



2020-21

Gymnastics BC Registration Handbook

A step-by-step guide to registering with Gymnastics BC as a member club, associate member, and/or auxiliary member.

Document change log located here:

<https://gymbc.org/public/uploads/Registration-Handbook-change-log.pdf>

Gymnastics BC's official equipment supplier:



For over 40 years, Spieth America has been one of the most trusted gymnasium and sports equipment manufacturers in North America. Our product offering is an assortment of highly specialized gymnastics apparatus and mats, preschool/developmental equipment, sport mat surfaces, volleyball, and badminton systems. Spieth America equipment can be found in gym clubs, YMCA's, schools and various other organizations throughout North America and internationally, and at many local, national and international competitions. We support the US and Canadian Federations in order to continue developing the sport of gymnastics. Being a part of the ABEO Group enables us to continue to provide a best in class product assortment to our customers, while maintaining our commitment to excellence.

Table of Contents

Important Contacts.....	4
GBC Staff.....	4
GBC Board of Directors.....	5
Zone Chairs.....	5
Gymnastics BC Membership.....	5
Membership Fee Payment Schedule: Late Penalties and Unpaid Invoices.....	5
Registration Timelines and Effective Date for Insurance.....	6
No Taxes on Membership Fees.....	6
Club/Organization Membership.....	6
Member Club Overview.....	6
Member Club Renewal.....	8
Become a Member Club.....	9
Associate Membership.....	10
Auxiliary Membership for Club Parent Associations and Booster Groups.....	11
Individual Membership: Athletes, Coaches, Judges, Staff, and Volunteers.....	12
Members Affiliated with a GBC Member Club.....	13
How to Register Individual Members.....	13
How to Register Individuals Not Affiliated with a Member Club.....	14
Independent Coaches, Judges, Volunteers.....	14
Independent Athletes.....	15
Honorary Membership (No Charge).....	15
Public Access Programs.....	16
Public Access Reporting to GBC.....	17
Registration and Reporting Deadlines.....	17
Zone Fees.....	18
Gymnastics Canada Fees.....	18
Registration Overview and Fee Schedule: September 1, 2020 – August 31, 2021.....	18
Gymnastics for All.....	19
Competitive Gymnastics.....	20
Coaches, judges, volunteers, staff and honorary members.....	21
Appendix 1: Membership Fee Schedule and Reporting Deadlines 2020-21.....	22
Appendix 2: Program Categories.....	23
Appendix 3: Required Waiver Usage.....	24
Appendix 4: GBC Insurance Coverage Summary for the 2020-21 Policy Period.....	26
Appendix 5: Trampoline Insurance Limitations.....	28
Appendix 6: Coaching Requirements.....	30
Appendix 7: Athlete or Coach Transfer to a New Club.....	31

Gymnastics BC (GBC) was incorporated under the *Societies Act* in 1969 and is the provincial sport organization responsible for the governance, development, and promotion of gymnastics in BC. The association oversees the disciplines of women’s artistic gymnastics, men’s artistic gymnastics, trampoline gymnastics, acrobatic gymnastics and recreational gymnastics. GBC is a membership-based association led by a [Board of Directors](#), and supported by several volunteer committees and staff.

GBC offers programs, resources, and opportunities for over 200,000 participants at over 75 clubs throughout the province.

Important Contacts

Gymnastics BC office
268-828 West 8th Avenue
Vancouver, BC V5Z 1E2

Phone: 604-333-3GYM (496) [office directory] 1-800-556-BCGA (2242) [BC only]

Fax: (604) 333-3499

info@gymbc.org | www.gymbc.org

GBC Staff – please note that some of the staff listed below are on temporary leave.

Andrée Montreuil	CEO	604-333-3491	amontreuil@gymbc.org ceo@gymbc.org
Catherine Dubinsky	Member Services Manager / Bookkeeper	604-333-3498	cdubinsky@gymbc.org membership@gymbc.org accounting@gymbc.org
Momona Komagata	Admin Assistant	604-333-3490	mkomagata@gymbc.org info@gymbc.org
Melissa Mungall	Communications and Marketing Manager	604-333-3492	mmungall@gymbc.org communications@gymbc.org
Leanne James	Event Manager and Coaching Coordinator	604-333-3495	ljames@gymbc.org coaching@gymbc.org
John Carroll	Technical Director Men’s Technical Coordinator Recreation Program Manager	604-333-3493	jcarroll@gymbc.org
Nathan Kindrachuk	Safety Officer	604-333-3497	nkindrachuk@gymbc.org safety@gymbc.org
Crystal Gilhooly	Women’s Technical Coordinator		cgilhooly@gymbc.org
Debbie McBoyle	Trampoline Gymnastics Coordinator		dmcboyle@gymbc.org
Richard Ikeda	Provincial Coach		rikeda@gymbc.org
Marc Crippen	Equipment On-site		mcrippen@gymbc.org
Michelle Ricks	Equipment Rental & Logistics Coordinator		equipment@gymbc.org

GBC Board of Directors

Sherri Taylor	Chair	chair@gymbc.org
Michael D. Hood	Vice-Chair	vicechair@gymbc.org
Katherine Reinhardt	Finance Director	director_finance@gymbc.org
Twyla Ryan	Director at Large	directoratlarge_1@gymbc.org
Su Bailey	Director at Large	directoratlarge_2@gymbc.org
Missy Preston	Director at Large	directoratlarge_3@gymbc.org
Mary Morice	Gymnastics for All Chair	director_gfa@gymbc.org
Michael J. Hood	Men's Technical Chair	director_mtc@gymbc.org
Alana Jensen	Women's Technical Chair	director_wtc@gymbc.org
Megan Conway	Trampoline Gymnastics Chair	director_tg@gymbc.org

Zone Chairs

Z1	Vivian Hughan	vivian@glaciertgymnastics.com	Z5	Carlene Lewall	carlenelewall47@gmail.com
Z2	Heather Ivanitz	heatherivanitzgym@gmail.com	Z6	Heather Lapage	hlapage@gmail.com
Z3	Richard Ikeda	richardikeda74@gmail.com	Z7	Lara Collingwood	smitherssaltosgymnastics@gmail.com
Z4	George Burgoyne	justgeorgex6@gmail.com	Z8	Lucia Fendelet	luciafendelet@gmail.com

Gymnastics BC Membership

Gymnastics BC membership is required to access programs and services delivered by GBC and Gymnastics Canada Gymnastique (GymCan). The annual membership year is in effect from September 1st to August 31st.

GBC annually publishes and circulates policies and procedures related to membership and registration through this "GBC Registration Handbook." The policies and procedures outlined and/or referenced in this document must be followed by all GBC member clubs.

Membership Fee Payment Schedule: Late Penalties and Unpaid Invoices

Reminder: Late penalties for unpaid invoices will be assessed as indicated in the [GBC Member Fee Payment Policy](#). Terms: net 30 days; 30 days past due: Interest rate of 1.5% will be applied.

31 to 60 days: Payment made after the 30-day deadline will be charged 1.5% interest per month.

61 to 90 days: For clubs, all affiliated club members, affiliated participants and individual members whose member fees are not paid within 60 days of the invoice date will not be permitted to participate in Gymnastics BC sanctioned and/or hosted events until payment arrangements have been made with Gymnastics BC.

90 days and more: For clubs, all affiliated club members, affiliated participants and individual members whose member fees are not paid within 90-days of the invoice date, all sanctioning of club activities, including insurance coverage and event sanctioning will be revoked by Gymnastics BC.

The [GBC Member Fee Payment Policy](#) has been in place since 2000, and has been added to the Registration Handbook as a friendly reminder. [Gymnastics BC's Bylaws](#) also provide further conditions of membership renewal.

Membership fees are non-refundable.

Registration Timelines and Effective Date for Insurance

- Member clubs must renew their membership by August 31st, on an annual basis. Member clubs are NOT insured until all required documents and fees are received for the current membership year.
- All participants must be registered with GBC within 30 days of starting a gymnastics activity. Clubs will be invoiced for the insurance levy and membership fees (program fees) according to the membership fee schedule found in [Appendix 1](#).

No Taxes on Membership Fees

Gymnastics BC is a not-for-profit society which is currently exempt from charging GST on certain programs and services.

Member clubs collecting GBC annual individual membership fees from individual club members are not required to charge GST on these fees, regardless of their registration status for GST. To ensure compliance, member clubs must clearly display the Gymnastics BC membership fee as a separate line item on all registration forms, marketing materials, invoices and receipts, and list it as an exempt item. Clubs MAY breakdown the fee by separating the Gymnastics BC membership fee portion, insurance levy, and Gymnastics Canada membership fee, as separate line items, if preferred. However, the GBC membership fees, insurance levy, and Gymnastics Canada fee **must NOT** be grouped or associated with other membership or administrative fees charged by the club. For example, all recreational gymnasts in BC must pay the \$42.00 "Recreational Annual" membership fee (including insurance levy and Gymnastics Canada fee). **Clubs must not** post or publish that the Gymnastics BC recreational membership fee costs \$45 or \$50, etc. and retain the difference as a club administrative fee.

Please note that insurance coverage is a membership benefit, but is not the only benefit of GBC membership.

Club/Organization Membership

There are three categories of membership for clubs and organizations:

- Member club membership,
- Associate membership, and
- Auxiliary membership.

Member Club Overview

Annual registration fee for 2020-21: \$340

A member club offers competitive, recreational and/or one-time visitor programs. A member club may be formally constituted as a not-for-profit society or be established as a for-profit business.

Where the club registers competitive gymnasts, the recreational gymnasts associated with that competitive club (through operation in the same facility and the sharing of the same staff and/or equipment) must be registered with GBC.

If a competitive club's facilities are in a publicly-operated municipal recreation centre and therefore unable to charge membership fees due to policy, the competitive club must register as a member club and register all of its gymnasts. Additionally, the publicly-operated municipal recreation centre must register as an associate member.

Benefits for Member Clubs

- Dedicated full-time staff available to support and assist you.
- A dedicated volunteer board of directors.
- Coverage through GBC's sport accident and liability insurance program for sanctioned events inside and outside of club facilities. A summary of the current insurance coverage is available in [Appendix 4](#).
- Partnership management with the Government of BC, True Sport, viaSport, Team BC, Sport BC, the Canadian Sport Institute, and the BC Games Society.
- Liaison with municipal governments, municipal recreation and facilities departments, provincial sports organizations, provincial gymnastics organizations, and GBC member clubs.
- Access to the BC Amateur Sport Fund (donation processing for club-based fundraising projects; tax receipt provided for \$20 and above).
- Membership with Gymnastics Canada.
- SOCAN club fees (\$84/year) paid on your behalf (Tariff 19) and Re:Sound club fees (\$61/year) paid on your behalf.
- Individual member, coach, judge, and athlete benefits (pages 12-13).
- Communication including: email newsletters, phone, mail, and resources on the GBC website.
- Safety and risk management resources.
- Members have a voice in the decisions made by GBC, through voting power at the AGM
- Access to program grants (i.e. KidSport and other sport sector grants).
- Technical committee programming and support.
- Annual awards and recognition of athletes, volunteers, coaches, and judges.
- Coaching development courses (including Respect in Sport paid on your behalf).
- Eligibility to host events and hosting assistance.
- Access to equipment rentals and discounted purchase rates.
- Access to electronic scoring program rental for artistic and trampoline competitions.
- Access to discounted resource materials (CanGym, Up Down All Around, Kids CanMove, CanJump etc.).

Obligations of Member Clubs

Member clubs must fulfill several obligations to ensure continued GBC membership.

- All member clubs are required to:
 - Respect and abide by all Gymnastics BC Bylaws and policies.
 - Register with Gymnastics BC by August 31st of each year.
 - Carry the full Gymnastics BC Insurance policy.
 - Achieve and continue to meet all criteria of club registration.
 - Register all recreational participants, competitive athletes, coaches, judges, volunteers, club board members, and club staff as members of Gymnastics BC.
 - Track, record, and submit membership data and payments by required deadlines as outlined in the membership policy.
 - Update individual registrations on an ongoing basis.

- Provide a safe training environment for all participants and members and adhere to the GBC Code of Conduct. Adhere to Safe Sport screening procedures/requirements.
- Abide by trampoline insurance limitations as outlined in [Appendix 5](#).
- Use and retain Assumption of Risks/Waiver forms (waivers updated 2020) for all individual members before a participant enters the gym for the first time as outlined in [Appendix 3](#).
- Ensure that all registered coaches have met the minimum coaching requirements (including first aid), completed the Respect in Sport online training program and have completed and submitted a current CRC - within the past three years (see [Appendix 6](#)).
- Track, record, retain, and submit required participant list data and payments (where applicable) by month-end for one-time visitors (i.e. birthday party & guest participants) and associate member programs (e.g., school field trips) (see Associate Membership).
 - Clubs with associate member programming must follow the guidelines as outlined in [Associate Membership](#).
- Understand that from time to time GBC staff will conduct field audits and verify membership registration, request supporting documentation for one-time visitor or associate member program participation and review competition participation to ensure registration compliance.
- Inform GBC of any out-of-facility activities to ensure appropriate insurance coverage is available (e.g., demos, mall displays, parades).
- Notify and file incident reports and accident claim forms with GBC for all injuries which occur within the member club or any GBC sanctioned programs and activities.
- Participate only in GBC/GymCan sanctioned activities and submit the appropriate documents for sanctioning requests to GBC for all out-of-province or out-of-country activities.

Member Club Renewal

In order to continue to receive benefits of Gymnastics BC membership, member clubs may apply for renewal within thirty (30) days of the conclusion of the Membership Year (August 31st). Club membership renewal forms are available on the [GBC Website](#).

A \$50 late fee applies to each application received by Gymnastics BC after August 31st.

Failure to renew club membership by September 30th will result in withdrawal of insurance coverage for the club and all other membership benefits.

A member club that does not renew its membership for one year or more will be subject to probation as outlined in the member club (new club) section, upon re-application.

How to Renew a Member Club Registration

Submit the following to GBC by August 31st (forms on [GBC Website](#)):

1. Completed GBC member club renewal forms.
2. Copy of Certificate of Incorporation, Certificate of Good Standing, or business license.
3. Copy of criminal record checks for principals or officers (e.g. owner, manager, head coach), if not already on file with GBC.
4. **\$340** membership fee.

Clubs that have not renewed their membership by August 31st will not be registered as members and will not receive the associated benefits (including insurance coverage).

Become a Member Club

Any new club that wishes 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 the sole discretion to approve or deny club membership.

The new club membership review and approval process may take some time. 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, including not submitting the membership fee.
- 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 a new member club application is denied, membership fees will be returned to the applicant.

Please allow ample time between the submission of each application and the 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 the anticipated membership size of the club.

Number of members	Deposit Amount
Under 100	Up to \$500
Up to 300	Up to \$1,500
Up to 500	Up to \$2,000

Deposits are held by GBC until the end of each club's probationary period.

Upon club request, a deposit can either be returned or utilized towards 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 placed 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 as 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 package (available on the [GBC website](#)) including promotional material or a website link, detailing program information.
3. Copy of Certificate of Incorporation, Certificate of Good Standing, or business license.
4. Letter from a landlord, the city or municipality, or documentation of the facility lease, confirming operating location.
5. Copy of criminal record checks for principals and/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.*

Associate Membership

Annual Registration Fee: \$0

GBC associate membership is designated for organizations that are already covered under a corporate insurance plan, including but not limited to: public recreation departments, community centres, YM/YWCAs and schools.

Associate membership provides a communications and information network and access to Gymnastics for All services for programmers, participants, teachers and coaches involved in the community recreational and school aspects of gymnastics.

Associate members are not eligible to participate in GBC recreational or competitive events, except GBC's BC Gymnaestrada. Programs with participants and/or coaches involved in GBC events (exception Gymnaestrada), training in the same facility as associate members, may be registered under the GBC club membership guidelines.

Sport development groups who wish to use trampoline devices should register as associate members and provide proof of liability insurance with \$5 M coverage.

Benefits of Associate Membership

- Insurance coverage through the GBC policy. A summary of the current insurance coverage is available in [Appendix 4](#).
- Information regarding GBC conferences and events.
- Member pricing on all GBC and GymCan resources sold by GBC, including badges, manuals and videos.
- Opportunity to request workshops and school in-services (i.e. Kids CanMove; "Using Up Down All Around Lesson Plans in the Classroom").

Obligations of Associate Membership

The following conditions must be met:

- The facility/group applying for associate membership may NOT be a subsidiary of a GBC member club.
- The program/activity must be sanctioned by GBC and conducted in a GBC member club or the associate member's school/facility by the member club's certified coaches.
- Adequate instructor to student ratio must be maintained.
- Coverage is provided to encourage introductory classes only.
- Individual participants are limited to a maximum of eight (8) training classes per year at any one GBC member club. If they would like to attend more classes, they must register as recreational members of a GBC member club.
- Associate member to provide a participant list for each program to the GBC member club delivering the program(s). This participant list will be retained in the club's annual records.
 - A summary report of field trip data will be submitted to GBC by the member club on a monthly basis.
- Associate members assume responsibility to inform participants and/or parents of participants, of the inherent risk of sport and obtain written parental permission and Assumption of Risks/Waiver forms.
- Coaches must assess participant's readiness to determine level of participation and limitations required for the associate member program (including determination by a Level 2 coach or Competition 1 trained coach if inverted skills are allowed).
- On each visit the member club must provide/review gym orientation, rules, and safety information to participants, and enforce gym rules.
- Post Gym Safety posters and review during pre-activity gym orientation.

How to Register as an Associate Member

1. Submit a completed GBC associate member registration form (available on the GBC website) to GBC.
2. Provide proof of liability insurance with a minimum of \$5 M coverage with application.
3. Once approved, GBC will return the form to the associate member which is to be submitted to the member club as proof of membership.

Auxiliary Membership for Club Parent Associations and Booster Groups

Annual registration fee: \$50

GBC auxiliary membership is for parent associations and booster groups who are defined as not-for-profit societies, affiliated with a GBC member club. The purpose of these groups is to support the member clubs with fundraising activities and assist with programs and operations.

Benefits of Auxiliary Membership

- Insurance coverage through the GBC policy. A summary of the current insurance coverage is available in [Appendix 4](#).

Scope of Activities

- Fundraising activities may include but are not limited to:
 - Carwashes, Bottle Drives, Chocolate Sales or similar Fundraising Events
 - Community Displays
 - Merchandise Sales
 - Dinners, Auctions, Pub Nights *

*Events in which alcohol is to be consumed, including pub nights, are not covered under this membership. These events require the auxiliary member to obtain an additional insurance rider.
- Hosting gymnastics competitions and participation in other GBC sanctioned activities in cooperation with the GBC member club.

Obligations of Auxiliary Membership

- The parent association or booster club must register their organization as an auxiliary member with GBC before conducting any business or activities. Applications are encouraged before August 31; however, they are accepted on an ongoing basis.
- All board members/directors must be registered as volunteers under the GBC member club or the auxiliary member club.
- Current criminal record checks (valid for three years from date of issue) are required for ALL board members/ directors of the parent association or booster club.
- Auxiliary members must submit a list of events to be undertaken by the society for the membership season OR complete a GBC sanctioning request for each event.

How to Register as an Auxiliary Member

Submit the following to GBC:

1. Completed GBC auxiliary member registration form (available on the [GBC website](#)).
2. \$50 membership fee.

Individual Membership: Athletes, Coaches, Judges, Staff, and Volunteers

Individual members can be affiliated with a member club and may include athletes, coaches, Board of Directors/volunteers, club staff, and judges. Coaches and judges not affiliated with a member club must register as independent members prior to participation in any GBC-sanctioned activities (see “Registration of Individuals Not Affiliated with a Member Club” section).

Benefits to All Individual Members

- Coverage through GBC’s sport accident and liability insurance program.
- Membership with Gymnastics Canada.
- Eligibility for GBC recognition awards.
- Access to GBC publications.

Coach Benefits

- Access to coaching and GBC program courses.
- Access to subsidies for coaching courses.
- Access to the External Sport Credits program.
- Award eligibility.

Judge Benefits

- Access to judging and GBC program courses.
- Eligibility for provincial and national judging assignments.
- Access to the External Sport Credits program.
- Award eligibility.

Athlete Benefits

- Athlete Assistance Program access.
- KidSport grant accessibility.
- Accessibility for travel subsidies/grants.
- Eligibility to access sport science and other support systems as provided by partner organizations.
- Scholarship eligibility.
- Award eligibility.
- Access to the External Sport Credits program.
- Eligibility to compete in sanctioned-events and to participate in GBC programs/camps.
- Funding support for athletes attending Team BC events and selected International Competitions.

Members Affiliated with a GBC Member Club

- Individual members must be registered with Gymnastics BC within 30 days of starting a gymnastics activity (starting to coach, to train, to judge, etc.)
- All individual members, whether adults or minors, must complete and sign the new Assumption of Risks/Waiver form (updated July 2020). Member clubs must retain the waivers forms for specific durations. Details about Assumption of Risks/Waiver management are in [Appendix 3](#).
- Membership must be submitted to GBC electronically (see “How to Register Individual Members” below).

