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**Members Manual**

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# Part 1 - GNL Policies and Procedures

## Section I - Introduction

### A. Function and Responsibility

#### 1. Function

The Policies and Procedures Manual is intended to provide the Board of Directors, staff, committees, sub-committees and GNL members with detailed policies and procedures that govern the association.

#### 2. Roles & Responsibilities of the Board

 As a volunteer-directed, Not-for-Profit agency, Gymnastics Newfoundland & Labrador functions under the guidance of an elected Board of Directors. The Board is responsible for determining the strategic priorities of the Federation and identifying the primary organizational objectives that arise from those priorities.

 Responsibility for achieving objectives and conducting the day-to-day business of Gymnastics Newfoundland & Labrador is assigned to the staff.

* To regularly review the direction of the organization by assessing long range plan as set out in the strategic plan.
* To establish policies that ensure implementation of the strategic plan
* To provide direction to the Provincial Office Management for organizational objectives
* To control the assets and funds of the organization and to determine the investment policy of such funds
* To determine the financial needs of the organization, both current and long-term and to establish policies and programs to meet these need
* To prepare and recommend the annual budget for presentation at the AGM
* To maintain continuity in the organization by establishing appropriate operating structures with appropriate lines of responsibility, authority and accountability
* To establish an Executive Committee that will be available to the Provincial Office Management for review of matters that must be dealt with between Board meeting
* To meet monthly
* To delegate to the Provincial office management any of the above responsibilities it considers appropriate.

#### 3. Roles & Responsibilities of the Office

Gymnastics Newfoundland & Labrador is the only organization recognized as the Sport Governing Body for registered members by the Provincial Government and Gymnastics Canada. In keeping with this recognition it is the role of the Provincial Office, under the direction of the Board of Directors, to:

* Implement policies, procedures and standards for Gymnastics in Newfoundland & Labrador to ensure quality program delivery, to protect the name of Gymnastics Newfoundland & Labrador and to ensure financial integrity at all levels
* Establish operational committees as required
* Develop and maintain support programs that include financial and technical support subject
* Approve and sanction the use of the GNL logo, name and symbols of the organization
* Liaise with appropriate ministries of the Provincial government, provincial agencies and sport governing bodies
* Responsible for communication with Gymnastics Canada and undertake to communicate the needs, interests and concerns of Gymnastics in Newfoundland & Labrador
* Facilitate and oversee Provincial Championships and organize logistics for Provincial Teams
* Promote communications with athletes, coaches, volunteers, staff and sponsors of Gymnastics Newfoundland & Labrador;
* Ensure continuing education programs for coaches, judges and facilitators through NCCP and other professional development opportunities; and,
* Other duties as assigned by the board

### B. Vision Statement

####  1. Vision Statement

* Gymnastics NL is a provincial leader in the delivery of diverse foundational and high performance gymnastics programs and services that foster a lifelong love of sport.

####  2. Values

* Excellence- Innovation, Excellence in programs, National Alignment on programs and Services, positive passion
* Transparency- Integrity, Transparency in Decision Making and allocations of resources, accountability
* Professionalism- Respectful Communications, Prudence in Financial Management, Teamwork(Team NL), Collaboration, Good Governance, Ethical Standards
* Member Focus- Celebration of Coaches, Volunteers and Staff, Gymnasts, Judges. Focus on Achievement, Development, Inclusiveness, Education, Mentorship

### C. Code of Conduct

GNL expects its coaches, gymnasts and judges to act in a professional and mature fashion, whether in training, competition, or meetings and communication of administration. Failure to comply may result in loss of membership or its privileges, at the discretion of the Board.

Members are expected to treat coaches, judges, meet officials, and each other with courtesy and respect at all times. Failure to comply may result in loss of membership or its privileges, at the discretion of the Board.

Coaches, judges, athletes and meet officials charged with any act which is a criminal offence, including the use of illegal substances, will not be tolerated by GNL, and will immediately have their membership revoked.

GNL officials (coaches/managers) traveling, as representatives responsible for athletes, are not permitted to consume alcohol while in a position of authority.

## Section II - Membership & Registration

### A. General Policies

####  1. Registration

Membership registration is ongoing throughout the year to ensure current membership and insurance coverage for individuals. Clubs will be invoiced on a monthly basis with payment due in 30 days with the exception of Annual membership which is due to GNL on or before October 31st

All clubs must complete the Membership on an annual basis.

Insurance coverage is contingent on clubs ensuring their accounts are in good standing with GNL. GNL can decline insurance if membership invoices are not paid by the due date.

