



Policy Name: Safety Policy	Date of approval: February 26, 2026	Date of activation:
Approved by: Board of Directors	Linking to: Board of Director Policies Applicable manuals	Replacing previous version: May 2019

Review Cycle: Reviewed yearly by the Board of Directors

Safety Policy:

The Board of Directors of Peaks Gymnastics Society is committed to providing a safe environment for athletes, coaches, and staff. This policy outlines the Board’s governance role in oversight, risk mitigation, and the mandatory protocols for responding to incidents as required by Gymnastics BC.

Peaks Gymnastics Society will follow Gymnastics BC guidelines set out in Gym BC Safety First Manual:

<https://www.gymbc.org/media/gc1b1v2n/safety-first-manual.pdf>

1. Governance & Oversight

The Board is responsible for ensuring the club remains in compliance with GymBC’s Safe Sport Framework. This includes:

- **Policy Review:** Reviewing and approving the club’s Emergency Action Plan (EAP) annually.
- **Screening:** Ensuring all staff and volunteers meet GymBC’s screening requirements (Criminal Record Checks and Safe Sport training).
- **Insurance Compliance:** Verifying that all participants are registered members of GymBC to ensure insurance coverage is active.

2. Physical Injury Protocol

When a physical injury occurs during club activities, the Board mandates that management follows the GymBC Insurance & Risk Management procedures:

Adopted:

- **Reporting:** An [Injury/Accident Report](#) must be completed for any incident requiring first aid or medical attention.
- **Board Notification:** The Club Manager must notify the Board Chair of any "Major Incident" (defined as requiring hospitalization or emergency services) within **24 hours**.
- **Claims:** If a Sport Accident Insurance claim is required, the Board (or their designate) must sign the claim form and submit it to GymBC within **30 days** of the accident.
- **Concussions:** The Board strictly enforces the **GymBC Concussion Policy**. Any athlete suspected of a concussion must be removed from play immediately and cannot return without medical clearance.

If an incident occurs, do you know what to do?

At Gymnastics BC, we receive many inquiries about what to do in the event of an incident. It is extremely important to report an incident right away, no matter how minor it may be. Below are answers to our most frequently asked questions about incidents, and the steps you are required to take should an incident occur:

What is an incident?

An incident constitutes an injury, be it large or small, which requires any level of first aid.

What should I do if an incident occurs?

- Immediately document the incident as thoroughly as possible. Where appropriate, secure comments from witnesses.
- Submit an [incident report](#) to Gymnastics BC within 48 hours of the incident.
- Provide the injured member with the [Accident Claim Form](#) and direction on the filing procedure.

What directions should I give to the injured member?

Accident Claim Form filing procedure:

- Complete the front portion of the [Accident Claim Form](#)
- Submit the claim form to club management for certification and signature.
- Email, mail or fax the completed claim form to Gymnastics BC within 29 days of the incident. GBC will verify membership status and forward the claim form to SBC Insurance.
- Have the attending dentist or physician complete the applicable form for dental and medical reimbursement.
- Submit the proof of claim and dentist or physician report directly to the insurance company within 90 days of the incident.
- If you don't have any claims yet but expect that you will, submit the claim form anyways.

What else should I inform GBC of?

Adopted:

- If you call the police, fire department or ambulance, or if any of these emergency responders attend your facility for any matter other than routine facility safety inspections.
- If you have contact with a lawyer for any matter related to the club*.

*In most cases, contact with a lawyer will not result in any significant future legal action; however, by having a record of the interaction, Gymnastics BC will be in a better position to support the club should any legal action result in the future.

3. Misconduct & Safe Sport Incidents

In alignment with the Peaks Code of Ethics, GymBC Code of Ethics and Conduct, the Board shall handle complaints as follows:

- **Mandatory Reporting:** If an incident involves suspected child abuse or neglect, Board members and staff must report directly to the Ministry of Children and Family Development or police services.
- **Complaint Pathway:** The Board will maintain a clear, published complaint pathway. Issues should be resolved at the lowest level possible (Coach/Manager), but the Board acts as the final internal authority for disputes.
- **External Reporting:** For serious maltreatment or if a conflict of interest exists at the Board level, the Board shall refer the complainant to the GymBC Complaint Submission Form or the Canadian Sport Helpline.

4. Records & Privacy

The Board is responsible for the legal retention of incident records:

- **Minors:** Incident reports for participants under 19 must be kept until the individual reaches the age of 21.
- **Adults:** Records for participants over 19 must be kept for 7 years.
- **Confidentiality:** All incident reports and conduct complaints must be stored securely, with access restricted to the Board Executive and Club Manager.

5. Sanctioning & Travel

The Board must ensure that any activity outside of regular club hours (competitions, training camps, or travel) is officially sanctioned by GymBC. Failure to do so voids the club's liability insurance for that event.

Adopted: