



2022-23

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 will be located here:

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

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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.

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Gymnastics BC (GymBC) 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. GymBC is a membership-based association led by a [Board of Directors](#), and supported by several volunteer committees and staff.

GymBC offers programs, resources, and opportunities for members and participants at over 70 clubs throughout the province.

Important Contacts

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GymBC Contacts

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Michelle Ricks	Equipment Rental & Logistics Coordinator		equipment@gymbc.org

GymBC Board of Directors

Jennifer Lyster	Chair	chair@gymbc.org
Mary Morice	Vice-Chair	vicechair@gymbc.org
Vivien Chow	Director of Finance	director_finance@gymbc.org
Denise May	Director at Large	directoratlarge_1@gymbc.org
Peggy Willcox	Director at Large	directoratlarge_2@gymbc.org
Chantelle Yates	Director at Large	directoratlarge_3@gymbc.org
Sherri Taylor	Gymnastics for All Chair	director_gfa@gymbc.org
Michael Hood	Men's Technical Chair	director_mtc@gymbc.org
Jesse Jakins	Women's Technical Chair	director_wtc@gymbc.org
Kirsty Griffiths (Porter)	Trampoline Gymnastics Chair	director_tg@gymbc.org

Zone Chairs

Z1	Vivian Hughan	vivian@glacierymnastics.com	Z5	Jennifer Dober / Kristina Sharp	JDober@deltagymnastics.com KSharp@deltagymnastics.com
Z2	Heather Ivanitz	heatherivanitzgym@gmail.com	Z6	Vacant	
Z3	Richard Ikeda	richardikeda74@gmail.com	Z7	Lara Collingwood	smitherssaltosgymnastics@gmail.com
Z4	Bobbie Worrall	bobbieworrall@gmail.com	Z8	Chantelle Yates	chantelle@npga.ca

Gymnastics BC Membership

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

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

Once a member has participated at a Gymnastics BC member club, their **GymBC membership fee is non-refundable**. Membership is required for full insurance coverage and once insurance coverage has been used by an individual they cannot subsequently be uninsured for the remainder of the membership year. This is why Gymnastics BC offers a one-time (non-member) visitor option (under Public Access Programs) for individuals to try before they commit to a program or session.

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

Membership Fee Payment Schedule: Late Penalties and Unpaid Invoices

Reminder: Late penalties for unpaid invoices will be assessed as indicated in the [GymBC Member Fee Payment Policy](#).

Terms: net 30 days; 30 days past due: Interest rate of 1.5% will apply.

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

Registration Timelines and Effective Date for Insurance

- Member clubs must renew their membership each year by August 31st. Member clubs are NOT insured until all required documents and fees are received for the current membership year.
- All participants must be registered with GymBC within 30 days of starting a gymnastics activity. Clubs will be invoiced for membership fees (GymBC program fees, insurance fees, GymCan 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 GymBC individual membership fees from their program/class members are not required to charge GST on these fees, regardless of whether the club charges GST on other programs, services, and/or merchandise. 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 GST-exempt.

How to Present GymBC Fees to Your Individual Club Members

Gymnastics BC membership fees must **NEVER** be marked up in club promotional materials, registration forms, on websites, etc. GymBC membership fees may **NOT** be grouped or associated with other membership or administrative fees that a club may charge.

All recreational gymnasts in BC pay GymBC the **SAME \$42.00** "Recreational Annual" membership fee (including Gymnastics Canada fee etc.). **Clubs may NOT** post or publish that the GymBC recreational membership fee costs \$45-\$50+, then retain the difference as a club administrative fee. If a club charges a membership or administrative fee it must be on its **OWN LINE**, separate from the GymBC membership fee.

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 2022-23: \$380

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 GymBC.

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 GymBC'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 GymBC member clubs.
- Access to the BC Amateur Sport Fund (donation processing for club-based fundraising projects; tax receipts provided for donations \$20 and above).
- Membership with Gymnastics Canada.
- SOCAN and Re:Sound club fees paid for on your behalf (approximately \$150/club per year).
- Individual member, coach, judge, and athlete benefits (pages 12-13).
- Communication including: email newsletters, phone, mail, and resources on the GymBC website.
- Safety and risk management resources.
- Member clubs have a voice in the decisions made by GymBC, 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, which is paid for by GymBC).
- Eligibility to host sanctioned events and hosting assistance.
- Access to equipment rentals and discounted purchase rates.
- Access to discounted resource materials (CanGym, CanJump etc.).

