

ATLANTIC UNION  
OF  
GYMNASTICS ASSOCIATIONS  
*Policy Manual*

*MARCH 2020*

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## 1. INTRODUCTION

### 1.1. AIM

The aim of this manual is provide the members of the Atlantic Union of Gymnastics Associations (AUGA) with a clear understanding of the lines of communication, areas of responsibility, limitations of authority, and financial responsibilities within the AUGA. It also aims to inform the members of the AUGA of the standards for the Atlantic Championships.

### 1.2. MISSION STATEMENT

It is the role of Gymnastics Newfoundland and Labrador, Gymnastics Nova Scotia, Gymnastics Prince Edward Island and the New Brunswick Gymnastics Association, to develop, guide, and promote the sport of gymnastics within the Atlantic Provinces in the pursuit of excellence at all levels. To develop this goal, the AUGA must, through the Atlantic Championships, promote the development and growth of the sport in the Atlantic Provinces at all levels and in all aspects to achieve this goal.

## 2. STRUCTURE

### 2.1. EXECUTIVE STRUCTURE

The AUGA executive structure shall consist of the President (or his/her representative) of each member association. The executive shall consist of the following:

- a) Representative, Gymnastics Newfoundland and Labrador
- b) Representative, Gymnastics Nova Scotia
- c) Representative, Gymnastics Prince Edward Island
- d) Representative, New Brunswick Gymnastics Association
- e) Women's Technical Representative - one per province
- f) Men's Technical Representative - one per province
- g) Staff Representative - one per province

The executive structure will include a working executive committee:

- a) Chairperson - host of current Atlantics
  - a. Responsible for notice of meetings, agenda of meetings, and cost equalization report
  - b. Chairs all meetings
- b) Technical Representative - host of current Atlantics

- a. Chairs technical meetings
- c) Recording Secretary - host of current Atlantics
  - a. Responsible for minutes and distribution
  - b. Administers the cost equalization forms and payments

## 2.2. WOMEN'S TECHNICAL ASSEMBLY

The Assembly shall consist of the Chairperson (or his/her representative) of the Women's Technical Committee of each member association.

## 2.3. MEN'S TECHNICAL ASSEMBLY

The Assembly shall consist of the Chairperson (or his/her representative) of the Men's Technical Committee of each member association.

## 2.4. AREAS OF RESPONSIBILITY

The Executive shall:

- a) Ensure that all policies as outlined in the Policy Manual are adhered to
- b) Review and amend (if necessary) the AUGA Policy Manual
- c) Be responsible for any aspect of the AUGA that has financial implications for any of the member associations
- d) Be concerned with the realization of the objectives as stated in Section One
- e) Facilitate the sharing of expertise and ideas as they relate to our sport
- f) In cooperation with the Technical Assemblies, promote the Atlantic Championships as a major high profile competition
- g) Cooperate with the Technical Assemblies in promoting the Atlantic Provinces judges and coaches clinics, training camps, and other events
- h) Be responsible for issues pertaining to the philosophy of the AUGA and the Atlantic Championships
- i) Deal with unforeseen items as they arise
- j) In cooperation with the Technical Committees, ratify the Technical Rules and Regulations and determine how they relate to the Mission Statement, ensuring that they are in keeping with the Mission Statement

The Technical Assemblies shall:

- a) Develop Technical Rules and Regulations for the Atlantic Championships that reflect the philosophy of the Mission Statements

- b) Review and update (as necessary) the technical packages on an annual basis and submit them to the Executive for ratification
- c) Ensure that each member association receives a copy of the technical package on an annual basis
- d) Establish an environment conducive to sharing of technical information and opportunities between member associations
- e) Assist the host association of the Atlantic Championships in whatever manner required by the host pertaining to technical matters
- f) Develop cooperation among the member associations pertaining to Atlantic judging and coaching clinics involving clinicians from Gymnastics Canada (GymCan) or other areas of the country
- g) Changes can be made to the Technical Regulations at the annual AUGA meeting at the Atlantic Championships and/or the GymCan Annual General Meeting
- h) An annual Technical Meeting will be held at Atlantic Championships

### **3. MEETINGS**

#### **3.1. NUMBER OF MEETINGS**

The AUGA shall meet annually at the GymCan AGM. Special meetings may be called with approval of all four provinces.

#### **3.2. CHAIRPERSON**

AUGA representatives at the GymCan AGM shall appoint a Chairperson. This appointment will be for a one year term. The Chairperson will be a representative of the province that hosts Atlantics in the year of the meeting.

