



# Welcome to IGC!

## Recreational Program Handbook

Welcome to Imagine Gymnastics Club (IGC)! This guide is for parents with children in our Recreational or Early Learners programs. You've got questions; we've got answers! We'll do our best to explain how everything works.

### This is what we need from you before class starts:

- Read, and be familiar with, this handbook. If you have any questions, please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com)
- Confirm your child's class time, date & location in your Uplifter Account. Make sure all your contact and billing information is entered correctly so that you will receive club emails.
- Make sure your uplifter account is in good standing. If you have a payment to make please either use your credit card to pay through your uplifter account or e-transfer your payment to [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com)
- Confirm that your child can use the washroom unassisted.

Thank you for taking the time to read this handbook. It's crucial that we're all on the same page when class starts. We know you're busy, and we super appreciate it.

## About us

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Imagine Gymnastics Club (IGC) is governed by a volunteer, parent-run, Board of Directors. IGC is responsible to, and complies with, the policy and protocol set by the Alberta Gymnastics Federation, and Gymnastics Canada.

We are proud gymnastics parents, just like you, and we have a vested interest in making IGC the absolute best club that it can be! Excellence doesn't just happen; it's curated. We all come from different backgrounds and have different skill sets because diversity makes us stronger. We work together to crunch the numbers, consider the details and plan for the future.

IGC is operated by paid staff under the general direction of the Board of Directors. The Board of Directors are voted into office in accordance with the Club's constitution at the Annual General Meeting (AGM) held each fall. The board is responsible for the overall governance and guidance of the Club.

## Mission Statement

Imagine Gymnastics Club (IGC) strives to create a safe & positive environment that empowers and equips our athletes to succeed at, not only their gymnastics goals, but in life as well. We endeavor to create a sense of belonging and inclusion for athletes of all ages & abilities. We resolve to be family and community oriented in all that we do.

## Our Goal

Our goal is to enable lifelong participation in the sport of gymnastics. From teaching foundational skills that they can safely do in their backyard or on their trampoline, to facilitating their competitive goals. We coach with the proper progressions, conditioning and safety protocols to make sure the sport is not causing the chronic pain or injury that elite gymnastics has been known for in the past. Another way we promote involvement in our sport is by training and hiring our athletes, who are thirteen and older, to be our junior coaches. We mentor them and the club helps to pay for their NCCP courses as they get older. Coaching is an amazing way to stay involved in a sport, and a wonderful part time job for anyone to have growing-up. Some have gone on to become career coaches. Ultimately, we want our sport to be an amazing experience, where lifelong friends are made, career opportunities arise and where skills are learned that can still be done 40 years later at a backyard BBQ!

## Vision

IGC envisions a world where children can realize their athletic potential, creating wellness for themselves, their families and their communities – now and in the future.

## Club Values

- **Integrity:** We are open and transparent in our communities, relationships, and actions. We hold ourselves to the highest professional and ethical behaviors in our dealings with our athletes and their families, our partners and sponsors, and with our community.
- **Respect:** We respect those around us by being patient and kind, and by lifting each other up. We believe that diversity makes us stronger. We show ourselves respect by cultivating positive body images and attitudes.
- **Empowerment:** We empower our athletes with skills, resources, opportunity and motivation. We believe that fun is an essential component of sport. Through sport, we foster a sense of well-being so that real and positive change becomes possible. Courage, resilience & tenacity are the first steps to any great endeavor – in gymnastics and in life.
- **Excellence:** Life is a gift, and every day is a new opportunity. We strive to be the best we can be – today – in all our many roles; as coaches, as administrators, as athletes, as family and community members. We are life-long learners. We are committed to stretching and reaching, honing and refining our skills for ourselves, our club & our community.

# What do I need for class?

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## Important Forms

You will have had to accept two waiver forms when you registered your child for our program on Uplifter.