Obligations of Member Clubs

Member clubs must fulfill several obligations to ensure continued GymBC 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 GymBC 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 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 GymBC 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 GymBC 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 GymBC for all injuries which occur within the member club or any GymBC sanctioned programs and activities.
 - Participate only in GymBC/GymCan sanctioned activities and submit the appropriate documents for sanctioning requests to GymBC 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 [GymBC 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

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

1. Completed GymBC member club renewal form and Member Club Compliance Statement.

2. Copy of Certificate of Incorporation, Certificate of Good Standing, or business license.
3. Copy of current criminal record checks for principals and/or officers, and key contacts (e.g. owner, manager, head coach), *if not already on file with GymBC*. CRCs are current/valid for three years from processing date.
4. **\$380** 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 GymBC must submit a new member club application package with the **\$380** membership fee, for consideration by the GymBC Board of Directors.

Acceptance of New Club Membership

The GymBC 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 GymBC policies. All new clubs on probation with GymBC 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 GymBC 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, GymBC 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 wishing to become a member of Gymnastics BC, the following must be submitted for consideration by the GymBC Board of Directors:

1. Completed GymBC new member club application available on the [GymBC website](#).
2. Letter of introduction (describing the club, facility, staff, coaching ratio), promotional material (a brochure if you have one), and your club's website address.
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 GymBC.
6. ***\$380** membership fee

**The Gymnastics BC membership season runs 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

GymBC associate membership is designated for organizations that are already covered under a corporate insurance plan (minimum of \$5 M coverage), 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 GymBC recreational or competitive events. Programs with participants and/or coaches involved in GymBC events, training in the same facility as associate members, may be registered under the GymBC club membership guidelines.

Benefits of Associate Membership

- Insurance coverage is provided to the GymBC Member Club (not the Associate Member). A summary of the current insurance coverage is available in [Appendix 4](#).
- Member pricing on all GymBC and GymCan resources sold by GymBC, including badges, manuals and videos.

Obligations of Associate Membership

The following conditions must be met:

- The facility/group applying for associate membership may NOT be a subsidiary of a GymBC member club.
- The program/activity must be sanctioned by GymBC and conducted in a GymBC 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 GymBC member club. If they would like to attend more classes, they must register as recreational members of a GymBC member club.
- Associate member to provide a participant list for each program to the GymBC member club delivering the program(s). This participant list will be retained in the club's annual records.
 - A [Public Access Report](#) of field trip data will be submitted to GymBC by the member club on a monthly, bi-monthly, or quarterly 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

- Submit the [GymBC Associate Member Registration form](#). *You will need to submit proof of liability insurance with the form.*
- Once approved, GymBC will contact the individual who submitted the Associate Member application form as well as the GymBC member club, to notify of the application status.

If you have any questions, please send a message to info@gymbc.org.

Auxiliary Membership for Club Parent Associations and Booster Groups

Annual registration fee: \$50

GymBC auxiliary membership is for parent associations and booster groups who are defined as not-for-profit societies, affiliated with a GymBC 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 GymBC 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 GymBC sanctioned activities in cooperation with the GymBC member club.

Obligations of Auxiliary Membership

- The parent association or booster club must register their organization as an auxiliary member with GymBC 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 GymBC 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 GymBC sanctioning request for each event.

How to Register as an Auxiliary Member

Submit the following to GymBC:

1. Completed GymBC auxiliary member registration form (available on the [GymBC 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 GymBC-sanctioned activities (see "[Registration of Individuals Not Affiliated with a Member Club](#)" section).

Benefits to Individual Members

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

Coach Benefits

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

Judge Benefits

- Access to judging and GymBC 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 GymBC programs/camps.
- Funding support for athletes attending Team BC events and selected International Competitions.

Members Affiliated with a GymBC 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 current Assumption of Risks/Waiver form (available on [GymBC's website](#)). 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 GymBC 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 GymBC 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 [GymBC'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 however, if a member club needs assistance with file imports they can contact GymBC'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. Email address
8. SKU(s) (can be downloaded here: <https://gymbc.org/public/uploads/2022-23-Uplifter-SKUs.pdf>)
9. NCCP number and RiS date and certificate number (for coaches)

NOTE: Multiple SKU categories can be separated by a comma for participants that need to 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 GymBC sanctioned competitions, events and courses (excluding GymBC -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 GymBC 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 GymBC:

1. Completed GymBC independent member registration form (available on the [GymBC 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 GymBC sanctioned competition or Interclub event.

