



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO.</b> 00.02.01
<b>SECTION:</b> Privacy Policy	<b>PAGE:</b> 1 of 2
<b>SUBJECT:</b> G.O. Privacy Policy	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

### **GYMNASTICS ONTARIO PRIVACY STATEMENT**

Gymnastics Ontario is committed to protecting your privacy. By using this website, you are indicating agreement to this privacy statement. If you do not agree with Gymnastics Ontario's privacy statement on this website, please do not provide us with any personal information.

Please read the complete Gymnastics Ontario privacy statement, which is intended to explain data collection and use in situations where you provide personal information to Gymnastics Ontario. This privacy statement applies to [www.ogf.com](http://www.ogf.com) and does not apply to other online or offline Gymnastics Ontario information or materials in any offline format.

#### **Collection of Your Personal Information**

You may be asked to provide information that personally identifies you or allows us to contact you. Through your use of this website, Gymnastics Ontario may also collect certain information, such as your Internet Protocol (IP) address, browser type, operating system, domain name and access times. This information is used only to ensure the proper operation of the Service and to maintain quality of service.

#### **Use of your Personal Information**

We use your personal information to understand your training needs and/or inquiries, to assist in the purchase of courses directed to your specific needs and/or inquiries, and to allow you to gain access to certain areas of the website as appropriate.

Gymnastics Ontario will not share any personal information with third parties without your permission, other than if required to do so by law, or in a good faith belief that such disclosure is necessary to either comply with the law, prepare and defend the rights or property of Gymnastics Ontario, or to protect a user of the website. Any use of personal contact information is for Gymnastics Ontario administration use only. Any unauthorized use is strictly prohibited. For permission, please contact the Operations Manager at [info@ogf.com](mailto:info@ogf.com).

#### **Non-Confidential Information**

Any non-personal information such as ideas, suggestions or other submissions that are sent to Gymnastics Ontario regarding improvements to this website cannot be considered by Gymnastics Ontario to be confidential or proprietary information. Gymnastics Ontario shall, in these cases, not be restricted from using any such information for any purpose or be obligated to pay any



Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO.</b> 00.02.01
<b>SECTION:</b> Privacy Policy	<b>PAGE:</b> 2 of 2
<b>SUBJECT:</b> G.O. Privacy Policy	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

compensation for it.

**Changes to this Statement**

Gymnastics Ontario reserves the right to make changes to this privacy statement, and occasionally update this privacy statement, as necessary. The date of last change will be recorded pursuant to the date of last revision found at the top of this privacy statement.

[Return To Table of Contents](#)



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.03.01</b>
<b>SECTION: Privacy Policy</b>	<b>PAGE: 1 of 4</b>
<b>SUBJECT: Gymnastics Ontario Website: Terms and Conditions of Use</b>	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

### Terms And Conditions Of Use

The following are the Terms of Use (these "Terms") that govern use of the ogf.com and websites (collectively, the "Site"). By using or visiting the Site, you expressly agree to be bound by these Terms and to follow these Terms and all applicable laws and regulations governing the Site. The Ontario Gymnastic Federation reserves the right to change these Terms at any time, effective immediately upon posting on the Site. Please check this page of the Site periodically. If you violate these Terms, The Ontario Gymnastic Federation may terminate your use of the Site, bar you from future use of the Site, cancel your training order, and/or take appropriate legal action against you.

### Permitted Use

You agree that you are only authorized to visit, view and to retain a copy of pages of this Site for your own personal use, and that you shall not duplicate, download, publish, modify or otherwise distribute the material on this Site for any purpose other than, for personal use, or to purchase courses or services for your personal use, unless otherwise specifically authorized by The Ontario Gymnastic Federation to do so. You also agree not to deep-link to the Site for any purpose, unless specifically authorized by The Ontario Gymnastic Federation to do so. The content and software on this Site is the property of The Ontario Gymnastic Federation and/or its suppliers and is protected by Canadian and international copyright laws. We post a legal notice and various credits on pages of the Site, which may not be removed. Please do not remove this notice or these credits, or any additional information contained along with the notices and credits.