These include:

- [Minor Release of Liability for Participation in Gymnastics](#)
- [Personal Information Protection Act \(PIPA\) form](#)

Release of Liability forms help parents/guardians to understand and acknowledge the liability associated with gymnastics. The Personal Information Protection Act form allows parents/guardians to understand and acknowledge how IGC handles your personal information. These forms protect the club, and your family, and are completed every year, without exception. **These forms are valid for one “gymnastics year”, July 1st to June 30th.**

## Attire

What we wear to class matters. It is essential to be comfortable and safe while we train. Shorts, t-shirts, tank tops, leggings, or a leotard are ideal & bare feet are best. We do not allow training in sports bras only. Please tie back long hair so it won't fall in front of your child's eyes. Leave bobby pins, necklaces/bracelets/dangly earrings, and watches at home, as they could poke your child, get caught on equipment or get broken & lost. Your child will be doing skills upside down, wearing a shirt tight enough that it won't fall over their eyes is ideal.

**We ask that you child wear no:**

- Bare midriffs
- Frills, skirt attachments, or loose clothes
- Zippers, denim, snaps or buttons please.

You know what level of hygiene you need to be comfortable. Come to the gym free of scents (good ones or bad ones), in fresh clothes, with clean hands.

## Personal Items

All athletes will require a clearly labeled water bottle. Any personal items should be stored in a bag. Please remember that IGC is not responsible for lost, damaged or stolen items.

Children attending our **Learn & Play programs** will also need an extra set of clothes in a ziplock (just in case) and a small snack. Please do not pack something wet & spillable. Also please only send water to drink, no pop, juice or milk.

Children attending our **Camps or PD day programs** will need two small snacks & a lunch for the day.

## Parent Viewing Policy

We prefer that parents/guardians do not stay during class time (unless they are participating in a Parent & Tot class). However IGC believes in an open policy and parents are welcome to watch classes from the lobby/entryway. The reason we prefer parents don't stay for the entire class is that, while we love our IGC parents, having a parent or family member watching is a distraction. Distractions can affect the ability of coaches to conduct their classes, the effectiveness of the practice and the safety of all involved. We want the athletes to focus on the coach and the activities in the class, rather than their parents, or worry that people they don't know are watching them.

We ask that you drop your child off a maximum of 5 minutes prior to class time, and promptly pick your child up at the completion of their class. We understand that, in the younger classes, your child may not be comfortable with you leaving for the first class or two, and it is fine if you stay until they grow comfortable with our coaches.

IGC requests that parents/guardians do not attempt to communicate with, or "coach" their child during practice. If you need to speak with your child's coach, please do so before or after class. Our coaches will be happy to answer any questions you have. Should anyone viewing become disruptive, IGC reserves the right to remove viewing privileges from any parent or family member.

If you have any questions regarding this policy, please call or text 403-619-7824 (Carstairs)  
403-507-8191 (Olds)

## Inclement Weather

As Albertans, we all know how wild the weather can get. IGC cares about the safety of our families and athletes. If travel has been deemed unsafe by local municipalities or law enforcement, we will cancel class. If school has been canceled due to weather, we will cancel class. If the temperature dips below  $-30^{\circ}\text{C}$  (before windchill), we will cancel class. We will do our best to make-up any canceled classes, but depending on the circumstance, that may or may not be possible. If there are cancellations, we will communicate with you using the contact information on Uplifter. We really hate canceling gym and try very hard to avoid it, but we are unwilling to risk anyone's safety, especially during a crazy weather apocalypse.

## Private Lessons

Sometimes your athlete might want some individual time to focus on a skill or routine. Private lessons are available upon request. Please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com) to schedule times.

## Parking

There is plenty of free parking in front of/near the club. However, we do have businesses around us, so when choosing a parking spot before and after class, please be neighborly. Please make sure that you're not blocking anybody's bay doors or preventing access to and from a business.

# Money matters

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## My Uplifter Account

Imagine Gymnastics Club proudly uses Uplifter to organize class registration, scheduling, and manage our client information. We protect each other's right to privacy and do **not** disclose your info to third parties without your consent.

**There are many benefits to using Uplifter, including:**

- A self-serve account where parents can update their contact and payment information, view billing and print receipts
- Register for upcoming programs using contactless methods like Visa, Mastercard or Visa Debit cards
- Flexible payment options using installment amounts of your choosing
- Join waitlists
- Viewing important information about your child's registered classes, like what to bring to class
- Viewing your child's class schedule/calendar

Uplifter has a clean, modern look, and is intuitive to use. The Imagine Gymnastics Club Uplifter Store may be freely accessed from our website, by selecting the Programs page. If you have a question regarding your account, please email [info@imagegymnastics.com](mailto:info@imagegymnastics.com).

