



GymBC



2018-19

Registration handbook for clubs and members

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

Full member club deadline: August 31, 2018

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All registration forms are available on the GBC website:
www.gymbc.org

Notice

Gymnastics Canada membership fee: \$8 per member (page 6)

Acronyms

BCRSGF = British Columbia Rhythmic Sportive Gymnastics Federation
 CIT = Coach in Training
 FIG = International Gymnastics Federation
 GBC = Gymnastics BC
 GCG = Gymnastics Canada
 RIS = Respect in Sport
 CR or CRC = Criminal record (check)
 Pre CIT = Pre Coach in Training

Discipline specific acronyms

DMT = Double Mini Trampoline
 GFA = Gymnastics For All (recreational gymnastics)
 MAG = Men's artistic gymnastics
 TG = Trampoline gymnastics
 TR = Trampoline
 TU = Tumbling
 WAG = Women's artistic gymnastics

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Gymnastics BC

Gymnastics BC was incorporated under the Societies Act in 1969 as the Provincial Sport Organization for gymnastics. GBC offers programs, resources, and opportunities for over 200,000 participants at over 75 clubs throughout the province.

Office location

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Gymnastics BC Membership

Gymnastics BC (GBC) membership is required to access the programs and services of GBC, and through GBC, those of Gymnastics Canada Gymnastique (GCG). The membership year is in effect from September 1 - August 31 of each year. GBC annually publishes and circulates all policies and procedures related to membership and registration through this "GBC Registration Handbook." Policies found in this handbook will govern all membership and registration queries.

GBC offers different types of membership affiliations:

- Full Member Club
- Associate Member
- Auxiliary Member
- Individual Member
- Independent Member
- Honorary Member

Registration and reporting deadlines

Type	Deadline	Notes
Full member club (renewal)	August 31	\$300. Renewals received after August 31 are subject to a \$50 late fee
Full member club (new club)	Ongoing	\$300. Accepted on an ongoing basis. Approval by the GBC board of directors must be given before membership takes effect
Associate membership	Ongoing	No cost
Auxiliary membership	Ongoing	\$50 registration fee required
Individual membership <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Month end or: October 15 February 28 April 30 August 31	See page 6 for detailed breakdown on categories and membership fees Zone fees may also be applicable. See below for details
Changing categories (MAG & WAG)	March 1	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
Birthday party reporting and remittance	Month end	\$4 per birthday party. Invoices are issued quarterly.
One-time participant and field trip reporting	Month end	No cost. Reporting forms must be submitted monthly.
Upgrading <ul style="list-style-type: none"> • Recreational to competitive • Interclub to competitive 	21 days before competition 21 days before competition	\$65 (\$12.30 → \$77.30) \$65 (\$12.30 → \$77.30)

Zone Fees

Zone	Recreational	Competitive	Zone	Recreational	Competitive
1	\$6	\$6	5	n/a	\$3
2	\$2 *\$5	*\$5	6	n/a	n/a
3	n/a	\$5	7	\$10	\$10
4	n/a	\$2	8	\$10	\$10

Zone fees are per athlete (automatically added to the membership registration invoice).

* Zone 2 competitive athletes, interclub or performance team - \$5

Important notes

Effective date for insurance

Member clubs are NOT insured until all GBC club registration documentation and fees are received by GBC for the current membership year.

Gymnastics BC membership fee and taxes

Gymnastics BC is a not for profit society which is currently exempt from charging GST on certain programs and services. Member clubs collecting the GBC annual individual membership fee 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 and Gymnastics Canada membership fee as separate line items on all registration forms, marketing materials, invoices and receipts and list it as an exempt item.

Communicating the Gymnastics BC membership fee

The Gymnastics BC membership fee and Gymnastics Canada fee must NOT be grouped or associated with other membership or administrative fees levied by the club. For example, all recreational gymnasts in B.C. must be shown to pay the \$12.30 Gymnastics BC membership fee, not \$20 or \$22, etc.

All references to this fee must be listed as

Gymnastics BC membership fee; it may not be called a GBC Insurance Fee or Gymnastics BC Insurance and Membership Fee. The membership fee may be described in a note to state that insurance is a membership benefit.

Verification of competitive athletes

Please contact the GBC office for details on the athlete verification process.

Late fees

Late fees will apply five business days after receipt of registration if payment has not been received for any GBC deadlines (this includes GBC Congress, BC Championships, Gymnaestrada and all other GBC hosted events).

Registration overview and fees

September 1, 2018 - August 31, 2019

The club penalty for allowing athletes to compete without being properly registered as a competitive athlete is \$100 per athlete plus the cost of the upgrade to competitive. This rule will be monitored and strictly enforced.