How to Register Individual Members

Gymnastics BC’s registration/member management system is [Uplifter](#). Clubs are provided with an administrative account to register their members. If you need assistance with your account access, please contact the GBC Member Services Manager at membership@gymbc.org.

Detailed instructions on how to register Individual Members in Uplifter can be found in the Club Administrator Guides on [GBC’s Uplifter website](#).

Individuals can be registered using one of two methods:

- [Individual registrations in Uplifter](#) – This method is used to register individual participants one at a time in the Uplifter portal. This is suggested for administrators that are registering a small number of individuals.
NOTE: Participant profiles must be added to your account before using this method of registration.
- [File import registrations in Uplifter](#) – This method is used to register multiple participants for multiple memberships during one checkout. This is suggested for club administrators that are registering large numbers of individuals that have been exported from another program/software.

NOTE: *Both methods must be completed by the member club. Gymnastics BC will NOT import files on behalf of member clubs. If a member club needs assistance with file imports they should contact GBC's Member Services Manager at membership@gymbc.org.*

The following fields and formats are mandatory:

1. First name
2. Last name
3. Gender
4. Birthdate (yyyy-mm-dd)
5. Address, city, province, postal code
6. Home phone number
7. SKU(s)
8. NCCP number and RiS date and certificate number (for coaches)

NOTE: Email address is a highly recommended field

Details on item 7 (“SKUs”) will be available on the [GBC website](#) shortly, and will be saved in the “2020-21_GBC_SKUs” file.

NOTE: Multiple SKU categories can be separated by a comma for participants that may be registered in more than one SKU (i.e. a coach that is also a recreational participant).

How to Register Individuals Not Affiliated with a Member Club

Independent Coaches, Judges, Volunteers

Independent members are coaches, judges and volunteers who are not affiliated with or not members of a member club who wish to participate in GBC sanctioned competitions, events and courses (excluding GBC-hosted Gymnaestrada events). Independent members cannot conduct activities without sanction of either Gymnastics BC or a Gymnastics BC member club.

Coaches and judges not affiliated with a member club must register as independent members prior to participation in any GBC sanctioned activities.

Benefits and Obligations

Benefits as outlined on pages 12-13 apply to independent coaches, judges and volunteers.

How to Register

Submit the following to GBC:

1. Completed GBC independent member registration form (available on the [GBC website](#)).
2. Appropriate membership fees as outlined in [Appendix 1](#).

Independent Athletes

Independent athletes are athletes who are in bad standing with a member club, training at another member club and wish to participate in a GBC sanctioned competition or Interclub event.

These athletes belong to a member club, but the GBC board and appropriate technical committee have required that they be identified as independent for the season.

Benefits and Obligations

- These athletes do NOT receive the full benefits as outlined on pages 12-13.
- These athletes may register as independent athletes, and train at any member club for that season. Insurance and membership coverage are only in place for athletes while training with a member club, under GBC policy guidelines or participating in a GBC sanctioned activity.
- Independent athletes may only register with GBC for a new season if they have been declared an independent athlete in the previous registration year.
- A certified and GBC registered coach (see GBC Operations Manual) must supervise the independent athlete during all training and sanctioned GBC activities.
- GBC has no obligation to provide information to independent athletes; they must request subscriptions to GBC communications and are subject to any applicable fees.
- Independent athletes are eligible for Team BC events, but they will not receive any financial support; they are required to pay their own expenses in addition to their portion of the coaches' and support staff's expenses, and will be managed under the Team BC guidelines.
- Athletes must pay a \$200 registration fee for each GBC sanctioned event they compete in.

How to Register

1. Submit a completed GBC individual member registration form (on the [GBC website](#)) with the "independent athlete" box checked.
2. Individual membership fees (if applicable) are as outlined in [Appendix 1](#).
3. Submit completed independent athlete event registration form (on the GBC website) and \$200 registration fee for each GBC sanctioned event.
4. Submit applicable Gymnastics Canada fee

Honorary Membership (No Charge)

An honorary member is someone who has been recognized for outstanding service (e.g., Life Member) to GBC. These individuals can be registered by a member club as an individual member or as an independent member but shall not be required to make payment of dues. Honorary members receive full benefits as outlined on pages 12-13.

Public Access Programs

Public access programs include programs that provide access to the services or facilities of a member club to the public. Public access programs are recreational in nature and offered under club supervision. The gymnastics component may not be as dominant or regularly scheduled.

Public access program participants include: one-time visitors (non-members), birthday party attendees, and associate member participants (e.g., field trip attendees). See [Associate Membership](#) for details.

Managing Public Access Programs

Clubs must keep written records of birthday parties, one-time visitors, and associate member participants. This information is required for insurance purposes to ensure liability insurance coverage for those programs. For each visit, a club must keep records of the activity, date, and list of participants (first and last names) on file for a minimum of seven years.

Clubs are **required** to use the Assumption of Risks/Waiver form (updated July 2020) for **ALL** public access program visitors. Details about Assumption of Risks/Waiver management are in [Appendix 3](#). Clubs are also required to post and review the safety rules for these program participants prior to any gymnastics participation.

One-Time (Non-Member) Visitors

- A one-time visitor is not a registered member of GBC and sport accident insurance is not provided. Liability coverage is provided under club membership.
- A one-time visitor may be a guest participant in a one-time event including workshops and special event days (bring-a- friend day, gym promotional events, parent days, etc.).
- Visitors who participate more than once in a regular program must be registered as casual or a recreational members.
- Clubs must inform participants and/or parents in any program-related collateral (website, brochure, registration forms, etc.) about gym safety rules and the inherent risks of sport participation. Clubs must also provide information to participants about gym orientation, rules, and safety, and enforce those rules.
- Coaches must assess participants abilities in order to determine permitted levels of participation and limitations required for one-time visits. Refer to [Appendix 5](#) for trampoline insurance limitation information.
- Club drop-in participants are NOT considered one-time visitors. A drop-in participant must be registered as a casual or recreational member.
- Clubs must pay GBC a fee of \$5.00 per one-time (non-member) visitor.

Birthday Parties

- Birthday party participants who are not already club members, are considered one-time visitors but do not have to pay the one-time visitor (non-member) fee.
- Only liability insurance (not sport accident insurance) is provided for one-time visitors at birthday parties. Visitors and their parents should be properly informed of this coverage.
 - Full GBC insurance coverage is provided to any registered club members at birthday parties.
- Clubs must pay GBC a fee of \$6.50 per birthday party.

Field Trips and Other One-Time Events (Excluding Birthday Parties)

- School programs (or a daycare, for example) where classes visit a gymnastics facility (field trips) or where certified instructors go into a school on behalf of a member club (PE Instruction or teacher in-service) to provide introductory gymnastics training are included in GBC's associate membership.
 - The school must register as an associate member of GBC and meet the associate membership conditions.
- It is the responsibility of the associate member to inform the participants/parents of the inherent risk of the sport and obtain signed consent for each participant.
- See [Associate Membership](#) for details.
- Clubs must pay GBC a fee of \$6.50 per field trip.

