

2024-2025 Club Registration Handbook

Last Update 10.29.2024



310 – 145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6

www.manitobgymnastics.mb.ca

Executive Director
Karly Miller
(204) 925-5781

mga.kmiller@sportmanitoba.ca

Executive Assistant
Regan Bint
(204) 925-5781

mga@sportmanitoba.ca

Table of Contents

Acronyms	2
Membership Information	3
Club Registration.....	4
Procedures	4
Individual Member Registration	4
Procedures	4
Preparing the Uplifter Import Template.....	5
Fees	6
Coaches Requirements	7
Certification.....	7
Respect in Sport Program	8
Child Abuse Registry Check.....	8
Criminal Record Check	9
Insurance.....	9
General Liability and Accident Insurance.....	9
Additional Insurance Coverage	9

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 22nd**:
 - 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 (Password: Registration2425).
 - 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.

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 maximum of 200 members can be uploaded at once to ensure the Uplifter system does not crash.**
 - 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”.
3. For Clubs who use Uplifter as their Registration system, please contact us directly for instruction on how to use the Uplifter Federation Connection.

Payments can be made on individual memberships via Uplifter, cheque or e-transfer. If you have a credit on your MGA account, please contact Regan Bint 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. Street Address
6. City
7. Province
8. Postal Code
9. Phone Number
10. NCCP # (Coaches Only)
11. Respect in Sport Certificate Number (Coaches Only)
12. SKU(s) – This is the Membership Registration Category, list of SKU can be found on the [MGA Registration page](#).
 - Please list all relevant Membership Category SKU(s) for each member. 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

Fees

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

Music	Fee
Socan <ul style="list-style-type: none"> • 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. 	\$ 74.72+ GST
Re:Sound <ul style="list-style-type: none"> • 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. 	\$ 74.72 + GST

Transfers	Deadline
<ul style="list-style-type: none"> • Club transfer forms are required for all competitive membership categories whom are switching clubs once the season is underway. • Without a submitted transfer form, the club who originally registered the participant will retain this individual as a member for the season. • Depending on the date of the club switch an athlete may have to compete as an independent for a period of time, please see the respective discipline's Technical Regulations for more information. • Club Transfer Form 	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 Coaches²	
Coach-In-Training	N/A
Recreational Coach	GF Intro/Theory/Artistic Trained
Regional Coach	GF Intro/Theory/Artistic Certified
Provincial Coach	GF Intro/Theory/Artistic Certified
National Coach	Required to follow Gymcan's Policies for National Stream

Minimum NCCP Requirements for Artistic Coaches Using Trampoline as Training Aid²	
Coach-In-Training	N/A
Recreational Coach	GF Intro/Theory/Artistic/Trampoline Trained
Regional Coach	GF Intro/Theory/Artistic Certified and Trampoline Trained
Provincial Coach	GF Intro/Theory/Artistic/Trampoline Certified ¹
National Coach	Required to follow Gymcan's Policies for National Stream for Artistic and L2 Trampoline Certified

Minimum NCCP Requirements for Trampoline Coaches²	
Coach-In-Training	N/A
Recreational Coach	GF Intro/Theory/Trampoline Trained
Provincial Coach	GF Intro/Theory/Trampoline Certified ¹
National Coach	Required to follow Gymcan's Policies for National Stream

¹ 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.

² 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 Provincial athletes are in the gym). It is strongly recommended that all coaches coaching Provincial Stream athletes are Competition 1 trained.
- c) Exemption requests can be made directly to the MGA Board of Directors to review.

Respect in Sport Program

The MGA requires that each coach and support staff 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 and support staff 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 and support staff 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 and support staff 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 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 though 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, Field Trip Sessions and Camps are available for purchase from the MGA. This provides sanctioning and insurance coverage under the MGA's Commercial General Liability policy, it does not provide Sport Accident Coverage for the participants.

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 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.

A one-time annual fee of \$55.00 plus GST is required to participate in the Additional Insurance Program. Registration for this program is found on the [Member Club Registration](#) page.

A fee of \$14.29 plus GST per event.

Reporting Process:

- Clubs are required to report the total # of events within 30 days of the event(s) using this [Reporting Link](#).
 - Under comments on the invoice please list the reporting period that would be helpful.
For example: January 2024 or Feb 1-15
- Clubs should maintain their own detailed records and upon request could the following information (type of event, date/time of event, coach(es) names) should a claim arise.