

# 2023-2024 Club Registration Handbook

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## Acronyms

CARC	Child Abuse Registry Check
CRC	Criminal Record Check
G4A	Gymnastics for All
GF	Gymnastics Foundations
Gymcan	Gymnastics Canada
MAG	Men's Artistic Gymnastics
MGA	Manitoba Gymnastics Association
NCCP	National Coaching Certification Program
RiS	Respect in Sport
TG	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 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 (participants, coaches, officials, and board 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 start date. 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.
5. No refunds will be issued once a registration has been processed with the exception, of transfers.

## Club Registration

### *Procedures*

1. Manitoba Gymnastics will distribute membership information to clubs within the province. The Membership Season is September 1 – August 31. All registration information should be submitted electronically as specified below.
2. Returning clubs must submit the following by **September 15<sup>th</sup>**:
  - a. Club Registration information should be submitted here: [Registration Information Submission](#)
    - i. Regarding the Program Start Date submitted: This allows the club(s) a 30-day *grace period* from the Program Start Date to register its members. New participants who join a club after the initial registration must also be registered within 30 days of their start date.
  - b. Club Fees should be selected and invoiced via this link: [Club Registration](#)
    - i. Additional details about club fees can be found on Page 7.
    - ii. Fees can be paid online, by cheque or via e-transfer to [mga.kmiller@sportmanitoba.ca](mailto:mga.kmiller@sportmanitoba.ca) (Password: Registration2324).
    - iii. It will prompt you to associate the fees with an individual member, it is recommended the administrator or account owner, or lead coach is used for this selection.
    - iv. In addition to selecting the appropriate club fees you club will also be asked to sign off electronically on the following:
      1. Club Agreement
      2. Club PIPEDA Declaration
      3. Additional Insurance Agreement (if applicable)

## Individual Member Registration

### *Procedures*

Registration of individual members can be done two ways:

1. Singular Member Registration – Each member is keyed in individually after selecting the appropriate registration category for them from this page: [Singular Member Registration](#)
2. Multiple Member Registration – All members are compiled into an Uplifter Import Template and uploaded to Uplifter.
  - a. Go to: [MGA Uplifter](#)
  - b. Log in from the top right-hand corner of the page.
  - c. Hover over your name then from the drop down click on “Import Individuals”.
  - d. Download the Import Template from this page or from [MGA Registration Page](#). Instructions to help complete the file is listed on the following page.

- e. Click on “Choose File”.

Payments can be made on individual memberships via Uplifter, cheque or etransfer. If you have a credit on your MGA account, please contact Regan Bint [mga@sportmanitoba.ca](mailto:mga@sportmanitoba.ca) to have the credit applied.

In addition to including your coaches via your file upload, all NCCP training and/or certification requirements must be met in addition to Coach Screening requirements (CARC and CRC where applicable). For more information on these requirements please visit Page 8.

### *Preparing the Uplifter Import Template*

All clubs must import their own individual member registrations in Uplifter. This includes athletes, coaches, officials, and associate members. The following fields and formats are **mandatory**:

1. First Name
2. Last Name
3. Gender
  - Female (F)
  - Male (M)
  - Two Spirit (2S)
  - Transgender Female (TGF)
  - Transgender Male (TGM)
  - Non-Binary (NB)
  - Genderqueer/Gender Non-Conforming (GNC)
  - Prefer to Not Declare (PND)
  - Prefer to Self Declare (PSD)
4. Birthdate (YYYY-MM-DD)
5. Club Name – Must match your Uplifter Account
6. Address, City, Province, Postal Code
7. Phone Number
8. NCCP # (Coaches Only)
9. Respect in Sport Certificate Number (Coaches Only)
10. SKU(s) – This is the Membership Registration Category, list of SKU included on Page 6.
  - Please list the highest level of relevant Membership Category SKU(s) for each member of each category type. If multiple memberships are being listed please separate by a comma.
  - Your club will only be invoiced for the most expensive membership, not both/all of them.

The following can be left blank: Participant Since, Instructor 1, Instructor 2, Email Address

If an individual is registered at two clubs, the second club registering the athlete may receive an error message. Please contact [mga.kmiller@sportmanitoba.ca](mailto:mga.kmiller@sportmanitoba.ca) if this occurs.