Public Access Reporting to GBC

GBC member clubs must submit participation data for birthday parties, one-time visitors, and associate member activities at the end of each month. Public access program reporting must be completed using the Excel spreadsheet available on the [GBC website](#).

Clubs must report the following:

- Number of birthday parties during the month (\$6.50/party).
- Number of birthday party attendees.
- Number of school/field trips during the month (\$6.50/field trip).
- Number of school/field trip attendees (broken down by gender).
- Number of non-member one-time participant attendees (\$5.00/participant).

The reporting spreadsheet automatically calculates any fees owed to GBC for the reporting period(s). GBC will invoice the club monthly or quarterly depending on the quantity of public access programs the club delivers.

Registration and Reporting Deadlines

Type	Deadline	Notes
Member club (renewal)	August 31st	\$340. Renewals received after August 31st are subject to a \$50 late fee.
Member club (new club)	Ongoing	\$340. Approval by GBC Board of Directors is required before membership will be granted.
Associate membership	Ongoing	No cost.
Auxiliary membership	Ongoing	\$50 registration fee required.
Individual membership	*NEW* Monthly reporting is now required, however, the first membership submission for the Fall session will be due September 15th.	Zone fees may also be applicable. See below.
Changing categories (MAG & WAG)	March 1st	Competitive athletes must be registered in the level they will be competing in until BC Championships. NOTE: following BC Championships, athletes may move UP in category (but not down).

Type	Deadline	Notes
Birthday party and/or Field Trip reporting and remittance	Month-end, however, clubs may be invoiced on a quarterly basis.	\$6.50 per birthday party and/or field trip.
One-time visitor reporting	Month-end, however, clubs may be invoiced on a quarterly basis.	\$5.00 per participant.
Upgrading <ul style="list-style-type: none"> Recreational to competitive Interclub to competitive (including Xcel) 	21 days before competition	Rec → Comp: \$108.00 (\$42.00 → \$150.00) Interclub → Comp: \$95.00 (\$55.00 → \$150.00)

Zone Fees

Zone fees are applied per athlete (automatically added to membership registration invoices). If a club's primary discipline is trampoline gymnastics, the club may opt out of collecting/paying zone fees. If a club chooses to opt out of collecting/paying zone fees, it would become ineligible to participate in zone-funded events and activities.

Zone	Recreational	Competitive	
Z1	\$6.00	\$6.00	
Z2	\$5.00	\$5.00	
Z3	n/a	\$5.00	
Z4	n/a	\$2.00	
Z5	n/a	\$3.00	
Z6	n/a	n/a	
Z7	\$5.00*	\$10.00	* \$5 applies to Interclub and Xcel athletes.
Z8	\$5.00	\$5.00	

Gymnastics Canada Fees

In addition to paying GBC's membership fees, each member must pay an \$8 Gymnastics Canada membership fee.

Registration Overview and Fee Schedule: September 1, 2020 – August 31, 2021

Important note: **NEW**

- GBC's membership fees (program fees) were approved at the 2018 AGM. The insurance levy will be approved at the 2020 EGM. The 2020 GBC Membership fees (program fees) have decreased in some categories to simplify fee structures.
- Each participant must be registered with Gymnastics BC within 30 days of starting a gymnastics activity; the appropriate club will be invoiced accordingly (see [Appendix 1](#)).
- Member clubs must retain completed copies of the Assumption of Risks/Waiver form for specific durations (see [Appendix 3](#)).
- The use of trampoline devices is only permitted for specific categories of members. Please refer to [Appendix 5](#) for more information.

Gymnastics for All

Additional information can be found here:

Please check the Gymnastics for All Operations Manual on the [GBC website](#) for more information in recreational programming.

GFA Operations Manual

GBC Category	GBC Fee	Ins. Levy	GymCan Fee	Total	Description
Casual Participant	\$2.75	\$7.75	\$8	\$18.50	<p>A casual participant takes part in GBC member club programming <u>5 times or less</u> throughout the year.</p> <p>This registration category does NOT include the use of any trampoline devices, unless participating in structured recreational programs (considered regularly-scheduled programs over multiple weeks or multiple days in one week that teach progressive skill development) under proper coach supervision.</p>
Recreational Participant (Includes drop-in participants)	\$12.75	\$21.25	\$8	\$42.00	<p>A recreational participant takes part in GBC member club programming <u>six times or more</u> throughout the year. Gymnastics for All (recreational) programs include: artistic, trampoline*, acrobatic, aerobic, rhythmic gymnastics, parkour, basic cheerleading, adaptive/inclusive**, Parent & Tot***, and basic circus arts/ACRiX.</p> <p>* Recreational Trampoline includes CanJump programming Level 1 to 4 only (Level 5+ must register Interclub Trampoline)</p> <p>** Adaptive/inclusive Parents/Guardians do not need to register as GBC members, but they must sign waivers.</p> <p>*** Parent & Tot: Parents/Guardians do not need to register as GBC members, but they must sign waivers.</p> <p>This registration category does NOT include the use of any trampoline devices for <u>PARKOUR</u>, <u>CHEERLEADING</u> or <u>DROP-IN</u> participants.</p> <p>Recreational participants <u>may</u> take part in GBC-sanctioned Gymnaestrada events, but may not take part in GBC Interclub or Competitive sanctioned events.</p>

Competitive Gymnastics

- Each participant must be registered with Gymnastics BC within 30 days of starting a gymnastics activity; the appropriate club will be invoiced accordingly (see [Appendix 1](#)).
- Member clubs must retain completed copies of the Assumption of Risks/Waiver form for specific durations (see [Appendix 3](#)).

Please refer to the respective Operations Manual on the [GBC website](#) for more information. A description of the competitive categories is summarized in [Appendix 2](#).

WAG Operations Manual || MAG Operations Manual || TG Operations Manual

GBC Category	GBC Fees	Ins. Levy	GymCan Fees	Total	Description
Interclub Performance Artistic Athlete	\$25.75	\$21.25	\$8	\$55.00	Athletes who participate in GBC-sanctioned Interclub Artistic events.
Interclub Trampoline Athlete	\$25.75	\$21.25	\$8	\$55.00	Athletes who participate in GBC-sanctioned Interclub Trampoline events (<i>CanJump Levels 1-12</i>)
Competitive Athlete	\$100.00	\$42.00	\$8	\$150.00	Athletes who participate at GBC-sanctioned competitions at any level or any discipline – MAG, WAG, TG, Acro, Aerobic.
Adult Competitive Athlete	\$12.75	\$21.25	\$8	\$42.00	An (adult) individual who participates in GBC-sanctioned adult gymnastics events, at any level.
Independent Athlete	\$305.00	\$47.00	\$8	\$360.00	An athlete that is in bad standing with their member club, who is training at another member club and wishes to participate in a Competitive or Interclub sanctioned event. The athlete must pay the appropriate membership fee, and the per-event registration fee (\$200 - max three days). See independent athletes for more details.

Coaches, judges, volunteers, staff and honorary members

- Each participant must be registered with Gymnastics BC within 30 days of starting a gymnastics activity; the appropriate club will be invoiced accordingly (see [Appendix 1](#)). This includes participation in NCCP coaching courses or judging courses.

