



**POLICY
&
PROCEDURE
MANUAL**

Revised October 2020

TABLE OF CONTENTS

ORGANIZATIONAL STRUCTURE	4
APPOINTED POSITIONS.....	5
STANDING COMMITTEES.....	6
BUDGET	6
UNIFORMS	6
BANQUET & AWARDS	6
FUNDRAISING (<i>subcommittee Ways and Means Committee per By Laws</i>)	6
PUBLICITY & PROMOTION	6
HALL OF FAME (<i>sub Committee of Awards Committee per By Laws</i>)	6
POSITION DESCRIPTIONS	7
POLICIES.....	20
SKIPPERS CODE OF CONDUCT.....	26
PARENT CODE OF CONDUCT	31
BOARD CODE OF CONDUCT	35
COACHES CODE OF CONDUCT	37
LITTLE LEAPER AND LINCOLN LEAPER REC COACHES CODE OF CONDUCT	39
LINCOLN LEAPER TEAM LOGO	41
COMPLAINTS AND RESOLUTION PROCEDURE.....	42
NON-DISCRIMINATION AND HARASSMENT POLICY	44
MEMBERSHIP POLICY	48
BEHAVIOUR PROTOCOL.....	50
ATTENDANCE PROTOCOL.....	55
PUBLICITY WAIVER AND RELEASE FORM	60
ATTENDEE INDEMNITY FORM.....	Error! Bookmark not defined.
VOLUNTEER BOND	65
INJURY & MEDICAL PROTOCOL.....	76

INTRODUCTION TO THE LINCOLN LEAPERS

The Lincoln Leapers Jump Rope Team is an energetic group of competitive skippers and performers of jump rope in the Niagara Region. Lincoln Leapers range in ages from 6-18 years old. The Lincoln Leapers represent the Niagara Region and the Heart and Stroke Foundation of Ontario.

Our Team was established in 1982 in the small village of Campden, in the Town of Lincoln Ontario, and has travelled across Canada, USA, Europe, Australia and Asia. The Lincoln Leapers have competed in many world competitions and have performed thousands of shows.

The Lincoln Leapers, *Canada's first* organized competitive jump rope team, have dominated speed and power events at Provincial, National and World levels. The Lincoln Leapers currently hold many different Provincial and National records. We still hold the double dutch speed record for Canada with over 6 jumps per second.

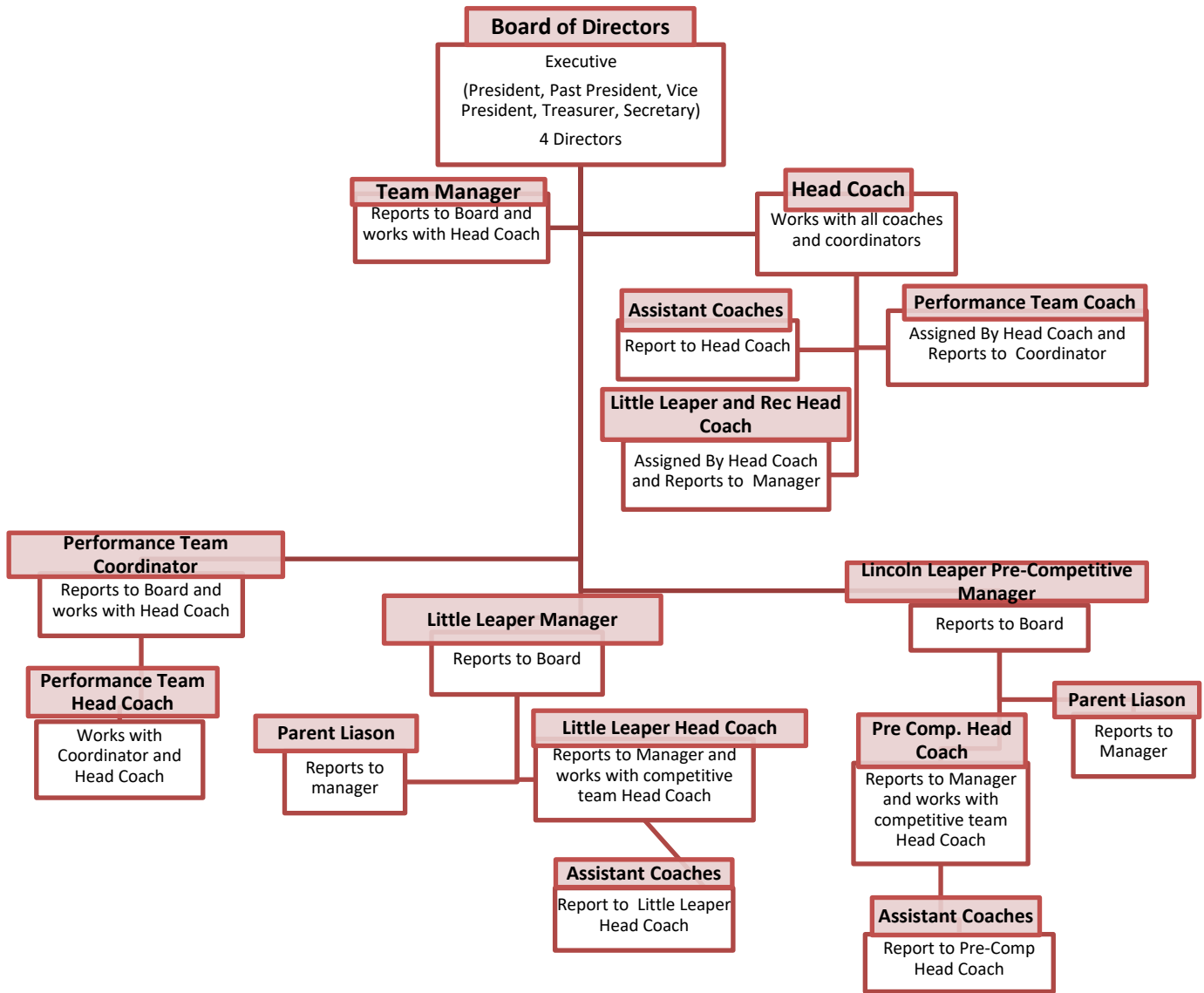
Over the years, The Lincoln Leapers have appeared on various television shows and even in a Disney movie. Shows like Sesame Street, Breakfast Television, Stuff, Tara Lipinski Special, The Dini Petty Show and Much Music have all hosted the Lincoln Leapers. A couple of our former skippers were cast in the Disney movie Jump In. The jumpers have performed at numerous events like the Toronto 2008 Olympic bid, Toronto Sky dome opening ceremonies, half time shows for both the Toronto Rock and Raptors, pregame shows for the Toronto Blue Jays, The Markham Fair, the 2009 Contessa Awards as well as places like the top of Whistler Mountain, and at Tivoli Gardens in Denmark.

The Lincoln Leapers have participated in marketing the sport of Jump Rope for a toy company in Japan and have conducted workshops for schools and recreational programs in the U.K. and all across Ontario.

The Lincoln Leapers have had a former skipper go on to perform with world renowned Cirque du Soliel, and another who went on to win two Olympic medals in wrestling.

In order to keep up our standard of excellence our Team practices 2 to 4 times a week. Our Team relies on a group of dedicated jumpers, coaches and parents for its success. The life-learning experiences realized by the jumpers can hardly be matched in any other sport or activity.

ORGANIZATIONAL STRUCTURE OF THE LINCOLN LEAPERS



APPOINTED POSITIONS

(as required)

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

Lincoln Leapers Competition Head Coach

Lincoln Leapers Competition Assistant Coaches

Lincoln Leaper Team Manger

Little Leapers Manager

Little Leapers Head Coach(es)

Little Leapers Assistant Coaches

Little Leapers Parent Liaisons

Lincoln Leaper Pre-Competitive Manager

Lincoln Leaper Pre-Competitive Head Coach

Lincoln Leaper Pre-Competitive Assistant Coaches

Lincoln Leaper Pre-Competitive Parent Liaisons

Jump Rope for Heart Coordinator

Communication Coordinator

Performance Team Coordinator

Registrar

Equipment Manager

Fundraising Co-ordinator

Sponsorship Co-ordinator

STANDING COMMITTEES

The Executive shall appoint, for a one-year term, the Chairman, and Member of each of the following committees and any other committees needed to fulfill the business of the Corporation: (it is understood that the chairman will be appointed from the Directors) The President to serve as ex-officio on all standing committees.

DISCIPLINE

Chair: President

Members: Vice President, Team Manager, Head Coach and one non-Board member parent volunteer

BUDGET

Chair: Treasurer

Members: Board Executive

UNIFORMS

Chair: Board Member

Members: Coaches and General Membership (Chair chooses support as required)

BANQUET & AWARDS

Chair: Board Member

Members: General Membership (Chair chooses support as required)

FUNDRAISING *(subcommittee Ways and Means Committee per By Laws)*

Chair: Board Member

Members: Appointed General Membership

PUBLICITY & PROMOTION

Chair: Board Member

Members: General Membership

HALL OF FAME *(sub Committee of Awards Committee per By Laws)*

Chair: President

Members: Long standing members (if possible)

POSITION DESCRIPTIONS

Board of Directors

Purpose of the Position:

The Board shall ensure that the affairs of the Lincoln Leapers are governed in accordance with the By-Laws and the Policy and Procedure Manual.

