

2026-2027

Club Registration Handbook

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310 – 145 Pacific Avenue

Winnipeg, Manitoba

R3B 2Z6

www.manitobagymnastics.ca

204-925-5781 (O)

431-668-1043 (C)

mga.kmiller@sportmanitoba.ca

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Acronyms

CARC	Child Abuse Registry Check
CRC	Criminal Record Check
VSS	Vulnerable Sector Search
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 or approved PTO. 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.
 - a. Club Registration information should be submitted here: [Club Registration](#)
 - 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 individual members. New participants who join a club after the initial registration must also be registered within 30 days of their start date.
 - ii. Fees can be paid online, by cheque or via e-transfer to mga.kmiller@sportmanitoba.ca.
 - iii. Returning clubs must submit the following by **September 30th, 2026**.

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 etransfer. If you have a credit on your MGA account, it will appear as a Gift Certificate during the payment processing screen.

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. 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 • \$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 Licencing	Fee
Socan • 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.	\$ 88.61+ GST
Re:Sound • 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.	\$88.61 + GST

Note: Fees will be increasing to \$108.23 + GST for 2027-2028 Season.

Transfers	Deadline
• Club transfer forms are required for all competitive membership categories whom are switching clubs once the season is underway. • A Transfer Form is not required for Recreational Athletes. These individuals can be added to your membership within Uplifter. • 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

Coaching Education Requirements

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

Minimum NCCP Requirements for Artistic Coaches*	
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 Tumbletraks*	
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 Certified and Trampoline Trained
National Coach	Required to follow Gymcan's Policies for National Stream for Artistic and GF Trampoline Trained

Minimum NCCP Requirements for Artistic Coaches Using Trampolines*	
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
National Coach	Required to follow Gymcan's Policies for National Stream for Artistic and C1 Trampoline Trained

Minimum NCCP Requirements for Trampoline Coaches*	
Coach-In-Training	N/A
Recreational Coach	GF Intro/Theory/Trampoline Trained

Provincial Coach	GF Intro/Theory/Trampoline Certified
National Coach	Required to follow Gymcan's Policies for National Stream

* 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.

Note: Requirements will be changing for the 2027-2028 season as previously announced in March of 2026. Additional communications to follow shortly.

- 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 using this form: [Exemption Request Form](#).

Additional Coaching Requirements

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](#).

Note: There are upcoming changes to the RiS programing coming in Fall 2026. Coaches should continue to use the existing programing until the MGA communicates the new process.

Coach Screening Requirements

The complete MGA Screening policy can be found on our [Governance](#) page on our website.

The following matrix below explains which screening requirements are necessary for each individual role:

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Coach-In-Training – Adults	Low	Child Abuse Registry Check	3 Years
Coach-In-Training – Minors	Low	Child Abuse Registry Check	3 Years
Recreational Coach – Adults	Medium	Child Abuse Registry Check	3 Years
Recreational Coach – Minors	Medium	Child Abuse Registry Check	3 Years
Regional Coach/Official – Adults	Medium	Child Abuse Registry Check Enhanced Police Information Check Vulnerable Sector Search	3 Years VSS – 1 Time
Regional Coach/Official – Minors	Medium	Child Abuse Registry Check	3 Years
Provincial Coach/Official – Adults	Medium	Child Abuse Registry Check Enhanced Police Information Check Vulnerable Sector Search	3 Years VSS – 1 Time
Provincial Coach/Official – Minor	Medium	Child Abuse Registry Check	3 Years
National Coach/Official – Adults	High	Child Abuse Registry Check Enhanced Police Information Check Vulnerable Sector Search	Annually VSS – 1 Time
National Coach/Official – Minors	High	Child Abuse Registry Check	Annually

Child Abuse Registry Check

This process must be completed per the matrix above.

Once the Child Abuse Registry Form has been completed by all coaches, the MGA Member Club mails the form(s) and applicable payment (cheque 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 the MGA for a current copy of the form.

As the frequency of this check has changed from last season to this, we will accept CARCs from July 1, 2024, forward. The MGA has copies of all previously received checks on file, if you have any questions about particular individuals please contact the MGA directly.

Vulnerable Sector Search (New)

This process must be completed per the matrix above. A vulnerable sector search (VSS) is only required for people born before March 13, 1994. This must be obtained from your local RCMP detachment in-person or through [Winnipeg Police Service online](#) for Winnipeg residents. Costs vary depending on location. VSS is only required once. Some detachments may require a letter from requesting organization, this can be obtained from the MGA. Hard copies must be submitted to the MGA, a copy will be made then returned to the club.

Note: If you are doing your one-time Vulnerable Sector Search this includes a Police Criminal Record Check therefore a separate Criminal Record Check is not required through the Sterling Backcheck system.

Criminal Record Check

This process must be completed per the matrix above. All Criminal Record Checks (CRC) must be completed through the MGA Sterling Backcheck.com platform. CRCs will not be accepted through any other method/system unless approved by the MGA in advance or as part of VSS.

Each club will be set up with their own administrative log in. Contact the MGA 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.

As the frequency of this check has changed from last season to this, we will accept CRCs from July 1, 2024, forward. The MGA has copies of all previously received checks on file, if you have any questions about particular individuals please contact the MGA directly.

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. Sleepovers are not considered a sanctioned activity of 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 or inversions permitted. Maximum 1 participant on trampoline at a time under direct supervision.
- 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 within club registration form.

Event Reporting Process:

- A fee of \$14.29 plus GST per event is charged.
- Clubs are required to report the total # of events within 30 days of the event(s) using this [Reporting Link](#).
- Clubs should maintain their own detailed records should a claim arise.