

2020-2021

# Club Registration Handbook



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## ACRONYMS

CARC	Child Abuse Registry Check
CRC	Criminal Record Check
G4A	Gymnastics for All (formerly Recreational)
GF	Gymnastics Foundations
Gymcan	Gymnastics Canada
MAG	Men's Artistic Gymnastics
MGA	Manitoba Gymnastics Association
NCCP	National Coaching Certification Program
RiS	Respect in Sport
TnT	Trampoline & Tumbling
WAG	Women's Artistic Gymnastics

## Membership Information

MGA charges membership fees to help offset the costs of the many programs and services it offers to clubs, club members and other MGA members. Membership support, in both numbers and dollars, is crucial to the continued development of Gymnastics in Manitoba.

1. To be a member of the Manitoba Gymnastics Association, an individual must be a member of a registered Manitoba Club, with the exception of Associate Members, Coach Developers & Learning Facilitators, Officials and MGA Board Members.
2. A member will be considered to include any formal or informal organization that is (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the member and may be a group of participants, registrants, class of member, company corporation, subsidiary, branch, satellite operation, "feeder" group, "booster" group, club or like organization. Members must understand that the establishment of such separate entities in order to circumvent this or any other MGA membership requirement will be considered an act of misrepresentation.

Actions of this type are considered contrary to principles of ethical conduct and may result in disciplinary proceedings and consequences as determined by the Board of Directors or agents acting upon their direction.

3. A club must register 100% of its membership (athletes, recreational, coaches, apprentice coaches, officials, and executive members) *who meet the registration requirements* with the MGA. Only registered members, and registered clubs *in good standing*, may participate in MGA programs and reap the benefit of MGA funding. All fees and forms must be received for registrations to be complete, and for individuals and clubs to be considered members of MGA and Gymcan.

If a club does not register 100% of its membership, *who meet the registration requirements*, registration may be denied or revoked. This information must be received from the club within thirty days of the program commencement date stated on the *Letter of Intent*. The MGA will not provide access to membership services and programs unless all registration information (fee and forms) are submitted. Any clubs, whose initial registration is not received by the thirty-day deadline, will not be considered members of the MGA, until all fees, forms and names are received.

4. As members of the MGA, clubs agree to comply with all MGA policies, by-laws, and other program and/or administrative rules and regulations. **This includes additional COVID-19 Protocols for the 2020-2021 season.**

5. No refunds will be issued once a registration has been processed with the exception, of transfers.

## Registration

### Procedures

1. Manitoba Gymnastics will electronically distribute membership information to clubs within the province. The Membership Season is September 1 – August 31. All registration information should be submitted electronically via email.
2. Returning clubs must submit the following forms by **September 15<sup>th</sup>**.
  - a. [Letter of Intent](#) – indicating the program commencement date, allowing the club a 30-day *grace period* from the Program Commencement Date to register its members for insurance purposes.
    - i. New members who join a club after the initial registration must also be registered and paid for up to and including August 31 of each year. As it is important to receive this information as soon as possible, clubs should e-mail the information on the new members to the MGA. The MGA will invoice the clubs for the registration fees for these new members. If a club has a credit with the MGA no additional Administration Fee will be charged for the registrations.
  - b. [Club Registration Form](#)
  - c. [Club Contact Form](#)
  - d. [Club PIPEDA Declaration](#)
  - e. [Club Membership Registration Spreadsheet](#)
  - f. [Club COVID-19 Declaration](#) for Current Period

### Categories

Clubs		
Type	Competition	Levels
Gymnastics for All	Only within the club	Preschool, Recreational Artistic/Recreational T&T/Recreational Acro/ Precompetitive
Regional Stream Competitive	May compete outside the province and country (additional authorization required)	WAG – JO 1-4 MAG – Beginner & Advanced

Provincial Stream Competitive	May compete outside the province and country (additional authorization required)	WAG – JO 5-8, Aspire 1&2 MAG – Elite 1-2, Provincial 1-5 T&T – Provincial 1-4
National Stream Competitive	May complete outside the province and country (additional paperwork required)	WAG – JO9-10, HP MAG – Elite 3-4, Open, JR, SR T&T – L5-6, JR, SR