Reporting Relationship:

See Organizational Structure.

Responsibilities:

Attend monthly board meetings.

Plan for future direction of the Team.

Team promotion.

Review and update Policy and Procedure Manual.

Fundraising.

Hold annual general membership meetings.

Prepare annual budget.

Support Coach(es) (see policy 3).

Specific duties as stated in the By-Laws, Policy and Procedures.

Conduct business in accordance with the Policy and Procedure Manual.

Lincoln Leapers Competition Head Coach

Purpose of the Position:

To co-ordinate all coaching and related aspects of the competing group of the Lincoln Leapers Jump Rope Team.

To set qualifications for Team membership.

To review with other coaches eligibility for competition and Team structure.

Reporting Relationship:

The competition head coach will be appointed or selected by the Board of Directors from a list of interested parties.

All assistant coaches report to the Competition Head Coach.

Matters that cannot be resolved will be brought forth to the Discipline Committee and if / when necessary brought forward by said committee to the Board of Directors.

Responsibilities:

To respond to enquiries and coaching related concerns raised by the assistant coaches in accordance with the Policy and Procedure Manual.

To abide by policies and procedures outlined in the Policy and Procedure Manual.

Bring to the attention of the Discipline Committee any issues or matters between the coaches, athletes, team manager and parents. Will refer to and/ or direct individuals to review and follow the Complaints and Resolution Procedure found in the Policy and Procedure Manual.

Arrange tryouts for new potential members of the Lincoln Leapers Competitive Team as need arises.

Attend monthly board meetings and provide a coaches report; or to submit a coaches report for the monthly board meetings if unable to attend meeting.

Establish a practice structure including warm up, cool down exercises, single rope

and double dutch practice time, speed drills and Team conferences.

Be familiar with varying rules at competitions.

Keep records of all single rope and double dutch speed/power scores throughout the season.

Prepare jumpers to be ready both mentally and physically for competitions.

Help jumpers select music for their freestyle routines.

Ensure all Team members are aware of how to properly wear the Team uniform.

Explain to jumpers the proper behaviour to exhibit at competitions as defined in the Code of Conduct in the Policy and Procedure Manual.

To decide on recipient awards for the annual banquet.

Lincoln Leapers Competition Assistant Coaches

Purpose of the Position:

To assist the Competition Head Coach in all related aspects of the competing group of the Lincoln Leapers Jump Rope Team.

Reporting Relationships:

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

The Competition Assistant Coaches report directly to the Competition Head Coach.

Responsibilities:

To assist the Competition 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.

To help jumpers set individual and Team goals.

Be familiar with varying rules at competitions.

Keep records of all single rope and double dutch speed/power scores throughout the season.

Prepare jumpers to be ready both mentally and physically for competitions.

Help jumpers select music for their freestyle routines.

Ensure all Team members are aware of how to properly wear the Team uniform.

Explain to jumpers the proper behaviour to exhibit at competitions as defined in the Code of Conduct found in the Policy and Procedure Manual.

Assist the Competition Head Coach in the decision of recipient awards for the annual banquet.

To bring to the attention of the Competition Head Coach any issues or matters that arise.

Lincoln Leapers Team Manager

Purpose of the Position:

To assist the Competition Head Coach in all related aspects of the competing group of the Lincoln Leapers Jump Rope Team.

Reporting Relationship:

The competition Team Manager will be appointed or selected by the Board of Directors from a list of interested parties.

Team Manager works with Competition Head Coach and reports to Board

Matters that cannot be resolved will be brought forth to the Discipline Committee and if / when necessary brought forward by said committee to the Board of Directors.

Responsibilities:

To respond to enquiries and coaching related concerns raised by jumpers and parents in accordance with the Policy and Procedure Manual.

To abide by policies and procedures outlined in the Policy and Procedure Manual.

Take and review attendance regularly and ensure attendance protocol is followed.

Bring to the attention of the Discipline Committee any issues or matters between the coaches, athletes, team manager and parents. Will refer to and/ or direct individuals to review and follow the Complaints and Resolution Procedure found in the Policy and Procedure Manual.

Assist Head Coach with tryouts for new potential members of the Lincoln Leapers Competitive Team as need arises.

Attend monthly board meetings and provide a report; or to submit a report for the monthly board meetings if unable to attend meeting.

Assist with ensuring athletes follow practice structure including warm up, cool down exercises, single rope and double dutch practice time, speed drills and Team conferences.

Be familiar with varying rules at competitions.

Assist with preparation of jumpers to be ready both mentally and physically for competitions.

Explain to jumpers the proper behaviour to exhibit at competitions as defined in the Code of Conduct in the Policy and Procedure Manual.

Little Leapers Manager

Purpose of the Position:

To administer, co-ordinate and communicate all related activities of the Little Leapers program.

Reporting Relationship:

The Little Leapers Manager will be appointed by the Board of Directors.

Responsibilities:

Advertise the Little Leapers program.

Organize registration.

Communicate with the Little Leapers Coaches, Little Leapers Parent Liaisons and Parents of the Little Leapers skippers.

Resolve any issues related to the Little Leapers Program. Matters that cannot be resolved by the Little Leapers Manager will be brought to the attention of the Board of Directors.

Organize any record keeping functions, including attendance of coaches for the Little Leapers program.

Attend monthly board meetings and provide a report; or to submit a report for the monthly board meetings if unable to attend meeting.

Select Little Leapers Parent Liaisons and assure there is enough adult supervision at all sessions.

Little Leapers Parent Liaisons

Purpose of the Position:

To provide adult supervision at the Little Leapers program and communicate parental concerns to the Little Leapers Manager.

Reporting Relationship:

The Little Leapers Parent Liaisons will report to the Little Leapers Manager.

Responsibilities:

Be an on-site contact person for the Little Leapers parents.

Communicate concerns/issues to the Little Leapers Manager.

Perform duties as assigned by the Little Leapers Manager (e.g. attendance, sale of ropes and instructions to coaches, etc.)

Little Leapers Head Coach(es) and Little Leapers Assistant Coaches

Purpose of the Position:

To co-ordinate and be responsible for all coaching related aspects of the Little Leapers Program.

Reporting Relationship:

The Little Leapers Head Coach(es) report directly to the Little Leapers Manager and work with Competition Head Coach as required.

The Little Leapers Assistant Coaches report to the Little Leapers Head Coach and the Little Leapers Manager.

The Little Leapers Head Coach(es) and Little Leapers Assistant Coaches will be appointed/selected by the Competition Head Team Coach from a list of interested individuals with approval from the Board of Directors.

Communicate and work in co-operation with the Little Leapers Manager and Little Leapers Parent Liaisons as required.

Responsibilities:

Discuss and plan the up-coming year's activities with the all Little Leapers Coaches, the Little Leapers Manager and the Little Leapers Parent Liaisons.

Arrange the structure of the sessions.

Hold meetings, on a regular basis, with other coaches to discuss:

- Progress of Jumpers (level changes)
- Group Structure
- Special Events (e.g. Halloween and Christmas party, end of year show)

Discuss with the Lincoln Leapers Competition Head Coach those Little Leapers that have the potential to move up to the Competitive Team based on their skill and ability.

Lincoln Leapers Pre-Competitive Manager

Purpose of the Position:

To administer, co-ordinate and communicate all related activities of the Pre-Competitive program.

Reporting Relationship:

The Lincoln Leaper Pre-Competitive Manager will be appointed by the Board of Directors.

Responsibilities:

Advertise the Pre-Competitive program.

Organize registration.

Communicate with the Pre-Competitive Coaches, Parent Liaisons and Parents of the Pre-Competitive skippers.

Resolve any issues related to the Pre-Competitive Program. Matters that cannot be resolved by the Pre-Competitive Manager will be brought to the attention of the Board of Directors.

Organize any record keeping functions, including attendance of coaches for the Pre-Competitive program.

Attend monthly Board meetings and provide a report; or to submit a report for the monthly Board meetings if unable to attend meeting.

Select Pre-Competitive Parent Liaisons and assure there is enough adult supervision at all sessions.

Lincoln Leaper Pre-Competitive Parent Liaisons

Purpose of the Position:

To provide adult supervision at the Pre-Competitive program and communicate parental concerns to the Pre-Competitive Manager.

Reporting Relationship:

The Lincoln Leaper Pre-Competitive Parent Liaisons will report to the Pre-Competitive Manager.

Responsibilities:

Be an on-site contact person for the Pre-Competitive parents.

Communicate concerns/issues to the Pre-Competitive Manager.

Perform duties as assigned by the Pre-Competitive Manager (e.g. attendance, sale of ropes and instructions to coaches, etc.)

Pre-Competitive Head Coach(es) and Assistant Coaches

Purpose of the Position:

To co-ordinate and be responsible for all coaching related aspects of the Pre-Competitive Program.

