



# **POLICY & PROCEDURES MANUAL**

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## INTRODUCTION

The Capital Jumpers are a group of energetic competitive jumpers and performers of jump rope in the National Capital Region. Capital Jumpers range in all ages starting as young as 6 years old.

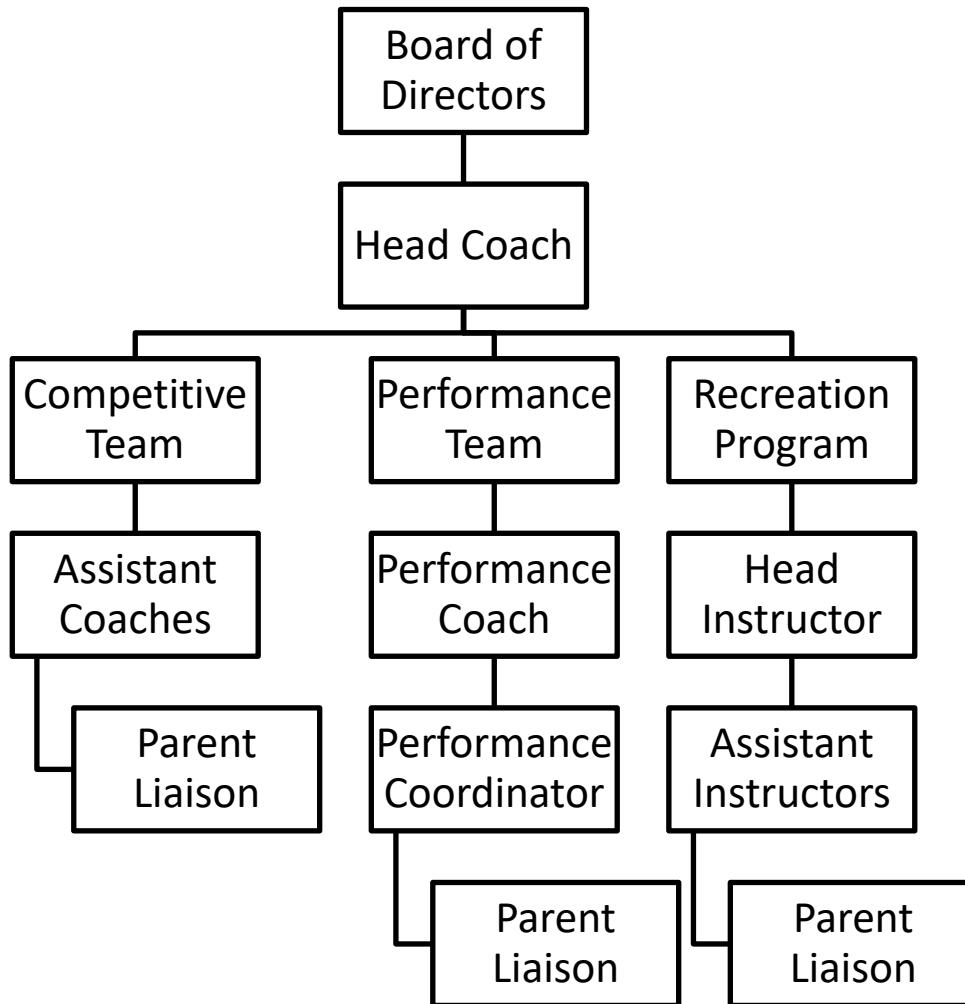
Founder Ellory Bruce established our team in 2015 at the University of Ottawa. At the time, the organization was a student sports club with the Student Federation of the University of Ottawa (SFUO). The Capital Jumpers student club dissolved in 2017 after expanding club membership to people of all ages. Members of the Capital Jumpers have competed around the world, have taught in various workshop, and performed in hundreds of shows.

The Capital Jumpers are coached by nationally ranked athletes who specialize in different styles of jump rope. The coaches have earned national and international titles, hold various speed records, and are recognized and respected athletes in the country.

The team has participated in numerous events, showcases and festivals. The Capital Jumpers are active partners with the Heart & Stroke Foundation's Jump Rope for Heart program since 2017 and continues to do performances and demonstrations for the organization. We have also participated in festivals such as Glowfair, Ice Cream Festival, Wine & Food Festival, and FitSpirit. The team is always looking for new partnerships and performance opportunities.

In order to keep up our standard of excellence our team practices 2 times a week with additional practices added closer to competition dates. The Capital Jumpers rely on a group of dedicated jumpers, coaches and parents for its success.