### Access and Interference

You agree that you will not use any robot, spider, other automatic device, or manual process to monitor or copy our web pages or the content contained thereon or for any other unauthorized purpose without our prior expressed written permission. You agree that you will not use any device, software or routine to interfere or attempt to interfere with the proper working of the Site. You agree that you will not take any action that imposes an unreasonable or disproportionately large load on our infrastructure. You agree that you will not access, reload or "refresh" transactional event or ticketing pages, or make any other request to transactional servers, more than once during any three second interval.

You agree that you will not copy, reproduce, alter, modify, create derivative works, or publicly display any content (except for your own personal, non-commercial use) from the Site without



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.03.01</b>
<b>SECTION: Privacy Policy</b>	<b>PAGE: 2 of 4</b>
<b>SUBJECT: Gymnastics Ontario Website: Terms and Conditions of Use</b>	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

the prior expressed written permission of The Ontario Gymnastic Federation.

### **Unauthorized Use of the Site**

Illegal and/or unauthorized use of the Site, including, but not limited to, unauthorized course sales, unauthorized framing of or linking to the Site, or unauthorized use of any robot, spider or other automated device on the Site, will be investigated and appropriate legal action will be taken, including without limitation civil, criminal and injunctive redress.

### **Privacy**

We believe that your privacy and the privacy of all our users is important. These Terms are subject to the Privacy Policy, which is hereby incorporated by reference. The Ontario Gymnastic Federation will not be responsible or otherwise liable for any use or disclosure of your contact information, or financial information, by a third party to whom The Ontario Gymnastic Federation is allowed to disclose your contact information under the Privacy Policy. If you post any User Content to the Site, by electronic mail or otherwise, we will treat it as non-confidential and non-proprietary to you. When we say in these Terms "post" we mean the provision of information (including, but not limited to, "User Content") to the Site through features of the Site that are used to make information available to other members of the public (e.g., user reviews, bulletin boards, chat rooms, etc.). Information that is posted to the Site shall not be subject to the Privacy Policy and may be publicly displayed and disclosed and otherwise used by The Ontario Gymnastic Federation & Associates or any third party in any way. By posting User Content to the Site, you authorize us to use or allow others to distribute, reproduce or otherwise use such User Content. You should not post information about yourself on the Site that can be used to identify or contact you, including, but not limited to, your name, home or work address, phone numbers, pagers, email address or other such information. If you post such information, The Ontario Gymnastic Federation & Associates cannot prevent it from being used in a manner that violates these Terms, the law, or your personal privacy and safety. By posting such information on the Site, you violate these Terms, and you assume the risks and sole liability for the results of such posting.

The Ontario Gymnastic Federation is not liable for any lost data resulting from the operation of the Site or the enforcement of the Terms. We urge all users to maintain their own back up versions of any User Content or other information they submit to the Site.

### **Copyright Policy**

We will terminate the privileges of any user who uses this Site to unlawfully transmit copyrighted



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.03.01</b>
<b>SECTION:</b> Privacy Policy	<b>PAGE:</b> 3 of 4
<b>SUBJECT:</b> Gymnastics Ontario Website: Terms and Conditions of Use	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

material without a license express consent, valid defense or fair use exemption to do so. In particular, users who submit User Content to this Site, whether articles, images, stories, software or other copyrightable material must ensure that the User Content they upload does not infringe the copyrights or other rights of third parties (including, but not limited, to trademark, trade secret, privacy or publicity rights). After proper notification by the copyright holder or its agent to us, and confirmation through court order or admission by the user that they have used this Site as an instrument of unlawful infringement, we will terminate the infringing users' rights to use and/or access to this Site. We may, also in our sole discretion, decide to terminate a user's rights to use or access to the Site prior to that time if we believe that an alleged infringement has occurred.

### Disclaimers

The Ontario Gymnastic Federation does not promise that the Site will be error-free, uninterrupted, or that it will provide specific results from use of the Site or any content, search or link on it. The Site and its content are delivered on an "as-is" and "as-available" basis. The Ontario Gymnastic Federation cannot ensure that files you download from the Site will be free of viruses or contamination or destructive features. The Ontario Gymnastic Federation disclaims all warranties, express or implied, including also any implied warranties of merchantability and fitness for a particular purpose. The Ontario Gymnastic Federation will not be liable for any damages of any kind arising from the use of this Site, including without limitation, direct, indirect, incidental, and punitive and consequential damages. The Ontario Gymnastic Federation makes no guarantee of any specific result from use of this Site or use of The Ontario Gymnastic Federation service.