Reporting Relationship:

The Pre-Competitive Head Coach(es) report directly to the Pre-Competitive Manager and work with Competition Head Coach as required.

The Pre-Competitive Assistant Coaches report to the Pre-Competitive Head Coach and the Pre-Competitive Manager.

The Pre-Competitive Head Coach(es) and Assistant Coaches will be appointed/selected by the Competition Team Head Coach from a list of interested individuals with approval from the Board of Directors.

Communicate and work in co-operation with the Lincoln Leaper Pre-Competitive Manager and Lincoln Leaper Pre-Competitive Parent Liaisons as required.

Responsibilities:

Discuss and plan the up-coming year's activities with the all Pre-Competitive Coaches, the Pre-Competitive Manager and the Pre-Competitive Parent Liaisons.

Arrange the structure of the sessions.

Hold meetings, on a regular basis, with other coaches to discuss:

- Progress of Jumpers (level changes)
- Group Structure
- Ontario Open Competition including registration for the team
- Special Events (e.g. end of year show)

Discuss with the Lincoln Leapers Competition Head Coach those on the Pre-Competitive Team that have the potential to move up to the Competitive Team based on their skill and ability.

Registrar

Purpose of the Position:

To register all participants for Competitions (e.g. Regional, Provincial, National, Junior Olympics and World).

Prepare and file all necessary registrations for all Organizations (e.g. RSC and ORSO). This includes registering Little Leaper and Lincoln Leaper Rec jumpers.

Keep updated records of all Participants for the Lincoln Leapers Competitive Jump Rope Team.

Reporting Relationship:

The Registrar is appointed by the Board of Directors from a list of interested individuals.

The registrar reports directly to the Competition Head Coach, the Treasurer and the Board of Directors.

Responsibilities:

Register all required participants for each competition.

File all necessary registrations for each Organization.

Keep updated information for all skippers (age, address, phone #s, email, emergency contact information, shirt size)

Keep updated information for all qualified judges of the Lincoln Leapers (names, levels, emails and judging categories).

POLICIES

1. ANNUAL RECOGNITION EVENT

Championship and special achievement awards will be presented to jumpers at a recognition event. The coaches will decide who receives awards. The recognition event will be held annually at the Year End Party.

2. HALL OF FAME *Updated and approved March 2013*

Occasionally there may be a retired jumper who has contributed significantly to the Lincoln Leapers (“Team”). Nominations can be made for any member in good standing, to the Hall of Fame Committee who will decide if it merits being recommended to the Board of Directors. Recommended nominees must meet a minimum set of requirement below. The Board of Directors will approve the final selection. This recognition will be made in the form of acknowledgement with a keepsake of distinction. Although nominations may be made at any time, the awarded may only be given out providing funds are available. The recipient’s name will be added to the Hall of Fame Plaque.

CRITERIA

- a) Retired from Team as a competitor or performer
- b) 7 year member
- c) Winner of National Competition or other world level competition, Team or Masters
- d) Outstanding contribution to the sport of jump rope (i.e. Little Leapers coach)
- e) Coach for 2 or more years
- f) Ongoing unselfish contribution to team spirit and team building
- g) Demonstrated leadership in compliance with the Code of Conduct

3. COACHING

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

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

The Lincoln Leapers will pay for required first aid training or recertification for eligible coaches of the Lincoln Leapers as approved by board.

The Lincoln Leapers will pay for required Police Checks.

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

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

4. EQUIPMENT

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

5. EXPENSE REIMBURSEMENT

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

All expense receipts including those from Rec and Littles Coordinators and Head Coach must be submitted to the Treasurer for payment.

6. 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. Please see Appendix F

7. JUMP ROPE FOR HEART (“JRFH”)

There will be a JRFH co-ordinator appointed each year by the Board of Directors.

8. LITTLE LEAPERS

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

The Little Leapers program is a recreational program for beginner level rope jumpers.

The Little Leapers program is under the guidance of the Lincoln Leapers Jump Rope Team.

The Little Leapers program is coached by senior active or non-active members of the Lincoln Leapers.

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) Lincoln Leapers tryouts as required for the Team
- g) Appointment of Little Leapers Coach(es)
- h) Appointment of Little Leapers Manager

An honorarium may be paid to Little Leapers coach(es) as approved by the Board of Directors.

Members of the Little Leapers will be registered as recreational team members for insurance purposes.

9. LINCOLN LEAPER PRE-COMPETITIVE

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

The Lincoln Leaper Pre-Competitive program is a recreational program for competitive level rope jumpers who want to try the sport and participate beyond Little Leapers.

The Lincoln Leaper Pre-Competitive program is under the guidance of the Lincoln Leapers Jump Rope Team.

The Lincoln Leaper Pre-Competitive program is coached by senior active or non-active members of the Lincoln Leapers.

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) Lincoln Leapers tryouts as required for the Team
- g) Appointment of Lincoln Leaper Pre-Competitive Coach(es)
- h) Appointment of Lincoln Leaper Pre-Competitive Manager

An honorarium may be paid to Lincoln Leaper Pre-Competitive coach(es) as approved by the Board of Directors.

Members of the Lincoln Leaper Pre-Competitive program will be registered as recreational and competitive team members for insurance purposes.

10. WEEKLY UPDATE

When required an update will be circulated by team snap or other electronic messaging as required for the benefit of ensuring timely communications to the General Membership.

11. PROMOTIONAL MATERIAL

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

12. VOTING RIGHTS

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

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

13. Volunteer Bond (see Appendix “N”) Updated June 2018

The Volunteer bond program has been introduced to encourage members to get involved with the Lincoln Leapers. Many hours of volunteer work and fundraising efforts are needed to operate the team. There is a lot of work that needs to be done in order for our team to run successfully.

- All families are required to participate.
- Families with two or more skippers are not required to do twice as much as families with only one skipper.
- Only one parent is required to attend.
- Each family will be required to provide one post-dated cheque in the amount of \$300 each. In the event that a family’s volunteer commitment is not fulfilled the postdated cheque will be cashed.

If a family is absolutely unable to participate in the Volunteer Bond or can only provide some of the hours, the family should approach the Board of Directors and the situation will be handled by on an individual basis.

14. UNIFORMS

The Team colors are Red and White.

Every competitive skipper will receive a uniform consisting of shorts, shirts and a gym bag.

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

Uniforms are not to be altered in any way.

If the uniform has been altered in any way the jumper will have to reimburse the cost of the uniform to the Lincoln Leapers.

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

15. CODE OF CONDUCT

See attached Appendix A, B, C, D and E for Skipper, Parent, Board and Coach Code of Conducts

16. LINCOLN LEAPER TEAM LOGO

See attached Appendix F

17. COMPLAINTS & RESOLUTION PROCEDURE

See attached Appendix G

18. NON-DISCRIMINATION & HARASSMENT POLICY

See attached Appendix H

19. MEMBERSHIP POLICY

See attached Appendix I

20. BEHAVIOUR PROTOCOL

See attached Appendix J

21. ATTENDANCE PROTOCOL

See attached Appendix K

22. PUBLICITY WAIVER AND RELEASE FORM

See attached Appendix L

23. ATTENDEE INDEMNITY FORM

See attached Appendix M

24. VOLUNTEER BOND POLICY

See attached Appendix N

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 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:

- 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.
- Fill water bottle. (note: hall 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 of any absences before they occur.
Note: Record all absences and reason for absence in Team Snap. No exceptions.
 - Notify all members of your team when you are going to be absent.
 - If arriving late, report directly to Team Manager to explain 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 empty bag on Team Manager’s request to find a missing rope)
- Backpacks are to be zipped closed, at all times, and placed neatly in athlete’s 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.
- 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 parent without permission of the Head Coach or Team Manager.
- When participating in a sport or activity, other than jump rope, which 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.

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 Head Coach the night before a competition or performance.
- Team members will arrive at competitions at the pre-determined 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.
- Team members are to be in attendance on each day of any scheduled competition unless other direction is given by the Head Coach. (i.e. opening ceremonies to final awards)

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 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 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.
- All Female Team members are required to have their hair in a French Braid and bangs pulled off their face.
- All Male Team members are required to have their hair combed and tidy and, if applicable, tied back off their face.
- Keep all ropes neatly organized and placed in backpack when not in use
- Backpacks are to be zipped shut 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 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.
- 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.

Please sign and return signature page only.

SKIPPER 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

Signature of Parent/Guardian

Date

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 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.
- Parents are to ensure that skippers are available for all mandatory team sanctioned events: Ontario Open, Provincials and Nationals (unless directed otherwise).
- 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 coach and/or Team Manager should it be deemed necessary.
- Parents are to contact a member of the Discipline Committee in writing for any issues with coaching related matters. Discipline Committee will work with required individuals for a resolution (See Complaints and Resolution Procedure – Appendix E).
- Parents are to ensure payments are made on time.
- Parents must ensure that their child’s registration is complete and use Team Snap. 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, creativity, and difficulty). If you have multiple skippers from one family, one parent must be certified and will do double the amount of judging – otherwise

both parents are to be judges. If your family does not provide a judge for your skipper you will be fined \$50. Exception 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 judge.