## ORGANIZATIONAL STRUCTURE





## **APPOINTED POSITIONS**

All the positions are appointed by the Board of Directors and come with Job Descriptions.

- I. Head Coach
- II. Assistant Coaches
- III. Team Manager
- IV. Recreation Program Instructors
- V. Parent Liaisons
- VI. Performance Coordinator
- VII. Equipment Manager
- VIII. Fundraising Coordinator
- IX. Social Media Coordinator

## STANDING COMMITTEES

### **DISCIPLINE COMMITTEE**

Chair: President

Members: Vice President, Head Coach, and Assistant Coach of Team involved

### **BUDGET COMMITTEE**

Chair: Treasurer

Members: Board Executive

### **FUNDRAISING COMMITTEE**

Chair: Board Member

Members: Appointed General Membership

### **PUBLICITY & PROMOTION COMMITTEE**

Chair: Board Member

Members: General Membership

## **POSITION DESCRIPTIONS**

### ***BOARD OF DIRECTORS***

#### ***Purpose of the Position:***

- I. The Board shall ensure that the affairs of the Capital Jumpers are governed in accordance with the By-Laws, Constitution and the Policy and Procedure Manual.

#### ***Reporting Relationship:***

- I. See Organizational Structure.

#### ***Responsibilities:***

- I. Attend monthly board meetings.
- II. Plan for future direction of the Team.
- III. Team promotion.
- IV. Review and update Policy and Procedure Manual.
- V. Fundraising.
- VI. Hold annual general membership meetings.
- VII. Prepare annual budget.
- VIII. Support Coach(es).
- IX. Specific duties as stated in the Constitution.
- X. Conduct business in accordance with the Policy and Procedure Manual.



## POSITION DESCRIPTIONS

### ***HEAD COACH***

#### ***Purpose of the Position:***

- I. To coordinate all coaching and related aspects of the competing group of the Capital Jumpers Jump Rope Team.
- II. To set qualifications for Team membership.
- III. To review with other coaches eligibility for competition and Team structure.

#### ***Reporting Relationship:***

- I. The head coach will be appointed or selected by the Board of Directors from a list of interested parties.
- II. All assistant coaches report to the competition head coach.
- III. Matters that cannot be resolved will be brought forth to the Board of Directors.

#### ***Responsibilities:***

- I. To respond to enquires and coaching related concerns raised by the assistant coaches in accordance with the Policy and Procedure Manual.
- II. To abide by policies and procedures outlined in the Policy and Procedure Manual.
- III. Bring to the attention of the Board of Directors any issues or matters that cannot be satisfactorily resolved between the coaches, athletes and parents through the Complaints and Resolution Procedure found in the Policy and Procedure Manual.
- IV. Arrange tryouts for new potential members of the Capital Jumpers Competitive Team as need arises.
- V. Attend monthly board meetings and provide a coach's report; or to submit a coach's report for the monthly board meetings if unable to attend meeting.
- VI. Establish a practice structure including warm up, cool down exercises, single rope and double dutch practice time, speed drills and Team conferences.
- VII. Be familiar with varying rules at competitions.
- VIII. Keep records of all single rope and double dutch speed/power scores throughout the season.
- IX. Prepare jumpers to be ready both mentally and physically for competitions.
- X. Help jumpers select music for their freestyle routines.
- XI. Ensure all Team members are aware of how to properly wear the Team uniform.
- XII. Explain to jumpers the proper behaviour to exhibit at competitions as defined in the Code of Conduct in the Policy and Procedure Manual.

***Requirements:***

All coaches will abide by the Club Coaching Requirements set forth by Rope Skipping Canada.

- I. NCCP Making Ethical Decisions Multi Sport Module
- II. NCCP Coach Initiation in Sport Multi Sport Module
- III. Standard First Aid/CPR C (or higher)
- IV. Criminal Record Check including Vulnerable Sector check (valid within 3 years)

## POSITION DESCRIPTIONS

### *ASSISTANT COACHES*

#### ***Purpose of the Position:***

- I. To assist the Head Coach in all related aspects of the competing group of the Capital Jumpers.

#### ***Reporting Relationships:***

- II. The Assistant Coaches will be appointed or selected by the Head Coach and approved by the Board of Directors from a list of interested individuals.
- III. The Assistant Coaches report directly to the Competition Head Coach.