Notice: Gymnastics Canada fee - \$8 for all members

GBC Category	GBC Fee	GCG Fee	Total	Description
Gymnastics For All (see page 15 for details and requirements)				
Casual Gymnasts	\$2.30	\$8	\$10.30	A recreational gymnast who participates five times or fewer, casually throughout the year or in short programs.
Recreational Gymnasts	\$12.30	\$8	\$20.30	An individual who pursues the recreational aspects of gymnastics within their club and does not participate in GBC sanctioned competitions or Interclub events. This includes: Gymnastics for All programs for artistic, trampoline and rhythmic gymnastics which may include: pre-competitive, parent-to*, preschool, recreational, teen, adult, advanced rec, special needs, Gymnaestrada/performance, circus arts/ACRiX, ActiveStart. Recreational gymnasts may take part in GBC sanctioned Gymnaestradas. <i>* Parent & Tot: Parent does not need to register but must sign a waiver. See GBC Policies & Procedures Gymnastics for All section for more detailed information.</i>
Interclub Gymnasts	\$12.30	\$8	\$20.30	Recreational gymnasts who participate in GBC sanctioned Interclub events in artistic, trampoline, or acrobatic gymnastics.
Acrobatic Gymnasts	\$12.30	\$8	\$20.30	Individuals who participate in GBC club operated acrobatic programs.
Recreational Cheerleading Participant	\$22.30	\$8	\$30.30	Individuals who participate in GBC club operated recreational level cheerleading programs. See the GBC Policies & Procedures Manual (Gymnastics For All section) for detailed information.
Competitive Gymnastics				
Competitive Athlete	\$77.30	\$8	\$85.30	An individual who pursues the competitive aspects of gymnastics and competes in GBC sanctioned competitions (at any level). This includes the disciplines of artistic and trampoline gymnastics
Adult Competitive Athlete	\$8.30	\$8	\$16.30	Adult competitive gymnasts who participate in GBC sanctioned adult events at any level.
Aerobic Competitive Athlete	\$22.30	\$8	\$30.30	Competitive aerobic gymnasts who participate in GBC sanctioned aerobic competitions at any level.
Independent Athlete	\$197.30	\$8	\$205.30	Independent athletes are athletes who are in bad standing with a full member club, training at another full member club and wishing to participate in a competition or Interclub event. The athlete pays the appropriate membership fee and the per event registration fee (\$200 - max three days). See independent athletes for more details (page 12).
Coaches, judges, volunteers, staff and honorary members				
Pre-Coach in Training (Pre-CIT)	\$8.30	\$8	\$16.30	An individual who is taking or has completed the two year Pre CIT club level training program for 14 to 15 year olds who have not yet taken NCCP training.
Recreational Coach	\$22.30	\$8	\$30.30	An individual who coaches recreational gymnasts. This includes Gymnastics for All programs which may include: ActiveStart, parent-tot, preschool, school aged, adult, special needs, Interclub, acrobatic, associate member programs and one-time visitor programs such as birthday parties and special events.
Competitive Coach	\$22.30	\$8	\$30.30	An individual who coaches competitive athletes and/or cheerleading participants.
Learning Facilitator	\$22.30	\$8	\$30.30	An individual who is certified to facilitate NCCP Courses
Judge	\$22.30	\$8	\$30.30	An individual who is actively judging competitions in any discipline: artistic, trampoline and/or aerobic gymnastics.
Volunteer	\$8.30	\$8	\$16.30	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 help with club activities such as driving, helping set up equipment, concessions and committees etc.)
Staff	No Cost	n/a	No Cost	An individual who works at the club but is not a coach (or athlete). This could include administrative or maintenance staff.



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Club / organization membership

Full member clubs overview

Annual registration fee: \$300

A full member club offers competitive, recreational and/or one-time participant programs.

Full member clubs may be formally constituted as a not-for-profit society or be established as a for-profit business.

Member clubs are registered as Gymnastics BC full members.

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 the 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 still register as a full member club and register all of its gymnasts and the public centre can register as an associate member.

Benefits for Full Member Clubs (Board members, staff, etc.)

- A dedicated full-time staff available to support and assist you.
- A volunteer board of directors.
- Partnership management with the Government of BC; True Sport; viaSport; Team BC programs; Sport BC; Canadian Sport Institute; and BC Games Society.
- Membership with Gymnastics Canada
- SOCAN club fees (\$64/year) paid on your behalf (Tariff 19).
- Access to the National Sport Trust Fund (donation processing for club based fundraising projects; tax receipt provided for \$20 and above).
- Communication including: email (GBC Weekly), phone, mail and resources on the GBC website.
- Annual Registration Handbook with information pertinent to the current season.
- Safety First manual.
- Club Development resources (i.e. Vantage Point, Club Excellence)
- Liaison with municipal governments, municipal recreation and facilities departments, provincial sports organizations, provincial gymnastics organizations and GBC member

clubs.

- Vote at the GBC Annual General Meeting.
- Coverage through GBC's sport accident and liability insurance program for sanctioned events in and outside of club facilities (\$5 million). Also included is coverage for directors and officers (\$2 million).
- 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.
- Eligibility to host events and hosting assistance.
- Coaching development courses.
- Access to equipment rentals and discounted purchase rates.
- Access to athlete camps and talent identification.
- Access to discounted resource materials (CanGym manuals and badges, Up Down All Around, Kids CanMove manuals, etc.).
- Individual member, coach, judge and athlete benefits (page 11).