- Parents are to follow coach's timelines and meet all deadlines for any competition requirements. (i.e. Music, and ropes)
- 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 Team Snap. Note absence, being late or leaving early effects 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 Complaint and Resolution Procedure outlined in Appendix E.
- 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 and/or competitions:

- Parents will ensure that 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.
- Parents will ensure team members will arrive at competitions at the pre-determined 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.
- 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.

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:

- Ensure skipper stays 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)
- Parents and skippers are expected to show exemplary behaviour and good sportsmanship at all times.
- Ensure skipper is wearing the club sponsored full uniform for the entire day of competition, including award presentations including French braiding of hair and bangs pulled off of faces.
- 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 skipper sits with 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.

Please sign and return signature page only.

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

Signature of Parent/Guardian

Date

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 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:

- Not to use a position on the Board as influence to benefit your child.
- Board members will follow all requirements contained within Parent Code of Conduct and not use a position on the Board as a reason for exception.
- Personal issues/conduct/behaviour is to be in support of the teams goals
- All In-Camera discussions are confidential and are NOT to be discussed outside of Board meetings or with any other members of the team.
- All team expenses require full board approval prior to sanctioning
- Meetings to be set at 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.

Please sign and return signature page only.

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

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 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:

- 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 to let Competition Head Coach and Team Manager know if they will miss a practice.
- Ensure that policies presented in Skipper, Parent and Coaches Code of Conduct are followed and enforced.
- Coaches are to be on time and notify Head Coaches and Team Manager if there are any issues with time.
- Any complaints/issues/concerns should be handled following the Complaint and Resolution Procedure outlined in Appendix G.
- 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 friendly, kind, respectful, a role model and professional.
- 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

Please sign and return signature page **only.**

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

LITTLE LEAPER AND LINCOLN LEAPER REC COACHES CODE OF CONDUCT

Appendix “E”

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 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:

- 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 to let Little Leaper Manager or Rec Manager know if they will miss a practice.
- Ensure that policies presented in Skipper and Coaches Code of Conduct are followed and enforced.
- Coaches are to be on time and notify Little Leaper Manager or Rec Manager if there are any issues with time.
- Any complaints/issues/concerns should be brought forward to the Parent Liaison to be handled. All issues will be brought forward to appropriate manager for further direction and if necessary will be handled following the Complaint and Resolution Procedure outlined in Appendix E.
- Ensure they advise Manager of issues related to skipper’s code of conduct.
- Ensure there is an open communication with both skippers/parents and are approachable
- Must be friendly, kind, respectful, a role model and professional.
- Wear uniform provided and as directed. 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

Please sign and return signature page *only*.

LITTLE LEAPER AND LINCOLN LEAPER REC 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

LINCOLN LEAPER TEAM LOGO

Appendix "F"



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 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 skipper or parents, will be brought to the attention of a member of the Discipline Committee by the skipper, parent, or individual team coach.

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).

NON-DISCRIMINATION AND HARASSMENT POLICY

Appendix “H”

The Lincoln Leapers 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 Lincoln Leapers recognize the sensitive nature of harassment and strive to keep all matters relating to a complaint confidential at all times.
9. The Lincoln Leapers abide by the Ontario Rope Skipping Organization's and Rope Skipping Canada's complaint and harassment policy. Refer to www.orso.on.ca or www.ropeskippingcanada.com

MEMBERSHIP POLICY

Appendix "I"

Membership-definition:

To be a member of the Lincoln Leapers Jump Rope team a person must fall into one of the following categories;

- Skipper = 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

Skippers who have the potential to become a member of the Lincoln Leapers will be put on a probationary period. The probationary period will be for 3 months from the first practice of the season. During this probationary period, the Head Coach and/or Board of Directors will evaluate the potential skipper's ability, and willingness to work as a team member, etc. Once the requirements have been met, the potential skipper will be granted Team membership. At no time is the potential skipper granted Team membership, whether implied or not, until full membership has been provided. Only during probationary period will refund of fees be prorated should they not pass.

Certification-Skipper

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*)

Full membership will be issued to the skipper by the Head Coach and will identify the date of full membership together with the name of the skipper.

Membership-Roster

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

- Name of Skipper
- Address
- Phone Number – home phone and parent emergency cell phone contact
- Parent/ Guardian – Names and Contact information
- Birth Date
- Shirt Size
- Date Membership Status was issued
- Email address

Membership-Rights

See Voting Rights outlined in Section 11 of 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 Lincoln Leapers 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.

Membership termination will occur if skipper/parent/family is not abiding by the Code of Conduct. If a breach of Code of Conduct occurs and resolution/steps outlined by Discipline Committee are not followed and/or resolved, it will result in membership termination.

All members of the Lincoln Leapers acknowledge that they are registered members of both Ontario Rope Skipping Organization and Rope Skipping Canada and agree to abide by their rules, regulations, by-laws, policies and procedures. Failure to comply could result in membership termination.

BEHAVIOUR PROTOCOL

Appendix “J”

The Behaviour Protocol has been designed, as a proactive tool for our coaches and Team Manager, to assist in developing the positive character traits of responsibility, self regulation, teamwork and perseverance.

It is hoped that by monitoring behaviour our athletes with the support of families will learn to appreciate and embrace these traits, and strive to be the best teammate possible.

Furthermore, please note that the protocol has been built to empower members of the Lincoln Leapers by giving them control over their own behaviour. The warning system is intended to enable members to self regulate their actions and behaviours thereby making the appropriate adjustments without intervention by Coaches, Team Manager or Discipline Committee.

Behaviour Expectations

Step One

Upon **incidents being witnessed or reported** to the Team Manager, the Team Manager will:

- Discuss the details of the incident with the member
- Make a determination if the incident warrants:
 - a) A discussion/warning without making a written record of the discussion
 - b) A discussion/warning that includes a written record of the discussion (incident recorded for monitoring purposes)

Note: If a written record is required Team Manager will contact member, parent and Discipline Committee.

When a member receives **THREE Recorded Warnings**, the Team Manager will:

- Meet with the member to develop a Plan of Action that will prevent these types of recorded incidents from reoccurring
- Inform Head Coaches and Discipline Committee of situation and provide a copy of the developed Action Plan
- Have a copy of the Plan of Action sent home for further discussion and a signature to acknowledge having received the plan

Step Two

If the pattern continues and a member receives a **Fourth Recorded Warning**, the Team Manager will:

- Inform/Update Head Coach and Discipline Committee of the situation
- Send a form letter that will list the incidents recorded (4) and request a meeting to discuss the situation with the individual and then the respective parties will be required to sign and return the letter to the Discipline Committee with a copy to the Team Manager.

Step Three

If the pattern continues **Beyond the Fourth Recorded Warning**, the Team Manager will:

- Inform the Discipline Committee and Head Coach of the meeting and discuss the details and decisions reached
- Contact the member including parent of skipper if necessary, to request a meeting with Discipline Committee, with the intention of informing, discussing and resolving the issues as recorded in the Behaviour Protocol.

Step Four

If the pattern continues **Beyond the Meeting** the Team Manager will:

- Inform the Discipline Committee and Head Coaches of the meeting and discuss the details and decisions reached
- Contact member in writing requesting a meeting with the Discipline Committee, with the intention suspending their membership to the Lincoln Leapers for a period of time determined by the Team Manager, Head Coach and Discipline Committee. Recommendations will be brought forward to inform the Board Executive for approval.

Step Five

If the pattern continues **Beyond the Suspension** the Team Manager will:

- Inform the Discipline Committee and Head Coach of the meeting and discuss the details and decisions reached
- Contact member in writing requesting a meeting with Discipline Committee and Board Executive with the intention terminating membership either skipper, parent or family from the Lincoln Leaper Organization

BEHAVIOUR PROTOCOL

Members Name: _____

Incident Date: _____ Incident # _____

Incident Description:

Letter Sent? No / Yes - Date _____

Signatures:

Team Manager: _____

Head Coaches: _____

Athlete: _____

Plan of Action

State Concern:

Determine three different ways that you can be proactive and change the behaviours that have led to the concern, as stated above.

Agreement: I agree to implement the changes stated above. The purpose of these changes is to ensure that I resolve the concern and meet the expectations as outlined in the Code of Conduct.

Team Manager's Signature: _____ email:

Athlete's Signature: _____

Parent Signature: _____

Date:

Dear Parent,

_____ has met with the Team Manager on 3 separate occasions due to behaviours that have been in conflict with the _____ Code of Conduct.

Following the occurrence of the third incident she/he was asked to meet with the Team Manager. The purpose of this meeting was to develop a Plan of Action which would ensure that the discussed behaviours would not be continued.

This meeting was very focused and very productive. I am fully convinced that you strive, in the weeks to come, to meet all of the expectations in the _____ Code of Conduct.

Thank you for taking the time in discussing the matter. Please sign the attached document titled Plan of Action and return it to the Team Manager, at your earliest convenience.

Please feel free to contact me by email or in person, if you have any questions.

Thank you.