#### ***Responsibilities:***

- I. To assist the Head Coach in establishing a practice structure including warm up, cool down exercises, single rope and double dutch practice time, speed drills and Team conferences.
- II. To help jumpers set individual and Team goals.
- III. Be familiar with varying rules at competitions.
- IV. Keep records of all single rope and double dutch speed/power scores throughout the season.
- V. Prepare jumpers to be ready both mentally and physically for competitions.
- VI. Help jumpers select music for their freestyle routines.
- VII. Ensure all Team members are aware of how to properly wear the Team uniform.
- VIII. Explain to jumpers the proper behaviour to exhibit at competitions as defined in the Code of Conduct found in the Policy and Procedure Manual.
- IX. To bring to the attention of the Competition Head Coach any issues or matters that arise.

#### ***Requirements:***

All coaches will abide by the Club Coaching Requirements set forth by Rope Skipping Canada.

- I. NCCP Making Ethical Decisions Multi Sport Module
- II. NCCP Coach Initiation in Sport Multi Sport Module
- III. Standard First Aid/CPR C (or higher)
- IV. Criminal Record Check including Vulnerable Sector check (valid within 3 years)

## **POSITION DESCRIPTIONS**

### ***TEAM MANAGER***

#### ***Purpose of the Position:***

- I. To register all participants for Competitions (eg. Regional, Provincial, National, World and/or Junior Olympics).
- II. Prepare and file all necessary registrations for all Organizations (eg. RSC and ORSO).
- III. Keep updated records of all Participants for the Capital Jumpers Team.

#### ***Reporting Relationship:***

- I. The Team Manager is appointed by the Board of Directors from a list of interested individuals.
- II. The Team Manager reports directly to the Head Coach, the Treasurer and the Board of Directors.

#### ***Responsibilities:***

- I. Register all required participants for each competition.
- II. File all necessary registrations for each Organization.
- III. Keep updated information for all skippers (age, address, phone #s, and Team #).
- IV. Keep updated information for all qualified judges of the Capital Jumpers (names, levels, and judging categories).

## POSITION DESCRIPTIONS

### *PARENT LIAISONS*

#### ***Purpose of the Position:***

- I. To provide adult supervision at team practices and communicate parental concerns to the Head Coach.

#### ***Reporting Relationship:***

- I. The Parent Liaisons will report to the Head Coach.

#### ***Responsibilities:***

- I. Be an on-site contact person for the parents.
- II. Communicate concerns/issues to the Head Coach.
- III. Perform duties as assigned by the Head Coach (e.g. attendance, sale of ropes and instructions to coaches, etc.)

## **POSITION DESCRIPTIONS**

### ***RECREATION PROGRAM INSTRUCTORS***

#### ***Purpose of the Position:***

- I. To coordinate and be responsible for all coaching related aspects of the Capital Jumpers recreational program.

#### ***Reporting Relationship:***

- I. The recreational program instructors report directly to the Head Coach.
- II. The recreational program instructors will be appointed/selected by the Board of Directors from a list of interested individuals.

#### ***Responsibilities:***

- I. Discuss and plan the up-coming year's activities with all instructors, and Head Coach.
- II. Arrange the structure of the sessions.
- III. Hold meetings, on a regular basis, with other instructors to discuss:
  - A. Progress of Jumpers (level changes)
  - B. Group Structure
  - C. Special Events (e.g. Halloween and Christmas party, end of year show)
- IV. Discuss with the Head Coach those recreational program participants that have the potential to move up to the Competitive Team based on their skill and ability.

## **POSITION DESCRIPTIONS**

### ***PERFORMANCE COORDINATOR***

***Purpose of the Position:***

- I. To be a liaison between the team and potential performance opportunities.

***Reporting Relationship:***

- I. The performance coordinator will report to the Head Coach.

***Responsibilities:***

- I. Plan and organize performances with community partners.
- II. Communicate with show organizers.
- III. Reach out to community partners, organizers and festivals for performance opportunities.



## POSITION DESCRIPTIONS

### ***FUNDRAISING COORDINATOR***

***Purpose of the Position:***

- I. To coordinate fundraising activities throughout the competitive season.

***Reporting Relationship:***

- I. The Fundraising Coordinator will report to the President.

***Responsibilities:***

- I. Organize fundraising activities.
- II. Ensure to reach fiscal year fundraising goals.
- III. Reaching out for sponsorship opportunities.



## **POSITION DESCRIPTIONS**

### ***SOCIAL MEDIA COORDINATOR***

***Purpose of the Position:***

- I. To keep the Capital Jumpers social media pages up-to-date.

***Reporting Relationship:***

- I. The Social Media Coordinator reports to the Marketing & Advertising Director.

***Responsibilities:***

- I. Maintaining social media accounts such as Facebook and Instagram.
- II. Keeping the Capital Jumpers website up-to-date.
- III. Posting regularly to social media accounts.