Please refer to the respective Operations Manual on the [GBC website](#) for more information.

Coaching Education Operations Manual || WAG Judges Handbook || MAG Operations Manual ||

TG Operations Manual

GBC Category	GBC Fees	Ins. Levy	GymCan Fees	Total	Description
Pre-Coach in Training (Pre-CIT)	\$10.25	\$21.75	\$8	\$40	An individual aged 13+ interested in getting involved in a coaching capacity and has not yet completed (or enrolled in) any NCCP training.
Recreational Coach	\$25.75	\$21.25	\$8	\$55	An individual who coaches recreational participants. This includes Gymnastics for All programs (Active Start, parent-tot, preschool, school aged, adult, parkour, adaptive/inclusive, Artistic Interclub, acrobatic, aerobic, cheerleading, associate member programs, and one-time visitor programs such as birthday parties and special events). Coaches registering in this category are indicating that they coach strictly at a recreational level. The minimum NCCP requirement for this category is a coach that has attended (or is registered to attend) an NCCP Gymnastics Foundations course.
Competitive Coach	\$25.75	\$21.25	\$8	\$55	An individual who coaches competitive athletes, in any discipline, including Trampoline Interclub.
Coach Developers	\$25.75	\$21.25	\$8	\$55	An individual who is certified to facilitate NCCP courses (Learning Facilitator or Coach Evaluator).
Judge	\$25	\$21	\$8	\$54	An individual who is actively judging competitions in any discipline: artistic, trampoline, acrobatic, and/or aerobic gymnastics; OR who will be attending judge training courses during the year.
Volunteer/Board member	\$9.25	\$21.75	\$8	\$39	An individual, with or without club affiliation, who supports the sport of gymnastics (i.e. members of the club's board of directors, individual parents who helps with club activities such as driving, helping set up equipment, concessions and committees, etc.).
Staff	\$2.75	\$21.25	\$8	\$32	An individual who works at the club but is not a coach (or athlete). This could include administrative or maintenance staff, etc.
Honorary / Life Member	No Cost	n/a	n/a	No Cost	An honorary member is someone who has been recognized for outstanding service to Gymnastics BC (i.e. Life Member). These individuals can be registered by a member club as an individual member or as an independent member but shall not be required to make payment of dues.

Appendix 1: Membership Fee Schedule and Reporting Deadlines 2020-21

Type	Registration Deadline	Payment Due Date	Fee
Club / Organization Fees			
Member Club	August 31, 2020	August 31, 2020	\$340
Associate Member	No deadline	n/a	\$0
Auxiliary Member	No deadline	30 days after invoicing	\$50
Individual Members			
Casual Participant, Drop-in Participant (<i>5 times or less</i>)	Must be registered with GBC within 30 days of starting a gymnastics activity	30 days after invoicing	\$18.50
Recreational Participant, Drop-in Participant (<i>6 times or more</i>)			\$42.00
Interclub Artistic Athlete			\$55.00
Interclub Trampoline Athlete			\$55.00
Competitive Athlete			\$150.00
Adult Competitive Athlete			\$42.00
Independent Athlete			\$360.00
Pre-Coach in Training (Pre-CIT)			\$40.00
Recreational Coach			\$55.00
Competitive Coach			\$55.00
Coach Developer			\$55.00
Judge			\$54.00
Volunteer/Board member			\$39.00
Staff			\$32.00
Honorary	No Cost		
Public Access Programs (see for reporting process)			
Birthday party and/or Field Trip	Reporting: Month-end (clubs may be invoiced on a quarterly basis)	30 days after invoicing	\$6.50 per event
One-time visitor reporting	Reporting: Month-end (clubs may be invoiced on a quarterly basis)	30 days after invoicing	\$5.00 per participant.

Appendix 2: Program Categories

Recreational	Competitive			
	Men's Artistic	Women's Artistic	Trampoline	Acrobatic
Casual: Artistic	Zone	Zone	Zone	Provincial
Annual: Artistic Trampoline (CanJump 1-4) Acrobatic Cheer Circus Arts Parkour Adaptive/Inclusive	Interclub	Interclub	Interclub / CanJump 1-12	Competitive
	Provincial	Provincial	Provincial	
	Level 1	Xcel Bronze	Level 1 12U	
	Level 2 U10	Xcel Silver	Level 1 13+	
	Level 2 10-12	Xcel Gold	Level 2 12U	
	Level 3 U13	JO 1	Level 2 13+	
	Level 3 13+	JO 2	Level 3 14U	
	Level 4 U13	JO 3	Level 3 15+	
	Level 4 13+	JO 4	Level 4 14U	
	Level 5 13-17	JO 5	Level 4 15+	
	Open 14+	JO 6	National	
	National	JO 7	Level 5 14U	
	Elite 3	JO 8	Level 5 15-16	
	Elite 4	JO 9	Level 6 14U	
	Junior 14-15	JO 10	Level 6 15-16	
	Junior 16-18	Aspire 1	Junior 13-16	
	Senior 18-20	Aspire 2	Level 7 17+	
Senior 21+	National	Senior 17+		
	Novice HP			
	Junior HP			
	Senior HP			

Appendix 3: Required Waiver Usage

As part of the individual member registration process, clubs are required to use and retain Assumption of Risks/Waiver forms for all individual members (available on [GBC's website](#)). When using this form, member clubs must adhere to the following requirements:

1. INTEGRITY OF THE FORM

This form must not be altered, either in electronic or hard-copy. This includes wording, colours and formatting. The form has been designed by a lawyer and is worded and formatted to draw the reader's attention to specific sections.

Clubs can only change the following:

- Add their logo in the white space located in the bottom left corner;
- Add the name of the club in appropriate white space.

2. ONLINE FORM USAGE

Clubs can use the form online to facilitate their registration program. Under the *Electronic Transactions Act (ETA)*, an electronic signature or clicking on an icon is valid and enforceable. Clubs using the Uplifter Management system will be provided with a process to complete the form online. Clubs utilizing other registration programs should email nkindrachuk@gymbc.org to confirm compliance with their online system.

3. WHO SHOULD COMPLETE THE FORM

Prior to completing the registration process with their club:

- All adult participants must sign the form;
- At least one parent/guardian of each minor participant must sign the form. Participants aged 12+ must also sign the form, in addition to their parent/guardian;
- Adult companions (parent & tot for example), guardians or assistants must sign the form for both themselves and for the participant. Every adult companion must sign the form: for a parent & tot class, it may include the mother, the father, the grand parents, etc.
- Teachers (school program, daycare) and adult assistants must sign the form.
- When participants turn 19 years old and become adults, they must resubmit the form.
- The form must be completed annually by all members.

4. RECORD KEEPING

All forms must be retained and accessible for several years:

- Adult participants: the form must be retained and accessible for 7 years.
- Minor participants: the form must be retained and accessible until 2 years after the participant has reached the age of majority (in BC, YK, NWT, and NU, the age of majority is 19 years old). For example, the form of a 5-year-old recreational participant must be retained and accessible until the participant is 21 years old (2 years after they turn 19).