Obligations of Full Member Clubs

Full member clubs must fulfill several obligations to ensure continued GBC membership. These conditions include:

- Provide a safe training environment for all participants and members.
- Adhere to the GBC Codes of Conduct.
- Ensure 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 PRC - within the past three years (page 18).
- Ensure that all individual members are registered in the appropriate membership categories and that any changes or upgrades are made within the designated timelines. Use and retain appropriate waivers & releases for all individually registered members by the GBC deadlines.
- Track, record and submit membership data and payments as outlined in the membership policy for all individual club members by the GBC required deadlines.
- 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 (i.e. school field trips) (page 13).
- 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.
- Adhere to all established deadlines for all program activities administered by GBC.
- Inform GBC of any out-of-facility activities to ensure appropriate insurance coverage is available (i.e. 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/GCG sanctioned activities and submit the appropriate documents for sanctioning requests with GBC for all out-of-province activities.
- Clubs with associate member programming must ensure that the following are submitted: GBC approved copy of the associate member registration form; and information for each group/class (organization, contact name, contact info, event date(s), type of program, and name and age/grade of participants).
- Follow all policies & procedures

Full member club renewal (forms on GBC website)

In order to continue to receive benefits of Gymnastics BC membership, full member clubs who wish to re-register must submit their application and payment by August 31. Failure to do so will result in the withdrawal of insurance coverage for the club and all other membership benefits.

Registration forms and payment for renewing full member clubs received after August 31 will be assessed a \$50 late fee.

A full member club that does not register for one year or more will be

subject to probation as outlined in the full member club (new club) section, upon re-application.

How to renew your full member club registration

Submit the following to GBC by August 31:

1. Completed GBC full member club renewal forms. This may be completed by completing the three-page form from the GBC website and submitting to GBC
2. Copy of Certificate of Incorporation,

Certificate of Good Standing or business license

3. Copy of police record checks for principals or officers (e.g. owner, manager, head coach), if not already on file with GBC
4. \$300 membership fee

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

Becoming a full member club (forms on GBC website)

Any new club that wishes to be recognized as a full member club of GBC must submit a new full member club application package with the \$300 membership fee, for consideration by the GBC Board of Directors.

Acceptance of New Club Membership

The GBC Board of Directors reviews all new full member club applications at its quarterly meetings (typically October, February, May and August; please contact GBC for exact dates). Applications must be received at least two weeks before the meeting.

The board has the sole discretion to approve or deny club membership.

Following this review, notification of status will be sent to the applicant. Conditional acceptance may be given until the board can meet to review and approve the application.

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

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

If the new full member club membership is denied, the membership fees will be returned to the applicant.

Applications approved after October 15, receive a pro-rated portion of the membership fees.

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 \$1500
Up to 500	up to \$2000

The deposit is held by GBC until the end of the club's probationary period.

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

All clubs on probation are required to make payments at the time the invoice is issued.

New clubs are not extended a 30 day

grace period to pay any account.

How to Register as a NEW Full Member Club

For a new club to become a GBC full 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 full member club application form (five pages, available on the GBC website) including promotional material or website detailing program information.
3. Copy of Certificate of Incorporation, Certificate of Good Standing or business license
4. Letter from landlord, city, municipality, or lease confirming operating location
5. Copy of police record checks for principals or officers (e.g. owner, manager, head coach), if not already on file with GBC
6. \$300 membership fee

Associate membership - forms on GBC website

Annual registration fee: \$0

GBC associate membership is designated to organizations already covered under a corporate insurance plan, including, but not limited to: all 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 full club membership guidelines.

Benefits of Associate Membership

- \$5 million liability insurance (not sport accident) coverage only for rec-ed, daycare, preschool and school members involved in programs run by GBC full member clubs (maximum of eight visits per year).

- Information concerning GBC conferences (i.e. GBC University) and events (i.e. Gymnaestrada).
- Member pricing on all GBC and Gymnastics Canada 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 full member club.
- The program/activity must be sanctioned by GBC and conducted in a GBC full member club or the associate member's school/facility by the full member club's certified coaches.
- Adequate instructor to student ratio must be maintained (page 18).
- Coverage is provided to encourage introductory classes only.
- Individual participants are limited to a maximum of eight training classes per year at any one GBC full member club. If they would like

to attend more classes, they must register as recreational members of a GBC full member club.

- Associate member to provide a participant list for each program to the GBC full member club conducting the program. This participant list will be retained in the club's annual records.
- Associate members assume responsibility to inform participants and/or parents of participants, of the inherent risk of sport and obtain parental permission and assumption of risk forms.

How to Register as an Associate Member

1. Submit a completed GBC associate member registration form (available on the GBC website) to GBC.
2. Once approved, GBC will return the form to the associate member which is to be submitted to the full member club as proof of membership.

Auxiliary membership for club parent associations and booster groups (forms on GBC website)

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 full 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

- Directors and Officers Liability Insurance (\$2 million)
- General Liability Insurance (\$5 million)

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 and/or 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 full 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 full member club or the auxiliary member club.
- Police record checks 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 form 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).

Members affiliated with a full member club

Full member clubs must register every individual member in order to maintain membership with GBC. Failure to do so may jeopardize insurance coverage and may result in non-renewal of membership with GBC.

Membership must be submitted to GBC electronically (see "How to Register Individual Members" below).