These athletes belong to a member club, but the GymBC 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 GymBC policy guidelines or participating in a GymBC sanctioned activity.
- Independent athletes may only register with GymBC for a new season if they have been declared an independent athlete in the previous registration year.
- A certified and GymBC registered coach (see GymBC Operations Manual) must supervise the independent athlete during all training and sanctioned GymBC activities.
- GymBC has no obligation to provide information to independent athletes; they must request subscriptions to GymBC 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 GymBC sanctioned event they compete in.

How to Register

1. Submit a completed GymBC individual member registration form (on the [GymBC website](#)) with the "independent athlete" box checked.
2. Pay the individual membership fee as outlined in [Appendix 1](#) (the amount is also included on the registration form).
3. Submit completed independent athlete event registration form (on the [GymBC website](#)) and \$200 registration fee for each GymBC sanctioned event.

Honorary Membership (No Charge)

An honorary member is someone who has been recognized for outstanding service (e.g., Life Member) to GymBC. 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 current Assumption of Risks/Waiver form 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 GymBC 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 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 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 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 GymBC insurance coverage is provided to any registered club members at birthday parties.
- Clubs must pay 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 GymBC's associate membership.
 - The school must register as an associate member of GymBC 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 a fee of \$6.50 per field trip.

Public Access Reporting to GymBC

GymBC member clubs must submit participation data for birthday parties, one-time visitors, and associate member activities monthly, bi-monthly, or quarterly. Public access program reporting must be completed using the online form available on the [GymBC website](#).

Clubs must report the following:

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

The report form automatically calculates any fees owed to GymBC for the reporting period(s) and generates an invoice to the club.

Registration and Reporting Deadlines

Type	Deadline	Notes
Member club (renewal)	August 31st	\$380. Renewals received after August 31st are subject to a \$50 late fee.
Member club (new club)	Ongoing	\$380. Approval by GymBC Board of Directors is required before membership will be granted.
Associate membership	Ongoing	No cost.
Auxiliary membership	Ongoing	\$50 registration fee.
Individual membership	Monthly reporting is required. The first membership submission for the Fall session will be September 30th .	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 Champs, 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 • Recreational to Interclub • Interclub to competitive (including Xcel) • Pre-CIT coach to coach 	21 days before competition	Rec → Comp: \$108 (\$42 → \$150) Rec → Interclub: \$13 (\$42 → \$55) Interclub → Comp: \$95 (\$55 → \$150) Pre-CIT → Coach: \$15 (\$40 → \$55)

Zone Fees

Zone fees are applied per athlete except for trampoline program participants and artistic casual participants. The fee is automatically added to membership registration invoices. Clubs that only run trampoline programs are 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
Z8	\$5.00	\$5.00

** \$5 applies to Interclub and Xcel athletes.*

Gymnastics Canada Fees

In addition to paying GymBC's membership fees, each member must pay an \$8 Gymnastics Canada membership fee. This fee is already included in the fee schedule chart in [Appendix 1](#).

Registration Overview and Fee Schedule: September 1, 2022 – August 31, 2023

Important notes:

- GymBC's current membership fees were approved in 2020. The 2022-23 membership year will be the third year in a row with static (unchanged) individual membership fees.
- In early 2022, GymBC created a membership fee review working group made up of members from within the GymBC community, to review the organization's current fee structure and make recommendations to GymBC's Board of Directors.
 - There were seven voting members representing for-profit clubs, and not-for-profit clubs, reaching many geographical regions of our province. The group was joined by two GymBC staff members that were non-voting participants.
 - The working group met multiple times between February and May, as well engaged in various email dialogues.
 - In August, the group made a list of recommendations to be presented to the GymBC Board of Directors. The Board will consider those recommendations and determine what membership fee structure changes they will recommend to the membership. Stay tuned for more details this fall!

