

2017-2018



Club Registration Handbook

To *Inspire* the Athlete in Everyone

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TABLE OF CONTENTS

	Page
Membership Privileges	3
Membership Policies	4
Club Membership Application	8
Aboriginal Self-Declaration	9
Outside User Groups	10
Individual Membership Fees	11
Individual Membership Clarifications	12
Amilia	14
Insurance Bulletin	21
Respect in Sport Policy	26

ACRONYMS	
MAG	Men's Artistic Gymnastics
RG	Rhythmic Gymnastics
TG	Trampoline Gymnastics
WAG	Women's Artistic Gymnastics
NCCP	National Coaching Certification Program

MEMBERSHIP HAS ITS PRIVILEGES!

Be sure you and your child are participating in a member club.

Only member clubs have access to *Gymnastics Saskatchewan membership benefits*:

- Comprehensive sport liability and accident insurance
- The right to participate in safe and sanctioned events, competitions, training camps, galas and inter-club activities
- Provincially and nationally regulated coaching and officials certification programs
- Coaching workshops which are recognized by Coaches Association of Canada as approved personal development points for coaches
- Coach and volunteer screening policies
- Respect in Sport and Making Ethical Decisions programs for harassment and abuse education for coaches, parents and athletes
- Coach Development Opportunity Grants for coach mentorship, recreational and competitive coaches
- Subsidized travel and financial support for Team Sask athletes, coaches and officials
- Sask First talent identification for athletes
- National and International eligibility
- Athlete Assistance Grants
- National programs & materials for WAG, MAG, TTG & RG
- Hosting Assistance
- Professional and dedicated staff and technical committees
- Membership in a respected national organization – Gymnastics Canada
- CANGYM recreational national badge program
- Progressive developmental and competitive programs for long term athlete development
- Access to Saskatchewan and Canada Games programs
- Membership Assistance Program for club funding
- Awards and recognition for coaches, officials, volunteers, athletes and clubs
- Canadian Gymnastics Week participation
- Annual General Meeting voting privileges and attendance
- Target Group Initiative funding
- Subscription to e-news

MEMBERSHIP POLICIES

GENERAL MEMBERSHIP POLICIES

- a. Clubs and associate member organizations may become members of Gymnastics Saskatchewan upon written application at prescribed membership fees as set annually by the Board of Directors or their designate.
- b. Individuals - athletes, coaches, officials, volunteers, supporters and participants may become members of Gymnastics Saskatchewan upon written application through an affiliated club or associate member at a prescribed membership fee as set annually by the Board of Directors or their designate. Individual members without club or associate member affiliation may become members of Gymnastics Saskatchewan only upon written application and with the approval of the Board of Directors or their designate.
- c. Any member (athlete, coach, staff, manager, official, volunteer or other persons) who identifies as gender and/or sexually diverse may participate fully and safely in Gymnastics Saskatchewan activities. This includes but is not limited to those who are, or who are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning. All members, regardless of gender identity, shall have the opportunity to participate in gymnastics activities in a safe, respectful, inclusive and non-judgmental environment.
- d. Any transgender athlete may participate fully in sex-separated gymnastics activities in accordance with his/her lived gender identity. Any athlete who identifies as unspecified must choose the gender with which they will participate.
- c. No club/organization or individual shall be admitted as a member unless:
 - 1) they/he satisfies the qualifications, criteria and prerequisites of membership as outlined in the current Policy Manual;
 - 2) they/he has made written application;
 - 3) they/he has been approved by the Board of Directors or their designate;
 - 4) they/he has paid the prescribed membership fee.
- e. A club or individual member is deemed to be in good standing provided they have paid the membership dues as prescribed by the established deadlines, and are not restricted by disciplinary action by Gymnastics Saskatchewan.
- f. Any club or member may withdraw their membership in Gymnastics Saskatchewan at any time by way of notice to the Board of Directors or their designate. Upon withdrawal, the member or member club shall not be entitled to a refund of any membership fees they may have paid.

- g. A member club, associate member or individual member may be suspended or expelled from membership for failure to pay membership dues as per the membership deadlines established in the current Policy Manual.
- h. In addition to suspension/expulsion for failure to pay membership dues, a member club, associate member or individual member may be suspended or expelled in accordance with the discipline and dispute resolution policies of Gymnastics Saskatchewan.

MEMBERSHIP FEES AND REGISTRATIONS

Gymnastics Saskatchewan charges membership fees to help offset the costs of the many programs and services we offer to our clubs and members. Membership support, in numbers and dollars, is crucial and important to the continued development of gymnastics in Saskatchewan.

