

FIFTH Quarter Performance

Safe Gym Policy

Purpose: Create a safe, respectful training environment where athletes and members can develop, families can trust the process, and coaches understand their responsibilities.

This policy applies to owners, employees, contractors, coaches, volunteers, athletes, adult members, parents, spectators, and guests at FQP programs. It covers group, semi-private and private training; camps; open runs; team practices; FQP Select activities; approved travel; and program-related communication. A minor is anyone under age 18.

SEE SOMETHING. SAY SOMETHING.

Anyone may report unsafe conduct, boundary concerns, bullying, suspected abuse, or an unsafe facility condition. Immediate danger: call **911**. Suspected child abuse or neglect: contact the **Texas Abuse Hotline, 1-800-252-5400**. Reporting to FQP does not replace reporting to authorities.

Policy ownership and accountability

The Owner/CEO is responsible for implementing this policy, assigning a Safety Lead and an alternate, maintaining required records, and ensuring that session leaders can stop unsafe activity. The alternate must be able to receive a complaint without involving the person accused. FQP will post current safety reporting contacts in the gym and provide them to staff, members, and families.

The on-duty session leader manages attendance, safe supervision, emergency access, and incident reporting. Every worker is responsible for following the policy and making required external reports personally. Parents and athletes should raise concerns with any staff member or contact the designated leads directly.

Adult fitness members

This policy also applies to adult fitness members using the fitness floor, group classes, personal training, and any authorized independent workout time. Adults are entitled to respectful instruction, appropriate boundaries, privacy, and a safe way to report concerns. Youth supervision and guardian-release rules do not apply to adult members.

- Check in as required, use only authorized areas during approved access hours, and follow posted equipment and facility rules. Do not share access credentials, admit unauthorized guests, or assume that a coach is monitoring an independent workout. Ask staff for equipment instruction or a spotter when needed.
- Choose exercises and loads suited to your ability; follow your healthcare provider's restrictions and tell your coach about relevant limitations. Stop activity and notify staff if you feel unwell, experience pain, or notice a hazard. Emergency help must not wait for membership or payment verification.
- Respect other members' space and boundaries. No unwanted touching, sexual remarks, intimidation, body-shaming, or filming others without permission. Staff must receive and address adult member concerns through the same reporting process used for other participants.

Screening and supervision

Who may work with minors

- Before assignment, each employee, contractor, coach, or volunteer with direct youth responsibilities must complete an application, identity verification, two reference checks, a criminal background check, and a sex-offender registry check, with required consent. The Owner/CEO documents clearance before youth access is granted.
- A parent, guest coach, former athlete, or well-known community member is not exempt. Unscreened helpers may assist only under direct supervision and may not supervise, transport, or communicate privately with minors.
- FQP will not assign a person to youth duties when known abuse, sexual misconduct, violence, or other relevant information presents an unacceptable safety risk. Screening decisions must follow applicable employment and screening requirements. Workers must promptly disclose new restrictions or charges relevant to participant safety.
- Renew screening at least every two years and sooner when relevant concerns arise. Before service and annually, train workers on boundaries, reporting, emergency procedures, pickup, and injury response. Record completion; no completed training means no youth assignment.

Visible, interruptible supervision

- Schedule at least two screened adults for youth group activities. Both must be available to supervise, with at least one actively monitoring each occupied training area. Minor assistants do not count as adult supervisors. Set enrollment limits according to age, activity, space, and participant support needs; reduce group size or add staff when safe supervision is not possible.
- Never leave a minor alone in the facility or isolate an adult with a minor in an office, storage room, vehicle, or other unobservable space. Doors remain unlocked and sightlines clear during individual conversations.
- **Private or semi-private training:** Obtain parent/guardian consent and hold sessions in an open, observable training area. For a session involving only one coach and one minor, the parent/guardian must remain in view, or a second screened adult must be present and able to observe and interrupt. If neither condition can be met, reschedule. Cameras do not replace this requirement.
- Coaches must maintain active supervision through transitions, breaks, and pickup. If coverage drops below the requirement, pause activity and move participants together to a supervised public area.

Oversight

The Safety Lead checks screening, training, and session coverage quarterly. A designated reviewer other than the person being reviewed checks the records and corrective actions at least annually. Safety rules apply equally to ownership, paid coaches, and volunteers.

Arrival, pickup and privacy

Attendance and authorized release

- Use a roster or approved check-in system for every youth session, including free sessions and open runs. Record arrival, departure, emergency contacts, authorized pickup adults, and relevant medical or accommodation information. Obtain required registration and parent/guardian consent before participation.
- Parents must confirm that staff have received the athlete before leaving. FQP supervision begins at staff check-in and ends at authorized release. Publish arrival and pickup windows for each program; do not leave children before staff are available.
- Release a minor only to an authorized adult; verify identity when unfamiliar. Pickup changes must come directly from the parent/guardian through a verified contact. A message relayed only by a child is insufficient. Keep any applicable custody or release restrictions accessible to authorized staff.
- Independent departure, including walking or driving, requires written parent/guardian permission specifying the arrangement. Elementary-age athletes must be released to an authorized adult. Log all departures.
- For late pickup, contact the parent and then emergency contacts. Keep the athlete in a visible area with two screened adults, or one screened adult and the athlete's parent/guardian once present. Do not send the child outside alone or provide an unapproved personal ride. If no safe handoff can be arranged, contact local authorities for assistance; call 911 if danger is immediate.