 **Note:**

GNL Member Clubs will be considered to include any formal or informal gymnastics related organization that is in any way (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the GNL Member and may be a group of participants, registrants, class of member, or a company corporation, subsidiary, branch or satellite operation, “feeder” group or “booster” group or club or like organization. The establishment of such separate entities in order to circumvent this or any other GNL membership requirement may be considered an act of misrepresentation of or by the GNL Member, contrary to GNL principles of ethical conduct, and may result in disciplinary proceedings and consequences as determined by the Board of Directors in its discretion.

### B. Types of Membership

#### 1. Club Membership

A Club Membership shall be granted to each qualified gymnastics club throughout the Province of Newfoundland and Labrador that applies for membership, has been approved by the Board and paid their membership fees, which shall be set from time to time by the Board of Directors. A qualified gymnastics club shall mean a group of individuals with a minimum of five (5) and no maximum, who have or share a common name and/or interest, facility, coach, or administrative facility or function, be they a competitive or recreation oriented club. Each duly registered Club shall be entitled to receive notice of all meetings of members. Each Club shall designate a delegate to represent the Club at meetings of members and that delegate shall be entitled to one vote on behalf of the Club at each meeting of members.

#### 2. Individual Member

An Individual Member is any child, parent or guardian of a child or adult duly registered in good standing in a gymnastics program in a Club within the province of Newfoundland and Labrador. Individual Members are not entitled to vote at any meeting of the Association, unless authorized in writing to do so on behalf of a Club Member. An Individual Member may be required to pay an annual membership fee as may from time to time be established by the Board of Directors.

#### 3. Participatory Member

A Participatory Member is any individual who is a member of the Board of Directors in good standing at the time of a meeting of members. A Participatory Member is entitled to one vote at each meeting of members, except where the Participatory Member is in conflict with the issue being voted upon due to his or her role on the Board of Directors or any committee of the Board of Directors. A Participatory Member shall not be a Club Delegate.

#### 4. Honorary Members

An Honorary Membership may be conferred upon an individual who, in the opinion of the Board of Directors, has made a significant contribution to the Association or the community in general, which are supporting of or consistent with the objects of the Association. Honorary Members shall not be entitled to receive notice of or vote at any meetings of the Association, nor shall Honorary Members be subject to any fees or dues.

#### 5. Associate Members

An Associate member shall be organizations/corporations registered with their own organizations/corporation’s insurance plan but still wish to avail of GNL’s programs, offerings and expertise. This includes YM/YWCAs, Schools and Community Organizations where their programmers, participants and/or coaches are involved in the recreational aspects of gymnastics

#### 6. Other

The Board of Directors may from time to time create other classifications of membership or establish other relationships to the Association involving special status.

### C. Registration Procedure

 GNL offers two types of club membership for clubs to avail of.

 **Recreational**:

 This option is for clubs running Active Start, Can Gym and or Can Jump Programs and any other programming outside of pre-competitive/competitive.

 **Full Club Membership**:

 This option is for clubs operating recreational programming as well as pre-competitive and competitive programming.

 It is important for clubs to register all of their participants at least once (deadline is October 31) in each program year (November 1st – October 31st). Failure to register participants may place a club in jeopardy in the event that an unregistered participant is injured, as the insurance program requires all participants to be registered.

 Please note that every participant in a club’s programs must be registered with GNL for the current year in the appropriate category. Registration is through the Amilia program.

 Also, please ensure for insurance purposes that participants are registered in the appropriate category. i.e. competitive in competitive, recreational in Recreational etc. Participants registered as Recreational, but training under pre competitive/competitive guidelines is not permitted.

 NOTE: Many clubs offer “promotional or special activities” for which they do not charge a specific fee. No additional registration is required for participants in promotional activities on the condition that the activity does not exceed 3 hours in total. Special situations should be brought to the attention of the GNL’s Executive Director

 REMINDER: For insurance purposes, all names of the participants must be recorded and submitted to the GNL office.

 **UP-GRADING INFORMATION**

 Any athlete may deem to be competitive by virtue of entering a GNL Sanctioned Competition by the deadline indicated on the meet entry form. The upgrade form must be submitted to the GNL office with applicable fees a minimum of 1 week prior to the competition deadline. This includes registration fees for the competition, up-grading fee for the athlete(s) and the upgrading fee for the club if it is not already registered as competitive for that program.

 Rental of your facility to an independent group that is conducting its own activity does not have to be registered with GNL. However, you should ensure that a formal rental agreement is signed which stipulates that the group will provide its own Comprehensive Liability Insurance.

