint, in some situations, the matter may still need to be investigated. For example, an investigation may need to be conducted if the allegations are serious or if there have been previous complaints or incidents involving the alleged perpetrator.

Please note that it is our policy not to investigate anonymous complaints unless there are extraordinary circumstances.

#### Workplace Violence Reports

If you believe that you are at risk of workplace violence, please immediately contact your manager. At that point, appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place near as reasonably possible to your normal workstation and will need to be available for the purposes of investigating the incident. In some circumstances, you may be provided with reasonable alternative work arrangements.

In appropriate circumstances, we may contact the police, or other emergency responders as appropriate, to assist, intervene or investigate workplace violence.

#### Investigation Procedure

The Designated Manager will assign a designate to commence an investigation as quickly as possible. In many cases, the designate will be another employee. However depending on the nature of the complaint, an external investigator may be used.

The investigation may include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- interviewing witnesses, if any;
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file.

Investigation procedures will be adapted to suit the particular complaint.

Once the investigation is complete, the investigator(s) will prepare a confidential detailed report of the findings for senior management. Only a brief summary of the findings and whether corrective action has been taken will also be provided to the complainant and respondent for privacy reasons. In the case of workplace violence, a copy of the report will be provided to the Health and Safety Committee or representative, as required.

## Corrective Actions

In some cases, a suspension or leave of absence (with or without pay, depending on the circumstances) or reassignment may be imposed pending the outcome of an investigation.

At the conclusion of the investigation, the CEO will determine what action should be taken as a result.

If a finding of breach of this Policy is made, the Company will take appropriate corrective measures, regardless of the respondent's seniority or position in the Company. Management will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any. Corrective measures may include one or more of the following:

- discipline, such as verbal warning, written warning or suspension without pay;
- termination of employment with or without cause;
- referral for counselling (e.g. sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties such as the denial of a bonus or performance related salary increase; and
- any other disciplinary action deemed appropriate under these circumstances.

If you made a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Company will, however, discipline or terminate anyone who knowingly makes a false or malicious complaint.

## Procedure for Addressing Domestic Violence

If you are experiencing domestic violence that would expose you or others at work to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you must seek immediate assistance by contacting your supervisor or the Designated Manager. The Company will take any appropriate remedial safety measures.

## Confidentiality of Complaints and Investigations and No Retaliation

We recognize the sensitive nature of complaints under this Policy. We will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or as required by law. In order to allow an alleged perpetrator a fair opportunity to respond to allegations or to allow a witness to comment, it is often necessary to disclose the source of the complaint or the source may be obvious from the gist of the complaint. All employees participating in a complaint or investigation, including witnesses, must keep it confidential.

The Company will not tolerate any retaliation or adverse action by persons named in complaints or others sympathetic to them against complainants. Similarly, employees should not take adverse steps on their own against an alleged perpetrator. Any retaliation should be reported in the same way as the original complaint. Employees engaging in retaliation will be disciplined.