**We require all parents to keep an active credit card on file to maintain their Uplifter account. If that is not possible, then a \$250 bond cheque, post-dated to January 1, 2022, will be required. We require this payment information from you in the event that fundraising commitments are not met. We will never charge your card or cash your cheque, without notifying you first. We don't like surprises either.**

## Fee Explanation

In addition to registration costs, IGC charges small administrative, equipment, and insurance fees. These fees help us maintain/service our equipment and keep it clean. Our administrative fees help to keep our office organized behind the scenes by paying for necessary supplies like printer ink, pens, and paper. Administrative fees also help us maintain & update our club computers & phones. Registration costs allow us to pay our coaching staff for their time. Insurance fees are explained in detail below.

Fees are an annoying, but incredibly necessary, part of program registration. Imagine Gymnastics Club is a non-profit organization, so every penny helps us keep the lights on.

## Alberta Gymnastics Federation Insurance Policy

Imagine Gymnastics Club is a member of the Alberta Gymnastics Federation (AGF), and thus, covered under their comprehensive insurance package.

To learn more about AGF insurance, in a general sense, and find information on how to submit a claim, [view their website here](#).

To learn more about the AGF insurance particulars, [view their website here](#).

To extend insurance coverage to our athletes, a small, non-refundable fee is included in your registration costs. The term of the AGF insurance fee runs July 1 to June 30 of the following year. This annual fee is paid by everyone who uses our gyms, whether that be for registered classes, facility rentals or drop-in.

Imagine Gymnastics Club also carries Directors & Officers Insurance to protect the board members that are responsible for organizing and running the organization.

## Family Discount

Families with more than one child registered in an Imagine Gymnastics Club program may qualify for a 5% discount. Discounts apply only to the training fees, and the child with the lesser of the training hours.

## Late/Non-Payment

We understand that everyone's situation is different. If you anticipate challenges making your registration payments, please reach out to the Head Coach so that arrangements can be made.

A \$40.00 penalty fee will be added to any account in arrears, and cash payment will be required within five business days of notification. If the account has not been settled after five business days, your child will be unable to participate in classes until fees are paid in full.

If a pattern of late or non-payment emerges, all fees will immediately shift into cash-only payments, due in full, before the start of class. Partial payments will not be accepted.

Imagine Gymnastics Club acknowledges that there may be exceptional circumstances that require deferment of fees. In such cases, please submit your written request to the Head Coach for consideration.

## Refunds

In the unfortunate event of an injury, extended illness or other unique medical circumstances exceeding one month, fees may be waived in lieu of lost time. If you find your gymnast in this situation, please submit your written request, and applicable medical documentation, to the Head Coach. Please inform the Head Coach of any injuries incurred as soon as possible, so that it can be documented.

Partial month fees will not be refunded. For example, if a gymnast is unable to train for six weeks, then one month's fee will be refunded only.

## Cancellations & Withdrawal

Your child wanted to try gymnastics, but they've decided it's not for them – now what?

Registration costs are refundable up to 14 days after the start of class, minus an administrative fee and any applicable Alberta Gymnastics Federation fees. Please notify the Head Coach if you wish to cancel your registration.

If your child changes their mind about gymnastics prior to class starting, you may withdraw your registration up to two business days before the anticipated start date without penalty. Please notify the Head Coach if you wish to withdraw your registration.

## Sports Grants for Children

Are you looking for information on grants to offset the cost of registration?

We recommend visiting the [Jumpstart](#), or [KidSport](#) to get the process started. IGC looks for ways to actively reduce barriers that prevent kids from experiencing the awesomeness that is gymnastics.

# Special events

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## Hay City Classic & Showcase

What is the Hay City Classic? You might be wondering. Only IGC's prestigious invitational & fun meet! The Hay City Classic is a three-day event (Friday-Sunday) in Olds every spring. To kick off the festivities (and close out our Fall/Winter Sessions), IGC hosts a Showcase each year to allow our recreational athletes to show off what they have been learning all year.

Closer to the Hay City Classic, you'll receive information from your coach on dates, location, and event theme. Each Recreational and Early Learner class will prepare a routine, much like a Talent Show, to present to the larger group. Each class will decide on a simple team costume, which usually consists of a coloured T-shirt, and neutral bottoms, like black shorts. Your coach will let you know the event theme and costume details ahead of time.