Restrooms and changing

- Respect privacy. No photography, recording, or cameras in restrooms or changing areas. Adults and minors must not shower or change together as part of an FQP activity.
- For younger athletes, a coach may monitor the route and wait outside the restroom without entering a stall. Do not send a minor into an isolated area unattended. Arrange support needs with the parent/guardian before participation; routine toileting or changing assistance is the guardian's responsibility unless FQP has approved a specific care plan.
- If urgent assistance is needed, announce entry, involve a second screened adult when possible, provide only necessary help, and notify the guardian. Do not delay emergency aid to obtain a second adult. Document any privacy-related exception.

Visitors, siblings and observation

Parents may observe from designated areas without obstructing coaching or emergency access. Visitors remain outside staff-only and active training spaces unless authorized. Siblings and children not enrolled in the session remain under their guardian's supervision. Contractors and outside groups must follow facility access rules; FQP staff must not imply that unsupervised childcare is provided.

Respectful coaching and boundaries

Conduct for everyone

- No physical or sexual abuse, harassment, threats, hazing, discriminatory conduct, bullying, sexual comments, or retaliation. Rules apply to adults and peers, in person and online. No coaching or participation while impaired by alcohol or drugs.
- Use instruction, redirection, a supervised break, and parent involvement to address behavior. No corporal punishment, humiliation, forced painful positions, withholding water or restroom access, or exercise used to punish or intimidate. Stop unsafe conduct immediately; repeated or serious violations may lead to removal or suspension.

Appropriate physical contact

- Explain and ask permission before a hands-on technique correction, assisted movement, or spotting. Contact must be brief, necessary for safety or instruction, observable, and appropriate to the activity. Offer verbal instruction or demonstration when possible; honor refusal unless immediate action is needed to prevent injury.
- No lap-sitting, wrestling for affection, unwanted hugs, massages, sexual contact, or touching intimate areas. Use high-fives or similar brief, participant-welcomed encouragement. Any accidental inappropriate contact must be addressed promptly and documented when a concern is raised.

Communication with minors

- Use approved business accounts or team platforms. Include the parent/guardian in texts, emails, and direct messages with a minor; use group channels for team communication. These rules apply regardless of anyone's sex or gender.
- No disappearing messages, secret conversations, private social-media exchanges, or requests to hide communication from a guardian. Keep communication about scheduling, training, and appropriate encouragement. Avoid unnecessary late-night contact.
- If a minor sends a private message, respond only as needed for immediate safety, then move routine communication to an approved channel with the guardian included. Preserve concerning messages. When a guardian may be implicated in abuse, follow external reporting guidance instead of automatically adding that guardian.

Adult members, personal relationships and media

- Adult private sessions are allowed with consent in appropriate training areas. Respect touch preferences and privacy; no sexualized coaching or misuse of authority. Staff must disclose relationships that create conflicts and may not pressure clients for dates, money, gifts, or personal favors. Adult-minor romantic or sexual relationships are prohibited.
- Use separate, optional guardian consent for identifiable photos or video of minors, and adult consent for promotional use. Declining media consent does not prevent participation. Do not post sensitive health information, changing images, or a minor's live location. Store contact, health, and incident records with access limited to legitimate work needs.

Training and emergencies

Prevent avoidable injury

- Before each session, inspect floors, courts, racks, weights, bands, anchors, and other equipment. Keep exits and walkways clear; remove or label damaged equipment out of service. Match equipment, loads, drills, and spotting to age, ability, and experience. Only approved coaches direct FQP training; minors do not use equipment without authorized supervision. Adult members must use safety stops or appropriate spotting for lifts, rerack weights, wipe shared equipment after use, and keep belongings off walkways.
- Require appropriate footwear and attire, a progressive warm-up, water access, and rest breaks. Adjust intensity and duration for heat, poor ventilation, fatigue, or unsafe conditions; relocate, pause, or cancel when safe activity cannot be maintained. Athletes may stop and report pain or symptoms without punishment.
- Ask participants or guardians to disclose relevant restrictions, emergency plans, and allergies privately. Follow documented accommodations and medical restrictions. Staff act within their training; they do not diagnose injuries or prescribe treatment. Agree in advance on access to prescribed emergency medication and authorized assistance.