## Categories

Membership Name	SKU	Fee
G4A Athlete - Preschool	2324:G4APS	\$ 43.20
G4A Athlete - Acrobatic	2324:G4AAC	\$ 43.20
G4A Athlete - Artistic	2324:G4AAR	\$ 43.20
G4A Athlete - Trampoline and Tumbling	2324:G4ATG	\$ 43.20
G4A Athlete - WAG Pre-Competitive	2324:PCWAG	\$ 43.20
G4A Athlete - MAG Pre-Competitive	2324:PCMAG	\$ 43.20
G4A Athlete - TG Pre-Competitive	2324:PCMTG	\$ 43.20
TG Athlete - TR Level 1	2324:TGTR1	\$ 81.70
TG Athlete - TR Level 2	2324:TGTR2	\$ 81.70
TG Athlete - TR Level 3	2324:TGTR3	\$ 81.70
TG Athlete - TR Level 4	2324:TGTR4	\$ 81.70
TG Athlete - TR Level 5	2324:TGTR5	\$ 81.70
TG Athlete - TR National/HP	2324:TGTRNHP	\$ 81.70
TG Athlete - DMT Level 1	2324:TGDMT1	\$ 81.70
TG Athlete - DMT Level 2	2324:TGDMT2	\$ 81.70
TG Athlete - DMT Level 3	2324:TGDMT3	\$ 81.70
TG Athlete - DMT Level 4	2324:TGDMT4	\$ 81.70
TG Athlete - DMT Level 5	2324:TGDMT5	\$ 81.70
TG Athlete - DMT National/HP	2324:TGDMTNHP	\$ 81.70
TG Athlete - TUM Level 1	2324:TGTUM1	\$ 81.70
TG Athlete - TUM Level 2	2324:TGTUM2	\$ 81.70
TG Athlete - TUM Level 3	2324:TGTUM3	\$ 81.70
TG Athlete - TUM Level 4	2324:TGTUM4	\$ 81.70
TG Athlete - TUM Level 5	2324:TGTUM5	\$ 81.70
TG Athlete - TUM National/HP	2324:TGTUMNHP	\$ 81.70
MAG Athlete - Provincial Level 1	2324:MAGP1	\$ 81.70
MAG Athlete - Provincial Level 2	2324:MAGP2	\$ 81.70
MAG Athlete - Provincial Level 3	2324:MAGP3	\$ 81.70
MAG Athlete - Provincial Level 4	2324:MAGP4	\$ 81.70
MAG Athlete - Provincial Level 5	2324:MAGP5	\$ 81.70
MAG Athlete - MAG National Open	2324:MAGNO	\$ 81.70
MAG Athlete - Aspire	2324:MAGA	\$ 81.70
MAG Athlete - National High Performance	2324:MAGHP	\$ 81.70

Membership Name	SKU	Fee
WAG Athlete - CCP Level 1	2324:WAGL1	\$ 61.20
WAG Athlete - CCP Level 2	2324:WAGL2	\$ 61.20
WAG Athlete - CCP Level 3	2324:WAGL3	\$ 61.20
WAG Athlete - CCP Level 4	2324:WAGL4	\$ 61.20
WAG Athlete - CCP Level 5	2324:WAGL5	\$ 81.70
WAG Athlete - CCP Level 6	2324:WAGL6	\$ 81.70
WAG Athlete - CCP Level 7	2324:WAGL7	\$ 81.70
WAG Athlete - CCP Level 8	2324:WAGL8	\$ 81.70
WAG Athlete - CCP Level 9	2324:WAGL9	\$ 81.70
WAG Athlete - CCP Level 10	2324:WAGL10	\$ 81.70
WAG Athlete - Youth	2324:WAGY	\$ 81.70
WAG Athlete - National High Performance	2324:WAGHP	\$ 81.70
Coach - Acrobatic	2324:CAC	\$ 50.20
Coach - Developer (MCD, LF or CE)	2324:CDEV	\$ 43.20
Coach - G4A Artistic	2324:CG4AAR	\$ 50.20
Coach - G4A Trampoline	2324:CG4ATG	\$ 50.20
Coach - In Training	2324:CCIT	\$ 43.20
Coach - WAG Regional	2324:CWAGR	\$ 51.70
Coach - WAG Provincial	2324:CWAGP	\$ 66.70
Coach - WAG National and HP	2324:CWAGNHP	\$ 66.70
Coach - MAG Provincial	2324:CMAGP	\$ 66.70
Coach - MAG National	2324:CMAGN	\$ 66.70
Coach - TG Provincial	2324:CTGP	\$ 66.70
Coach - TG National	2324:CTGN	\$ 66.70
Judge - WAG Regional	2324:JWAGR	\$ 51.70
Judge - WAG Provincial	2324:JWAGP	\$ 51.70
Judge - WAG National	2324:JWAGN	\$ 66.70
Judge - MAG Provincial	2324:JMAGP	\$ 51.70
Judge - MAG National	2324:JMAGN	\$ 66.70
Judge - TG Provincial	2324:JTGP	\$ 51.70
Judge - TG National	2324:JTGN	\$ 66.70
Associate Member	2324:AM	\$ 43.20