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
- Eligibility for available awards

Judge Benefits

- Access to judging and GBC program courses
- Eligibility for provincial and national judging assignments
- Access to the External Sport Credits program
- Eligibility for available awards

Athlete Benefits

- Eligibility to access the Athlete Assistance Program
- Eligibility to access KidSport grants
- Eligibility to access travel subsidies/grants
- Eligibility to access sport science and other support systems as provided by partner organizations
- Eligibility for available scholarship programs
- Eligibility for available awards
- Access to the External Sport Credits program
- Eligibility to compete in GBC sanctioned invitationals and provincial competitions and to participate in GBC programs/camps
- Funding support for athletes attending Team BC events and selected International Competitions

Deadlines and late fees

GBC establishes and publishes

registration deadlines and late fees on an annual basis (page 5).

Failure to meet deadlines will affect club access to benefits, including insurance.

Zone Fees

Specific zones have requested that all zone fees be remitted to the GBC office (page 5).

If a club's primary GBC designation is as a trampoline gymnastics club, then that club has the option to opt out of zone fees. The club is then unable to participate in the events, activities and/or benefits the zone provides from these fees.

Athlete Transfer to a New Club

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

- The athlete (or their parent/guardian) and the new club have notified GBC and the current club in writing;
- The current club approves transfer within ten days or ten 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 from the athlete or 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 page 12 for more details on independent athletes.

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

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

Coach Transfer to a New Club

Coaches may change clubs without restriction.

Keeping membership records

Records of registration for minors, including participant lists, must be kept secure until the children reach age 21. Records of registration for adults need to be kept secure for seven years, similar to financial records.

How to Register Individual Members

Individual member information must be sent to GBC in an Excel spreadsheet. The following fields and formats are mandatory:

1. First name
2. Last name
3. Birthdate (dd-mm-yyyy)
4. Address, city, province, postal code
5. Home phone number
6. Gender
7. Discipline, level, sub-level, role

Details on item 8 ("discipline, level, sub-level, role") can be found in the "2018-2019 GBC registration categories" document, available on the GBC website.

GBC will invoice clubs for individual members after each registration period. Incomplete or incorrect reporting will be returned to club for revision.

Registration of members not registered with a full member club

Independent members: coaches, judges, volunteers

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

club.

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

Benefits and obligations

Benefits as outlined on page 11 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 on page 6.

Independent athletes

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

These athletes belong to a full 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 page 11.
- These athletes may register as independent athletes, and train at any full member club for that season. Insurance and membership coverage is only in place for athletes while training with a full 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 fully certified and GBC registered coach (see section 4 of the GBC policy 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 are as outlined on page 6 (if applicable).
3. Submit completed independent athlete event registration form (on the GBC website) and \$200 registration fee for each event.
4. Submit applicable Gymnastics Canada fee

Honourary membership (no charge)

An honorary member is someone who has been recognized for outstanding service (i.e. Life Member) to GBC.

These individuals can be registered by a full member club as an individual member or as an independent

member but shall not be required to make payment of dues. They receive full benefits as outlined on page 11.

Reporting public access program usage

Public access programs include programs providing access to the services or facilities of a full 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 Participants include one-time visitors (non-members) and associate members.

One-time visitors

A one-time visitor is not a registered member of GBC and sport accident insurance is not provided. Liability coverage is provided under the club's full 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).

If a visitor participates more than once in a regular program, he/she needs to be registered appropriately, as either a casual or a recreational member.

Drop-in participants are NOT one-time visitors. They must be registered as either casual or recreational members. More information is available in the Safety First manual.

Birthday parties

Birthday party participants who are not already club members, are considered one-time visitors. Only liability insurance

(not sport accident insurance) is provided for one-time visitors at a birthday party.

Full GBC coverage is provided to any registered club members at a birthday party. Visitors and their parents should be properly informed of this coverage Clubs must pay \$4 per party to GBC.

More information is available in the Safety First manual.

Field trips and other one-time events (excluding party)

School programs where classes visit a gymnastics facility (school field trips) or where certified instructors go into a school under the sanction of a full member club (PE Instruction or teacher in-service) to provide introductory gymnastic training are included in the associate membership.

The school must register as an associate member of GBC and meet the associate membership conditions.

Managing one-time participants

Clubs must keep written records of the 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, the club must keep the activity, date and list of participants (first and last names) on file for a minimum of seven years.

Clubs are NOT required to use the Informed Consent Form for these one-time participants. It is recommended

that clubs post and review the Safety First rules for these program participants prior to any gymnastics participation

Refer to the Safety First manual for further information on the Informed Consent Form and posting requirements.

Reporting Process to GBC

For reporting purposes, full 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.

The information required is shown below:

- Number of birthday parties during the month (\$4/party).
- Number of birthday party attendees.
- Number of school/field trips during the month (no charge).
- Number of school/field trip attendees (broken down by gender).
- Number of non-member one-time participant attendees.

Both reporting methods automatically calculate any birthday party fees owed to GBC (\$4 per party). GBC will invoice the club quarterly.

Gymnastics BC technical programs

Gymnastics For All (GFA) and PLAY Gymnastics

GFA is the umbrella discipline for all non-competitive gymnastics activities and disciplines, including: artistic, trampoline, parkour, acrobatic and aerobic.