## Section III - Fee Schedule

### A. Club Membership Fees – Effective November 2017-October 2018

|  |  |  |
| --- | --- | --- |
| **Full Club Membership** | $500On or before Oct 31st | $600.00On or after November 1st ($100.00 late payment fee) |
| **Recreational Only Club** | $275.00On or before Oct 31st | $375.00On or after November 1st ($100.00 late payment fee) |

### B. Individual Membership Fees

|  |  |
| --- | --- |
| **Coaches** |  |
| Coaches (all disciplines, competitive and pre-competitive) | $45.00 |
| Coaches (all disciplines, recreational) | $39.00 |
| **Competitive Athletes** |  |
| JO 9-10 / MAG Open & HP  | $112.00 |
| Artistic JO 7-8 & 9 Provincial, Aspire | $112.00 |
| Artistic Level JO 5-6 / MAG Level 1-2 | $87.00 |
| MAG Level 3-5, Elite 3 & 4 | $102.00 |
| Artistic Level- JO 3-4 | $70.00 |
| Trampoline Level 1-5 | $87.00 |
| Cheerleading | $50.00 |
| Foreign Athlete | $100.00 |
| Visiting Athlete | $60.00 |
| **Recreational Athletes** |  |
| Recreational Gymnast | $27.00 |
| Pre Competitive Gymnast | $50.00 |
| Camp athlete (summer, Easter and Christmas) Gymnastics exclusive | $20.00 |
| Special Olympics Competitive Athletes and Coaches | No charge |
| Drop in (no GCG fee applicable) | $20.00 |
| Birthday Parties | $35.00 |
| **GCG** |  |
| All members – GCG fee | $8.00 |

### C. Provincial Competition Fees

|  |  |
| --- | --- |
| Provincial Coach Fee | $60.00 |
| Provincial Athlete Fee | $150.00 |

NOTE: Registration fees for Provincial Championships cannot be refunded after one week prior to the meet – even for medical reasons.

### D. Outstanding Accounts

GNL reserves the right to suspend membership if accounts are not in good standing. Clubs with overdue accounts will not qualify for funding opportunities with GNL or its partners.

## Section IV – Insurance

GNL provides a comprehensive insurance package for its member clubs. Participation in the program is mandatory as it covers all of the club directors and representatives of GNL, coaches, volunteers and athletes

Your package, through BFL Canada, is made up of three components:

**1. Comprehensive General Liability Policy,** the primary purpose of this insurance is to protect the member clubs against the consequences of their negligence, alleged or otherwise, resulting in either or both bodily injury or property damage to a third party both, in terms of litigation costs and the potential of damages awarded.

The concept of negligence is what determines the degree to which a member club can be held liable.

Negligence is further determined by answering the following questions:

* Was there a duty of care owed by the member club?
Duty of care can be defined as “a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeable harm other”
* Was there a failure on behalf of the member club to provide that duty of care?
* Did that failure lead to the bodily injury or property damage of a third party?

In the event that the negligence of the member club is proven, the current insurance program provides a total of 5 million dollars worth of protection for these litigation and settlement costs.

**2. Sports Accident Policy,** which provides cash payment for specific types of injuries. Costs such as ambulance charges, and immediate “out of pocket” expenses related to an injury may also be provided through this coverage.

In conjunction with the general liability policy, GNL provides a sports accident package to pay benefits in the event of accident or injuries sustained by any of the participating members or any member club in GNL while involved in a practice session or in competition.

Perhaps the greatest benefit of all is the fact that in the event of accident, whether or not the individual member club is at fault, an injured athlete will be indemnified by this insurance coverage for a variety of injuries.

It’s also important to know that employee based benefit packages and/or NL provisions would be treated as the primary coverage for these expenses. This program provides additional “top –up” coverage to these plans.

**3. Club Directors and Officers Liability**, which provides 1 million dollars’ worth of coverage for claims made against a board member for wrongful acts related to “corporate governance” activities while serving in their capacity as a Club board member.  This will fund the defense and settlement if need be.

The central issue is ‘Standard of Care’; the measure applied to the decisions you make as part of your responsibility for managing the association on whose board you sit.  You are expected to discharge your duties in good faith, and to the best of your ability, as governed by the considerations that a reasonable and prudent citizen would deem appropriate.

Unfortunately, assuming a leadership role also makes you responsible for the consequences of your actions and sometimes for those of your colleagues on the board.  Any decision made by the board, jointly or singly, may come under scrutiny, especially in areas involving finances.

The responsibilities of an officer or director do not end with the fiduciary capacity.  Anything done by a Director which is perceived to be in breach of duty or trust can be grounds for an action against the individual, or the Board as a whole.

