

# SKIPPERS CODE OF CONDUCT

## *Appendix “A”*

*The Lincoln Leapers 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 a set of expectations to be followed by all Lincoln Leapers so that the strength and integrity of the Team, and its members are maintained.*

### **The following behaviours are required at all times:**

- **Conduct themselves in a positive, respectful and supportive manner, reflective of the spirit of the Lincoln Leaper organization, at all times.**
- Show respect to Coaches, Team Manager and Teammates through appropriate actions, behaviour and voice.
- Any coach’s instructions, as it relates to Lincoln Leaper team activities, are to be followed.
- Report any inappropriate, abusive, rude, aggressive, disrespectful, or unsportsman-like conduct to the Team Manager
- Note: All above listed behaviours will be directed to the Behaviour Protocol and/or Discipline Committee.

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

- Arrive to the gym 10 minutes before the scheduled start time, with all equipment, dressed and ready to jump.
- Check all equipment before the start of practice.
- **Filling** a water bottle. (note: fountain use is by permission only)
- All ropes are to be marked with some form of personal identification (i.e., initials, tape).
- Attendance at practices is mandatory according to the [Attendance Protocol](#).
  - Notify Team Manager AND Head Coach of any absences before they occur.  
Note: Record all absences and reason for absence in TeamSnap. No exceptions.
  - Notify all members of your team when you are going to be absent.
  - If arriving late, report directly to the Team Manager to explain the reason for being late, before participating in any part of the practice.
  - Note: If a teammate(s) is/are absent for any reason all members of that team must attend the practice.
- Clean bags routinely (**note: when a rope is missing the team MUST check bag on Team Manager’s request to find a missing rope**)

- Backpacks are to be zipped closed, at all times, and placed neatly in the athletes zone.
- Practice with a clear focus (i.e., goals) and purpose ( i.e., improvement) in every practice.
- Set goals, know goals, use goals.
- Respect the ethics of hard work, dedication and perseverance.
- Participate eagerly in all warm up, drill, and routine activities focusing on accuracy of technique.
- Refrain from interfering with Head Coaches plan for practices (i.e., making suggestions)
- Keep socializing to a minimum during all practices.
- Be kind, thoughtful and helpful to the other Leapers and coaches.
- Cell phones and /or electronic devices are not allowed in the practice area.  
Note: Cell phones may be kept in a rope bag. They may only be taken out with explicit instructions of the Team Manager.
- With respect to social media use involving the Lincoln Leaper team, skippers will conduct themselves in a positive and respectful manner.
- Exercise awareness and appropriate use of space, respecting all jumpers and coaches.
- Do not eat or consume carbonated beverages during practice (water only).
- During regularly scheduled practices, members will only practice with or be coached by other team members or coaches (only coach/board approved individuals will be permitted to be in the gym during any scheduled practice times of the Lincoln Leapers)  
Note: Parents are not allowed to coach or instruct their jumper during scheduled practices. Athletes who have parents in roles of authority may not approach their parents without permission of the Head Coach or Team Manager.
- When participating in a sport or activity, other than jump rope, that may conflict with a jump rope practice, performance or competition, jumpers must provide full disclosure of any pertinent details of the activity to the Head Coach, Team Manager and Team Members. This disclosure provides clear communication that ensures that Team practices are not negatively affected by the other activity.
- No homework is to be done in the practice area/gym.
- The Coaches Staging Area is for the exclusive use of the coaches, invited parents and Team Manager. Athletes may not enter this area.
- Be respectful of the Coaches and their decisions.
- Be respectful to all teammates.
- Jumpers are to assist all jumpers who are in need of help/advice/direction when working on tricks, especially younger athletes.
- Report all injuries to the Team Manager and Head Coach and follow the Injury and Medical Protocol.
  - Injured athletes must attend all practices unless given explicit instructions from the Head Coach to not attend.

- Use of alcohol, drugs, vaping or any other unhealthy activity during a Lincoln Leaper sanctioned practice/event will not be tolerated.

