



Gymnastics BC - New member club application form

September 1, 2020-August 31, 2021

Legal Club Name:		Zone:	
Physical club address:		City:	Postal Code:
Mailing address: same as above <input type="checkbox"/> or:		City:	Postal Code:
Club telephone #:	Club fax #:	Club email (this address will be subscribed to all GBC email marketing & communications):	
Website:	Facebook name:	Twitter name:	Instagram name:
Incorporation (select one): <input type="checkbox"/> Private business <input type="checkbox"/> Private business with independent, non-profit advisory board <input type="checkbox"/> Non-profit society - Society Number:		Club set-up (select one): <input type="checkbox"/> Set-up and tear-down <input type="checkbox"/> Full-time set-up <input type="checkbox"/> Set-up for part of the year	

Club contact information (contacts below will be subscribed to all GBC email marketing & communications):

Club contact person #1:	Daytime telephone #:	Email:
Club contact person #2:	Daytime telephone #:	Email:
Club contact person #3:	Daytime telephone #:	Email:

Competitive programs offered

- Women's artistic gymnastics Men's artistic gymnastics Trampoline gymnastics Acrobatic gymnastics AG & TG Interclub

Gymnastics for All programs offered

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> ACRiX/Circus Arts | <input type="checkbox"/> Acrobatic gymnastics | <input type="checkbox"/> Adult gymnastics | <input type="checkbox"/> Birthday parties |
| <input type="checkbox"/> Camps | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Gym rentals/user groups | <input type="checkbox"/> Gymnastrada/performance |
| <input type="checkbox"/> Kids CanMove/school groups | <input type="checkbox"/> Parkour | <input type="checkbox"/> Parkour | <input type="checkbox"/> Preschool gymnastics |
| <input type="checkbox"/> Special needs | <input type="checkbox"/> Men's artistic gymnastics | <input type="checkbox"/> Trampoline CanJump 1-4 | <input type="checkbox"/> Women's artistic gymnastics |

Note:

- Club contacts as named above are expected to distribute Gymnastics BC communications to appropriate club personnel.

Payment and agreement

This application is made with the understanding that if accepted, the club/organization will be governed by the by-laws and policies of Gymnastics BC.

- Full club membership fee: \$340 (until August 31, 2020) Late fee: \$50 (applicable to payments received after August 31, 2020)

Club representative name (please print):	Signature:	Application date:
--	------------	-------------------

For GBC use

Date received:	Application complete: <input type="checkbox"/> Intro Letter <input type="checkbox"/> Application (5 pages) <input type="checkbox"/> Business confirmation <input type="checkbox"/> Location confirmation <input type="checkbox"/> CRCs on file for Key Personnel and Coaches	Payment rvcd: <input type="checkbox"/> Yes Method:
----------------	--	---

Please complete all five forms, in full. Incomplete forms will be returned.

Gymnastics BC New member club application form 2020-21 (page 1 of 5)

Gymnastics BC - New member club key personnel

September 1, 2020-August 31, 2021



Club Name: _____

Key personnel

President / Owner:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Club administrator:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Registrar:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
MAG competitive coordinator / head coach:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
WAG competitive coordinator / head coach:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
TG competitive coordinator / head coach:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Gymnastics for All coordinator / head coach:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Privacy officer - REQUIRED:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Joint Health and Safety Committee Representative - REQUIRED:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Communications / Media liaison:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA
Finance coordinator / bookkeeper:	CRC: <input type="checkbox"/> Yes	Daytime telephone #:	Email: Receive GBC Publication: <input type="checkbox"/> GBC Weekly Receive GBC news: <input type="checkbox"/> Club <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> TG <input type="checkbox"/> GFA

Note:

- Clubs provide consent to receive GBC email marketing and communications as indicated above.
- All clubs must provide the name of their privacy officer and joint health and safety committee Representative in order to register and maintain good member standing. More details are available in the GBC Privacy Policy & Procedures.

Please complete all five forms, in full. Incomplete forms will be returned.