## Fees

Club Fees	Fee
Gymnastics for All Only	\$ 75.00 + GST
Gymnastics for All & Competitive	\$ 275.00 + GST
<b>Late Fees</b> <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
<b>Socan</b> <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>	\$ 79.95 + GST
<b>Re:Sound</b> <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>	\$ 58.32 + 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 Transfer Form</a> must be submitted to the MGA office.</li> <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>	A refund will be issued to the club who originally registered the participant and the club who the participant is transferring to will be charged.	Ongoing

## Coaches Requirements

### Certification

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

Minimum NCCP Requirements for Artistic Coaches <sup>2</sup>		
Coach-In-Training	CIT	N/A
Recreational Coach	I1	GF Intro/Theory/Artistic Trained
Regional Coach	I2	GF Intro/Theory/Artistic Certified
Provincial Coach	I3	GF Intro/Theory/Artistic Certified
National Coach	I4	Required to follow Gymcan's Policies for National Stream

Minimum NCCP Requirements for Artistic Coaches Using Trampoline as Training Aid <sup>2</sup>		
Coach-In-Training	CIT	N/A
Recreational Coach	I1	GF Intro/Theory/Artistic/Trampoline Trained
Regional Coach	I2	GF Intro/Theory/Artistic Certified and Trampoline Trained
Provincial Coach	I3	GF Intro/Theory/Artistic/Trampoline Certified <sup>1</sup>
National Coach	I4	Required to follow Gymcan's Policies for National Stream for Artistic and L2 Trampoline Certified

Minimum NCCP Requirements for Trampoline Coaches <sup>2</sup>		
Coach-In-Training	CIT	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 or Competition 1 TRA 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 L1-4 Coach.

- a) To be registered as a club at least one Gymnastics Foundations 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 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, however if your certification is set to expire between September 1 – August 31 of the current season, you must re-certify before being able to register for the season.

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 (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. Contact [Regan Bint](#) 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 such as clubs traveling to the USA, National Events, etc.

### *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 all required documents electronically.
- Have registered all of their individual recreational participants, competitive athletes, coaches, officials and associate members within 30 days of their start date.
- 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, Field Trip Sessions and Camps are available for purchase from the MGA.

If an individual participant attends multiple events as listed above over the course of the season and the total events combined are more than 5, a full membership is required.

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 participant 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.

A one-time annual fee of \$55.00 plus GST is required to participate in the Additional Insurance Program.

**September 1 – December 31<sup>st</sup>, 2023:**

The fees will remain the same as the 2022-2023 Season, \$12.50 plus GST per event.

Complete and email the [Additional Insurance Event Log](#) monthly to [Regan Bint](#). Payments can be made via [Uplifter](#) for quantity list the total number of events held.

**January 1<sup>st</sup> – August 31, 2024:**

A fee of \$12.95 plus GST per event and \$3.21 plus GST per participant attending the event.

The reporting process will be changing, more information will be circulated in late Fall 2023.