Gymnastics For All includes all non-competitive GBC programs offered by full member clubs, including those for community recreation and schools.

GBC-recognized activities offered under the GFA banner encompass a tremendous range of ages, abilities, program goals, and philosophies. GBC assists facilities and staff throughout BC with program and leadership development, in addition to event management. Please look for GFA activities in the annual GBC calendar of events.

GFA endeavours to make it possible for all participants to enjoy gymnastics as a life-long pursuit.

Long Term Athlete Development

GFA programs focus on the Long Term Athlete Development stages of:

- Active Start
- Fun, Fitness, and Fundamental Movement Patterns (FUNdamentals)
- Building the Skills of Gymnastics (Learning to Train)
- Specialization in a Gym Sport (Training to Train)
- Gymnastics for Life/Active for Life

GFA member programming

GFA programming includes programs and classes offered in or by full member clubs which are regularly scheduled or seasonal classes where participants receive instruction on an ongoing basis in gymnastic disciplines. These programs include: parent and tot, preschool, special needs, recreational (artistic, trampoline, aerobic, acrobatic), recreational cheerleading (with strict content limitations), recreational parkour, adult gymnastics, Gymnaestrada (or other performance troupes) and Interclub (artistic, trampoline, acrobatic).

GFA participants are registered as recreational, Interclub or recreational cheerleading members.

Also included in GFA programming are drop-in sessions, camps (summer, spring break, etc.) and workshops. Participants in these programs are generally registered as casual members if they are attending five

times or fewer in a season.

Non-member programming

Non-member programming includes programs and classes for one-time visitors and associate members. Please refer to pages 10 and 13 for more details.

PLAY Gymnastics

Mention gymnastics and most people immediately think of young athletes performing amazing and difficult routines at the Olympics; however, gymnastics is much more than that.

Elite athletes are but one small part of the big family of gymnastics. All seven gymnastics disciplines (men's artistic, women's artistic, trampoline, rhythmic, parkour, acrobatic and aerobic gymnastics) offer opportunities for fun, participation, learning and competition for everyone, regardless of age, gender or ability.

In fact, of the 52,000 registered gymnasts in British Columbia, only a very small percentage will ever take part in a competition, at any level. Over 93 percent of B.C. gymnasts come to a club for an hour of recreational classes once or twice per week where they learn the basic body movement patterns that are part of physical literacy.

Creating the brand

Gymnastics BC created the PLAY Gymnastics brand to better market gymnastics to the public. Its goal is to develop a comprehensive provincial-local public relations strategy to position gymnastics as the first activity for children. As an ingredient brand, PLAY does not replace your club's identity, but rather enhances it - like the *Good Housekeeping* Seal of Approval.

A provincial "franchise"

The goal of the PLAY Gymnastics brand is to bring all Gymnastics BC clubs together. The public can recognize that clubs using the PLAY Gymnastics brand provide high-quality programming for children.

PLAY Gymnastics mascots

Gymnastics BC designed three PLAY mascots to show that gymnastics is for ALL children, regardless of their body type, natural abilities or gender.

Each of the mascots, in their own unique way, represent that all children can, and should, participate in recreational gymnastics for the benefits it offers.

All of the mascots are native to British



Columbia and strengthen the provincial focus of PLAY Gymnastics.

Through these mascots, PLAY Gymnastics, in conjunction with the clubs and Gymnastics BC, promotes ongoing participation in recreational gymnastics.

Animals such as the monkey were purposely excluded as they are instantly recognized as natural gymnasts and/or are not native to B.C.

The PLAY Gymnastics mascots help personify the brand essence (developing mind and body) and its message (developing active fundamentals for life through play).

They make the PLAY fun while demonstrating the fundamentals that are learned through recreational gymnastics.

Using PLAY in your club

The PLAY brand is available for all Gymnastics BC full member clubs to utilize in their own clubs in conjunction with their Gymnastics For All programs:

- Use the logo and tagline on your website, communications (email, newsletter, letterhead) and promotions
- Use the "[Club Name] is a registered PLAY Gymnastics facility" on your website, communications and promotions
- Use the PLAY Gymnastics background
- Use the logo, tagline, mascots to create clothing and other products for your club
- Invite Sammy, the PLAY mascot, to visit your club for special events

GBC PLAY Gymnastics toolbox

- Colouring sheets (designed as letter sized to easily be printed on any copier)
- Advertisements (easily customized for your club's needs)
- PLAY Gymnastics stickers, tattoos and balloons available for your special events
- Club posters - sent to each club at the beginning of the season

To access PLAY marketing tools, contact the Gymnastics BC Communications and Marketing Manager.