Statically, the most common form of claims against not- for- profit boards come from employees and the related employment practices of the organization such as wrongful dismissal and employee based harassment allegations with third party libel/slander coming in second.

Even more daunting are allegations of misallocation or misuse of funds, sometimes leading to criminal charges, which can place a Director in the uncomfortable position of having the fund their own defense. D&O does not cover criminal defense or acts if those charges are brought.

 \*\*\*Please note that BFL Canada also offer a wide range of supplementary optional coverage that individual clubs may wish to purchase. They offer preferred rates to GNL member clubs for these supplementary policies. Clubs may wish to consider coverage such as, building contents, business interruption, or increasing their own Directors and Officers Liability.

* All members must be registered with Gymnastics Newfoundland & Labrador Inc.
* Travel Sanction Form must be completed and submitted to GNL by those clubs/athletes traveling out of province, country and/or to non-sanctioned GNL activities to ensure the **basic insurance coverage. Failure to submit the necessary forms within the deadline will result in a $100 penalty.**
* Travel outside the county requires approval from **Gymnastics Canada** to participate in the competition that they wish to attend outside of Canada. Failure to do so may result in a penalty being assessed by both GNL and GCG. Insurance for these events is outside the scope of coverage from GNL therefore adequate additional coverage needs to be purchased.
* Travel outside the province may require additional travel insurance to ensure sufficient coverage
* Facility Lead supervisors must be a minimum Foundations Certified and **19** years of age (age of majority in NL)
* Coaches must be trained in the area they are coaching (ie: if coaching preschool programs they must have been trained in the Active Start)
* At all times there must be at least one person in the gym Certified in First Aid

**Sport Accident Insurance**

Incident claims are available on the website and must be submitted to GNL for membership verification within **30** days of the incident. Once verified To GNL Members:

**Please remember this is a secondary policy and all other insurance policies must be exhausted before this policy will take effect. If you believe your insurance will not cover all expenses then you should complete the attached forms and follow the procedure noted below. Please note that you only have 30 days after the accident to complete the form.**

Filing a Claim

*Provincial Sport Organization Member*

1. Have the injured member complete the Claim Notification Form as well as the Attending Physicians Form.
2. The Provincial Sport Organization must sign the Claim Notification Form to certify that the injured athlete is a member of the provincial association. GNL will keep a copy and forward a copy to Sport NL for their records.
3. Forward the form to BFL Canada Inc. or if you like GNL will send it once we verify the individual is a registered member of GNL. This is best done electronically with the original mailed for expedience purposes.
4. Forms are available at [www.gymnasticnl.ca](http://www.gymnasticnl.ca)

Important Notes

1. Claim Notification form must be submitted to [BFL Canada](http://www.bf-lorenzetti.ca/page?CategoryID=27&lang=en-CA) within 30 days of the injury.
2. All claims must be submitted with itemized statements and paid receipts (originals are required if there is no other coverage available) which indicate: patient's name, type of purchase or service, date of each purchase or service, amount charged for each purchase or service.
3. An attending Physician's Statement, confirming diagnosis and recommended treatments is required if you are claiming other than dental or ambulance expense.
4. Costs must be paid by you. You will be reimbursed for insured expenses.
5. You will receive a letter directly from the insurance company if they require further documentation; it is your responsibility to provide this information.
6. Expenses eligible under any other health care plan(s) must be submitted to that plan(s). Your sports accident policy will pay only the amount of expenses that are not eligible with any other insurer. This policy does not make payment for any service or treatment that is available within the provincial plan, whether there is enrolment in the provincial plan or not.
7. If you have any problems contact your GNL.

### A. Employee Health Insurance

**1. Group Health Insurance**

A Group Health Plan, administered by Sport Newfoundland & Labrador, is available to full-time employees of member clubs. Contact GNL for application, information and rates.

### B. Age of Majority

The age of Majority in Newfoundland & Labrador is 19 years. All minors, athletes, registering with GNL must have an Acknowledgement of Risk/Consent to Participate & Medical Treatment Form signed by a parent/guardian. Those of age of majority must sign an Acknowledgement of Risk/Consent to Medical Treatment Form.

## Section V - Coaching Certification Programs

### NCCP Courses

All Gymnastics related NCCP Course are governed by Gymanstics Canada. Guidelines state that participants for coaching courses must have reached 15 years of age. Participants for the Coach in Training Program must be between the ages of 13-15 years.