Team Manager

email: _____

ATTENDANCE PROTOCOL

Appendix “K”

The Attendance Protocol has been designed, as a proactive tool for our coaches and Team Manager, to assist the athletes in developing the positive character traits of responsibility, self regulation and teamwork.

It is hoped that by monitoring attendance our athletes will learn to appreciate and embrace these traits, and strive to be a responsible, dedicated teammate.

Furthermore, please note that the protocol has been built to empower our athletes, to give them control over their own behaviour and to be rewarded for such an investment.

Also important to note:

Many late arrivals are due to unforeseen circumstances (i.e., weather, car issues) and do not go on an athletes record. They are recorded simply to ensure that patterns of lateness do not develop.

The Team Manager will exercise ‘good judgement’ when assessing the arrival times, absences and explanations of each, to ensure that the attendance protocol remains a useful, positive tool not a negative punitive one.

Contact info for the Team Manager will be provided at the beginning of the season annually.

Attendance Expectations

Our athletes are required to attend practice. Teams depend on members making every effort to be at practice. Parents are encouraged to help their athlete manage their absences by looking at each term and determining which practices will be missed due to foreseen events (i.e., school activities).

The Attendance Protocol allows a maximum absence allowance of 4 practices from September to December and 6 practices from January to May, for a year’s total of 10.

This year it is mandatory that athletes use Team Snap to record absences and the reasons for the absences. Please assist your athlete in ensuring that Team Snap is used each and every time there is an absence.

Special Note

- Athletes in the 15 -17 yr division will be exempt from the maximum 10 practice attendance expectation, as long as they have provided full disclosure of all activities (athletic or otherwise) that may impact their attendance at any scheduled practices. Both the Head Coach and Team Manager must be informed as soon as possible, before October 1st, of any potential impact on attendance.
- Communication of any impact to scheduled practices is critical. The Head Coach, Team Manager, and all team members must be completely informed of any absence BEFORE they occur.
- These athletes are furthermore expected to adhere fully to the Athlete's Code of Conduct.
- Absences due to jump rope related activities i.e., workshops, competitions, performances etc. will not count towards the maximum 10 practice attendance expectation.

Failure to comply with the above expectations may result in removal of attendance requirement exemption.

Attendance Procedures

Athletes will:

- Report, via Team Snap, prior to all absences, stating reason for being absent from practice. (Mandatory - No exceptions)
- If arriving late, report directly to Team Manager to explain reason for being late, before participating in any part of the practice.
- Notify all members of your team when you are going to be absent.
- Note: If a teammate(s) is/are absent for any reason, all members of that team must attend the practice.

The Team Manager will:

- Use the Team Snap system of data collection.
- Review and monitor absences reported to Team Snap prior to and during each scheduled practice.
- Use the scale below when determining the intervention strategy required.

Absence Allowance 4 Missed Practices (September to December)

- First missed practice: No Action/Reason for Absence recorded on Team Snap
- Second missed practice: Explanation/Discussion with Team Manager
- Third missed practice : Complete Plan of Action Sheet/Formal Letter/Parent Phone Call

- Fourth missed practice: Parent Meeting

Absence Allowance 6 Missed Practices (January to May)

- First missed practice: No Action/Reason for Absence recorded on Team Snap
- Second missed practice: No Action/Reason for Absence recorded on Team Snap
- Third missed practice: No Action/Reason for Absence recorded on Team Snap
- Fourth missed practice: Explanation/Discussion with Team Manager
- Fifth missed practice: Complete Plan of Action Sheet/Formal Letter/Parent Phone Call
- Sixth missed practice: Parent Meeting

Intervention Strategy

Team Manager/Head Coach will take the following steps in each of the following Intervention Strategies.

1) **No Action:** Provided attendance remains at 1 (Term 1) & 1-3 (Term 2) missed practices, no action is needed.

2) **Explanation/Discussion with Team Manager:** When an athlete's attendance has increased to 2 (Term 1) & 4 (Term 2) missed practices, the athlete will be required to meet with the Team Manager. The purpose of this meeting is to give the athlete the opportunity to explain the reasons for the attendance absences. The Team Manager and athlete will discuss ways to improve their attendance percentage. Provided attendance remains steady, no further action is needed.

3) **Plan of Action/Formal Letter/Parent Phone Call:** When an athlete's attendance has increased to 3 (Term 1) & 5 (Term 2) missed practices, the athlete will be required to meet with the Team Manager. The Team Manager and athlete will develop a formal, written Plan of Action to ensure the athlete's attendance meets the requirements of the Attendance Protocol (10 absences per year). The athlete's parents will be informed (by phone) of the meeting and required to sign and return the Plan of Action to the Team Manager.

4) **Parent Meeting:** When an athlete's attendance has met or exceeded the maximum absence allowance for the term (Term 1-4) & (Term 2-6), the athlete's parents will be contacted by the Team Manager requesting a meeting with the parent, Team Manager and Head Coach. The purpose of this meeting is to discuss the seriousness of the situation and the possible consequences unless the attendance concern is satisfactorily addressed, with a time frame determined by the Team Manager and

Head Coach.

Note

In the unfortunate event that the above protocol steps do not resolve the attendance concerns, the athlete in question may be permanently removed from the Lincoln Leapers roster, suspended from the practice gym for a period of time determined by the Team Manager, Head Coach and Discipline Committee.

Once an athlete has been suspended and subsequently returns to practice, the athlete, Team Manager, Head Coach and Discipline Committee will determine an appropriate probation period. The probation period will be a good will gesture to the athlete empowering them to implement any positive behavioural changes that will ensure that the concerns which caused the suspension have been resolved.

Date: _____

Dear Parent,

According to our attendance records _____ has an attendance record of _____ missed practices. He/She is required to maintain an attendance record of no more than 10 missed scheduled practices throughout the jump rope season (4 during Term 1) & (6 during Term 2). As a consequence of their attendance record your son/daughter is required to meet with the Team Manager at the next practice. At this time, he/she will be required to discuss this situation and to develop a 'Plan of Action' ensuring that he/she is able to fulfil the commitments agreed upon in the Skipper's Code of Conduct and Attendance Protocol.

Thank you for discussing the situation with your son/daughter and providing whatever support you can in resolving the situation.

Sincerely,

(Team Manager)

(Head Coach)

Parent Signature: _____

Please sign and return to the Team Manager by the next practice.

PUBLICITY WAIVER AND RELEASE FORM

Appendix "L"



PUBLICITY WAIVER AND RELEASE FORM

MY SON/DAUGHTER _____ WILL BE PARTICIPATING AS A MEMBER OF THE LINCOLN LEAPERS. I AGREE TO HAVE ANY PHOTOS, VIDEOS, AND/OR AUDIO RECORDINGS TAKEN OF MY CHILD TO BE USED EXCLUSIVELY BY THE LINCOLN LEAPERS FOR PROMOTIONAL PURPOSES. THESE MEDIUMS MAY INCLUDE THE LINCOLN LEAPER WEBSITE @ www.lincolnleapers.com , FACEBOOK, INSTAGRAM, TWITTER, NEWS PAPER ARTICLES, AND PRESS RELEASES.

I AM THE PARENT/GUARDIAN OF THE PARTICIPANT AND AGREE TO THE TERMS AS STATED ABOVE.

PARENT/GUARDIAN (PRINT) PARENT/GUARDIAN (SIGNATURE) DATE

**JUMP ROPE INFORMED CONSENT &
ASSUMPTION OF RISK AGREEMENT
And
JUMP ROPE RELEASE OF LIABILITY, WAIVER
OF CLAIMS AND INDEMNITY AGREEMENT**

Appendix "M"

Required: *Please fill out one form for EACH attendee (Competitor, Coach, Judge, Parent)*

For those who are not the age of majority please complete the Jump Rope Informed Consent and Assumption of Risk Agreement

For those who are age of majority and over please complete the Jump Rope Release of Liability, Waiver of Claims and Indemnity Agreement

JUMP ROPE INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT
(To be executed for Participants under the age of majority)

WARNING! By signing this document, you will assume certain risk and responsibilities. Please read carefully!

Participant's Name: _____

1. This is a binding legal agreement. Clarify any questions or concerns before signing. As a Participant in activities, programs, classes, services provided and events sponsored or organized by LINCOLN LEAPERS (collectively the "Organization") and the sport of JUMP ROPE, including but not limited to: tournaments, practices, training, personal training, dry land training, use of strength training and fitness conditioning equipment, orientational or instructional sessions or lessons, aerobic and anaerobic conditioning programs (collectively the "Activities"), the undersigned being the Participant and Participant's Parent/Guardian (collectively the "Parties") acknowledges and agrees to the following terms outlined in this agreement:
2. I am the Parent/Guardian of the Participant and have full legal responsibility for the decisions of the Participant.