## **POSITION DESCRIPTIONS**

### ***EQUIPMENT MANAGER***

***Purpose of the Position:***

- I. To be responsible for all the team's equipment.

***Reporting Relationship:***

- I. The Equipment Manager reports to the Head Coach.

***Responsibilities:***

- I. Keep an inventory of all equipment.
- II. Order any supplies that needs to be replenished.
- III. Replace and repair any broken ropes.

## **POLICIES**

### ***1. COACHING***

The Board of Directors has the responsibility of selecting which person will hold coaching positions.

The Capital Jumpers will pay for the National Coaching Certification Program course or related course for eligible coaches of the Capital Jumpers.

The Capital Jumpers will pay for required Police Checks.

The Capital Jumpers will reimburse coaches for all reasonable expenses incurred while providing service to the Capital Jumpers. This includes transportation, and accommodations, subject to funds being available. Ability to reimburse expenses will be reviewed annually by the Board of Directors.

The Capital Jumpers will pay the coaches an honorarium, subject to funds being available. Amount to be determined annually.

### ***2. EQUIPMENT***

Equipment managers are authorized to spend funds to replace equipment as required and as provided for in the annual budget.

### ***3. EXPENSE REIMBURSEMENT***

All expense reimbursements are at the discretion of the Board of Directors provided funds are available.

All expense receipts must be submitted to the Treasurer for payment no later than one month from the date of purchase.

### ***4. LOGO***

The Team logo may be revised as approved by the Board of Directors. Letterhead, uniforms and promotional materials will be updated with the revised logo at the discretion of the Board of Directors.

### ***5. RECREATION PROGRAM***

Responsibilities are set out in Position Descriptions in the Policy and Procedure Manual.

The recreational program is for beginner level rope jumpers.

The recreational program is under the guidance of the Capital Jumpers Jump Rope Team.



The recreational program is coached by senior active or non active members of the Capital Jumpers.

Approval from the Board of Directors is required for the following:

- A. Registration fees
- B. Insurance
- C. Expense and honorarium payments to coaches
- D. Annual budget
- E. Practice location
- F. Appointment of recreational program instructors

An honorarium may be paid to the instructors as approved by the Board of Directors.

Members of the Capital Jumpers will be registered as recreational team members for insurance purposes.

#### ***6. WEEKLY/MONTHLY UPDATES***

A weekly and/or monthly update will be circulated by e-mail as required for the benefit of ensuring timely communications to the General Membership.

#### ***7. PROMOTIONAL MATERIAL***

Any promotional material will be made available to the membership at a pre-determined fee (if applicable).

#### ***8. VOTING RIGHTS***

Families of the Capital Jumpers are entitled to a minimum of one (1) vote and a maximum of two (2) votes as follows:

- A. Families with one competitive skipper on the Team are entitled to one (1) vote in total between all family members.
- B. Families with two or more competitive skippers are entitled to two (2) votes in total between all family members.

#### ***9. UNIFORMS***

The Team colors are Teal and Black.

Every competitive skipper will receive a uniform consisting of two shirts.

Every performance skipper will receive a uniform consisting of one shirt.

Black bottoms must be worn with the uniform shirt and are not provided unless funds allow and with approval from the Board of Directors.

Warm up suits will be provided at a cost to the jumpers.

Uniform shirts may be purchased or require a uniform deposit.

Uniforms are not to be altered in any way.

If the uniform has been altered in any way the jumper loses their uniform deposit.

The Team will contribute to the expense of uniforms as funds allow and with approval from the Board of Directors.

### ***10.CODE OF CONDUCT***

See attached Appendix A.

### ***11.COMPLAINTS & RESOLUTION PROCEDURE***

See attached Appendix B.

### ***12.NON-DISCRIMINATION & HARASSMENT POLICY***

See attached Appendix C.

### ***13.MEMBERSHIP POLICY***

See attached Appendix D.

### ***14.JUMPER ACCOUNTS***

Jumper Accounts will be kept track by the Treasurer and Team Manager.

Active competitive and performance members will receive financial compensation for assisting at community events, performances and school workshops.

An hourly rate will be determined at the beginning of the season by the Board of Directors.

Earnings from the Jumper Account can be used to offset jump rope related costs incurred by the member in question (eg. New ropes, team merchandise, competition fees, workshop fees).

Earnings may not be withdrawn for personal use or personal benefit.

Earnings can be transferred to the next season if the jumper in question stays on the team for the following season.

By resigning from the team, the jumper forfeits any unused earnings in their Jumper Account.

### ***15.PRIVATE EVENTS POLICY***

See attached Appendix E.