* Requests for NCCP courses can be made to GNL at any time. Please ensure requests are submitted at least two months before the requested course date.
* Registration & fees for all courses are due two weeks prior to the start of the course. Late applications will be subject to a $62.50 late registration fee. Requests for refunds can be made up to one week prior to the start of the course. All approved refunds are subject to a $25.00 administration fee. No substitutions are allowed. NO SHOWS are subject to payment of the full registration fee.
* A full credit to the payer will be issued if the course is cancelled
* Clubs may host courses at any time at their own cost with GNL approval. Manuals will need to be purchased from GNL. All expenses will be the responsibility of the host club.

#### 1. GNL Funded Courses

To request a course, the following criteria must be met:

* Make a written request to GNL stating 2 alternate dates
* Have a minimum of seven (7) people registered for the course and a maximum of twenty-five (25). Participants for Trampoline courses will vary based on the number of Trampolines available at the course location (10 participants per trampoline – Foundations)
* Maximum number of participant for Competition Intro Trampoline is 8 per available trampoline
* Be able to supply the necessary facilities and equipment if requested: overhead projector, flip chart, markers, long extension cord, VCR and screen, gym, major equipment, and a classroom.
* Submit registration fees for all participants at least 2 weeks prior to the clinic.

**Athlete & Coach Registration Forms/Club Visitations Form - See Appendix**

|  |  |  |
| --- | --- | --- |
| **NCCP Coaching Clinics (includes manual)** | **Member** | **Non Member** |
| Foundations - Introduction | $160.00 | $250.00 |
| Foundations – Theory | $95.00 | $190.00 |
| Foundations – Artistic gymnastics | $95.00 | $190.00 |
| Foundations – Modified( Intro, Theory, Program Specific) | $200.00 | $300.00 |
| Foundations - Trampoline | $95.00 | $190.00 |
| Foundations – Active Start | $95.00 | $190.00 |
| Foundations – Evaluation  | $110.00 | $200.00 |
| Competition 1 Artistic or Trampoline | $250.00 | $350.00 |
| Comp 1 - Artistic Men’s/Women’s Apparatus Only | $150.00 | $250.00 |
| Competition 2 - Artistic or Trampoline | $325.00 | $425.00 |
| Competition 3 – Artistic or Trampoline | $350.00 | $450.00 |
| Level III – Practical Evaluation | $200.00 | $300.00 |
| Late Registration fee | $ $75.00 | $ 100.00 |

**National Coaching Certification Course Conductors’ Honoraria**

|  |  |  |
| --- | --- | --- |
| Foundations – Introduction  | $25.00 Per Hour | 9 hours |
| Foundations – Theory | $25.00 Per Hour | 4 hours |
| Foundations – Artistic, Theory, Active Start or Trampoline | $25.00 Per Hour | 9 hours (each course) |
| Combined Course | $25.00 Per Hour | 22 hours |
| Foundations - Evaluation | $25.00 Per Hour | 4 hours |
| Competition 2 & 3 NCCP Clinic | $30.00 Per Hour | Up to 42 Hours, 7 Hours extra for 2nd clinician for either men’s or women’s apparatus if running concurrently |

GNL will assume the responsibility for the cost of a Certificate of Conduct for any persons, officials and or representatives that it recommends.

**Provincial Judging Course Conductors’ Honoraria**

|  |
| --- |
| $30.00 Per Hour |

**Clinicians’ Honoraria - Club Visitations**

$30.00 minimum

**ADDITIONAL TRAINING COMPONENTS – APPLICABLE TO ALL COACHES**

 All coaches must become Respect in Sport certified within 60 days from their date of employment. There will be no ‘grand fathering’ of this course. Any coach not Respect in Sport certified within the time limit is subject to sanction by GNL upon receipt of a complaint in accordance with GNL Discipline Policy.

Any clubs with coaches other than coaches in training, found to be missing RIS Certification will be fined $25.00 per coach. If necessary, the invoice will be sent in February. Please ensure your club adheres to the policy mentioned above.

After Respect in Sport certification is obtained, no re-certification is required for 8 years. Visit: www.gymnasticscanada.respectgroupinc.com/secure/

 **Making Ethical Decisions**

All coaches must complete the Make Ethical Decisions (MED) module and the MED online evaluation available through the Coaching Association of Canada. (www.coach.ca)

Gymnastics Foundations Coaches must complete the module and online evaluation as part of their certification (the module is covered in the GF Theory course, and online requirement is to be completed afterwards). Coaches need their Coaching Certification number (NCCP#) to access the online evaluation. If a coach does not have an NCCP#, contact GNL or the Coaching Association of Canada (613-2355000).