Respond to injury or illness

- Stop activity and secure the area. For a serious injury, collapse, breathing difficulty, suspected heat emergency, or other immediate threat, call 911. Provide first aid, CPR, or AED assistance within training and follow dispatcher instructions. Do not delay emergency care while reaching a guardian.
- A currently certified first-aid/CPR/AED responder must be present during staffed training. Keep a stocked first-aid kit and working phone accessible. Identify the nearest available AED and its access hours; do not assume one is onsite. If FQP has an AED, assign inspection and maintenance responsibility.
- **Suspected concussion:** Remove the athlete immediately, notify the guardian, and arrange medical evaluation. No return that day. Require healthcare-provider clearance and follow the provider's gradual return-to-sport instructions. A coach or parent cannot override this restriction.
- Notify guardians promptly of injuries involving minors. For adults, contact their designated emergency contact with consent, or when they cannot communicate during an emergency. Complete the incident form before the end of the shift, after urgent care and required reporting. Obtain medical clearance when an injury, ongoing symptoms, or a provider's restrictions make return uncertain.

Facility emergency plan

Post the gym address, exits, assembly point, severe-weather shelter, emergency contacts, and equipment locations. At each session, identify who calls 911, who provides aid, who meets responders, and who supervises and accounts for athletes. During evacuation or sheltering, bring the roster if safe, take attendance, and release minors only through a controlled handoff. For an intruder or violent threat, move away or secure the area as conditions allow, call 911, and follow responders' directions. Staff must not pursue a threat.

Review procedures at onboarding, practice at least twice yearly, and review after any emergency. A missing child requires immediate staff coordination and a prompt call to 911 when the child cannot be quickly located or may be in danger; do not leave other athletes unsupervised to search.

Travel and reporting concerns

FQP Select, tournaments and offsite activities

- Provide a written itinerary, supervision plan, emergency contacts, and pickup arrangements before travel. Obtain guardian consent. Family-arranged travel and lodging remain the family's responsibility unless FQP expressly agrees to supervise a defined activity or period.
- For FQP-arranged transport, approve screened adult drivers, verify a valid license and insurance, use a seat belt for every occupant and age-appropriate restraints, and prohibit impaired or distracted driving. Avoid a coach alone in a vehicle with an unrelated minor; use two screened adults or a group arrangement that prevents a final one-on-one drop-off. Guardian permission does not waive this rule.
- For FQP-supervised overnight stays, assign at least two screened adult chaperones and publish rooming and supervision arrangements. An adult may share a room only with their own child or a minor for whom they are the legal guardian. No adult shares a bed with an athlete. Room checks use two adults, announced entry, and respect for privacy. Provide separate changing arrangements and a clear way for athletes to contact a guardian or report concerns.

Report immediately; approval is not required

When there is reasonable cause to believe a child has been abused or neglected, make an immediate report to the appropriate external authority. FQP requires the person with the concern to report directly; notifying a supervisor does not satisfy this policy. Call **1-800-252-5400** for the Texas Abuse Hotline. Use **911** for immediate danger. Online reporting at **www.txabusehotline.org** is for nonurgent situations; do not use it when immediate action is needed. Do not wait for proof, management permission, or an internal inquiry.

Report internal concerns promptly to the Safety Lead or Owner/CEO. If that person is involved, unavailable, or fails to act, use the alternate contact and report directly to authorities as appropriate. A person may go straight to authorities at any time. Adults can report harassment, assault, or unsafe conduct through the same internal route; urgent danger goes to 911.

How FQP responds

- Protect the affected person and prevent further contact as needed. Remove the accused from youth duties while a serious abuse or misconduct concern is assessed; this is a protective measure, not a finding of guilt. Do not arrange mediation between an alleged victim and the accused.
- Listen calmly, take the report seriously, and record the person's words and known facts. Do not promise secrecy, ask leading questions, interrogate witnesses, or confront the alleged offender. Preserve messages, footage, rosters, and other relevant records.
- Cooperate with authorities. Inform guardians promptly unless doing so could increase risk or interfere with official guidance. Share details only with those who need them for protection, reporting, or response. No retaliation against good-faith reporters or participants in an inquiry.
- For serious misconduct, appoint a qualified independent reviewer with no conflict, coordinate any internal review with authorities, notify the insurer as required, and document protective and corrective action. The subject of a complaint must not control its review.

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Incident / concern report

CONFIDENTIAL - Limit access to authorized personnel. Complete after immediate safety actions. This form does not replace a call to 911 or a required report to authorities. Attach additional pages when needed.

Incident date / time: _____ Location / activity: _____

Report prepared by / role: _____

Phone / email: _____ Report date / time: _____

People involved and witnesses (names, roles, contact details)

What happened or was reported? Include direct quotes; distinguish fact from inference.

Injury, symptoms, immediate protection, first aid or emergency response

Notifications: guardian, FQP lead, 911 / agency; date, time and report number

Evidence preserved and storage location (messages, footage, photos, roster)

Follow-up action, responsible person and due date

Reporter signature: _____ Date: _____

Management review / date: _____

Do not record speculative conclusions or distribute this form through team group chats. Preserve the original report and add dated follow-up notes rather than altering the original account.