#### **3.3. NOTICE OF MEETINGS**

The annual meeting of the AUGA shall take place immediately following the Easterns Assembly at the GymCan AGM.

#### **3.4. AGENDAS**

Each member province is responsible to submit agenda items to the presiding Chairperson one week prior to the meeting. The Chairperson, with input from the member associations, will determine and circulate the agenda to the member associations.

#### **3.5. LOCATION OF MEETINGS**

The special meetings shall be hosted by a member association at a location convenient for meeting rooms and travel arrangements.

### 3.6. MINUTES

A Recording Secretary shall be appointed at the AUGA meeting for a one year term. This person shall record all pertinent information concerning the discussions and give the minutes to the Chairperson following the meeting for circulation to all member associations.

### 3.7. VOTING

The Executive shall be entitled to one vote on each motion brought to the floor of the meeting. On financial matters, approval must be unanimous amongst the four provincial representatives. In the Technical Assemblies, each province shall be entitled to cast one vote.

### 3.8. QUORUM

Five executive members constitute a quorum. Three provinces must have provincial representatives in attendance.

### 3.9. COST EQUALIZATION

Each member association shall cost equalize a special meeting if deemed necessary by the AUGA. AUGA teleconference meetings will be cost equalized by each province.

## 4. ATLANTIC CHAMPIONSHIPS

### 4.1. MISSION STATEMENT

The Atlantic Championships will create a positive forum for gymnastics by providing a competition that will raise the profile of the sport, and provide an opportunity for maximum participation and excellence at all levels.

### 4.2. LOCATION

The Atlantic Championships shall be held in each province on a four (4) year rotating basis. The exact location will be determined by the host province.

### 4.3. DATES

The Atlantic Championships shall be held at least two (2) weeks prior to the Eastern Canadian Championships, where possible. The exact dates will be determined by the host province.

#### 4.4. ELIGIBILITY

Athletes must be duly registered members in good standing of GymCan and of one of the AUGA member associations.

#### 4.5. PARTICIPATION

The Atlantic Championships should include gymnasts in levels of the Canadian Junior Olympic and Aspire Programs for Women's Artistic Gymnastics and the Canadian Provincial and Elite Pathway Programs for Men's Artistic Gymnastics.

#### 4.6. RULES

The rules of these championships shall be laid down in the WAG and MAG Technical Rules (see sections 5 and 6).

#### 4.7. CATEGORIES

The categories of the competition shall be determined by the Technical Assemblies. However, the inclusion of any new category must receive the approval of the Executive of the AUGA since it would have financial and time implications.

#### 4.8. FLOOR ACCESS

Two coaches per team, minimum NCCP Level 2 Artistic Certified or Competition Introduction Artistic Certified in the appropriate discipline, may have access to the competition floor area at any time. One of these coaches shall be designated as the official coach for the purpose of discussions of an official nature.

#### 4.9. TEAMS

A team consists of a minimum of three (3) and a maximum of six (6) gymnasts. Additional participants may be permitted to compete as independents at the discretion of the Organizing Committee and are only eligible for individual awards.

#### 4.10. REGISTRATION

A registration fee of \$85 must be paid for all delegation members (athletes, coaches, managers, and chef de mission). This amount includes the banquet. There will be no refund of registration without a medical certificate or at the discretion of the Organizing Committee. Substitutions will be allowed up to the start of the competition.

#### 4.11. REGISTRATION DEADLINE

- a) Intention to compete with estimated delegation numbers may be requested by the host province. Full registration list must be received by email, fax, or in hand 10 days prior to the start of the competition.

- b) Late registration may be accepted with an additional fee of \$20 per participant. No province will be allowed to compete without full payment prior to the start of the competition.

#### 4.12. COMPETITION DRAWS

The host will provide the competition draw to the provinces one week prior to the competition.

#### 4.13. FUNDING

Transportation, accommodation, and food expenses for all delegation members are the responsibility of the respective province.

#### 4.14. HOSPITALITY

The Organizing Committee shall arrange for and conduct a separate social event for athletes and for coaches, managers/chefs, and judges as part of the event's activities, the cost of which shall be included in the registration fees. The two socials should be scheduled for the evening of the last day of competition. The site of the socials should ideally be in the same residence/hotel or close by.

##### 4.14.1. Athlete Social

The athlete social must include a dinner which may be served or buffet style. No alcoholic beverages may be sold, served, or consumed in the room itself.

##### 4.14.2. Coach, Manager, and Judge Social

The Organizing Committee shall reserve a hospitality room large enough to accommodate all coaches, managers, chefs, and judges.

