

Discipline and Appeals Policy

Effective October 2026 · Applies to athletes, families, visitors and staff · Reviewed every year at renewal

Apex Gymnastics, LLC ("Apex") expects everyone to follow the Code of Conduct and the other Apex policies. This policy says what happens when someone does not, how a person can be removed from a program, and how they can appeal. "Staff" means the coaches and other people Apex formally employs.

1. Steps

Most problems are handled in steps. Each step is used when the problem continues after the step before it. The detailed steps for each group are in the Code of Conduct.

Step	What it means
1. Talk	A coach or the Owner talks with the person (and a parent, for an athlete) about the problem and what must change.
2. Written warning	The Owner gives a written warning by email or letter. It says what happened and what will happen next time.
3. Suspension	The person may not attend or work for a set time, usually one to two weeks. Fees for that time are not refunded.
4. Removal	The person is removed from the program, the team, the facility or their job. Removal may be for a set time or permanent. Removal from a team includes being removed from meets.

2. When Apex skips the steps

Some conduct leads straight to suspension or removal. This includes abuse or misconduct toward a child (see the Abuse and Misconduct Prevention Policy), violence, threats, harassment, serious or repeated bullying, weapons, drugs or alcohol, and any conduct that puts a child at risk. Apex may report it to the police, child protective services or AAU.

- While a serious concern is looked into, the Owner may suspend the person at once. For staff accused of abuse, this always happens.

3. Disqualification from competition

- A team athlete may be held out of a meet for breaking the Code of Conduct, for missing required practices, or for not having the required forms on file (for example the signed Concussion Information Acknowledgment).
- An athlete is also held out when a health or safety rule requires it, such as the Concussion Protocol. A safety hold-out is not discipline and cannot be appealed under this policy.
- Disqualification by a meet host or by AAU follows that organization's own rules and appeals.

4. How decisions are made

- The Owner makes every decision at step 2 or above.
- Before deciding, the Owner listens to the person's side (and a parent's, for an athlete).
- The Owner tells the person the decision in writing, with the reason and how to appeal.

5. Appeals

1. A person (or a parent, for an athlete) may appeal a written warning, suspension, removal or disqualification.
2. The appeal is **in writing to the Owner**, by email to office@apexgymnast.com or by letter, **within 7 days** of the decision.
3. The appeal says what decision is appealed, why it is wrong, and any new facts.
4. The Owner reviews the appeal and may meet with the person. The Owner answers **in writing within 14 days** of receiving it. The answer keeps, changes or ends the decision.
5. The decision stays in place while the appeal is reviewed.
6. The Owner's answer is final at Apex. Matters about abuse also go to the authorities and AAU, whose decisions stand on their own.

6. Records

The Owner keeps a written record of every written warning, suspension, removal, disqualification and appeal: what happened, the date, the decision and the reason. Records are kept confidential and secure.

7. Review

This policy is reviewed every year at renewal.

Alex Gold, Owner, Apex Gymnastics, LLC

Date