Gymnastics BC New member club application form 2020-21 (page 2 of 5)



Gymnastics BC - New member club compliance statement

September 1, 2020-August 31, 2021

Club Name:

Gymnastics BC collects information from its members in accordance with the *Personal Information Protection Act - British Columbia (PIPA)* and the Gymnastics BC Privacy Policies & Procedures.

GBC may from time to time provide information to partner organizations. Partner organizations are those organizations which GBC has engaged to assist in the operations and furtherance of gymnastics in British Columbia. The information provided to partner organizations may include club contact information and statistical information. GBC will not disclose personal information unless consent has been obtained or PIPA permits the disclosure.

Club requirements

As a Gymnastics BC member club for the 2020-21 membership year (Sep 1- Aug 31), we have read the Gymnastics BC Policies and Procedures available on the GBC website and agree to adhere to **ALL published policies**, including but not limited to the following:

The Club must:

- Provide a safe environment for all members (gymnasts, staff, coaches, parents, volunteers, officials, and spectators).
- Ensure that all club members (staff, coaches, participants) adhere to the GBC Codes of Conduct, and all other GBC Policies, Processes, Rules and Regulations.
- Track, record and submit membership data and payments **monthly**, including one-time visitors (i.e. birthday party & guest participants), associate member programs (i.e. school field trips), and birthday parties.
- Adhere to all established deadlines for all program activities administered by GBC.
- Participate only in GBC sanctioned activities and submit the appropriate documents for sanctioning requests with GBC for all out of province activities.
- Notify and file incident reports and accident claim forms with GBC for all injuries which occur within GBC sanctioned programs and activities.
- Adhere to insurance requirements, including trampoline limitations during unstructured programming.
- Inform GBC of any out of facility activities to ensure appropriate insurance coverage is available (i.e. demonstrations, parades, mall displays, etc.).
- Appoint a Joint Health and Safety Committee or Representative and ensure they are provided with the requisite training to carry out their role, as required by [WorkSafeBC](#).

All Coaches must:

- Be registered with GBC.
- Meet the minimum NCCP level required for the groups they are coaching.
- Complete the Respect in Sport (mandatory) and the Commit to Kids (optional) online training.
- Hold appropriate first aid certification.
- Submit to Gymnastics BC a current (within 3 years) Criminal Record Check including vulnerable sector check.

All Key personnel must:

- Be registered with GBC.
- Complete the Respect in Sport (mandatory) and the Commit to Kids (optional) online training.
- Submit a current (within 3 years) Criminal Record Check including vulnerable sector check.

All Individual members/participants must:

- Be registered with GBC in the appropriate category, and changes and upgrades are made by the designated timelines.
- Sign the waiver/acknowledgement of risk (applicable to all participants except one-time participants). Waivers must be retained by the club for at least seven (7) years or until the individual member is past the age of majority plus two (2) years.

Understand that from time to time GBC staff will field audit and verify membership registration, request supporting documentation for one-time visitor or associate member program participation and review all competition participation to ensure registration compliance.

Failure to comply with GBC policies, procedures, and regulations may result in placement into bad standing. Insurance coverage applies for clubs in good standing, when all requirements of registration are fulfilled. Failure to register individual members or provide required summary of participant lists will be considered an act of misrepresentation and may adversely affect the club's membership. There will be no insurance coverage for unregistered members or unlisted participants.

Club representative name (please print):

Signature:

Date:

Please complete all five forms, in full. Incomplete forms will be returned.