***16.COVID-19 POLICIES & PROCEDURES***

See attached Appendix F.

## **APPENDIX A**

### **CODE OF CONDUCT**

*The Capital Jumpers are a team, first and foremost. The strength of the Team depends on the strength of the individual Team members, but those Team members are little without being part of the Team. Team members are expected to first consider the Team and their behaviours and actions. The Code of Conduct is set of expectations to be followed by all Capital Jumpers so that the strength and integrity of the Team, and its members are maintained.*

#### **The following behaviours refer to practices:**

- Be at practice and ready to skip at the scheduled time.
- Explain any reason for being late or leaving early ahead of time to your teammates and coach.
- Respect the space of others.
- Participate willingly and actively in all team drills, meetings, and routines in the practice schedule.
- Respect the ethics of hard work, dedication, and creativity.
- Be willing to help other Capital Jumpers.
- Put away ropes and equipment used at practice and shows.
- Do not eat or consume carbonated beverages during practice. (water only)
- Practice time is not for socializing.
- No cell phones are to be used during practice time.
- During regular scheduled practice times of the Capital Jumpers, members will only practice with other Team members or coaches (no outside coaches/skippers/instructors will be permitted during any scheduled practice times of the Capital Jumpers, unless expressly permitted and approved by the Board of Directors).

#### **The following behaviours refer to Team trips and/or competitions:**

Team members will be in their rooms with lights out at a pre-determined time as set out by the coaches the night before a competition or performance.

Team members will conduct themselves in accordance with the courteous behaviours outlined in the Code of Conduct.

#### **The following behaviours refer to performances:**

Be present 30 minutes before the 1st scheduled performance to practice and assist with set up.

Be present 15-20 minutes before any 2nd or subsequent performance thereafter.

Team members will present themselves in a professional manner by wearing clean uniforms, appropriate socks and footwear.

Team members will smile during performances and refrain from arguing or discussing any disagreements in sight of the audience.

Hair must be kept combed and tidy. Any skipper with long hair must have it tied back and off the face.

Team members must try their best to complete flawless routines.

Problems with a performance will be discussed by the coach immediately after the show and routines will be practiced again (if required) before any subsequent shows for that day.

**The following behaviours refer to competitions:**

Team members must support their team mates and other participants during competitions.

Team members should congratulate teammates at all times during a competition.

Team members must wear their uniform properly for the entire day of competition, including award presentations.

Hair must be kept combed and tidy. Any skipper with long hair must have their hair in a French Braid and bangs pulled off their face.

Team members should use competition experiences to better their performance, to learn from others, and to pull together as a team.

Team members will sit together during award presentations.

Team members are to stay until the last award has been handed out at the end of the competition.

Team members should respect other teams by staying during performances and award presentations.

All Team members must stay at the competition site the entire day to ensure they are ready and available.



## APPENDIX B

# COMPLAINTS & RESOLUTION PROCEDURE

**Complaints will relate to one of two categories:**

1. Practice schedule, team relationships, performances or competitions
2. Administration

**Conflict of Interest – Definition:**

A situation where there is a direct family relationship between the complainant and a member of the Board of Directors or coach. The person(s) in conflict will be excused from the resolution process.

**Discipline Committee (Executive Committee):**

This committee will consist of the Executive Committee, as defined in section 10 of Capital Jumpers By-Laws, and will act in respect to any member/jumper of the Capital Jumpers.

**Practice schedule, Team Relationship, Performance & Competitions:**

Complaints regarding the above, whether from jumpers or parents, will be brought to the attention of the Head Coach by the jumper, parent, or individual team coach.

The Head Coach will endeavour to resolve the complaint. If the complaint is not resolved by the Head Coach, the Head Coach will bring the matter to the Executive Committee. The jumper/parent is/are welcome to be present at a meeting of the Executive Committee to discuss the matter.

The Head Coach and the President will present the resolution of the matter to the jumper/parent as appropriate. The decision may be appealed to the Board of Directors.

**Administration:**

Administrative complaints will relate to policy matters that do not fall under Category 1 (Above). Complaints will be dealt with when presented in writing to the attention of any member of the Executive Committee. The Complaint will be presented to the Executive committee for resolution.

Any matter can be brought directly to a meeting of the Board of Directors by contacting the President to have the item added to the meeting agenda. The matter will be noted in the minutes of the meeting of the Board of Directors and scheduled for review and resolution by the Executive Committee. Once a decision has been made, such resolution will be noted in the minutes and a



report, by the President or designate, will be made to the jumper/parent who submitted the complaint.