Gymnastics for All

Additional information can be found here:

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

GFA Operations Manual

GymBC Category	GymBC Fee	GymCan Fee	Total	Description
Casual Participant	\$10.50	\$8	\$18.50	<p>A casual participant takes part in GymBC 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 <u>structured</u> 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)	\$34	\$8	\$42.00	<p>A recreational participant takes part in GymBC member club programming <u>six times or more</u> throughout the year.</p> <p>Gymnastics for All (recreational) programs include: artistic, trampoline*, acrobatic, aerobic, rhythmic gymnastics, parkour, basic cheerleading, adaptive/inclusive**, Parent & Tot***, and basic circus arts.</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 GymBC members, but they must sign waivers.</p> <p>*** Parent & Tot: Parents/Guardians do not need to register as GymBC members, but they must sign waivers.</p> <p>This registration category does NOT include the use of any trampoline devices for <u>PARKOUR, CHEERLEADING</u> or <u>DROP-IN</u> participants.</p> <p>Recreational participants <u>may</u> take part in GymBC-sanctioned Gymnaestrada events, but may not take part in GymBC Interclub or Competitive sanctioned events.</p>
Interclub Performance Artistic Athlete	\$47	\$8	\$55.00	<p>Athletes who participate in GymBC-sanctioned Interclub Artistic 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 [GymBC website](#) for more information. A description of the competitive categories is summarized in [Appendix 2](#).

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

GymBC Category	GymBC Fees	GymCan Fees	Total	Description
Competitive Athlete	\$142	\$8	\$150.00	Athletes who participate at GymBC-sanctioned competitions at any level or any discipline – MAG, WAG, TG, Acro, Aerobic.
Adult Competitive Athlete	\$34	\$8	\$42.00	An (adult) individual who participates in GymBC-sanctioned adult gymnastics events, at any level.
Independent Athlete	\$352	\$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 [GymBC website](#) for more information.

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

TG Operations Manual

GymBC Category	GymBC Fees	GymCan Fees	Total	Description
Pre-Coach in Training (Pre-CIT)	\$32	\$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	\$47	\$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	\$47	\$8	\$55	An individual who coaches competitive athletes, in any discipline, including Trampoline Interclub.
Coach Developers	\$47	\$8	\$55	An individual who is certified to facilitate NCCP courses (Learning Facilitator or Coach Evaluator).
Judge	\$46	\$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	\$31	\$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	\$24	\$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	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 2022-23

Type	Registration Deadline	Payment Due Date	Fee
Club / Organization Fees			
Member Club	August 31, 2022	August 31, 2022	\$380
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 GymBC 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 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 Trampoline (CanJump 1-4)	Zone	Zone	Zone	Provincial	
	Provincial	Provincial	Provincial	Competitive	
Annual: Artistic Trampoline (CanJump 1-12) Acrobatic Adaptive/Inclusive Cheer Circus Arts Parkour Rhythmic	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	Xcel Platinum	Level 2 13+		
	Level 3 13+	CCP 1	Level 3 14U		
	Level 4 U13	CCP 2	Level 3 15+		
	Level 4 13+	CCP 3	Level 4 14U		
	Level 5 13-17	CCP 4	Level 4 15+		
	Open 14+	CCP 5	National		
	Interclub: Men's Artistic	National	CCP 6	Level 5 14U	
	Women's Artistic	Elite 3	CCP 7	Level 5 15-16	
		Elite 4	CCP 8	Level 6 14U	
		Junior 14-15	CCP 9	Level 6 15-16	
		Junior 16-18	CCP 10	Junior 13-16	
		Senior 18-20	Aspire 1	Level 7 17+	
	Senior 21+	Aspire 2	Senior 17+		
		National			
		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. A pdf version of the form is available on [GymBC's website](#).

When using the pdf 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 OPTION AND USAGE

Under the *Electronic Transactions Act (ETA)*, an electronic signature or clicking on an icon is valid and enforceable.

Clubs may use an Activity Messenger form developed and provided by GymBC to facilitate the club's member registration. GymBC highly recommends this free option to our clubs. Member clubs that use the Activity Messenger form will receive a digital copy of the completed form, as will GymBC. The form is available at this link: <https://activitymessenger.com/p/mjpsKH> and can be sent to your club's participants.

Uplifter-using clubs may use the Uplifter Policies tool to implement the GymBC Assumption of Risks/Waiver form via their club's Uplifter account. For details, please view this [webpage](#).