Attending the Hay City Classic Showcase is optional for our Recreational athletes, Early Learners, and their families, but it is highly recommended. It's a super fun time and gives our non-competitive kids a chance to get up on stage. We hope to see you there!

# How we give back

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## Fundraising Commitments

Why is fundraising necessary? Fundraising is an integral part of IGC that helps to offset training costs and assist the club in buying new equipment. All children registered with IGC (except small children enrolled in the Early Learners program) will be required to sell \$50 of 50/50 cash Raffle tickets per session they are registered in (Fall, Winter & Spring). We do our cash raffles through RaffleBox online. You will receive a link to your child's cash raffle that you can share with friends & family. The IGC Cash Raffles are tremendously important to our operations, with the potential to raise a sizable amount of money each year for the club.

Competitive athletes have mandatory fundraising commitments throughout the year, to help keep their costs down as well. You will notice IGC fundraisers popping up on our Social Media. Please feel free to buy the products offered & share the posts with your friends & families!

We want to thank all our gymnastics parents for their fundraising efforts! It does not go unnoticed. Selling a few raffle tickets may feel small and insignificant, but rest assured – it is not small at all! YOU – our parents and athletes – are what keeps this incredible club moving forward! YOU are the ones buying our awesome equipment! Each and every one of YOU has a hand in the success of IGC. Your impact is not small. It is enormous!

When you walk through the doors at IGC, you feel a sense of community, of small-town charm, of collective ownership and pride. We look after each other, and we help our neighbors when they're in need. The communities of Olds & Carstairs, Alberta, are very generous ones. Giving back feels so good, especially when you can see the palpable difference that it makes in the lives of our children. Hats off to YOU!

Thank you for your kindness, your investment, and your time!

## How we communicate

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### Modes of Communication

We believe in open communication with our families and athletes, and we want to hear from you!

It is essential for you to keep your contact information up to date in your Uplifter account. We need your contact info in case of an emergency, or to notify you of a change in plans. Depending on the circumstance, IGC coaching staff or board members may reach out to you by phone, text, email, or in-person. Important updates and activities are also posted in real-time to the club's social media feeds and website.

If you have questions about your child's program or their progress, please reach out to your coach. If you have a question for the Head Coaches, please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com)

If you have a question for the board or if your question is of a sensitive nature, please email our club president Dustin Symes at [dustinsymes@imaginegymnastics.com](mailto:dustinsymes@imaginegymnastics.com)

All other club emails and contact information may be found at [imaginegymnastics.com](http://imaginegymnastics.com). We welcome the opportunity to get to know you! There is no such thing as a silly question. If you need help, please ask. Our athletes and their families are at the heart of every decision we make.

### Social Media Usage

We are busy on Facebook & Instagram! We post about everything!

Follow us on Facebook & Instagram to stay in the know: [facebook.com/imaginegymnasticsclub](https://facebook.com/imaginegymnasticsclub) & [instagram.com/imaginegymnasticsclub](https://instagram.com/imaginegymnasticsclub). You will find information about registration, special events, and our programs, and you can keep up with our athletes and other exciting developments. When in doubt, check the club's social media feeds.

### Progress Reports

Tracking your child's skill progression is critical to their success. Having a proven record of your child's progress is an empowering, positive reinforcement tool for your gymnast that helps to build both mental and physical resiliency. And as parents, we need to understand where our children

are sitting, so that we can make practical decisions, like which level to register them in, or if they need more/less challenge to get them moving forward.

Every athlete will receive a report card from their coach at the end of each session. These enable you to make registration decisions and provide you with an opportunity to recognize and celebrate the successes that accompany goal-setting, hard work and perseverance.

## Parent Feedback

Parent feedback is essential to our classes and our program delivery at Imagine Gymnastics Club. Regular program review and evaluation is a vital component of any high-quality learning experience. We believe in having a growth mindset and are always looking for ways to improve our customer service and enhance our relationships with our athletes.

We'd like to know about your experience with our facility and our coaching staff. Perhaps you've noticed an opportunity for improvement, or you'd like to tell us about a positive/negative interaction that you had. Improving the quality of our programs is top of mind at IGC.

We may reach out to you with a satisfaction survey towards the end of your child's program. Your opinion really matters and is used to shape the future at IGC.