## Deadlines and Fees

Club Fees	September 15 Deadline
Gymnastics for All Only	\$ 75.00 + GST
Gymnastics for All & Competitive	\$ 275.00 + GST
Late Fees <ul style="list-style-type: none"> <li>• \$25.00 + GST will be applied if Club Registration is not received by the deadline</li> <li>• \$1.00 + GST will be applied to individual registrations received after 30 days grace period are subject to an additional \$1.00 per member</li> </ul>	

Music	Fee
Socan <ul style="list-style-type: none"> <li>• Is a performing rights society that licenses the public performance and communication of the world's repertoire of copyright-protected musical works in Canada and then distributes royalties to its members and affiliated international societies.</li> </ul>	\$ 80.42 + GST
Re:Sound <ul style="list-style-type: none"> <li>• Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media.</li> </ul>	\$ 58.86 + GST

Transfers	Fee	Deadline
<ul style="list-style-type: none"> <li>• In the case of athletes, coaches and judges transferring their membership during the season from one club to another a <a href="#">Club</a></li> </ul>	A refund will be issued to the club who	Ongoing

<p><a href="#">Transfer Form</a> must be submitted to the MGA office.</p> <ul style="list-style-type: none"> <li>Without a signed transfer form, the club who originally registered the individual at fall registration will retain this individual as a member for the membership year September 1 – August 31.</li> </ul>	<p>originally registered the participant and the club who the participate is transferring to will be charged.</p>	
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## Coaches Requirements

### Certification

To be registered as a coach with the MGA coaches must meet the minimum standard outlined below:

<b>Minimum NCCP Requirements for Artistic Coaches<sup>2</sup></b>		
Coach Apprentice	11A	N/A
Recreational Coach	11	GF Intro/Theory/Artistic Trained
Regional Coach	12	GF Intro/Theory/Artistic Certified
Provincial Coach	13	GF Intro/Theory/Artistic Certified
National Coach	14	Required to follow Gymcan's Policies for National Stream

<b>Minimum NCCP Requirements for Artistic Coaches Using Trampoline as Training Aid<sup>2</sup></b>		
Coach Apprentice	11A	N/A
Recreational Coach	11	GF Intro/Theory/Artistic/Trampoline Trained
Regional Coach	12	GF Intro/Theory/Artistic Certified and Trampoline Trained
Provincial Coach	13	GF Intro/Theory/Artistic/Trampoline Certified <sup>1</sup>
National Coach	14	Required to follow Gymcan's Policies for National Stream for Artistic and L2 Trampoline Certified

<b>Minimum NCCP Requirements for Trampoline Coaches<sup>2</sup></b>		
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Coach Apprentice	I1A	N/A
Recreational Coach	I1TT	GF Intro/Theory/Trampoline Trained
Provincial Coach	I3TT	GF Intro/Theory/Trampoline Certified <sup>1</sup>
National Coach	I4TT	Required to follow Gymcan's Policies for National Stream

<sup>1</sup> The Level 2 Trampoline Technical course training surpasses the requirements of GF Trampoline Certified for the purpose of MGA registration requirements.

<sup>2</sup> A coach may hold a higher level of certification to meet the minimum standard. Example: Comp 1 WAG trained is a higher level than GF Certified, this would meet the criteria for an Artistic Regional Coach.

- a) To be registered as a club at least one Gymnastics Foundations or Level 1 certified must be on the gym floor at all times in the discipline they are coaching.
- b) Clubs with coaches registered as a Provincial Stream Competitive coach must have at least one (1) Competition 1 coach on the gym floor at all times (when A3 athletes are in the gym). It is strongly recommended that all coaches coaching Provincial Stream athletes are Competition 1 trained.
- c) If a club loses a coach and does not have a certified replacement due to 'exceptional circumstances', as required by the MGA Policies and Procedures, the Board will review the situation and determine if a grace period may be given to the club.