Description of Risks

3. The Parties understand and acknowledge that:
 - a) The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
 - b) The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of the Participant's fitness or abilities, may give incomplete warnings or instructions;
 - c) The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19; however, the Organization cannot guarantee that the Participant will not become infected with COVID-19. Further, attending the Activities could increase your risk of contracting COVID-19.
4. The Participant is participating voluntarily in the Activities. In consideration of that participation, the Parties hereby acknowledge that they are aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to:
 - a) Contracting COVID-19 or any other contagious disease;
 - b) Executing strenuous and demanding physical techniques;
 - c) Vigorous physical exertion, strenuous cardiovascular workouts and rapid movements;
 - d) Exerting and stretching various muscle groups;
 - e) The failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
 - f) Spinal cord injuries which may render the Participant permanently paralyzed;
 - g) Serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the Participant's body or to the Participant's general health and well-being;
 - h) Abrasions, sprains, strains, fractures, or dislocations;

JUMP ROPE INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT

Page 2

- i) Concussion or other head injuries, including but not limited to, closed head injury or blunt head trauma;
- j) Physical contact with other participants, equipment, and hazards;
- k) Not wearing appropriate safety or protective equipment, such a face mask;
- l) Failure to act safely or within the Participant's ability or within designated areas;
- m) Travel to and from competitive events and associated non-competitive events which are an integral part of the Activities

€ ***We have read and agree to be bound by paragraphs 1 and 4***

Terms

5. In consideration of the Organization allowing the Participant to participate in the Activities, the Parties agree:
- a) That the Participant's mental and physical condition is appropriate to participate in the Activities;
 - b) That when the Participant practices or train in his or her own space, the Parties are responsible for the Participant's surroundings and the location and equipment that is selected for the Participant;
 - c) To comply with the rules and regulations for participation in the Activities;
 - d) To comply with the rules of the facility or equipment;
 - e) That if the Participant observes an unusual significant hazard or risk, the Participant will remove themselves from participation and bring such to the attention of an Organization representative immediately;
 - f) The risks associated with the Activities are increased when the Participant is impaired and the Participant agrees not to participate if impaired in any way;
 - g) That it is their sole responsibility to assess whether any Activities are too difficult for the Participant. By the Participant commencing an Activity, they acknowledge and accept the suitability and conditions of the Activity;
 - h) That they are responsible for the choice of the Participant's protective equipment and the secure fitting of the protective equipment;
 - i) That COVID-19 is contagious in nature and the Participant may be exposed to or infected by COVID-19 and such exposure may result in personal injury, illness, permanent disability or death and voluntarily agree to assume all of the foregoing risks.
6. In consideration of the Organization allowing the Participant to participate, the Parties agree:
- a) That the Parties are not relying on any oral or written statements made by the Organization or their agents, whether in brochure or advertisement or in individual conversations, to agree to be involved in the Activities; and
 - b) That the Organization is not responsible or liable for any damage to the Participant's vehicle, property, or equipment that may occur as a result of the Activities.

€ ***We have read and agree to be bound by paragraphs 5-6***

JUMP ROPE INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT

Page 3

General

7. The Parties agree that in the event that they file a lawsuit against the Organization, they agree to do so solely in the province that they reside in, and they further agree that the substantive law of that province will apply without regard to conflict of law rules.
8. The Parties expressly agree that this Agreement is intended to be as broad and inclusive as is permitted by law and that if any of its provisions are held to be invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement

9. The Parties acknowledge that they have read this agreement and understand it, that they have executed this agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, their spouses, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

Name of Participant (print)

Signature of Participant

Date of Birth

Name of Parent or Guardian (print)

Signature of Parent or Guardian

Date

JUMP ROPE RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

(To be signed by Participants of the age of majority and over)

WARNING! By signing this document, you will waive certain legal rights. Please read carefully.

1. This is a binding legal agreement. Clarify any questions or concerns before signing. As a Participant in activities, programs, classes, services provided and events sponsored or organized by LINCOLN LEAPERS and the sport of JUMP ROPE, including but not limited to: games, tournaments, practices, training, personal training, dry land training, use of strength training and fitness conditioning equipment, machines and facilities, orientational or instructional sessions or lessons, aerobic and anaerobic conditioning programs (collectively the "Activities"), the undersigned acknowledges and agrees to the following terms outlined in this agreement:

Disclaimer

2. LINCOLN LEAPERS its affiliated districts, leagues, clubs and teams, and their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, independent contractors, subcontractors, sponsors, owners/operators of the facility in which the Activities take place, successors and assigns, and representatives (the "Organization") are not responsible for any injury, property damage, expense, loss of income, damage or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused in any manner whatsoever including, but not limited to, the negligence of the Organization.

€ I have read and agree to be bound by paragraphs 1 and 2.

Description of Risks

3. I understand and acknowledge that
 - a) The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
 - b) The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of my fitness or abilities, may misjudge weather or environmental conditions, may give incomplete warnings or instructions, and the equipment being used might malfunction; and
 - c) The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19; however, the Organization cannot guarantee that the Participant will not become infected with COVID-19. Further, attending the Activities could increase your risk of contracting COVID-19.
4. I am participating voluntarily in the Activities. In consideration of my participation, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related to the Activities which could result in damage, loss, serious physical injury, or death. The risks, dangers and hazards include, but are not limited to, injuries from:
 - a) Health: executing strenuous and demanding physical techniques, physical exertion, overexertion, stretching, dehydration, fatigue, cardiovascular workouts, rapid movements and stops, lack of fitness or conditioning, traumatic injury, bacterial infections, rashes, and the transmission of communicable diseases, including viruses of all kinds, COVID-19, bacteria, parasites or other organisms or any mutation thereof.

JUMP ROPE RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

Page 2

- b) Premises: defective, dangerous or unsafe condition of the facilities; falls; collisions with objects, walls, equipment or persons; dangerous, unsafe, or irregular conditions on grass, turf or other surfaces, extreme weather conditions; travel to and from premises
- c) Use of Equipment: mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Organization to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to use or operate the equipment within my own ability.
- d) Ability: Failing to act safely or within my own ability or within designated areas
- e) Sport: the sport of JUMP ROPE and its inherent risks
- f) Travel: Travel to and from the Activities
- g) Negligence: My negligence and negligence of other persons, including NEGLIGENCE ON the PART OF THE ORGANIZATION, may increase the risk of damage, loss, personal injury or death. I understand that the Organization may fail to safeguard or protect me from the risks, dangers and hazards of JUMP ROPE programs, some of which are referred to above.

Terms

- 5. In consideration of the Organization allowing me to participate in the Activities, I agree:
 - a) That my mental and physical condition is appropriate to participate in the Activities and I assume all risks related to my mental or physical condition;
 - b) That when I practice or train in my own space, I am responsible for my surroundings and the location and equipment that I select;
 - c) To comply with the rules and regulations for participation in the Activities;
 - d) To comply with the rules of the facility or equipment;
 - e) That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring such to the attention of a The Organization representative immediately;
 - f) The risks associated with the Activities are increased when I am impaired, and I agree not to participate if impaired in any way;
 - g) That it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity;
 - h) That I am responsible for my choice of protective equipment and the secure fitting of that equipment; and
 - i) That COVID-19 is contagious in nature and I may be exposed to or infected by COVID-19 and such exposure may result in personal injury, illness, permanent disability or death and voluntarily agree to assume all the foregoing risks.

€ I have read and agree to be bound by paragraphs 3-5.

Release of Liability and Disclaimer

- 6. In consideration of the Organization allowing me to participate in the Activities, use its equipment and facilities, I agree:
 - a) That the sole responsibility for my safety remains with me;
 - b) To ASSUME all risks arising out of, associated with or related to my participation;
 - c) That I am not relying on any oral or written statements made by the Organization or its agents, whether in a brochure or advertisement or in individual conversations, to agree to be involved in the Activities;
 - d) To WAIVE any and all claims that I may have now or in the future against the Organization;
 - e) To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from my participation in the activities, events and programs of the Organization;

JUMP ROPE RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

- f) To FOREVER RELEASE AND INDEMNIFY the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I have or may have in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of warranty, breach of contract and/or breach of any statutory duty of care of the Organization;
- g) TO HOLD HARMLESS AND INDEMNIFY the Organization from any and all liability for any damage, loss, expense or injury to any third party resulting from my participation in the Activities.
- h) To FOREVER RELEASE AND INDEMNIFY the Organization relating to becoming exposed to or infected by COVID-19 which may result from the actions, omission or negligence of myself and others, including but not limited to the Organization;
- i) That the Organization is not responsible or liable for any damage to my vehicle, property, or equipment that may occur as a result of the Activities;
- j) That negligence includes failure on the part of the Organization to take reasonable steps to safeguard or protect me from the risks, dangers and hazards associated with the Activities; and
- k) This release, waiver and indemnity is intended to be as broad and inclusive as is permitted by law of the Province I reside in and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Jurisdiction

- 7. I agree that in the event that I file a lawsuit against the Organization, I agree to do so solely in the province of I reside in, and further agree that the substantive law of that province will apply without regard to conflict of law rules. I further agree that if any portion of this agreement is found to be void or unenforceable, the remaining document shall remain in full force and effect.

€ I have read and agree to be bound by paragraphs 6-7

Acknowledgement

- 8. I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. I further acknowledge by signing this agreement I have waived my right to maintain a lawsuit against the Organization on the basis of any claims from which I have released herein.
- 9. I acknowledge that I have read this agreement and understand it, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

Name of Participant

Date

Signature of Participant

Witness

VOLUNTEER BOND

Appendix “N”

Volunteer Bond Lincoln Leapers

The Volunteer bond was implemented in 2018 and is a common policy used in many other sports organizations to encourage Volunteer participation.