- Clubs using the Uplifter Management system will be provided with a process to complete and store the forms online. Clubs utilizing other registration programs should email nkindrachuk@gymbc.org to confirm compliance and ensure appropriate file storage.

Summary Table: Membership and Assumption of Risks/Waiver Form Requirements

Member / Activity Type	GBC Membership form	GBC Assumption of Risks/Waiver Form
One-time visitor	No	Yes
Casual	Yes	Yes
Recreational	Yes	Yes
Interclub	Yes	Yes
Competitive	Yes	Yes
Associate member programs	No	Yes for Adults (teachers, assistants) No for Minors It is the responsibility of associate members to inform the participants/parents of the inherent risk of the sport and obtain any consent for minors to participate.
Participant from out-of-province	No	Yes
Participant residing in the USA, and training at a GBC club	Yes Participants must provide proof of medical insurance before they start any gymnastics activity.	Yes
Adults accompanying participants in the gym during classes: <ul style="list-style-type: none"> Companions (Parent & Tot) Assistants (Adaptive/Inclusive class) Teachers (Field Trips, Daycare, etc.) 	No	Yes Every adult who accompanies participants during a class must sign the form. For Parent & Tot, for example, it may include mother AND father, AND grandparents, etc. Both adult and participant must complete the form.

***Please Note:** Assumption of Risks/Waiver forms do not include media or photo releases for members. If clubs wish to use individual members photos or media, they must first obtain permission from the individuals.

Appendix 4: GBC Insurance Coverage Summary for the 2020-21 Policy Period

Insurance Provider: *Markel Canada*

Broker: *Marsh Canada*

Policy Period: August 1, 2020 – June 30, 2021

Summary Chart (More details below)

Insurance Policy	Limits and details
General Liability	\$10 M per occurrence. \$2,500 Deductible. \$3 M sub limit on Abuse Claims. \$2 M sub limit on Tenants Legal Liability.
Directors and Officers	\$1 M per occurrence. \$10,000 Deductible.
Sport Accident	Varied coverage limits based on specific treatments and injuries.
Trampoline Coverage	\$10 M per occurrence for Competitive programs. \$500,000 per occurrence with \$1 M aggregate total for Structured Recreational Trampoline. \$10,000 Deductible for Structured Recreational Trampoline.

Coverage Details

General Liability Policy

GBC's general liability insurance policy protects member clubs and their registered members in the event of a lawsuit. A lawsuit may result from negligence for bodily injury to participants, spectators and other members of the public or to damage to third party property, arising out of GBC-sanctioned activities. The primary general liability insurance provides coverage up to \$10 M per occurrence. The policy will pay the legally obligated settlement or judgment against the insured for compensatory damages in the event of a lawsuit. This coverage also includes legal liability for injury to participants. This policy covers all members of the club, including: executives, managers, coaches, trainers, officials, employees and volunteers who were acting within the scope of their duties on behalf of the member club.

Updates:

- During the 2019/2020 policy period, GBC's coverage limit was \$5 M per occurrence.
- During the 2020/2021 policy period, GBC's coverage limit has increased to \$10 M per occurrence. *This \$10 M limit **does not apply to abuse claims (limit is \$3 M per occurrence) or Recreational Trampoline coverage (limits described below).***
- The deductible to access the general liability policy is \$2,500.
- The deductible to access the general liability policy on a recreational trampoline claim is \$10,000.
- Tenants Legal Liability sub limit of \$2 M. Tenants Legal Liability coverage is for people or organizations who rent space (businesses occupying buildings) that may cause an accident resulting in property damage. The property owner(s) may hold the tenant liable for the damages. If the tenant has tenant's legal liability coverage, he or she will be protected from those claims.

Directors and Officers (D&O) Policy

This insurance provides the Insured with coverage for claims made as a result of the Insured Party's wrongful acts including any negligent acts, errors or omissions committed in their insured capacity as a Director, Officer, or trustee, as well as any other matter claimed against them solely by reason of their serving in such insured capacity.

Updates:

- Limits for GBC's D&O policy is \$3 M, and member clubs have access to \$3 M of Errors and Omissions/Wrongful Acts coverage as a part of the General Liability policy.
- Deductible Cost: \$10,000

Sport Accident Policy

All club members registered with Gymnastics BC receive coverage for accidents occurring during classes, practice and competition. This includes participants, coaches, judges, facilitators and supporters. Accident insurance only provides coverage in situations where an injury takes place as a result of an accident during a sanctioned gymnastic activity.

GBC's Sport Accident Policy is excess coverage only and does not provide primary medical insurance. It applies over and above coverage provided by government (BC Medical Services Plan – MSP) whether the Insured is enrolled in such a plan or not.

Clubs have a responsibility to report incidents as soon as they happen. These reports will be essential in the event of an insurance claim.

Updates:

- Sport accident coverage is consistent with GBC's coverage in previous years.

Trampoline Coverage Limitations and Coverage – See [Appendix 5](#)

Appendix 5: Trampoline Insurance Limitations

On July 1, 2019, new gymnastics insurance requirements came into effect in BC, and will remain in effect throughout the 2020-21 season. Specifically, Gymnastics BC's insurance policy has placed limitations on the use of trampoline devices in unstructured programs.

- Trampoline devices are considered to be any apparatus that has any form of bed-type surface, attached to a frame by springs; this includes, but is not limited to: competition trampolines, backyard trampolines, mini-trampolines, double-mini-trampolines and tumble-tracks.
- Trampoline devices may not be used in birthday parties, drop-in sessions, and/or drop-in day camps. Cheerleading and parkour programming are not permitted to include use of trampoline devices, even if presented as a structured recreation program, (considered regularly-scheduled programs over multiple weeks that teach progressive skill development).
- A user group (such as skiers, hockey players, divers, etc.) which intends to rent a member club facility in order to conduct cross-training activities must request permission from GBC to do so. Additionally, that user group must complete the [Request for User Group to Conduct Cross-Training Activities](#), and provide their own coaches. The user group must also provide proof of \$5 M liability and list Gymnastics BC and the member club as additional insured. The member club must then submit the user group request to GBC prior to the first training and provide a 'gym attendant'. GBC member club coaches are not permitted to deliver any instruction during facility rentals.
- Structured recreational programs are defined as regularly-scheduled programs occurring over multiple weeks or multiple days in one week that teach progressive skill development. **The use of the CanJump program is mandatory for all programming on trampoline devices.**

Coaching Requirements (also review the table on the next page)

- Competitive Trampoline Gymnastics Activities: a coach must be NCCP Level 2 Trampoline or higher (or Competition 1 Trampoline or higher) Certified providing direct coaching (one-on-one) to a competitive member. The insurance coverage for Competitive and Interclub participants comes with \$10 M per occurrence.
- Structured Recreational and Camp Trampoline Activities (use of CanJump mandatory): a coach must be: NCCP Gymnastics Foundations Trampoline Trained indirectly supervised by an Artistic Competition 1 (or Artistic Level 2) Certified coach (or higher) or by a NCCP Trampoline Level 2 (or Competition 1) Certified coach (or higher). The supervising coaches may coach their own group while supervising, but they must be aware and able to observe the supervised groups (coach and participants) on the trampoline devices. This area of programming comes with a liability sub-limit of \$500,000 per occurrence with an annual total combined limit across all Gymnastics BC member clubs of \$1 M (recommended coverage is minimum \$5 M).
- **Competitive Artistic Trampoline Activity: a coach must be NCCP Artistic Competition 1 Certified or higher (or Artistic Level 2 or higher), providing direct coaching (one-on-one) to a competitive artistic member.**