# Promoting a culture of physical, mental, and emotional safety

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## Gym Safety

Coaches are required to ensure a safe gym environment at all times. Imagine Gymnastics Club employees demonstrate a caring nature for their athletes, and model respect for Sport. Duties must be performed with Imagine Gymnastics Club policies in mind. Imagine Gymnastics Club employees also adhere to the Alberta Gymnastics Federation (AGF) Code of Ethics, Code of Conduct and Policies and Procedures.

### **Imagine Gymnastics Club employees practice the following safety-related protocols:**

- Coaches must provide gym orientations, and review gym and facility safety with all new club members and access participants.
- Coaches must include and adhere to safe practices in the use of all equipment.
- Equipment must be adapted for the age, ability and size of the participant.
- Coaches must be familiar with Emergency and Evacuation Procedures (EAP) of the facility and adhere to them in the event of an emergency. Any incidents are to be documented in detail as soon as it is safe to do so. The Head Coach and President must be notified of any emergency or evacuation as soon as it is safe to do so.
- Coaches must practice EAP with their athletes at the beginning of each session.
- Coaches must include safe-age appropriate progressions in their program activities. Determining the athlete's readiness is a coach's responsibility.
- Coaches develop technical practices in their lesson plans that decrease risk (ex: space, speed and height awareness, landings, control, awareness and co-operation with others).
- Coaches ensure controlled class management.

- The correct technique must be used if spotting is required.

If you feel that there are unsafe conditions in the gym, please immediately report it to the Head Coach. If you witness unsafe behavior from other employees, please immediately report it to the Head Coach.

**Please review the following policies with your child before they attend class:**

- No food, gum, or beverages (except for water) are permitted in the gym and training areas.
- Food may only be consumed in the designated areas. We consider ourselves NUT aware.
- No jewelry is permitted, except for stud earrings. For small children who wear glasses, shatter-proof lenses (polycarbonate) are preferred, with secure grips around the ears.
- No outdoor footwear is permitted in the gym.
- Please leave valuables at home as Imagine Gymnastics Club is not responsible for lost, damaged or stolen items.
- Only registered members are permitted on the gym floor. Unregistered people are uninsured.
- Athletes are not permitted in the gym area without a coach.
- Everyone is responsible for leaving the gym, change rooms, viewing area, washroom facilities, and lobby area neat and tidy. Please don't trash the place.
- Athletes are not permitted to leave the facility unsupervised. Please drop-off children no sooner than 5 mins before class and pick-up no later than 5 mins after class.
- Any open sores, cuts and warts must be covered by clothing, tape, or bandages. A doctor must check any rashes. Athletes will not be permitted back in the gym without a doctors' note clearing them from any infection or injury. Please stay home if you are unwell.

Safety is everybody's business.

## Discipline Policy for Athletes

Imagine Gymnastics Club employees strive to keep the gym safe, friendly, and respectful. Disruptive behavior from any athlete is not tolerated. Infractions or disruptive behavior that threatens the safety of athletes or coaches will result in disciplinary action being taken, at the discretion of the coach, at the time of the incident. Imagine Gymnastics strives to create a supportive team atmosphere among all its athletes. We strongly encourage good sportsmanship. We insist that both coaches & athletes treat everyone with respect & kindness. Bullying & social drama is not tolerated and will be dealt with swiftly and firmly. We ask that you, the parents, please let the head coaches know if your child encounters such behavior.

### First Offense

- The coach will provide a verbal warning to the athlete, explaining the issue and possible solutions. The coach will inform the athlete's parent or guardian of the incident at the end of class.
- The coach involved will document the interaction, including what was discussed and the athlete's & parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident.

### Second Offense

- If the behavior happens a second time, the athlete may be removed from the floor, and a parent or guardian will be called to pick the athlete up.

- The coach involved will document the interaction, including what was discussed and the athlete's and their parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident, and may follow up with a phone call or email.

### **Third Offense**

- If the behavior happens a third time, the athlete will be removed from the floor, and a parent or guardian will be called to pick the athlete up.
- The coach involved will document the interaction, including what was discussed and the athlete's & parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident.
- The athlete will receive an immediate suspension and the IGC Board will evaluate their status with Imagine Gymnastics Club. The President will contact the athlete's parent/guardian in order to set up an in-person meeting to advise the parent or guardian of the Board's decision. If the situation calls for further investigation and resolution, the board will set up and moderate a meeting between the coaches involved, the head coach and the parents/guardians of the athlete to discuss solutions.