Registration and responsibilities for Gymnastics For All

September 1, 2018 - August 31, 2019

Membership required	Number of visits	Club's Responsibilities and Registration Requirements (collect contact information for all participants)
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Individuals not registered with full member club

One-time visitor / event participant	1	<ul style="list-style-type: none"> No registration fees collected for individuals. For birthday parties, a per party fee of \$4 to be submitted to GBC by each month end Track, document and retain a detailed list of participants and submit summary info required to GBC by month end. Post Gym Safety posters and review Gym Safety Rules during pre-activity gym orientation Inform participants/parents in any program related collateral about the gym safety rules and the inherent risk of sport. Coaches to assess participant's ability in order to determine level of participation allowed and limitations required for a one-time visit (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). Provide gym orientation and safety information; provide and enforce gym rules.
Associate member participant	8 times or fewer	<ul style="list-style-type: none"> Associate member affiliation (clubs must require copy of associate member affiliation). Remind the associate member organization of their responsibility to inform parents of inherent risk of sport and obtain written informed consent to participate. Track, document and retain a detailed list of participants and submit summary info required to GBC within 30 days from the onset of the program. Post Gym Safety posters and review during pre-activity gym orientation. Coaches to assess participant's readiness to determine level of participation and limitations required for associate member program (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). On each visit provide / review gym orientation, safety information, and provide and enforce gym rules.

Individuals registered with full member club

Casual gymnast	5 times or fewer annually	<ul style="list-style-type: none"> GBC registration as a casual gymnast plus payment of applicable member fee. Completed and signed appropriate Informed Consent Form (Adult or Minor). Coaches to assess participant's readiness in order to determine level of participation and limitations required for a casual visits. (Including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed.) On each visit provide/review gym orientation and safety information; provide and enforce gym rules.
Recreational gymnast	6 or more times annually or registered in regular classes	<ul style="list-style-type: none"> GBC registration as a recreational gymnast plus payment of applicable member fee. Completed and signed Informed Consent Form (Adult or Minor, Companion, i.e. Parent & Tot) Coaches to assess participant's readiness (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). Provide gym orientation and safety information; provide and enforce gym rules on an ongoing basis.
Interclub gymnast	N/A	<ul style="list-style-type: none"> GBC registration as an Interclub gymnast plus payment of applicable member fee. Completed and signed Informed Consent Form (Adult or Minor). Coaches to assess participant's readiness (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). Provide gym orientation, safety information, and provide and enforce gym rules on an ongoing basis. Refer to Interclub Manual for more detailed information
Acrobatic gymnast	N/A	<ul style="list-style-type: none"> GBC registration as an acrobatic gymnast plus payment of applicable member fee Completed and signed Informed Consent Form (Adult or Minor). Level 2 coach or Competition 2 trained coach must be present in gym for duration of activity. Coaches to assess participant's readiness (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). Provide gym orientation and safety information; provide and enforce gym rules on an on-going basis.
Recreational Cheerleading participant	N/A	<ul style="list-style-type: none"> GBC registration as a recreational cheerleading participant plus payment of applicable member fee. Completed and signed Informed Consent Form (Adult or Minor). Provide basic cheerleading only (see Safety First Manual). Level 2 coach or Competition 2 trained coach must be present in gym for duration of activity. Coaches to assess participant's readiness (including determination by a Level 2 coach or Competition 2 trained coach if inverted skills are allowed). Provide gym orientation and safety information; provide and enforce gym rules on an on-going basis.

Trampoline gymnastics

GBC offers trampoline gymnastics programs from recreational to competitive level athletes.

GBC is implementing innovative ways to develop trampoline gymnastics programs in order to increase the number of athletes participating in the sport.

Technical Information Resources:

1. Technical guide circulated in the fall;
2. GBC Policies and Procedures Manual (available on the GBC website)

Level	Pre-National				National									
	1	2	3	4	Level 5 (Novice)			Level 6 (Espoir)		Junior		Senior		
					TR/DMT	TU	TR-S	TR/DMT	TU	TR/DMT	TU	TR/DMT	TU	TR-S
Age minimums & breakdowns	8	8	8	8	16U (11-16) OR 17+	15U (11-15) OR 16+	11+	17U (13-17) OR 18+	11+	18U	13+	19+ unless 17-18 and JR requirements met	17+	15+
Mobility requirements	-	-	-	-	L5 requirements in L4		Both athletes must meet L5 requirements in TR-I	L6 requirements in L5		JR requirements in L6		Senior requirements in L6 or move from JR at age 19		Both athletes must meet JR or SR requirements in TR-I

Men's artistic gymnastics

GBC offers competitive programs for men's artistic gymnastics from grassroots to high performance. All recreational MAG participants must register as GFA members.

Technical Information Resources:

1. Technical guide circulated in the fall;
2. GBC Policies and Procedures

Manual (available on the GBC website)