Purpose:

To encourage all members to become actively involved in the operation and success of our team.

Overview:

The Lincoln Leapers is run completely by volunteers. There are many roles that contribute greatly to our success and many roles for everyone to get involved in. Examples of these opportunities include Board Positions, Coordinators for our Revenue programs – Littles and Rec, organizing and running fundraising initiatives and other team events, warm up suits, ORSO registration, lunch coordination for competitions, hotel bookings just to name a few. It also involves helping with other community functions and events that the Lincoln Leapers are involved in throughout the year. The volunteer bond program has been introduced to encourage our members to step forward and get involved. It will help to spread out the volunteer duties equally among the members. As they say, many hands make light work!

Value of Bond:

Every family with a registered jumper on the Lincoln Leapers must provide a bond payment in the form of a \$300.00 cheque for the current season. The cheque must be post-dated for March 1, of the following year and provided with registration when fees are due. You are required to provide ONE cheque PER family (not per skipper).

Commitment:

Volunteer commitment of 20 hours minimum.

The following is a list of the volunteer opportunities that are available to help complete the suggested volunteer bond hours in a giving skipping season. These hours are from the roles that are required for the financial health and management of the core competitive team, promotion of the team in the community, fund raising (team, skippers families, international families) and giving back to our community. Please note that this list can vary and can be added or subtracted to with hours that are available depending on any season - as well as any additions that may have been missed (**may not be an all-inclusive list of all hours available**). Also note that the hours that are available in total surpass the proposed hours to fulfill the volunteer bond suggested.

Board Positions: Executive: President* (3 year)
Past President* (to be taken on by current president once term completed)
Treasurer* - 2 year Term
Secretary* - 1 year Term
Directors: 4 Director* positions Annually

Board Appointed Positions (as required):

Head Coach* and Assistant Coaches*;
Little Leaper Manager* and Parent Liaisons (2hrs per week x 24 weeks);
Rec Manager* and Parent Liaisons (1.5hr x 24 weeks);
Team Manager*;
Jump Rope for Heart Coordinator; 2 hours
Performance Team Coordinator; 5 hours plus events when booked
Registrar - Member of Registration Committee
Fundraising Coordinator – 5 hours;
Sponsorship Coordinator; - 4 hours

Standing Committees not solely Board Include the Following Positions/Volunteer Opportunities:

- Registration Committee
 - Registrar

- Publicity and Promotion Committee
 - Communication Coordinator
 - Santa Clause Parade Coordinator and Marshal - Need one volunteer - 5 hrs.
 - Performance Team Coordinator one Coordinator plus one additional parent volunteer per event - each event approximately 5 hrs. each
 - Media Contact – 2 hours
 - Social Media Management (Facebook, twitter, website, etc.) 6 hours

- Banquet/Awards Committee
 - Leapers Award Committee (ORSO, RSC, Hall of Fame) 2 volunteers – 2hrs
 - ORSO Awards Representative - Need one volunteer - 1 hr
 - End of the Year Banquet - 4 hrs - Need 2 Volunteer Minimum - 8 hrs

- Ways and Means Committee
 - Fundraising Co-ordinator -overview of all events to help organize (email role) - 5 hours - one volunteer
 - Sponsorship Co-ordinator
 - Little Leaper Manager
 - Lincoln Leaper Rec Manager
 - Volunteer Position Co-ordinator (Organize overview of all volunteer opportunities) (email role) - 10 hrs - Need one to two volunteer(s)
 - Grant Applications (perhaps someone could investigate if there is more out there we could be asking for) 2 hours
 - Fundsript Co-ordinator (4 hours)

- Uniforms Committee - (2 hours)

Other Volunteer Opportunities as defined:

- Peach Festival shift – 3 - 4 hrs per shift (August) - shift available 9 shifts (adult member/ 3 hrs x 9 shifts) - 27 hrs
- Meat draw x 2 - 3 hrs each - 10 can attend - 30 hrs
- Christmas party - 4 hrs - Need 2 Volunteer Minimum - 8 hrs
- Regional's or Provincials Potluck / Dinner - 2 hrs - Need 2 Volunteers - 4 hrs

- Nationals Dinner - 2 hrs - Need 2 Volunteers - 4 hrs
- Worlds Fundraiser Co-ordinator(s) - (For World or Skippers Families Events) - 2 to 3 hrs depending on event - 7 events at present (World Fund raisers) - 14 to 21 hrs (could be split between individuals that spear head individual events)
- School Board Contact - Need one - two volunteer(s) - 10 hrs
- Volunteer Bond (Non Board Members Administrator) - 4 hrs - Need one volunteer
- Santa Clause Parade Volunteer - 2 hrs - Need 2 Volunteers - 4 hrs
- Rope ordering - one volunteer - 2 hrs
- Rope Fixing - one volunteer - 10 - 15 hrs
- Hotel Co-ordinator - Need one volunteer - 3 hrs
- USA workshop Co-ordinator - Need one volunteer - 2 hrs
- Lunches for Competitions – 3 hours
- Spirit Wear and Team Pins - Need one volunteer - 10 hours
- World coordinator (if needed) - Need one volunteer - 5 hours
- Additional opportunities each season may occur including the possibility of hosting a competition – Ontario Open or Provincials - depending on roles that are required many additional hours will be required
- Athlete Wellness Development (e.g. coordinating/organizing a workshop/speaker, helping with warm up/cool down techniques at practises, etc.)
- Workshop – only if proceeding. Minimum 3 hours
- Organize collection of music and cutting music for routines. 1 volunteer Minimum 3 hours
- Listen to Music to ensure appropriate lyrics. 2 volunteer Minimum 3 hours

Any role as noted above and marked with an * would have the recommended minimum amount of hours available to them, those members will not initially be permitted to take on any additional roles until members whom require their hours obtain their required hours by taking on the volunteer hours listed.

Anyone interested in being on the board please note these positions are voted on annually at the AGM.

For anyone interested in board appointed positions please let a board executive member know so if possible vacancies can be filled.

If volunteer requirements are not achieved and verified by August 30th, your bond cheque will be cashed.

Dates and Fundraising events will be provided at the beginning of each season at the All Parent Meeting to be held in September annually.

Volunteer and Board positions that are open will be provided at the AGM in May/June of each year.

Opting Out:

Families choosing to opt out of the Volunteer Bond may do so at any time by submitting a cheque for \$300.00 with a current date and by selecting the appropriate box on the volunteer bond policy agreement. This cheque will be cashed by Lincoln Leapers.

Process:

- Each family will be required to provide a post-dated cheque in the amount of \$300.00 payable to Lincoln Leapers dated March 1 annually.
- Bond cheques were to be submitted at registration.
- Cheques will be returned to those families who complete their bond by the end of the season. Volunteers who do not fulfill their total hours will have their cheques

cashed. If a bond cheque is returned NSF, an additional administration fee of \$45.00 will be due. Players with a balance owing will not be permitted to enter gym until the balance is cleared.

- Volunteer fulfillment will be approved by Lincoln Leapers. Only designated Event coordinators and Fundraising organizers with Board support will be eligible to sign off on completion. A signed, written receipt will be provided to volunteers upon request, at the time of a volunteer activity. For each event, there will be a sign up list to be used for attendance to ensure accuracy. This will be provided to the treasurer to keep a complete record of bond fulfillments. It is up to each family to ensure that they fulfill their volunteer obligation. Upon written request each family can ask for their status to ensure they meet the obligation. It is recommended everyone keeps a record of their fulfillment till the end of the season to ensure records match.

Lincoln Leaper Volunteer Bond FAQ

Why is there a bond fee this year?

The bond program has been introduced to encourage members to get involved with the Lincoln Leapers. Many hours of volunteer work and fundraising efforts are needed to operate the team. There is a lot of work that needs to be done in order for our team to run successfully.

How much is the volunteer bond?

The bond is \$300.00 per family; per season.

What do I need to do to fulfill this requirement this this season?

Take on a board position or hold 1 or more volunteer roles (details of which are included in the Volunteer Bond Program overview) to complete 20 hours of help for the team.

How can I find out what I have completed? Who is tracking my bond?

There is a running list available on line of volunteer positions/roles that are filled or need to be filled. Please contact Chair requesting the online link for this file. Board positions are voted on at the AGM in May/June of each year. For fundraising events access is provided online for sign up. Attendance is taken at each event and this list is cross referenced. Also a tracking list has been provided to each family to personally track their time. When you have completed your required items, you will be required to submit your tracking list to receive your bond cheque back. YOU are responsible to report you have completed your own requirement to Lincoln Leapers. The Volunteer Tracking Check list can be accessed on the google drive. An emailed copy has been provided to all members. This MUST be used to record/submit once you have completed your requirement.

If I am only able to complete a portion of the bond, will you still cash my cheque?

All families must complete the items as outlined to fulfill their bond agreement and receive their bond cheque back. This is not a pro-rated program.