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

- Team members will be in their rooms with lights out at a predetermined time as set out by the Head Coach the night before a competition or performance.
- Team members will arrive at competitions at the predetermined time set by the Head Coach.
- Team members will conduct themselves in accordance with the courteous, appropriate, and respectful behaviours as outlined in the Code of Conduct.
- Team members will respect other patrons at the accommodations at all times.
- Team members are to remain with the team unless permission is requested and granted from the Head Coach.
- Team members are not allowed to leave the building during competition, without permission from the Head Coach.
- Team members are to be in attendance on each day of any scheduled Competition, unless another direction is given by the Head Coach. (i.e., opening ceremonies to final awards)
- Team members must stay with the team in the competition gym and show support of their teammates and other participants during competitions.
- (Exception: required warm up preparation time in practice gym)
- 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, unless otherwise determined by the Head Coach.

### **● 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.
  - Team members are expected to show exemplary behaviour and good sportsmanship at all times.
  - Team members must wear the club sponsored full uniform for the entire day of competition, including award presentations.
  - Keep all ropes neatly organized and placed in your backpack when not in use
  - Backpacks are to be zipped closed, at all times, and placed neatly out of the way
  - Team members should use competition experiences to better their performance, to learn from others, and to pull together as a team.
  - Team members should respect other teams by staying during performances and award presentations, unless otherwise determined by the Head Coach.
  - All team members must stay at the competition site the entire day to ensure they are ready and available.

Lincoln Leaper Skipper Code of Conduct 2021-2022 Season

Please sign and return the signature page below  
to the Team Manager.

**SKIPPER'S CODE OF CONDUCT**

By signing below I acknowledge that I have fully read and understand the Code of Conduct and hereby agree to follow the Code of Conduct at all times.

Signature of Athlete/

Date

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Signature of Parent/Guardian

Date

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## **PARENT CODE OF CONDUCT**

### *Appendix "B"*

*The Lincoln Leapers 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 a set of expectations to be followed by all Lincoln Leapers so that the strength and integrity of the Team, and its members are maintained.*

The following is required at all times:

- Coaches are to be shown respect.
- Parents are expected to act appropriately at all Lincoln Leaper events and competitions. **Respect, good sportsmanship and manners are required.**
- All instructions provided by coaches are to be followed.
- Parents are to ensure that skippers arrive to practice on time.
- Only parents who have been given prior permission are permitted in the gym during practice time under the direction of the Competition Head Coach.
- No parent is permitted to interact with their child during practice time unless it is an emergency.
- Parents are to encourage skippers to approach a coach and/or Team Manager with any issues that arise. Parents will be informed by the coach and/or Team Manager should it be deemed necessary.
- **Parents who have questions may contact the Head Coach directly for an answer, if the nature of the question is not a complaint or an attempt to advocate for their athlete(s), with any of the coaching staff, in relation to any team related matters.**
- **Parents who have a coaching related complaint are required to put the complaint into writing and forward it to the Team Manager. The Team Manager will direct the complaint to the Head Coach who will either:**
  - a) **Resolve the issue with the parent directly or**
  - b) **Forward the complaint to the Complaint and Discipline Committee, who will work with the complainant and any other involved persons, in determining a resolution (See Complaints and Resolution Procedure Appendix G)**
- Parents are to ensure payments are made on time.
- Parents must ensure that their child's registration is complete and use TeamSnap. It is mandatory that all parents are involved in Lincoln Leaper events. (i.e., fundraising, volunteering, Board positions, chaperoning, etc.). See Volunteer Bond Appendix N.
- One parent/child must be certified to judge in all aspects of the sport (speed, presentation required elements, and difficulty). If you have multiple skippers from one family, one parent must be certified and willing to do double the amount of judging.. If your family does not provide a judge for your skipper you will be fined \$50. Except if you are required by ORSO or RSC to be on the floor during the competitions you are not required to be put forward as a judge.
- Advise both Team Manager and Competition Head Coach of any reason why their skipper is going to be absent, late or required to leave early. Attendance will be monitored to ensure this is not a recurring issue. Important to mark attendance on

TeamSnap. Note absence, being late or leaving early affects their team.