## **APPENDIX C**

### **NON-DISCRIMINATION & HARASSMENT POLICY**

*The Capital Jumpers Jump Rope Team is committed to providing an environment in which every person is treated with respect and dignity. Every person has the right to participate in the sport of jump rope in an environment free of discriminatory practices and harassment, including sexual harassment and inappropriate gender-related comments or conduct.*

*Every member has the right to equal treatment and freedom from harassment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same sex partnership status, family status or handicap.*

*The Team does not tolerate discriminatory practices or harassment. All Team members have a responsibility to support and comply with this policy by ensuring that such discrimination and harassment does not occur, and when it does, by reporting it. Acts of harassment affect the Team's performance and the climate of understanding and mutual respect. These acts will not be tolerated and if a complaint is substantiated, appropriate corrective action will be taken, up to and including termination of membership of the person or persons responsible.*

#### **Definitions:**

**“Discrimination”** for the purpose of this policy means any practice or behaviour, whether intentional or not, that has a negative effect on, results in unfair treatment of, or results from unequal treatment of individuals or groups of persons on the basis of a prohibited ground of discrimination.

**“Harassment”** for the purpose of this policy means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome or offensive and is based on a prohibited ground of discrimination. It has the effect or purpose of:

- threatening or intimidating an individual;
- abusing the power that one person holds over another;
- degrading, demeaning, humiliating or embarrassing an individual or a group of persons;
- or
- any form of hazing.

Harassment is a form of discrimination and may include, but is not limited to, behaviour such as demands, threats, gestures, innuendo, unwelcome remarks, jokes, slurs, displays of offensive material, sexual solicitation or advance, physical or sexual assault, taunting about a person's body,

clothing, habits, customs or mannerisms. This Policy covers all forms of harassment, including sexual and racial harassment, which are specifically addressed below.

***Examples of types of harassment:***

**SEXUAL HARASSMENT**

For the purposes of this policy, sexual harassment means any unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature where:

- such conduct is known or ought reasonably to be known unwelcome;
- submission to such conduct is made, either explicitly or implicitly, a term or condition of participation in any event;
- submission to or rejection of such conduct is used as the basis to confer, grant, or deny an membership benefit to a person; or
- Such conduct has the purpose or effect of interfering with a person's performance or creating an intimidating, hostile or offensive team environment.

Incidents of sexual harassment include, but not limited to comments (verbal or written), gestures and non verbal behaviour, the display of visual material, offensive sexual comments, jokes, innuendoes, physical contact, or requests for physical acts; such physical acts include leering, touching, patting, pinching, punching or physical assault. It may be a single incident or part of a continuous barrage of offensive behaviour.

Sexual harassment may not always be of the sexual nature and may include harassing comments or conduct based on sexual orientation or gender. Sexual harassment may occur between any two people. Usually, the victims of sexual harassment are female; however, females can harass males and same sex harassment can occur.

**RACIAL HARASSMENT**

Racial harassment is a form of discrimination and is any unwelcomed comment or conduct based on race, ancestry, place of origin, colour, ethnic origin, citizenship and sometimes creed. Racial harassment is more than prejudice and may result in exclusion and inequality. Incidents of racial harassment may include, but are not limited to, the following behaviour:

- derogatory remarks such as name calling, racial slurs or jokes, innuendoes, taunting or verbal abuse or attacks;
- derogatory gestures or physical contact; or
- display of racist, derogatory or offensive pictures, graffiti or materials.

## **POISONED ENVIRONMENT**

A poisoned environment is a form of discrimination or harassment that may be created as the result of hostile, intimidating or offensive comments or conduct that targets certain individuals or groups of persons. Behaviour that may create a poisoned environment includes, but is not limited to:

- sexually explicit language or material;
- offensive or derogatory jokes or remarks; or
- leering, verbal abuse, threats, gestures, inappropriate touching.

When such offensive behaviour creates an environment in which the victim is made to feel inferior. Inadequate, offended or where punishing action undermine self-esteem or diminish performance, a poisoned environment may exist. A poisoned environment is based on the impact of such behaviour rather than the number of times the behaviour occurs.

A poisoned environment can be created by a person regardless of his or her position of authority or status on the Team. Persona other than those targeted by the offensive comments or conduct may experience a poisoned environment, such as a person who overhears an offensive joke or observes the unequal treatment of a Team member.