Clubs utilizing other registration programs that incorporate a waiver into the platform should email safety@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 safety@gymbc.org to confirm compliance and ensure appropriate file storage.

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

Member / Activity Type	GymBC Membership form	GymBC 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 GymBC 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: GymBC Insurance Coverage Summary for the 2022-23 Policy Period

Insurance Provider: Gameday Insurance (Aviva Insurance Company of Canada)

Broker: EQUA Specialty Risk Partners Corporation

Policy Period: June 30, 2022 – June 30, 2023

Summary Chart (More details below)

Insurance Policy	Limits and details
General Liability	\$10 M per occurrence (<i>Excess Coverage forthcoming</i>) expected \$10 M per occurrence. \$2,500 Deductible (Property Damage and Bodily Injury). \$1 M sub limit on Abuse Claims. \$2 M sub limit on Tenants Legal Liability.
Directors and Officers	\$3 M per occurrence (GymBC Only – coverage is not provided to Member Clubs)
Sport Accident	Varied coverage limits based on specific treatments and injuries.
Trampoline Coverage	\$10 M per occurrence for Competitive programs. \$10 M per occurrence for Recreational Trampoline programs. \$2,500 Deductible (Bodily Injury).

Coverage Details

Commercial General Liability (CGL) Policy

GymBC'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 GymBC-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.

The sub limit on Abuse coverage is \$1 Million. GymBC's staff and Board of Directors previously went through a thorough risk assessment when determining how to balance the cost of the premium, and managing the many types of risk and coverage that GymBC requires.

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. This coverage includes Employment Practices Liability Coverage.

- Limits for GymBC's D&O policy is \$3 M, which **does not extend to member clubs**.
- GymBC member clubs have access to \$3 M of Errors and Omissions/Wrongful Acts coverage as a part of the General Liability policy that does not include coverage for Employment Practices Liability.

- *GymBC member clubs can obtain this coverage by contacting GymBC's Safety Officer Nathan Kindrachuk at safety@gymbc.org.*

Sport Accident Policy

All individuals 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.

GymBC'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. GymBC's incident reporting and accident claim processes are available on the [GymBC website](#).

If you have questions, please contact GymBC's Safety Officer, Nathan Kindrachuk at safety@gymbc.org.

Appendix 5: Trampoline Insurance

GymBC has trampoline coverage for our member clubs, which includes:

- Public Access Trampoline Activities.
- Structured Recreational Trampoline Programming.
- Competitive Trampoline Programming.

The requirements for each type of programming are below. If you have any questions, please contact GymBC at safety@gymbc.org.

To see more information about GymBC's insurance policies, please see the insurance section of our [website](#).

1. GymBC Public Access Programming Trampoline Requirements

Trampoline Device Definition

Trampoline devices are considered to be any apparatus that has any form of bed-type surface, attached to a frame by springs.

Acceptable Devices Include:

- competition trampolines
- mini- trampolines
- double-mini-trampolines
- fast-tracks
- t-trainers
- in-ground trampolines

Unacceptable Devices Include:

- backyard trampolines from any manufacturer
- home-made trampoline devices

GymBC only sanctions Public Access Programming (Birthday Parties, Drop-Ins, and Field Trips – e.g., School Groups) Involving Trampoline devices if the following three criteria are met:

- The GymBC Member Club posts, reviews and follows the Trampoline Rules (Including GymBC's Poster) listed below with the participants prior to and during the use of trampoline devices;
 - This should include a verbal explanation and visual review of the GymBC Trampoline Rules Poster with all participants.
- The GymBC Member Club ensures that all parents of participants and participants (if 12+) complete GymBC's Assumption of Risks/Waiver of Liability Document prior to paying for registration in their program.
- The GymBC Member Club ensures that the Trampoline devices are maintained to the standards of manufacturers and that they are set up safely in the Member Club's facility (with sufficient space between equipment to ensure safe usage).

TRAMPOLINE RULES FOR PUBLIC ACCESS PROGRAMMING (BIRTHDAY PARTIES, DROP-INS, AND FIELD TRIPS)

1. Active Start Participants (under age 6) are not allowed on trampoline devices.
2. One person on the trampoline device at all times (including parent and care providers/aids).