Absolutely no fighting, hitting, pushing, scratching, kicking, angry screaming or biting will be tolerated by IGC Staff.

### **Problem Resolution**

All sensitive matters are dealt with in-person. If conversations for sensitive issues or dispute resolution are required (including between staff and athletes/their families), then there must be a minimum of three people present, including an executive member of the Board. Having three people present removes any instance of "my word against yours," protecting all parties involved. We respect each other and actively work to reduce conflict as it arises. We protect each other's right to privacy.

### **Gymnastics Canada's Safe Sport Policies**

On a national level, Gymnastics Canada has defined Safe Sport policies to enhance safety and minimize risk. On a provincial level, the Alberta Gymnastics Federation has adopted these guidelines for use in its member clubs.

For more information on the Safe Sport policy, please see the [AGF website here](#).

### **Imagine Gymnastics Club's Anti-Bullying Policy**

Imagine Gymnastics Club works hard to ensure a healthy & safe gym environment at all times. IGC employees demonstrate a caring nature for their athletes, and model respect for Sport. Imagine Gymnastics Club employees also adhere to the Alberta Gymnastics Federation (AGF) Code of Ethics, Code of Conduct and Policies and Procedures. Imagine Gymnastics Club is committed to providing an environment for all families, athletes, coaches, and board members that is free from bullying and harassment. Coaches, board members, athletes and parents are expected to conduct themselves in a kind and professional manner and to show respect to others.

### **Definitions:**

**Bullying Is** an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying is behavior that is repeated and not returned in kind by the victim.

### **Bullying is Not**

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions do cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. However these behaviors are not acceptable or tolerated.

### **Consequences**

- Any member who feels they or their child is the victim of bullying or conflict is encouraged to report it to our head coach & the IGC board.

An investigation will be undertaken and appropriate disciplinary measures will be taken.

## **Policy Against Harassment**

Imagine Gymnastics Club is committed to providing an environment for all families, athletes, coaches, and board members that is free from sexual harassment and other types of discriminatory harassment. Coaches and board members are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Imagine Gymnastics Club's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Imagine Gymnastics Club has developed a policy against harassment and a reporting procedure for employees and athletes who have been subjected to or witnessed harassment. This policy applies to all gymnastics-related settings and activities, whether inside or outside the club and includes trips and social events. Imagine Gymnastics Club's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as social media, email and Internet access) may not be used to engage in conduct that violates this policy. Imagine Gymnastics Club's policy against harassment covers employees and other individuals who have a relationship with Imagine Gymnastics Club, which enables Imagine Gymnastics Club to exercise some control over the individual's conduct in places and activities that relate to Imagine Gymnastics Club's work (e.g. directors, officers, contractors, vendors, volunteers, athletes, etc.).

*Prohibition of Sexual Harassment:* Imagine Gymnastics Club's policy against sexual harassment prohibits sexual advances or requests for sexual favours or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of attending class; (2) submission to or rejection of such conduct is used as a basis for decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the

purpose or effect of unreasonably interfering with an employee's or athlete's performance or creating an intimidating, hostile, humiliating, or offensive environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favours in exchange for actual or promised job benefits such as favourable reviews, increased benefits, or continued program enrolment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behaviour, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile environment, it can nonetheless make others uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Imagine Gymnastics Club policy to retaliate against an employee or athlete for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against Imagine Gymnastics Club's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, colour, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's advancement opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, colour, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, colour, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the club, or placed anywhere in Imagine Gymnastics Club's premises such as on a coaches' desk or workspace or on Imagine Gymnastics Club's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Imagine Gymnastics Club's policy to retaliate against an employee or athlete for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Imagine Gymnastics Club, you should report the incident immediately to your Head Coach or the President. Possible harassment

by others with whom Imagine Gymnastics Club has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Imagine Gymnastics Club will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Imagine Gymnastics Club's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Imagine Gymnastics Club determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy, and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Imagine Gymnastics Club will inform the employee or athlete who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or possible discriminatory harassment with the President. In the case where the allegation of harassment is against the President, please notify the Board of Directors.

## Thank you

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The best part of our jobs is getting to know our athletes and their families. Thank you for being part of our IGC family!