### ***Steps to follow when discrimination or harassment has occurred:***

1. It is the responsibility of any Team member who feels that he or she has been the victim of discrimination or harassment to inform the harasser that his or her behaviour is unwelcome and offensive and ask that the offensive behaviour ceases immediately. The Team member should also write down the following;
  - Day
  - Date
  - Time
  - Location incident took place
  - Specific actions or words spoken
  - Names of any witnesses
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to a member of the Board of Directors.
3. Once an incident is reported, the role of the Board of Directors, is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

4. The Board of Directors will appoint a member(s) to investigate the complaint and propose a resolution. The appointed investigator will meet the alleged harasser to advise them of the allegations and give the alleged harasser the opportunity to explain.
5. After a thorough investigation, it is the responsibility of the appointed investigator to make a final decision as to the merits of the complaint and if applicable, ensure proper action is taken.
6. The investigator will be responsible for advising the complainant of the final outcome of the investigation and the appropriate corrective action that will be, or has been taken, if any.
7. If, at any time during the investigation, the incident is referred to an Ontario Child Protection Authority or Police, the Board of Directors shall reserve the right to apply discretion and, if appropriate, suspend membership immediately. No further action shall be taken until such time as the authorities and or police have concluded their investigation.
8. The Capital Jumpers recognize the sensitive nature of harassment and strive to keep all matters relating to a complaint confidential at all times.

## **APPENDIX D**

### **MEMBERSHIP POLICY**

#### ***Membership-definition:***

To be a member of the Capital Jumpers Jump Rope Team a person must fall into one of the following categories;

- Jumper = active member
- Coach = active member
- Parent/ Guardian = non-active member
- Honorary member (no voting privileges) = non-active member (interested person approved by the Board of Directors who does not fall into one of the above 3 categories)

#### **Membership-Probationary Period**

Jumpers who have the potential to become a member of the Capital Jumpers will be put on a probationary period. During this probationary period, the Team coach and/or Board of Directors will evaluate the potential jumper's ability, and willingness to work as a team member, etc. Once the requirements have been met, the potential jumper will be granted Team membership. At no time is the potential jumper granted Team membership, whether implied or not, until a Certificate of full membership has been provided.

#### **Certification-Jumper**

Upon being approved/granted Team membership, and having met the minimum requirements which are:

- Attended tryouts as set forth by the Head Coach at the beginning of the season
- Has successfully completed a probationary period (as stated above)

A Certificate of full membership will be issued to the jumper by the Team coach and will identify the date of full membership together with the name of the jumper.

The certificate will be completed in duplicate, one copy for the jumper and one for the Team registrar.

#### **Membership-Roster**

A membership roster will be maintained by the Registrar and will contain the following information



- Name
- Address
- Phone Number
- Parent/ Guardian
- Grade and School
- Birth Date
- Date Membership Status was issued
- Email address

### **Membership-Rights**

See Voting Rights outlined in the Policy and Procedure Manual.

Those members eligible to vote must be members in good standing.

Honorary members will not have voting rights and will not be eligible to run for executive office.

### **Membership-Termination**

Termination of a membership from the Capital Jumpers team may occur by submission in written or verbal notification, to the Head Coach or any member of the Board of Directors. Termination of a Team member will automatically terminate the membership of the respective parent(s) or guardian(s), together with the termination of any position they may hold within the Team's organization.



## **APPENDIX E**

### **PRIVATE EVENTS POLICY**

***The following policy apply to these types of events:***

- A. Birthday parties
- B. Private lessons

#### **Responsibilities:**

##### *Senior Instructor*

- Lead the event
- Teach in a way that promotes fun, sportsmanship, and injury prevention
- Transport and manage team ropes used for the event
- Receive payment from the client if not paying by e-transfer
- Supervise the junior instructor as needed

##### *Junior instructor*

- Assist in running the event
- Teach in a way that promotes fun, sportsmanship, and injury prevention

##### *Capital Jumpers*

- Provide ropes/bags for use and sale at event
- Provide insurance for event

#### **Eligibility:**

Athletes can lead private events on behalf of the Capital Jumpers provided they meet the requirements of either a senior or junior instructor. All private events must have at least one senior instructor in attendance.

#### **Requirements:**

##### *Senior instructor*

- Athlete is 18 years or older
- Athlete has a valid police record check (within the past 3 years)
- Athlete has good standing with the team (no outstanding fees)

##### *Junior instructor*

- Athlete is 14 years or older
- Athlete is accompanied by a senior instructor



If an athlete chooses to run a private event despite not fulfilling the above criteria and without the approval of the Capital Jumpers Board, the athlete will not be covered under the Capital Jumpers' insurance and will not be allowed to wear or use the Capital Jumpers' logo.

**Pricing:**

*Birthday parties*

Prices for birthday parties will be chosen and updated at the beginning of every season. Pricing will be available on the team's website.