3. All trampoline device activities are limited to the content of skills in Levels 1-4 of CanJump:
 - No flips or somersaults are allowed (no inversions/flipping movements).
 - No front tuck, back tuck, or penny rolls (back/front drop + pullover), etc.
 - No equipment such as balls, hoops or any other items are ever allowed on trampoline devices.
4. Proper use of trampoline devices is required – in particular when multiple pieces of equipment are being used together:
 - Safely use Trampoline device into foam pit, meaning:
 - before using pit, staff must ensure that safety padding and foam are appropriately in place – including extra mats on top of the frame of the trampoline between the bed and the pit;
 - ensure landing zone in the pit is clear of other people and obstacles;
 - only feet first landings are permitted; and
 - no inversions are allowed
 - Do not use any trampoline device and other devices/equipment simultaneously (walls, tramp to tramp, etc.)
 - Participants should carefully step on and off of equipment (no jumping off).
5. A Gymnastics Foundations (GF) Trampoline certified coach (or a GF Tramp Trained coach supervised by a GF Tramp certified coach) must always be present directly supervising the participant(s).
 - The GymBC coaching ratio of 1 coach to 10 athletes must be followed at all times.
 - If certified coaches and coaching ratios are not met, trampoline devices must be not used.

Trampoline posters for download:

Page 1: <https://gymbc.org/public/uploads/Trampoline-Rules-P1.pdf>

Page 2: <https://gymbc.org/public/uploads/Trampoline-Rules-P2.pdf>

2. GymBC Structured Recreational Trampoline Programming Requirements (including weeklong camps)

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.

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.

3. GymBC Competitive Trampoline Requirements

- Competitive Trampoline Gymnastics is a structured activity that begins with the CanJump curriculum and progresses to more advanced skills. Safety protocols (spotting, throwing mats, etc.)

are expected to be implemented based on the level and needs of the athletes.

- 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.
- 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.

4. **Other Programs**

- Recreational Parkour / Cheerleading – use of trampoline devices is NOT permitted.
- 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 GymBC 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 GymBC prior to the first training and provide a ‘gym attendant’. GymBC member club coaches are not permitted to deliver any instruction during facility rentals.

Scroll to the bottom of this [GymBC webpage](#) for the following definitions:

“In Training”

“Trained”

“Certified”

“Direct Coaching”

“Indirect Supervision”

“Structured Programs”

“Unstructured Programs”

“Gym Facility Rental”

“Associate Member”

Appendix 6: Coaching Requirements

GymBC Membership

All coaches must be registered as GymBC members. Current membership is required to attend coaching courses and to be eligible to coach at GymBC-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 GymBC Technical staff.

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 GymBC 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 GymBC 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 GymBC'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 GymBC 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, GymBC will register the athlete with the new club.

If the current club believes that the athlete is in bad standing, they must notify GymBC and the athlete within 10 days of receiving notice the new club (whichever is earlier). GymBC 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 GymBC to be an independent athlete with the following conditions:

- The athlete may train at any GymBC 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 GymBC 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 GymBC prior to each competition. Once the matter is resolved, GymBC 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 GymBC in writing in order for the athlete to be registered with a new club.

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

Registration of a transferred competitive athlete

New in 2022-23! A competitive athlete can be registered in the same competitive category more than once during the same membership year, provided it is by a different member club. This means that when a competitive athlete transfers to a new club during the year, the new club AFTER they receive confirmation that the athlete's previous club has released them OR that the 10 days transfer request notice has elapsed, can go ahead and register the athlete in their appropriate competitive category and the club won't receive a previously potential error in Uplifter notifying them that the athlete is already registered in that category and being prevented from registering the athlete in that category again.

In the past, a new club would require assistance from GymBC's Member Services Manager in order to register a transferred athlete with their club.

As long as the new club uses the athlete's existing Uplifter profile to register them after the transfer, the new club will not be charged a membership fee for the athlete, with the exception of possibly paying a Zone fee if the athlete's new club is in a different Zone than their previous club.

Athlete Transfer – Recreational

A club does not need to contact GymBC regarding a recreational participant transfer. They can simply register that participant with their club and as long as the second club uses the participant's existing Uplifter profile to register them, the second club will not be charged a membership fee. The possible exception to this is a potential requirement to pay a Zone fee if the participant's new club is in a different Zone than their previous club.

Uplifter will only bill/charge for membership category upgrade fees, when applicable.

Coach Transfer

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