Coaches who were certified with the old NCCP Level 1 Theory (not Part A) course needed to have completed the MED module and/or evaluation prior to December 31, 2014. If they failed to complete the MED requirements they have been reassigned to “Trained” status.

 All coaches are strongly urged to be certified in Standard First-Aid and CPR.

 All club coaches are strongly urged to undergo proper screening practices.

 Any clubs with concerns regarding certification of their coaches are encouraged to contact GNL Technical Director at 709-576-0146

 Registered Pre-Coach and Coaches in Training

 Pre-Coaches in Training Program (Pre-CIT)

 Coaches who are 13 and 14 years of age can enroll in the Gymnastics Canada Gymnastique Pre-CIT Program. If the individual is 13 years of age the program is 2 years in duration, 1 year if they are 14 years old. GNL encourages enrollment in this program, as it introduces aspiring coaches to the various aspects of coaching gymnastics. This is a club based program. It involves individual study, mentorship and hands-on coaching experience under the direct\* supervision of a mentor coach. Mentor coaches must be a minimum of 18 years of age, certified Gymnastics Foundations or Level 1 coach, and have sound knowledge of the pre-school and recreational programs in their club. Only coaches enrolled in the GCG Pre-CIT program can be registered members of Gymnastics Newfoundland & Labrador. Those clubs using unapproved mentorship programs will not be able to utilize the GNL membership program for those coaches. GNL strongly recommends that all clubs used the GCG Pre-CIT program when working with aspiring coaches 13-14 years of age. To obtain the Pre-CIT Workbook and Mentor’s Guide please contact Carolyn Woolgar @ 709-576-0146

\*(Direct supervision means: Pre-CIT coaches cannot have sole responsibility for a group of athletes and must be supervised by working side by side with a CERTIFIED coach that is a minimum of 18 years of age).

**Coaches in Training**

 Coaches “IN TRAINING” refers to coaches that have started taking some Gymnastics Foundations courses, but are not yet considered “TRAINED”. These coaches have only completed Gymnastics Introduction and/or Theory course(s). These coaches are referred to be “IN TRAINING”. Coaches “IN TRAINING” must be under the direct\* supervision of a certified coach.

 \*(Direct supervision means: Coaches with “In Training” status cannot have sole responsibility for a group of athletes and must be working side by side and supervised by a CERTIFIED coach that is a minimum of 18 years of age).

 Head Coach/Program Directors

 COMPETITIVE CLUBS In competitive clubs, the gymnastics Head Coach or the gymnastics Program Director must be CERTIFIED NCCP Level 2 Gymnastics /Competition 1 (C1).

GYMNASTICS FOR ALL CLUBS In recreational clubs the Head Coach or the gymnastics Program Director must be certified NCCP Level 1 Gymnastics/Gymnastics Foundations CERTIFIED. If trampoline is used the Head Coach must also be Level 1 Trampoline/Gymnastics Foundation Trampoline CERTIFIED. Non competitive, non inversion elements only.

 IMPORTANT: Please refer to Appendix G to review minimum requirements for NCCP coach training for CANGYM and JO levels. To coach children ages 5 years and under, coaches must be NCCP Active Start trained. For coaching children over the age of 6 in a recreation program, the instructor must be Artistic Gymnastics trained. To be a supervisor or to work independently coaches must be 18 years of age AND certified. “Trained” coaches must be indirectly supervised.

 Coaching Certification – Discipline

 MEN - Qualifications for GNL sanctioned events

All competitive coaches wishing to be on the training and/or competition floor at any GNL sanctioned event must have their NCCP Level 1 Gymnastics Certification (Theory, Technical and Practical) OR Gymnastics Foundations Artistic Gymnastics Certification (Intro, Theory, Artistic and Evaluation).

Coaches participating at Provincial Championships must have NCCP Competition Introduction (C1)/Level 2 Men’s Artistic Gymnastics Certification or higher.

A Gymnastics Foundations Artistic Gymnastics certified coach can coach Level 1 (P1) at Provincial Championships. A Gymnastics Foundations Artistic Gymnastics

Trained coach can coach Level 1 (P1) at Provincial Championships if supervised by a Gymnastics Foundations Artistic Gymnastics certified coach.

**MAG/WAG - Qualifications for GNL sanctioned events**

All provincial Team Coaches for Atlantics or Eastern’s and Canadian Championships and CWG will be required to have NCCP Level 2/3 Men’s/Womens’ Artistic Gymnastics Certification.