Who Can Coach on Trampoline - Summary

TRAMPOLINE ATHLETES: To coach Trampoline athletes on trampoline devices

Activity / Program	Minimum NCCP Level required providing Direct Coaching (one-on-one)	Indirect supervision by:
Competitive Trampoline (Level 1 to Senior)	NCCP Level 2 (Competition 1) Trampoline Certified - or higher	n/a
Interclub Trampoline (CanJump 1-12)	NCCP Level 2 (Competition 1) Trampoline Certified - or higher	n/a
Structured Recreational and Camp Trampoline Activities (CanJump 1-4 only) No inversion allowed	NCCP GF Trampoline trained, must be supervised	NCCP Level 2 Trampoline Certified or Competition 1 Trampoline Certified - or higher <i>The supervising coaches may coach their own group while supervising, but they must be aware and able to observe the supervised groups (coach and participants) on the trampoline devices</i>

ARTISTIC ATHLETES: To coach Artistic athletes on trampoline devices

Activity / Program	Minimum NCCP Level required providing Direct Coaching (one-on-one)	Indirect supervision by:
Competitive Artistic	NCCP Competition 1 Artistic (or Level 2 Artistic) Certified or higher (mandatory) NCCP GF Trampoline Trained (recommended)	n/a
Recreational Artistic Interclub	NCCP Competition 1 Artistic (or Level 2 Artistic) Certified or higher (mandatory) NCCP GF Trampoline Trained (recommended) or	n/a
Must use CanJump, Levels 1-4 only No inversion allowed	NCCP GF Trampoline Trained, if supervised	NCCP Level 2 Trampoline Certified or Competition 1 Artistic Certified – or higher <i>The supervising coaches may coach their own group while supervising, but they must be aware and able to observe the supervised groups (coach and participants) on the trampoline devices</i>

OTHER PROGRAMS:

- Parkour / Cheerleading – use of trampoline devices is NOT permitted
- Public Access Program (birthday parties, field trips, drop-ins, etc.) – use of trampoline devices is NOT permitted

Appendix 6: Coaching Requirements

GBC Membership

All coaches must be registered as GBC members. Current membership is required to attend coaching courses and to be eligible to coach at GBC-sanctioned events. Please note that Independent member coaches cannot conduct activities without the sanction of either Gymnastics BC or a Gymnastics BC member club. See [Independent Coaches, Judges, Volunteers](#) for more details on independent members.

Requirements for Coaching Staff

For all gymnastics-related activities, the following individuals must be present, at all times, in the gym:

- A coach that is at least Gymnastics Foundations Certified or Level 1 Certified with completed Respect in Sport training;
- One adult at least 19 years old or older (as per provincial law);
- One person that holds a valid certification in first aid from one of the following courses:
 - SportMedBC / Gymnastics BC First Aid Course
 - Emergency First Aid - Community Care from St. John Ambulance
 - Standard First Aid from any of the following providers: Red Cross, St. John Ambulance, Lifesaving Society of BC
 - Occupational First Aid Level 1 from WorkSafe BC
 - Any other First Aid certifications must be approved by the GBC Technical Director.

These responsibilities may be held by one person or a combination of people.

Respect in Sport (RiS)

Respect in Sport (RiS) is a mandatory online program to be completed by all coaches, including Pre-CIT or CIT who are minimum 15 years of age. Gymnastics BC sends notices to clubs two times per year to inform administrators and head coaches which coaches have NOT satisfied Respect in Sport requirements. If a club still has coaches who have not satisfied program requirements 30 days from the notice, the club will be fined \$50 for each coach not in compliance. If the club has coaches who are no longer employed with the club, please inform GBC immediately (info@gymbc.org)

Criminal Record Check

Gymnastics BC requires valid Criminal Record Checks (CRC), including a vulnerable sector search (VSS) for ALL coaches 18 years and older. CRCs are valid for three years from the date of issue. Gymnastics BC may also, at any time, request that an individual in a designated category provide an updated CRC. This will take place if GBC has grounds to believe that the results of the previous CRC are no longer accurate.

Minimum Coaching Requirements

Please refer to the Coach Education: Operations Manual available [online](#). For further information, please contact GBC's Coaching Coordinator at coaching@gymbc.org.

Appendix 7: Athlete or Coach Transfer to a New Club

Athlete Transfer – Competitive

An athlete may register with a new club once the following conditions are met:

- The new club has notified GBC and the current club in writing;
- The current club approves transfer within 10 days or 10 days have elapsed after notification is provided; and
- The current club does not indicate that the athlete is in bad standing during the 10-day waiting period.

Once these conditions are met, GBC will register the athlete with the new club.

If the current club believes that the athlete is in bad standing, they must notify GBC and the athlete within 10 days of receiving notice the new club (whichever is earlier). GBC will immediately notify the new club that it cannot register the athlete until:

- The athlete meets his/her financial obligation(s) to the former club; or
- If disputed, the matter is resolved by way of mediation, negotiation or other legal process.

Until the matter is resolved, the athlete will be considered by GBC to be an independent athlete with the following conditions:

- The athlete may train at any GBC member club.
- The independent athlete is insured until the end of the current registration year.
- Should the matter be unresolved beyond the current registration year, the athlete must register in the new registration year directly with GBC as an independent athlete.
- In order to compete in any sanctioned competition, an independent athlete must pay the host registration fee and an administration fee of \$200 to GBC prior to each competition. Once the matter is resolved, GBC will have discretion to reimburse fees paid on a case by case basis.
- See [Independent Athletes](#) for more details.

Once the transfer requirements are resolved, the former club must notify GBC in writing in order for the athlete to be registered with a new club.

Any GBC member club that contravenes any part of this policy may be fined up to \$500 by GBC.

Registration of a transferred competitive athlete

Because a competitive athlete can only register in the same competitive category ONCE during the membership year, GBC must register the transferring athlete with their new club and will do so after the former club confirms the release of the athlete or the 10 days has elapsed and the former club did not respond to the transfer request.

In Uplifter, the new club will see the transferred athlete registered under a duplicate (DUP) SKU for the appropriate category level. The DUP SKU allows a competitive athlete to be registered to more than one club. The original registration SKU will be maintained with the former club. The new club will not be charged a registration fee for any athlete that transfers to their club.

Athlete Transfer – Recreational

A Recreational athlete does NOT need to transfer if they switch clubs during the membership year. The new club simply needs to add the athlete's profile to the club's Uplifter portal and then register the athlete using the appropriate recreational SKU. Provided the athlete was already registered with a different club, the second club will not be billed/charged for the registration. Uplifter does not allow a member profile to be billed/charged multiple times for duplicate registrations. Uplifter will only bill/charge for membership category upgrade fees, if applicable.

Coach Transfer

Coaches may change clubs without restriction, however, GBC must be notified in writing.