##### 4.14.3. Judges' Hospitality

The Organizing Committee shall provide meals on-site for judges throughout the competition. The minimum requirements for meals are as follows:

Breakfast: continental breakfast with muffins, bagels, cereal, fresh fruit, yogurt, juice, coffee, and tea

Lunch: one hot item (soup, stew, etc.), sandwiches, salads, vegetables and dip, etc.

Dinner: one hot item (lasagna, chicken, pasta, etc.), rolls, salads, vegetables and dip, etc.

##### 4.14.4. Coaches' Hospitality

The Organizing Committee shall provide, at minimum, a variety of snacks for coaches on-site during the competition, such as fruit and vegetables, muffins/bagels, cheese and crackers, sandwiches, pizza, juice/pop/water, coffee and tea.

#### 4.15. JUDGES

Each member association may be asked to provide a maximum of five (5) judges for the event, according to the following breakdown: a minimum of three (3) WAG judges and a minimum of two (2) MAG judges. If a member association fails to provide one or more required judges, the host province may charge that member association for the cost of providing any additional judge. The host association shall be responsible for providing any additional required judges at their own expense, provided the minimum number of judges is provided by the other member associations.

#### 4.16. BULLETINS

The host province shall inform the member provinces of the progress of the planning and arrangements for the Atlantic Championships at regular intervals to ensure a continuous flow of information. Bulletins should be sent in December, February, and March.

#### 4.17. AWARDS

The purchase of the awards is the responsibility of the host province. Medals and ribbons must include the event, date, and location. If an athlete is injured during warm-up or competition and unable to compete on all events, he/she will still be eligible for individual event, all-around, and team awards based on scores received.

##### 4.17.1. Individual Awards

Event Awards: the event winner in each category will receive a gold medal; the gymnasts in second to eighth position on each event will receive ribbons.

All-Around Awards: the top three all-around gymnasts in each category will receive medals; gymnasts in fourth to eighth position all-around will receive ribbons.

##### 4.17.2. Team Awards

Gold medals will be presented to each member of the winning team in each category. A team consists of a minimum of three gymnasts and a maximum of six gymnasts. For scoring purposes, the three best scores on each event will be totaled to give the team score.

##### 4.17.3. Non-AUGA Members

If a non-AUGA member is competing, he/she is not eligible for awards.

#### 4.18. OBJECT OF THE AGREEMENT

The AUGA gives the host mandate to organize the above-mentioned Atlantic Championships and the host agrees to create a Host Organizing Committee to organize the Atlantic Championships. The host provincial association accepts that it is accountable to the AUGA for the actions of the Host Organizing Committee.

#### 4.19. MEET ORGANIZATION

The Host Organizing Committee shall be constituted by the host province.

#### 4.20. SITE AND EQUIPMENT

The Organizing Committee must ensure the following:

- a) An area sufficient to conduct a WAG and MAG competition as per AUGA technical rules and regulations.
- b) A complete set of WAG and MAG equipment which meets the FIG International Standards (see GymCan Equipment document). The host is responsible for the delivery and servicing of the competitive equipment at the site of the Atlantic Championships, and agrees to provide the volunteer labour required for on-site set-up and removal. The Organizing Committee will be responsible for the cost of any other equipment.
- c) The provision of a sufficient number of hotel rooms to accommodate all delegates who have registered for the competition.

#### 4.21. COSTS

Except as otherwise provided here, the Organizing Committee will assume all costs incurred in the organization and staging of the Atlantic Championships, and in particular:

- a) The provision of a suitable site and suitable technical meeting rooms as specified by the AUGA.
- b) The costs for medical personnel and/or paramedical services.
- c) The costs of all awards to be given to the individual and team winners. The type and quantity of awards given by the Organizing Committee must conform to the current technical regulations (cast metal) of the AUGA.
- d) The cost of trophies and all other awards, other than those mentioned previously, which may be presented are to be assumed by the Organizing Committee.
- e) Liability insurance is the responsibility of the Organizing Committee and evidence of this insurance shall be provided to the AUGA members upon request.

#### 4.22. REVENUES

All revenue from entry fees, sale of tickets, programs, and any other source other than those here mentioned will be the property of the Organizing Committee. The registration fee has been set per individual entry and will be paid directly to the Organizing Committee by each province. A registration fee will be charged for coaches, athletes, and official provincial delegates.

#### 4.23. SPONSORS

Local sponsors are the responsibility of the host province. It is the responsibility of the hosting province to ensure all contract requirements are met and proper protocol exercised.