**T&T - Qualifications for GNL sanctioned events**

All provincial Team Coaches for Eastern’s and Canadian Championships or CWG will be required to have NCCP Level 2/3 Trampoline Gymnastics Certification.

**FREQUENTLY ASKED QUESTIONS REGARDING**

**“REGISTRATION AND INSURANCE”**

 Who should be registered with Gymnastic Newfoundland & Labrador?

 It is a clear requirement that all Member Clubs register all individual members with GNL including athletes, coaches, and coaches-in-training. (Please see below for birthday party and drop-in participants). Failure to register all members will be considered an act of misrepresentation and will have adverse effects on the Club’s membership status, and more importantly, there will be no insurance coverage for unregistered individuals.

**Do we have to register all of our members/participants with GNL?**

 YES. It is a condition of membership in GNL that clubs register all of their competitive athletes and general participants. Insurance coverage could be jeopardized if an individual who is not registered is injured. However, each participant need only be registered once per season (November-October).

**If we rent our facility to another organization or group do we require any additional insurance coverage? (eg. Ski clubs, Aerobic classes)**

NO, not usually. Assuming that your club has obtained adequate Tenants Liability insurance you should be able to sub-let your premises without concern. We do recommend, however, that you execute a written rental agreement with the group in which you stipulate that they must obtain their own General Commercial Liability Insurance coverage. You should also check with your landlord to ensure that there are no restrictions in your lease that would prevent you from renting it out.

 **Are birthday party attendees required to pay a GNL membership fee?**

No, those invited to the party do not pay a registration fee. There is a fee for all parties and GNL requires that a list of all attendees prior to the scheduled party to confirm insurance coverage.

## Section VI - Annual General Meeting (AGM)

### A. General

* Each Member Club will be permitted one (1) vote per Club.
* Each GNL Board Member will be permitted one (1) vote.
* Each Club is expected to present a verbal/written report on their Club’s activities and progress at the President’s meeting during the AGM.
* Competitive Technical Assemblies and General Assemblies will be held the same weekend as the AGM.
	+ Competitive Technical Assemblies consist of the following people - with one (1) vote each, at the Assembly.
		- 1 Representative Per Club

Any motions resulting from the Technical Assemblies that may have financial or scheduling implications for GNL must be presented at the AGM.

* Expenses for one representative per Club will be cost-equalized for all Clubs to offset the cost of outlying Clubs attending the AGM. Travel expense claims must be submitted to the GNL Office representative within 1 week of the AGM. GNL will distribute invoices and, upon receipt of monies, will then disburse the cost-equalized funds as applicable.
* GNL Board Members who do not attend 70% of the GNL Board meetings will not be funded to attend the AGM.
* Cost for travel to the GNL AGM will be cost shared equally (1 per club) between all clubs regardless of their attendance at the event.

## Section VII - GNL Financial Responsibility and Funding Commitment

### A. GNL Financial Responsibility

Expenses incurred by anyone travelling under the direction of GNL will be reimbursed (must have prior approval), when expense claim received, as follows:

* Most cost efficient accommodations: where applicable and appropriate, two in a room*.*
* Mileage paid to 0.47 cents per kilometre

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meal Allowances | Breakfast | Lunch | Supper | Total |
| In Province Travel | $8.00 | $14.00 | $21.70 | $43.70 |
| Other Provinces | $10.15 | $16.40 | $23.65 | $50.20 |

### B. GNL Funding Commitments

Notwithstanding statements of GNL funding support for various Programs/Competitions mentioned in this Manual, all financial commitments of GNL are conditional on the availability of funds. Clubs/individuals wishing to avail themselves of GNL funding support must request 30 days in advance. All individuals funded must submit a written report within 30 days.

**Important Notice!!**

**Please be advised that all expenses incurred on behalf of GNL must have prior approval from GNL and all expenses must have official receipts attached to the EXPENSE CLAIMS STATEMENT, signed by the person incurring the costs before cheques can be issued.**

### C. Coaching Development

GNL will review applications for Coaching Development on a bi-annual basis in October and April of each year. Coaches must be registered and in good standing with GNL to avail of this funding. Applications are available on the GNL website www.gymnasticsnl.ca

**Coaching NL** encourages coaches to apply for financial assistance to further their coaching education. Funding is available for NCCP and non-NCCP events. Applications are reviewed quarterly and successful applicants will be rewarded up to a maximum of 50% of the associated costs. Applications are available by visiting [www.coachingnl.ca](file:///C%3A%5CUsers%5Ccwhite%5CDesktop%5CCarol%20-%20Current%5CGNL%5CAGM%5CPolicy%20Review%20for%20AGM%5Cwww.coachingnl.ca)

### D. GNL Annual Awards

The Following Trophies/Plaques will be awarded at the GNL AGM.