Can I work off my bond next year?

No, we need volunteers every year; we are working only for this year. Once this season closes on August 30th we start the new year. You are however able to work off your bond during the entire season as fundraising opportunities and events continue throughout the year. The Peach Festival for example is an event we are required to help in order to receive their sponsorship however it is completed during the skipping calendar year which runs September 1 to August 31.

My family is new to the team and was not at AGM to sign up for volunteer positions

Becoming a member of a new team can be very overwhelming. For any position that has remained open we ask for new families to try and fill these spots. Once filled, if required help will be provided to give direction on the responsibilities required to fulfill.

I don't have time to volunteer/I am too busy to volunteer; do I have to participate in the bond program?

No, you can choose to opt out of the bond program. You will be required to complete the Volunteer and Fundraising Bond Agreement and select that you wish to "opt out" of the program and provide a new cheque with the current date. The postdated cheque originally received will be returned once new funds are received.

Volunteer time seems very difficult to complete! What if my family doesn't have time to volunteer?

It is actually very easy to accumulate this throughout the year. Some volunteer positions require more time than others. Working with other families helps to reduce the workload. Some commitments are shorter in time and require less work.

What if I am not out-going and don't like selling things?

There are lots of volunteer opportunities that are behind-the-scenes and can be well-suited for your own strengths and talents. Are you good at organizing? Help out with scheduling and organizing events. Do you prefer physical hands-on work? Volunteer to help directly at events e.g. Peach Festival scooping ice cream or set up and clean at team dinners.

Can my whole family participate and help me complete the commitment?

We are very family oriented and encourage families to help. Majority of our events require adult supervision and therefore require the adults to complete the required. However if you have high school aged students, they can help the team and get their volunteer hours. Signing up to volunteer together at the same event can make it a fun for the family!

What is there is a volunteer position/commitment I would like but it is filled?

If the position is filled please feel free to work jointly with someone to complete however please remember the time is per person not per job. Also please note that if it is a board recommended position we ask they you put your name forward as interested for the board to discuss.

What if I do more than is required; can I complete other team member's commitments to help other families?

Commitment is earned per family. Sharing is not permitted.

What if I only completed 15 of the 20 hours and there are no volunteer positions to be filled?

If you have offered your time throughout the year, it is highly unlikely that there will not be enough duties to go around. If it is approaching August 30th and you need an opportunity, talk to an executive member to see what arrangements can be made. The best way to avoid this situation is to start early!

What if I signed up for events and cannot fulfill the commitment?

We ask when you are considering taking on a particular volunteer role that you look at the dates for the commitment. We understand there are circumstances that may arise beyond anyone's control. Please contact a member of the Board Executive to discuss should this situation arise.

I already pay a lot for my child to skip. Why do I need to volunteer my time as well?

As with many organizations, Lincoln Leapers is entirely run by volunteers who are also paying the full registration price for their child (ren). Most sports organizations across Ontario also have volunteer bond programs, and they work! A great deal of work goes into making jump rope available to the kids in our community, and this work needs to be spread out among all of our families. Plus, it is fun to get involved!

How will I know what volunteer duties are available? How can I make sure that I get the duties that I prefer to do?

The Board will send out information. Better yet, offer to be on the Board at the AGM. A live document of volunteer duties will be provided via Team Snap after the AGM with all filled and open volunteer commitments.

I have a specific skill/talent/hobby that I would like to contribute; can this be counted toward my volunteer hours? (e.g. I own a sign-making/printing company and can design/print raffle tickets, I like to bake cupcakes and will donate them to a competition, I am a professional photographer, etc.).

If you think you have an idea for a volunteer contribution that will help the organization and make a difference, we want to hear about it! Contact a member of the executive with your idea to seek approval in counting it for your volunteer hours. The Board must approve the volunteer work prior to undertaking the initiative.

Why are community events not part of the volunteer and fundraising bond?

The Lincoln Leapers have been involved in the community since 1982. The team participates in community events to give back as a thank you for the support shown and provided to the team both financially and emotionally. Participating in community events also provides the team the opportunity to promote our team, sport and overall fitness and wellbeing all of which are incredibly important these events include and are not limited to GBF Hampers, Grimsby Parade, Festivals, and Presentations for Town meetings. The Lincoln Leaper image is one everyone should be proud to be a part of.

Why does being a coach for Littles or Rec not count?

All Lincoln Leapers at some point during their time on the team are expected to coach for either Littles or Rec. The ability to coach either of these main revenue streams for the team is determined by the Head Coach of the Lincoln Leapers. It is not fair to give some families the ability to use this to count when others are not provided with the same opportunity.

Where can I get more information on the bond program?

Information about the bond program can be found in Volunteer Bond program information sheet provided. Should you require additional copies a copy can be found on the google drive once updated. Also if you have any further questions please feel free to approach a Board member and they will help you.

Volunteer Bond Agreement Lincoln Leapers

Lincoln Leapers is run completely by volunteers. The volunteer bond policy has been introduced to encourage our members to step forward and get involved.

The value of the bond is \$300 per family. "Approved" volunteer work is necessary to fulfill each family's volunteer obligation per season. Approved volunteer roles and expectations can be found in the "Volunteer Bond Program" provided.

At time of registration fees due each family must submit:

1. Signed Volunteer Bond Agreement Form
2. Post-dated cheque: March 1 annually in the amount of \$300. Please make cheque payable to: Lincoln Leapers

Family's deciding to "Opt Out" of the Volunteer Bond program may do as **at any time during the season**. A resigned copy of the Volunteer Bond Agreement would need to be signed with the "Opt Out Clause" selected and a revised cheque with the current date.

It is each family's OWN responsibility to:

1. Ensure they meet their commitment prior to August 30th
2. Provide Treasurer with Volunteer and Fundraising tracking checklist once they believe their commitment is fulfilled to ensure accuracy and request return of cheque. **Note:** if commitment is not completed by August 30th, then your bond cheque will be cashed accordingly.

Please list all jumpers in your family by name:

1: _____ 2: _____

_____ I read and fully understand that I am required to fulfill my Volunteer Bond as mandated by Lincoln Leapers for the ___/___ season. I understand that it is my responsibility to sign up for, work and report my fulfillment accordingly. My \$300.00 cheque dated March 1, ___ is attached.

_____ I choose to "Opt Out" of the program and my \$300 cheque is dated for today's date and is attached.

****Note:** There will be a \$45.00 NSF fee in addition to the \$300.00 bond fee for all NSF cheques.

Name (Please Print): _____ Signature: _____

For Office Use:
Name on Cheque: _____ Cheque # _____

INJURY & MEDICAL PROTOCOL

Appendix “O”

- 1) Team Manager will instruct the athletes to report all injuries or medical concerns, major and minor, to the Team Manager.
- 2) Team Manager will then have the ‘Certified First Aid Coach(es)’ assess the injury or medical concern to determine the severity. It will be initially designated as either a major or minor injury.
Each injury type will follow a specific protocol.
- 3) Once an injury or medical concern has been assessed and designated as either major or minor, the Team Manager will then record the injury or medical concern on a database which includes
 - a) Date of Occurrence/First Reported
 - b) Description
 - c) Tracking/Monitoring - recording impact on athlete’s practice time
 - d) Return to (full/partial) participation date
- 4) The ‘Certified First Aid Coach(es)’ and Team Manager will determine, after consulting with the Head Coach and the athlete’s parents, the necessity for a Doctor’s note before returning to participate in scheduled practices. (note: case by case assessment)

Note:

The purpose of tracking and monitoring injuries from start to finish is to ensure that our coaches are aware and up to date concerning the health of the athletes that they are responsible to train. Furthermore, it will be useful to track the number of practices that are impacted by ‘minor’ injuries or medical concerns by specific athletes.

Minor Injury or Medical Concern Protocol

- a) Athlete reports injury or medical concern to the Team Manager/Coach
- b) Certified First Aid Coach(es)/Team Manager/Head Coach assesses injury or medical concern
- c) Team Manager contacts parents to discuss injury or medical concern
- d) Team Manager discusses following points:
 - Whether the athlete is required to attend all practices to participate, to the extent that their injury or medical concern allows, until they are fully recovered.

Major Injury Protocol

- a) Athlete reports injury or medical concern to Team Manager/Coach
- b) Certified First Aid Coach(es)/Team Manager/Head Coach assesses injury or medical concern
- c) Team Manager contacts parents to discuss perceived severity of injury or medical concern
- d) Team Manager discusses following points:
 - Whether the athlete is required to seek medical assistance before returning to participation in scheduled practices
 - Whether the athlete is required to attend all practices to participate, to the extent that their injury or medical concern allows, until they are fully recovered.

Note:

When an athlete has reported or is suspected of having a major injury or medical concern they will no longer be allowed to practice until they have had a full medical assessment. They will only be allowed to return to practice when the Team Manager & Head Coach receive written permission to participate from the attending physician.

Concussion Protocol

All concussions will follow a separate medical protocol, as determined by a physician. The athlete will only be able to return to any form of practice when the Team Manager & Head Coach receive written permission to participate from the attending physician.