The Ontario Gymnastic Federation disclaims any and all liability for the acts, omissions and conduct of any third party users, The Ontario Gymnastic Federation users, advertisers and/or sponsors on the Site, in connection with The Ontario Gymnastic Federation service or otherwise related to your use of the Site and/or The Ontario Gymnastic Federation service.

The Ontario Gymnastic Federation is not responsible for the products, services, actions or failure to act of any trainer, course, mentor or other third party in connection with or referenced on the Site.

Without limiting the foregoing, you may report the misconduct of users and/or third party advertisers, service and/or product providers referenced on or included in the Site to The Ontario Gymnastic Federation at [info@ogf.com](mailto:info@ogf.com). The Ontario Gymnastic Federation may investigate the



Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.03.01</b>
<b>SECTION:</b> Privacy Policy	<b>PAGE:</b> 4 of 4
<b>SUBJECT:</b> Gymnastics Ontario Website: Terms and Conditions of Use	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

claim and take appropriate action, in its sole discretion.

**Limitation on Liability**

Except in jurisdictions where such provisions are restricted, in no event will The Ontario Gymnastic Federation be liable to you for any indirect, consequential, exemplary, incidental, special or punitive damages, or for lost profits, revenues or business opportunities, even if The Ontario Gymnastic Federation has been advised of the possibility of such damages.

**Indemnity**

You agree to indemnify and hold The Ontario Gymnastic Federation and its affiliates, and each of The Ontario Gymnastic Federation's and its affiliates' respective officers, agents, employees, contractors and principals, harmless from any loss, liability, claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of your use of the Site, including also your use of the Site to provide a link to another site or to upload content or other information to the Site.

[Return To Table of Contents](#)



Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.01</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Disclaimer	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

“For private use only, the copying, loaning, unauthorized use of the material herein is strictly prohibited. It is expressly understood and agreed that any person using any of the techniques, methods or information contained herein do so completely at his/her own risk. Gymnastics Ontario, its principals or agents accept no responsibility for any injury or damage whether caused by negligence or otherwise. The user hereof agrees to indemnify and hold harmless Gymnastics Ontario, its principals or agents of and from all actions, causes of actions, claims, demands and costs related thereto of every nature or kind arising out of or incidental to the use of the information or techniques contained herein.”

[Return to Table of Contents](#)



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.02</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Objectives	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

**SUMMARY:** This manual is a collection of any or all of the following:

- a) Organization Charts
- b) Policy Statements
- c) Procedures
- d) Policy Handbooks
- e) Any written statements that pertain to the activities of Gymnastics Ontario

**OBJECTIVES:** The objectives of this manual are to:

- a) State and clarify policy and procedures.
- b) Define duties, responsibilities and authority.
- c) Formalize operations to ensure uniform handling of tasks.
- d) Provide information and an open line of communication between Gymnastics Ontario management and staff and clubs.
- e) Keep all parties informed and up-to-date about new policies and procedures and revisions in policies and procedures.

[Return to Table of Contents](#)





## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.03</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Scope	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

This manual is a management resource which is to provide Gymnastics Ontario (G.O.) members, directors, committees and staff with a clear understanding of the policies and procedures, the lines of communication, areas of responsibility, limitations of authorities and financial controls within the Federation.

All policies and procedures included in the manual have been approved by the Board of Directors.

This manual may not be revised or altered except by the G.O. Board of Directors.

This manual will be available to the G.O. member clubs.

All questions of interpretation of or amendments to the policies, regulations or guidelines contained in this manual must be directed to the President or CEO for action by the Board of Directors.

Revisions or exceptions to existing policies and procedures and newly developed policies and procedures must be approved by the Board of Directors of Gymnastics Ontario.

This manual is and shall remain the property of Gymnastics Ontario and is copyright protected.