Gymnastics BC New member club application form 2020-21 (page 3 of 5)



Gymnastics BC - New member club details

September 1, 2020-August 31, 2021 Send completed forms to membership@gymbc.org

Club Name:

Club information

What is the planned scope of club programming (i.e. introductory gymnastics, recreational only, recreational and competitive, etc.)?	
Please indicate or attach, the club's mission, goals and objectives	
What type of facility will your club operate out of (i.e. permanent facility, school, recreation centre, etc.)?	
Have you ever owned or operated a gymnastics club in Canada or the United States? If yes, please provide details including the name(s), location(s) and years of operation	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details below)

Program information ~ please attach a program outline (class listing, brochure, website address)

What are you planned coach to participant ratios?	
How many sessions per year do you plan to offer?	
When will your sessions be offered?	
Will there be activities occurring in your facility that are not specifically related to gymnastics programming? (i.e. other programs, night courses, etc.)	<input type="checkbox"/> No <input type="checkbox"/> Yes (please explain below)
Do you plan to routinely perform small displays at non-competitive gymnastics events (demonstrations, mall displays, parades, etc.)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please explain below)

Coaches / Instructors

How many certified coaches will be working at your facility?	
Please indicate the number of coaches who do not meet the minimum requirements as per GBC's coaching chart	

Please complete all five forms, in full. Incomplete forms will be returned.

Gymnastics BC New member club application form 2020-21 (page 4 of 5)



Gymnastics BC - New member club coach certification

September 1, 2020-August 31, 2021 Send completed forms to membership@gymbc.org

Club Name:

Coaches

Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level
Coach name:	NCCP#	Level

Please attach an additional sheet for additional coaches

For GBC use only

Date received:	NCCP certification verified by:
----------------	---------------------------------

Notes / Comments:

Please complete all five forms, in full. Incomplete forms will be returned.

Gymnastics BC New member club application form 2020-21 (page 5 of 5)



Gymnastics BC - New member club application form

September 1, 2020-August 31, 2021 Send completed forms to membership@gymbc.org

Potential new member clubs that want to be recognized as a member club of GBC, must submit a new member club application package with the **\$340** membership fee, for consideration by the GBC Board of Directors.

Acceptance of New Club Membership

The GBC Board of Directors reviews all new member club applications. The board has sole discretion to approve or deny member club membership.

The New Club Membership review and approval process may take several months. Following Board review, notification of status will be provided to the applicant.

The board may refuse a new application for membership for reasons including, but not limited to:

- incomplete application
- history of failing to be a member in good standing with any other provincial or national sport organization
- concern over training, safety, personnel or risk management issues

If the new member club application is denied for GBC membership, the **\$340** membership fees will be returned to the applicant.

Please allow ample time between the submission of your application and your anticipated program start date.

Probation period

All new clubs are placed on probation for one year to ensure compliance with all GBC policies. All new clubs on probation with GBC are required to provide a deposit against membership fees. The deposit is based on the number of programs offered and anticipated membership size of the club.

<u>Number of members</u>	<u>Deposit Amount</u>
Under 100	up to \$500
Up to 300	up to \$1,500
Up to 500	up to \$2,000

Deposits will be held by GBC until the end of the club's probationary period. At the club's request, the deposit can either be returned or utilized against future invoices. At any time during the probationary period GBC may, at its discretion, apply all or part of the deposit to invoices in arrears.

Clubs on probation are required to make payments at the time an invoice is issued. New clubs are not extended a 30-day grace period to pay invoices.



How to Register a NEW Member Club

For a new club to become a GBC member club, the following must be submitted for consideration by the GBC Board of Directors:

1. Letter of introduction (describing the club, facility, staff, coaching ratio)
2. Completed GBC new member club application form (five pages, available on the Gymnastics BC website) including promotional material or website detailing program information.
3. Copy of Certificate of Incorporation, Certificate of Good Standing or business license
4. Letter from landlord, city, municipality, or lease confirming training location
5. Copy of criminal record checks for principals or officers (e.g. owner, manager, head coach), if not already on file with GBC
6. *\$340 membership fee

**The Gymnastics BC membership season runs from September 1 - August 31. Fees will be prorated based on remaining portion of the membership year. You will be required to renew your membership with Gymnastics BC for the following season.*

Club Communications

- GBC requires a minimum of one club contact to be designated to receive all club communications. This person is expected to distribute Gymnastics BC communications to appropriate club personnel.
- Clubs may also add additional club personnel to receive communications as outlined on page 2.
- Other staff and members may sign up for GBC communications on the GBC website.