- Parents are aware that skipper is required if selected by Competition Head Coach to be a Little Leapers coach or a Lincoln Leaper Rec Coach. Any complaints/issues/concerns should be handled following the above process in relation to the Team Manager's role and the Complaint and Resolution Procedure outlined in Appendix G
- Go through the Skippers Code of Conduct with your child/ren point by point. Parents agree to abide by Code of Conduct, By-Laws, Policies and Procedures of the Lincoln Leapers and failure to, actions and/or behaviours taken outside of these boundaries may result in action/follow up with the Discipline Committee and/or Board of Directors Executive.

The following behaviours refer to Team Trips:

- Parents will ensure team members will arrive at competitions at the predetermined time set by the Competition Head Coach.
- Parents are to ensure team members will conduct themselves in accordance with the courteous behaviours outlined in the Code of Conduct.
- Parents and Team members will respect other patrons at the accommodations at all times.

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.
- Ensure team members refrain from arguing or discussing any disagreements in sight of the audience.
- Ensure hair is kept combed and tidy. Any skipper with long hair must have it tied back and off the face.
- Problems with a performance will be discussed by the coach and skipper 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:

- Parents are to ensure that skippers are available for all mandatory team sanctioned events: Ontario Open, Provincials and Nationals (unless directed otherwise).
- Parents are to follow the coach's timelines and meet all deadlines for any competition requirements. (i.e. Music, and ropes)

- Ensure skipper stays with the team in the competition gym and shows support of their teammates and other participants during competitions. (Exception: required warm up preparation time in practice gym)
- Parents and skippers are expected to show exemplary behaviour and good sportsmanship at all times.
- Ensure hair is kept combed and tidy. Any skipper with long hair must have it tied back and off the face.
- Ensure skipper is wearing the club sponsored full uniform for the entire day of competition, including award presentations
- Parents are to encourage use of competition experiences to better their performance, to learn from others, and to pull together as a team.
- Parents are to ensure skippers remain with the team unless permission is requested and granted from the Competition Head Coach and Team Manager.
- Parents are not allowed to take their skippers out of the building during competition without permission of the Head Coach
- Parents are to ensure the skipper sits with the team during award presentations.
- Parents are to ensure skippers stay until the last award has been handed out at the end of the competition unless approval is obtained from Competition Head Coach and Team Manager.

Lincoln Leaper Skipper Code of Conduct 2021-2022 Season

Please sign and return the signature page below and return it to the Team Manager

## PARENT CODE OF CONDUCT

By Signing the Code of Conduct I acknowledge that I have read and understand the Code and Conduct and hereby agree to follow the code of conduct at all times.



Signature of Parent/Guardian

Date

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Signature of Parent/Guardian

Date

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**BOARD CODE OF CONDUCT**

*Appendix "C"*

*The Lincoln Leapers 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 a set of expectations to be followed by all Lincoln Leapers so that the strength and integrity of the Team, and its members are maintained.*

The following behaviour is required at all times:

- Board members are to conduct themselves in a positive, respectful and supportive manner, reflective of the spirit of the Lincoln Leaper organization, at all times.
- Board members must disclose any real or potential conflicts with the board prior to discussing or voting on a certain issue. (Note: Conflict of interest: a situation in which a person is in a position to derive personal benefit from actions or decisions made in the official capacity)
- Not to use a position on the Board as influence to benefit your child.
- Board members who are the parents of athletes and board members who do not have athletes on the team are both required to adhere to the requirements of the Parent Code of Conduct.
- Personal issues/conduct/behaviour is to be in support of the team's goals.
- All discussions deemed 'In-Camera' are to be kept confidential and are NOT to be discussed outside of any Board meetings or with any other members of the organization.
- Board members who share 'out of camera' board discussions with other members of the organization should be done so in a positive, respectful manner.
- All team expenses require full board approval prior to sanctioning
- Meetings to be set at the beginning of year.
- Set a schedule listing all of the events (competitions, activities) where volunteers are required, at the beginning of the skipping calendar year
- With respect to social media use involving the Lincoln Leaper team, Board Members will conduct themselves in a positive and respectful manner.