[Return To Table of Contents](#)



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.04</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 1 of 2
<b>SUBJECT:</b> How to Use This Manual	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

**SUMMARY:** This manual is designed to be easy to reference and easy to update. It is divided into:

**TABS:** Major divisions

**SECTIONS:** Divisions within a TAB

**SUBJECTS:** Divisions within a SECTION

**NUMBERING SYSTEM:** Each subject has a unique 6 digit number. This number is divided into 3 sets of 2 digits each.

**EXAMPLE:** 02 - 03 - 02

**TAB SECTION SUBJECT**

**TABLE OF CONTENTS:** The Table of Contents 00.01.01 is intended to give a cover-to-cover overview of the manual contents and the organization. It lists contents of a TAB to the SUBJECT level.

**FORMS:** As required within each Section/Subject, applicable forms are noted.

**LOCATING A SUBJECT:** Subject Numbers appear in the box on the upper right corner of each page (see top of this page). To locate a SUBJECT:

1. Refer to the Table of Contents 00.01.01
2. Locate the Section
3. Locate the Subject
4. Note Subject Number indicated. Example: 02.03.02
5. Refer to 02.03.02

**AMENDMENTS:** Users are expected to check the website for updates and urged to contribute ideas and suggestions for revision to G.O. It is the member's responsibility to be aware of any policy changes that are updated on the website.



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.04</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 2 of 2
<b>SUBJECT:</b> How to Use This Manual	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

**WRITING STYLE:** The style of writing in this manual has been kept simple to achieve maximum readability.

Throughout this manual, “G.O.” may be used for “Gymnastics Ontario”.

[Return To Table of Contents](#)



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.05</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 1 of 2
<b>SUBJECT:</b> Approval Process for Policy and Procedure	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

### POLICY

**INITIATING THE PROCESS:** New policy or procedure development or existing policy or procedure revision can be initiated by any of the following:

- Any member of the Board of Directors, Committee or Sub Committee of the Federation
- Any staff member of the Federation
- Any registered member of a member club/organization of the Federation

**PREPARATION:** All communication regarding new or revised policy or procedure must be in writing and vetted through the appropriate committee.

All proposed policy and procedure must be laid out by the initiating source in a format similar to that used in the Policy and Procedure Manual with a covering memo providing rationale.

**Rationale:** The initiating source must provide rationale for the proposal. In developing the rationale, the initiating source must contact appropriate Committees or Sub-committees for input and clarification prior to submission.

**Scope:** The proposed policy or procedure should answer the questions: WHO, WHAT, WHEN, WHERE and HOW.

**Policy:** When new or revised policy is being documented, the policy must be written indicating the following where applicable.

- Rationale
- Scope
- Responsibility Issues
- Timing/Deadlines
- Fees/Dues
- Penalties

**Procedure:** The initiating source is responsible for writing the first draft of a procedure documenting all steps of the process.

**REVIEW PROCESS:** All proposed new or revised policy and procedure must be forwarded to the By-law and Policy and Procedure Committee.



## Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 00.04.05</b>
<b>SECTION:</b> G.O. Policy and Procedure Manual	<b>PAGE:</b> 2 of 2
<b>SUBJECT:</b> Approval Process for Policy and Procedure	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

The By-law and Policy and Procedure Committee is responsible for reviewing the package received from the initiating source and for ensuring that:

- It is not in conflict with existing policy.
- Rationale and background information is complete.
- Appropriate staff members, committees and sub-committees have been contacted by the initiating source for input and that they complete a thorough review with recommendations to be forwarded to the By-law and Policy and Procedure Committee.
- The proposal is put in appropriate format for inclusion in the manual.
- The final draft of the proposal including rationale is submitted to appropriate staff members, committees and sub-committees for final review and input.
- The final draft of the proposal including rationale is submitted to the Board of Directors for approval only after the revision process has been completed.
- All final drafts of policy and procedure being submitted for Board approval are sent to the Board a minimum of two (2) weeks prior to the Board meeting to provide sufficient time for review by Board members.
- The initiating individual/committee responsible for submitting the new or revised policy is notified of all approved policy/procedures within seven (7) days of the Board of Directors meeting.

When the proposed policy and procedure has been approved by the Board of Directors, the By-law and Policy and Procedure Committee is responsible for ensuring that the wording of the document is identical to that which the Board of Directors approved prior to distribution.

**BOARD APPROVAL:** The Board of Directors is responsible for final approval of all policies and procedures.

If the Board determines that insufficient information is available, then the Board can direct that the review process be repeated.

[Return To Table of Contents](#)