#### 4.24. SEATING FOR ATHLETES, COACHES, AND MANAGERS

The Organizing Committee will provide seating for athletes, coaches, managers, chefs, and VIPs to allow them to watch the competition when they are not competing.

#### 4.25. PERSONNEL

The Organizing Committee must provide all the personnel required to ensure the successful operation of the competition. Sufficient medical staff must be on site.

#### 4.26. CEREMONIES

Award presentation and other ceremonies will be held on site as soon as possible when results become available.

#### 4.27. REGISTRATION FEE

The registration fee must be approved by the AUGA no later than December 30<sup>th</sup> of the year preceding the Atlantic Championships.

#### 4.28. ACCREDITATION

The Organizing Committee will provide accreditation to the GymCan and AUGA representatives identified by GymCan and the AUGA. This accreditation will include access to VIP areas.

#### 4.29. REPORT

The final report should include an evaluation of all aspect of the competition including both positive and negative points of the meet organization, list of award winners, and possible suggestions for future Atlantic Championships, and should be available by request.

#### 4.30. PROFIT OR LOSS FROM HOSTING THE ATLANTIC CHAMPIONSHIPS

Any profit generated from hosting the Atlantic Championships is credit of the host. Any loss incurred from hosting the Atlantic Championships is the responsibility of the Organizing Committee and ultimately the responsibility of the host.

## 5. WOMEN'S TECHNICAL RULES AND REGULATIONS FOR ATLANTIC CHAMPIONSHIPS

### 5.1. RULES AND REGULATIONS

The Atlantic Championships will follow the rules and regulations of the GymCan Canadian Junior Olympic and Aspire Program Manuals. These manuals and other relevant technical documents can be found on the GymCan website: <http://www.gymcan.org/disciplines/womens-artistic-gymnastics/technical-information/technical-documents>

### 5.2. COMPETITIVE CATEGORIES

Level 5-8	Level 9	Level 10	Aspire
Argo 2010-(2011)	Age 11-13 2007-2009	Age 12-15 2005-2008	Aspire 1 2009-2011
Tyro 2008-2009			
Novice 2006-2007	Age 14+ 2006 and before	Age 16+ 2004 and before	Aspire 2 2008-2010
Open 2005 and before			

### 5.3. ELIGIBILITY

As per the guidelines stated in the Canadian JO and Aspire program manuals.

### 5.4. WARM-UP PROCEDURES

The Atlantic Championships will follow the Canadian Warm-Up Format of Warm-Up/ Compete, as laid out in the Canadian JO Manual (p. 5) and the Aspire Program Manual (p. 3). If there is a single athlete in the group, that one athlete can jump into the block time with the team for warmup.

### 5.5. EQUIPMENT

The Atlantic Championships will follow the equipment regulations as laid out in the Canadian JO Manual (p. 6-7) and the Aspire Program Manual (p. 5) with the exception of CJO beam heights:

- a) Argo and Tyro, Level 5-8: 110 or 125 cm
- b) Novice and Open, Level 5-8: 125 cm
- c) Level 9 & 10: 125 cm

## 6. MEN'S TECHNICAL RULES AND REGULATIONS FOR ATLANTIC CHAMPIONSHIPS

### 6.1. RULES AND REGULATIONS

The Atlantic Championships will follow the rules and regulations of the GymCan Canadian Provincial and Elite Pathway Programs. These manuals and other relevant technical documents can be found on the GymCan website: <http://www.gymcan.org/disciplines/mens-artistic-gymnastics/technical-information/technical-documents>

### 6.2. COMPETITIVE CATEGORIES

Provincial Pathway Age Categories					
Level 1	Level 2	Level 3	Level 4	Level 5	National Open
Under 10 2011-2012					
Under 12 2009-2010		Under 13 2008-2010			
12+ 2008 and before		13+ 2007 and before		2003-2006	2005 and before
Elite Pathway Age Categories					
Elite 1	Elite 2	Elite 3	Elite 4		
2011-2012	2010-2011	2008-2010	2006-2008		

### 6.3. ELIGIBILITY

As per the guidelines stated in the Canadian Provincial and Elite Pathway Programs.

### 6.4. WARM-UP PROCEDURES

The warm-up procedures at Atlantic Championships will generally follow the warmup-compete format. The host committee may instead offer an apparatus and one touch warm-up as outlined in the Canadian Provincial and Elite Pathway Programs. This format may be used for any or all sessions and must be clearly indicated on the schedule.

### 6.5. EQUIPMENT

As per the guidelines stated in the Canadian Provincial and Elite Pathway Programs.