## Respect in Sport Program

The MGA requires that each coach complete the "Respect in Sport" Program for Activity Leaders prior to the commencement of classes at the Member Club. RIS is valid for 5 years, re-certification must be completed by September 1 of the due year.

Once the Respect in Sport Program has been completed by the coaches, the MGA Member Club submits the certificate number with the registration for the coach to the MGA.

Coaches who have not completed the "Respect in Sport" Program as per MGA Policies and Procedures are not allowed to coach at their respective club until the process has been completed. Membership will not be granted without successful completion of this process.

For more information on RIS visit [here](#).

## Child Abuse Registry Check

MGA requires that each coach at an MGA Member Club, regardless of age, complete a Child Abuse Registry Form prior to the commencement of classes at the Member Club. This process must be completed annually and is valid from September 1 – August 31.

Once the Child Abuse Registry Form has been completed by all coaches, the MGA Member Club mails the form(s) and \$20.00 fee (cheque made payable to the Minister of Finance) to the MGA Office. The MGA submits the form(s) and cheque(s) to the Child Abuse Registry Unit and will inform the Member Club of the status of their coach(es) within 21 days, if the status will have a negative impact on the club.

Once the application has been processed, the form becomes the property of the MGA, they will not be released. Applications will not be accepted from other organizations.

If a Self-Check Application was submitted to the Child Abuse Registry Unit, membership will not be granted until the MGA receives and verifies the original. A copy will be made and kept on file.

Coaches who have not completed a Child Abuse Registry Form as per MGA Policies and Procedures are not allowed to be registered and coach on the floor at their respective club until the process has been completed. Membership will not be granted without successful completion of this process. Contact [Regan Bint](#) for a current copy of the form.

## Criminal Record Check

MGA requires that each competitive coach (12 or up) at an MGA Member club, whom is over the age of 18, must complete an Enhanced Criminal Record Check online through the MGA Sterling Backcheck.com platform annually. CRCs will not be accepted through any other method/system unless approved by the MGA in advance.

Each club will be set up with their own administrative log in. Each log in can be set up so the club or the individual pays their respective fees (\$26.50 per check). Contact [Karly Miller](#) to have your club log in set up. Once the check is complete the individual, the club and the MGA will all have access to a copy of the CRC. CRC may be shared with GymCan if applicable ie: Clubs traveling to the USA.

## Insurance

### General Liability and Accident Insurance



The MGA provides liability and accident insurance coverage through GameDay to registered members and clubs in good standing who have fulfilled the following membership registration requirements:

- Have paid the designated Club Fee and submitted their Letter of Intent within thirty days of receipt of the Registration Package.
- Have registered all of their individual recreational participants, competitive athletes, coaches, officials and associate members by submitting the required forms and fees on or before the due date, as stated in their Letter of Intent.
- Register all new members (as above) throughout the year's program activities.

Clubs that do not meet the above registration requirements will not be considered a club in good standing and will not be covered by MGA insurance policies.

Coverage is for the MGA and club activities such as training, programs, events, open house events, competitions, displays and demonstrations which are recognized by the MGA. All clubs in good standing will be considered as having their regular in-club training and program activities sanctioned as part of their acceptance of membership in the MGA.

For more details on insurance coverage visit [here](#).

### **Additional Insurance Coverage**

Additional insurance coverage for Birthday Parties, Drop-In, Sleepovers and Field Trip Sessions are available for purchase from the MGA. A one-time annual fee of \$55.00 plus GST is required on top of the \$11.25 plus GST per session fee. The MGA will invoice the clubs upon receipt of forms.

The requirements to qualify for the insurance are as follows;

- The party/session must be structured lessons with instructors providing safe activities that are applicable to the participants age and abilities.
- Clubs are to ensure there is *at least* 1:8 coach to participate ratio.
- At least one coach facilitating the party must be GF Certified + GF Trampoline trained (for clubs using trampolines). No saltos permitted.
- Each participant must have signed a consent/waiver.

To apply for coverage, you must fill out the **Additional Insurance Reporting Form** and submit it within 30 days following the event. Forms are available upon request from [Regan Bint](#).