#### 1. GNL Female Artistic Athlete of the Year Award

Female athletes are selected for this award based on results in the nominating year. The athlete would be an individual who excels in all levels of competition - In-Club, Invitational, Provincial, and Out of Province Competition. They would also show excellence in the areas of participation (attendance and punctuality at training and competition), work ethic (commitment and dedication to their improvement and development of skills) and cooperation (sportsmanship behaviour and leadership qualities).

#### 2. GNL Male Artistic Athlete of the Year Award

Male athletes are selected for this award based on results in the nominating year. The athlete would be an individual who excels in all levels of competition - In-Club, Invitational, Provincial, and Out of Province Competition. They would also show excellence in the areas of participation (attendance and punctuality at training and competition), work ethic (commitment and dedication to their improvement and development of skills) and cooperation (sportsmanship behaviour and leadership qualities).

#### 3. GNL Trampoline Athlete of the Year Award

Male athletes are selected for this award based on results in the nominating year. The athlete would be an individual who excels in all levels of competition - In-Club, Invitational, Provincial, and Out of Province Competition. They would also show excellence in the areas of participation (attendance and punctuality at training and competition), work ethic (commitment and dedication to their improvement and development of skills) and cooperation (sportsmanship behaviour and leadership qualities).

#### 4. GNL Coach of the Year Award (Female Artistic)

Coaches are selected for this award based on their athletes’ results in the nominating year. The nominated coach is an individual who shows commitment to the sport (length of service, involved with professional development), contributes to their athlete’s success (achievements at local and out of province competition) and is recognized for their accomplishments. They should also show excellence in the areas of participation (in training and competition), work ethic (dedication to athlete progression and improvement in skill development) and cooperation (sportsmanship behaviour and leadership qualities).

#### 5. GNL Coach of the Year Award (Male Artistic)

Coaches are selected for this award based on their athletes’ results in the nominating year. The nominated coach is an individual who shows commitment to the sport (length of service, involved with professional development), contributes to their athlete’s success (achievements at local and out of province competition) and is recognized for their accomplishments. They should also show excellence in the areas of participation (in training and competition), work ethic (dedication to athlete progression and improvement in skill development) and cooperation (sportsmanship behaviour and leadership qualities).

#### 6. GNL Coach of the Year Award (Trampoline)

Coaches are selected for this award based on their athletes’ results in the nominating year. The nominated coach is an individual who shows commitment to the sport (length of service, involved with professional development), contributes to their athlete’s success (achievements at local and out of province competition) and is recognized for their accomplishments. They should also show excellence in the areas of participation (in training and competition), work ethic (dedication to athlete progression and improvement in skill development) and cooperation (sportsmanship behaviour and leadership qualities).

#### 7. GNL Recreational Coach of the Year Award

Coaches who are nominated for this award are to be active members of GNL and coaching predominately (70% of total weekly coaching hours) in Recreational Programs. The nominated coach should be an individual who shows commitment to the sport (length of service, involved with professional development), and contributes to their athlete’s success (dedication to athlete progression and improvement in skill development). They should also show excellence in the areas of participation (enthusiasm and eagerness), work ethic (communication, organization and planning) and cooperation (sportsmanship behaviour and leadership qualities).

#### 8. GNL Leadership Award (Athlete)

Individuals who are nominated for this award are to be active athletes of GNL. The nominated individual should show commitment and focus in training, respect for coaches and fellow athletes as well as enthusiasm and eagerness to participate. Their leadership qualities should be shown through their initiative in the gym - influence on and support of fellow athletes.

#### 9. GNL Volunteer of the Year Award

Individuals who are nominated for this award are to be active members of GNL. This award has been established to honor an individual who is making an outstanding contribution to Gymnastics at the volunteer level. Gymnastics Newfoundland and Labrador recognizes that the person who consistently makes a contribution towards the development of a Club in a community is just as valuable to sport as the higher profile leader in the association. This award recognizes individuals from all areas of the province who are deserving of the award. Individuals who can be nominated include those people who volunteer at the community and provincial level. Volunteers can include such individuals as local club personnel, executive members, coaches, managers, and paid employees acting outside their duties - anyone who is making an exceptional contribution to the sport.

\*\*Clubs are responsible for the perpetual plaques once awarded to the winner. They are intended to be displayed at the club and not to remain with the winner until returned to GNL the following year. Any damages recorded upon receipt of the plaques will be invoiced to the club.

### E. Honour Roll

 Separate Document