Lincoln Leaper Skipper Code of Conduct 2021-2022 Season

Please sign and return the signature page below and return it to the  
Team Manager

**BOARD CODE OF CONDUCT**

By signing the Code of Conduct I acknowledge that I have read and understand the Code of Conduct and hereby agree to follow the code of conduct at all times.

Signature of Board Member

Date

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**COACHES CODE OF CONDUCT**  
*Appendix "D"*

*The Lincoln Leapers 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 a set of expectations to be followed by all Lincoln Leapers so that the strength and integrity of the Team, and its members are maintained.*

The following behaviour is required at all times:

- **Conduct themselves in a positive, respectful and supportive manner, reflective of the spirit of the Lincoln Leaper organization, at all times.**
- Ensure all skippers are treated fairly and respectfully.
- Accountable for own attendance/commitment to coaching availability, as determined prior to season start (schedule to be provided)
- **Coaches are to arrive on time**
- **Coaches are to let the Head Coach or Team Manager know if they will miss a practice.**
- **Ensure they advise Team Manager, or if necessary the Discipline Committee, of issues related to skippers code of conduct.**
- Ensure there is an open communication with both skippers/parents and are approachable.
- Must be professional, friendly, kind, respectful, and a role model to all skippers..
- At competitions coaches should wear appropriate Lincoln Leaper clothing and when competing coaches should represent the team, with respect.
- Coaches will keep a professional distance from and be appropriate when communicating with skippers, at all times.
- With respect to social media use involving the Lincoln Leaper team, coaches will conduct themselves in a positive and respectful manner.

Lincoln Leaper Skipper Code of Conduct 2021-2022 Season

**Please sign and return the signature page below and return it to the Team Manager**

**COACHES CODE OF CONDUCT**

By signing the Code of Conduct I acknowledge that I have read and understand the Code of Conduct and hereby agree to follow the code of conduct at all times.

Signature of Coach

Date

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Lincoln Leaper Skipper Code of Conduct 2021-2022 Season

**COMPLAINTS AND RESOLUTION PROCEDURE**  
Appendix "G"

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

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

**Conflict of Interest – Definition:**

A situation in which a person is in a position to derive personal benefit from actions or decisions made in the official capacity. In practical terms, this is a situation where there is a direct family relationship between the complainant and a member of the Discipline Committee, Board of Directors or coach. The person(s) in conflict will be excused from the resolution process.

**Discipline Committee:**

This committee will consist of the President, Vice President, Team Manager, Head Coach and one non-Board member parent volunteer and will act in respect to any member/skipper of the Lincoln Leapers.

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

Complaints regarding the above, whether from an athlete or parent, are to be put into writing and directed to the Team Manager. The Team Manager will direct the complaint to the Head Coach who will either:

- a) Resolve the issue with the athlete or parent directly or
- b) Forward the complaint to the Complaint and Discipline Committee, who will work with the complainant and any other involved persons, in determining a resolution (See Complaints and Resolution Procedure - Appendix E)

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

The Discipline Committee and the President will present the resolution of the matter to the skipper/parent as appropriate. The decision may be appealed to the Board of Directors.

**Administration:**

Administrative complaints relate to policy matters or any other matter that does not fall under Category 1 (Above). Complaints will be dealt with when presented in writing to the attention of the Discipline 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 Discipline 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 skipper/parent who submitted the complaint.

IF a complaint is confidential in nature then it will be dealt with accordingly (e.g. via In-Camera session with minutes/notes only going to the parties involved).