3. GCG Pathway Documents Age Calculation Chart; Appendix A

Level	Provincial Pathway					National & Elite Pathway			
	1	2	3	4	5	Open	Elite		
Program	FIG Age Group Compulsory Program		GCG Provincial Pathways Optional Program			Optional Program	<ul style="list-style-type: none"> • Compulsory (Elite 1, 2 & 3) • Compulsory & Optional (Elite 4 & Junior) • Optional (Senior) 		
Age Group	Open to all ages (minimum age is 7 years old)		13+	13+	Prov 5 13-17	14+	Senior 18+		
							Junior 16-17		
		10 - 12					Junior 14-15		
		Under 10 (minimum age is 8 years old in BC)	Under 13 (minimum age is 8 years old in BC)	Under 13 (minimum age is 11 years old)			Elite 4	13	
							Elite 3	12	
								Elite 2	11
									11
									10
									9
									9
									8
									8
									7
2018 -19 competitive season age chart for all categories (except Junior and Senior). Athletes are born on or between these dates:									
7= Sept 1, 2010 - Aug 31, 2011			11= Sept 1, 2006 - Aug 31, 2007			14= Sept 1, 2003 - Aug 31, 2004			
8= Sept 1, 2009 - Aug 31, 2010			12= Sept 1, 2005 - Aug 31, 2006			15= Sept 1, 2002 - Aug 31, 2003			
9= Sept 1, 2008 - Aug 31, 2009			13= Sept 1, 2004 - Aug 31, 2005			16= Sept 1, 2001 - Aug 31, 2002			
10= Sept 1, 2007 - Aug 31, 2008									

Women's artistic gymnastics

GBC offers competitive programs for women's artistic gymnastics from recreational to high performance.

All recreational WAG participants must register as recreational members.

For details on the JO program and

resources available to all clubs, please see the GBC website:

www.gymbc.org/jo-program

Technical Information Resources:

1. Technical guide circulated in the fall;
2. GBC Policies and Procedures Manual (available on the GBC website)

Provincial/National		High Performance
Canadian Junior Olympic Program		FIG and Canadian Models
Optional	Level 10: 2010↓	Senior: 2003↓ Junior: 2004-2007 HP Novice: 2006-2008
	Level 9: 2011↓	
	Level 8: 2011↓	
	Level 7: 2012↓	Aspire 2: 2008-2010
	Level 6: 2013↓	Aspire 1: 2008-2010
Compulsory	Level 5: 2013↓	
	Level 4: 2013↓	
	Level 3: 2013↓	
	Level 2: 2013↓	
	Level 1: 2014↓	

Aerobic gymnastics

Aerobic gymnastics was adopted by the FIG in 1995. Its unique format creates an opportunity for adolescents and adults to participate in a sport oriented toward health and fitness while combining artistry and creativity.

Registration as an aerobic gymnastics athlete in B.C. is achieved through

a full member club. Competitive categories for aerobic gymnastics include: individual men and individual women, mixed pairs, trios and groups of six.

For more information on aerobic gymnastics, contact the GBC Technical Director.

Acrobatic gymnastics

Acrobatic gymnastics officially joined the FIG in 1999. Acrobatic gymnastics favours body control in various positions, both on the ground and in the air. In competition, acrobatic gymnastics is practiced as men's, women's or mixed pairs or as groups (3

women or 4 men).

In BC, the acrobatic program is still under development.

Participants in non-competitive, recreational level acrobatic gymnastics register as recreational

members. Participants in competitive acrobatic gymnastics register as competitive acrobatic athletes.

For more information on acrobatic gymnastics, contact the GBC Technical Director or the GFA Manager.

Rhythmic gymnastics

The BC Rhythmic Sportive Gymnastics Federation (BCRSGF) is the provincial sport organization for rhythmic gymnastics in B.C.

The federation administers and delivers a variety of programs designed to

encourage participation and develop excellence in rhythmic gymnastics. BCRSGF members include competitive athletes, developing athletes, recreational enthusiasts, coaches, officials, administrators and supporters

of the sport.

For more details, please see www.rhythmicsBC.com.

Judging

Judging courses are generally offered in the fall for all disciplines. Please review the GBC website for dates and locations. Registrations must be completed online.

Entry level Men's Judges can access the online course and exam at any time on the Gymnastics Canada

website.

All judges must be registered as GBC members. Current membership is required to attend judging courses and to be eligible to judge at GBC sanctioned events.

Please ensure your club has submitted your GBC registration, or in the case

of independent members, you have completed and submitted the independent membership form (available on the GBC website) and payment to GBC.

If you need further information, please contact the GBC Technical Education Manager or Technical Director.

Coaching

Requirements for the Coaching Staff

For ALL gymnastics related activities, the following must be present at ALL times in the gym:

- A coach that is at least Gymnastics Foundations Certified or Level 1 Certified;
- 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 certifications must be

approved by the GBC Technical Director

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

Respect in Sport (RiS)

Respect in Sport (RiS) is a mandatory online program to be completed by all coaches. This includes Pre-CITs and CITs.

Gymnastics BC sends notices to clubs two times per year to inform administrators and head coaches which coaches have NOT completed Respect in Sport.

If after 30 days, the club still has coaches who have not completed the program, those coaches will have their GBC insurance coverage immediately suspended. The club will also be fined \$50 for each coach not in compliance with the Respect in Sport requirements.

Criminal Record Check

Gymnastics BC requires valid Criminal Record Checks on file for all coaches 18 years and older as per provincial law.

CRCs are valid for three years from the date of issue.

Coaching courses

Coaching courses are generally offered throughout the year for all disciplines. Please review the GBC website for dates and locations. Registrations must be completed online.

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 sanction of either Gymnastics BC or a Gymnastics BC full member club. See page 12 for more details on independent members.

If you need further information, please contact the GBC Technical Education Manager.