*Private lessons*

Prices for private lessons will be set by the instructor providing the classes.

**Location:**

The client is responsible for providing a suitable location at their own cost. The Capital Jumpers reserve the right to refuse to run the class/event if the space is unsafe (ex. Too wet, extremely rough surface, exposed sprinklers on a low ceiling).

**Payment:**

Payment to athletes can be sent through e-transfer or stored by the team in a tracked fund to be used for future team fees. Any fees not used when the athlete leaves will be paid in full.

*Birthday parties*

Instructors will be paid \$50 per hour of instructing. The Capital Jumpers will receive no part of any tips. If more than one instructor is involved in the private event, any tips should be split evenly between all instructors. All revenue from rope or bag sales will be paid to the Capital Jumpers.

*Private lessons*

The Capital Jumpers will receive \$10 from each private lesson, the remaining amount will be paid to the instructor.

## **APPENDIX F**

# **COVID-19 POLICIES & PROCEDURES**

### **Registration:**

- Registration will be done online through an online platform.
- Payment will be contactless through e-transfer or credit card.

### **Health Checks & Entering the Gym:**

- Health checks will be performed at the door. Preferably outside – weather permitting.
- Health checks will begin 15 minutes before the start of practice.
- If you will be late, please contact the coach/safety volunteer.
- Participants will need to complete the health check through TeamSnap.
- Parents or participant must show proof of completed health check to enter gymnasium.
- Participant's temperature will be taken prior to entering.
  - *Temperature must be under 37.8°C.*
- Participant will sanitize their hands and wear a mask while inside the facility.
- Participant will leave belongings in designated area and remain 2 meters away from others.

### **Sanitizing:**

- Commonly used ropes/objects will be sanitized before/after practice.
- Participants will sanitize upon entering and leaving the gymnasium.
- Participants will sanitize their hands before and after using the double dutch ropes.

### **Face masks:**

- Face masks must be worn while inside the facility.
- Face masks must cover the nose to the chin.
- Face masks can be removed during physical activity (i.e. warm-up, stretches, jumping)
- Coaches will wear a face mask unless they are demonstrating or participating in physical activity as well.
- Face masks will not be provided to jumpers. Participants without a face mask will be asked to leave.

### **Water Breaks:**

- Water breaks will be provided throughout practice.
- We ask that you bring 2 reusable water bottles to avoid refilling your bottle.

- If needed, there will be a refill station in the facility that can be used.
- For sanitary reasons, mouth spouts will not be used.

**Spectators:**

- At this time, spectators will not be allowed to minimize contact.
- If spectators are permitted, they will sit in a designated area.
- Spectators are not to shout or make conversation with other jumpers

**Equipment:**

- Participants must bring all their own equipment (i.e. ropes, water bottles, clicker)
- Sharing of personal equipment is not permitted.

**Potential COVID-19 Case Procedures:**

**IF SYMPTOMS OF COVID-19 ARE IDENTIFIED UPON CHECK-IN WITH SAFETY PROTOCOL VOLUNTEER:**

***Role of Safety Protocol Volunteer:***

- Immediately rings handbell or (other signalling device) to notify Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptoms and those who may have been exposed to participant declaring symptoms the in designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants, maintaining physical distancing, until their transportation arrives.
- Participants and parents/caregivers advised to contact Ottawa Public Health and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.

***Role of Head Coach:***

- Upon being notified of potential concern by Safety Protocol Volunteer, immediately ceases all activity.
- Appoints assistant coach or other volunteer to support participant check-in processes.
- Resumes activity provided that a minimum of two coaches are still available to continue with the program.
- Once all have departed, Head Coach notifies Club President or designate of concern.

**IF SYMPTOMS OF COVID-19 ARE IDENTIFIED DURING PROGRAM:**

***Role of Head Coach:***

- Immediately ceases all activity.
- Notifies Safety Protocol Volunteer of concern.
- Appoints assistant coach or other volunteer to support participant check-in processes. Support for check-in processes advises arriving participants that the remainder of the session is cancelled and ensures that the participant has safe transportation to depart from the venue. If the participant does not have transportation, they will be instructed to enter the venue, but not prepare for training.
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Head Coach instructs assistant coaches and volunteers to provide support in contacting parents/caregivers of each participant for pick-up.
- Once all have departed, Head Coach notifies Club President or designate of concern.

***Role of Safety Protocol Volunteer:***

- Immediately notifies Head Coach Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptom and those who may have been exposed to participant declaring symptoms the in designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants until their transportation arrives.
- Participants and parents/caregivers advised to contact Ottawa Public Health and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.