Suggested Coaching Ratio					
Participant Age Group	Competitive Programs 1 coach to:	Recreational Classes 1 coach to:	Birthday Parties 1 coach to:	School Programs (includes daycares) 1 coach to:	
PARTICIPANTS	3-18 months	N/A	8-10 max participants (plus parents)		
	18 months to 3 years	N/A	8-10 max participants (plus parents)		
	3-5 years	N/A	6 participants		
	6-11 years	6 - 12 max participants The more advanced the skills, the lower the ratio should be. Higher level competitive may reduce the ratio to lower than 1:6	10 max participants		15 max participants Full class if teacher is active and participating
	12+ years		8-10 max participations	8-10 max participations	

Minimum coaching requirements (applicable for all training and competitive environments)

Coaching status	Role & Responsibilities	Athlete levels they can coach
Pre-CIT	<ul style="list-style-type: none"> May act as an assistant coach under one-on-one direct supervision of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended) May NOT supervise a group or spot any skill Follow direction provided by their supervising coach 	<ul style="list-style-type: none"> GFA programming (excluding Interclub, recreational cheerleading and acrobatics) Public access programs
Gymnastics Foundations coach in training (CIT) + RiS program	<ul style="list-style-type: none"> May act as an assistant coach under supervision of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended) May NOT supervise a group or spot any skill Follow direction provided by their supervising coach 	<ul style="list-style-type: none"> Levels as listed above
Gymnastics Foundations trained + RiS program	<ul style="list-style-type: none"> May act as a coach or assistant coach under supervision (within reasonable proximity - within eye-sight) of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended) May NOT teach Level 2 NCCP skills or inverted skills with flight Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual 	<ul style="list-style-type: none"> Levels as listed above WAG - JO 1-2
Discipline specific Gymnastics Foundations certified + RiS program	<ul style="list-style-type: none"> May supervise their own group May act as a supervising coach to Pre-CIT or GF coach in training May NOT teach Level 2 NCCP skills or inverted skills with flight (flipping) TG: May only coach non-inversion elements Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual 	<ul style="list-style-type: none"> Levels as listed above GFA programming (excluding recreational cheerleading and acrobatics) TG: Provincial level 1 (non-inversion elements only)
Discipline specific Gymnastics Foundations trained + L2 technical or Comp 1 Trained + RiS program	<ul style="list-style-type: none"> May spot athletes performing Level 2 NCCP skills May conduct skill assessment for participants who have previous gymnastics experience to determine if aerial inversions are allowed May NOT spot or teach Level 3 NCCP skills 	<ul style="list-style-type: none"> Levels as listed above GFA programming (excluding recreational cheerleading) High school programs Level 1-2 WAG - JO 3-5 MAG - Provincial levels 1-2
Discipline specific Gymnastics Foundations certified + L2 technical or Comp 1 Trained + RiS program	<ul style="list-style-type: none"> May supervise Gymnastics Foundations trained coaches May NOT spot or teach Level 3 NCCP skills 	<ul style="list-style-type: none"> Levels as listed above
L2 or Comp 1 certified + RiS program	<ul style="list-style-type: none"> May NOT spot or teach Level 3 NCCP skills MAG/WAG/TG: Required to access field of play at GBC sanctioned events (including BC Championships and BC Games) and Western Canadian Championships (Western Canada Cup for TG) 	<ul style="list-style-type: none"> Levels as listed above All GFA programming (recreational cheerleading programs must follow GBC program guidelines - see GFA section of the policy and procedures manual) High school programs levels 3-5 WAG - JO 6-8, Aspire MAG - Provincial level 3-4 TG - Provincial 2-4
L2 or Comp 1 certified + L3 technical + RiS program	<ul style="list-style-type: none"> May coach and spot any gymnastics skill 	<ul style="list-style-type: none"> WAG + TG levels as listed above MAG - Provincial 5, Elite 3+4
L3 certified + RiS program	<ul style="list-style-type: none"> Required to coach MAG/WAG/TG National stream (and higher) athletes (excluding WAG Pre-Novice) Required for selection and to access field of play at national and international events including Elite Canada, Canadian Championships, Canada Cup, Worlds, WAGs, Indos etc. 	<ul style="list-style-type: none"> All levels
L4 certified + RiS program	<ul style="list-style-type: none"> No restrictions 	<ul style="list-style-type: none"> All levels

Pre-Coach-in-Training (Pre-CIT): a 13 to 15 year old who is not yet eligible to start NCCP Gymnastics Foundations (GF) training

Coach-in-Training (CIT): someone who has started their NCCP GF training

Trained: a coach who has completed the three GF training courses (intro, theory & discipline specific)

Certified: a coach who has completed the three GF courses + GF evaluation, OR the technical, theory and practical components for Level 2 or 3, or the Competition 1, 2 or 3 components, Theory modules and evaluation.

Respect in Sport (RiS): a grass-roots online training program required by ALL BC coaches, CITs and Pre-CITs

Criminal Record Checks (CRC) with vulnerable sector search (VSS) are required for ALL BC coaches and CITs who are 18 years or older



Gymnastics BC makes every effort to ensure the information contained herein is as current as possible. The association reserves the right to make changes to policies, programs and services described in this handbook without prior notice.



2018-19

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Gymnastics BC

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