- a. A club must register ALL members (athletes, recreational, performance and active start participants, staff, coaches, apprentice coaches, officials, executive members, supporters) with Gymnastics Saskatchewan by the appropriate deadlines.
- b. Any member club or individual member of Gym Sask who, in the opinion of Gym Sask, facilitates or assists non-members in circumventing membership policies, philosophies and criteria of Gym Sask will be liable to disciplinary action by the CEO and or the board of directors.
- c. A registered member club that rents its facility to another organization or club for the purpose of activities recognized by Gymnastics Saskatchewan as gymnastics, must ensure that the organization or club is a registered member club of Gymnastics Saskatchewan.
- d. The organization or club who is renting must ensure that the club that operates/rents out the facility is a Gymnastics Saskatchewan member club.
- e. Two or more organizations or clubs that share a facility for the purpose of gymnastics must all be member clubs of Gymnastics Saskatchewan.
- f. Gymnastics Saskatchewan will not provide access to membership services and programs unless all registration information (fees, forms and individual names) are submitted. Clubs whose initial registration is not received by the published deadlines are not members of Gymnastics Saskatchewan until all fees, forms and names are received.

- g. Clubs are required to submit/register all new individual members over the course of the year as soon as they join a club program.
- h. Clubs may be asked to verify their membership numbers if Gymnastics Saskatchewan suspects that not all members have been registered. In order to verify membership numbers and/or grant amounts, clubs must provide information, financial statements, receipts for grants and other details if and when requested by Gymnastics Saskatchewan. Our financial statements are subject to audit, and therefore all of our member clubs are also subject to provide verification of membership and financial records if required and requested.
- i. Clubs who do not register all of their members/participants over the course of the membership year will be initially assessed a \$100.00 fine and considered members in bad standing until their membership roster and fees are made current. Other sanctions/penalties may be applied by the CEO or designate which may include suspension and/or withdrawal of any/all membership privileges.
- j. As members of Gymnastics Saskatchewan, clubs and individual members agree to comply with all Gymnastics Saskatchewan policies, bylaws and other program and/or administrative rules and regulations including coaching certification requirements.
- k. Member clubs shall provide an open environment for parents and guardians to view and listen to training and classes. All member clubs must provide an area for viewing which is accessible to parents and guardians at all times.

PROCEDURES AND DEADLINES

1. Each fall Gymnastics Saskatchewan will electronically distribute membership information to clubs and organizations in the province. The registration year is September 1 - August 31. It is required that all data is submitted electronically via email or online, or additional fees will be imposed.
2. Fees must accompany registrations. Gymnastics Canada fees as well as Gymnastics Saskatchewan fees must be remitted by the established deadline for each session.
3. Registered members are those whose names and required information are on file and whose fees have been received by the appropriate deadlines. New members may be registered at any time.

FEES AND MEMBER SERVICES

Membership Fees are established periodically by the CEO and or board of directors and circulated to the membership 60 days in advance of the beginning of the fiscal (registration) year. Membership fees include fees collected for Gymnastics Canada individual fees, (which are forwarded to the national federation on a quarterly basis).

Non-resident members or independent athletes may not access grants, team travel subsidies, financial support, may not take the place of a Saskatchewan athlete in team selections, awards or other competitive opportunities, unless they can demonstrate that they are a product of the Saskatchewan sports system and provide evidence that a significant portion of their gymnastics development occurred while a primary resident of Saskatchewan.

Your membership fees cover membership with Gymnastics Saskatchewan and Gymnastics Canada. Gymnastics Saskatchewan submits the required fee to Gymnastics Canada on your behalf. The membership fee with Gymnastics Saskatchewan helps support Saskatchewan athletes to travel to competitions, bring in facilitators for training camps and coaching workshops, certify officials, host events, offer awards and recognition, promote our sport, operate and assist clubs by acting as a resource for programs and policies. This fee also allows Gymnastics Saskatchewan to offer financial assistance to clubs, athletes, coaches and target groups through our various grant programs. The fee to Gymnastics Canada goes to support the development of gymnastics in Canada, national programs (NCCP, badge programs, competitive programs) and national teams as they strive for podium performances.

It is very important that clubs identify and disclose Gymnastics Saskatchewan and Gymnastics Canada fees separately to members. These fees should be shown separately from class registration fees.

More details regarding policies and procedures can be found in the [Gymnastics Saskatchewan Operational Policies & Procedures](#) document.

CLUB MEMBERSHIP APPLICATION

CLUB AFFILIATION FEES		2017-2018		
		Gym Sask Fee	Gym Canada Fee	Total Fee 2017-2018
Recreational Club Membership	Active Start & Recreational Programs Only	\$ 300.00	\$ -	\$ 300.00
Inter-Club Membership	Pre-Competitive, Developmental, WAG JO 1 & 2, MAG Power Cat, Rhythm Cat, TG Fast Cat, Performance, Gymnaestrada, Masters	\$ 400.00	\$ -	\$ 400.00
Competitive Club Membership	WAG JO 3-8, MAG P 1-5, RG P1-6, TG P1-4, WAG JO 9-10, Aspire, HP, MAG Elite 3, Elite 4, Open, Novice, Junior, Senior, RG National Novice, Junior, Senior, TG Level 5-6, Junior, Senior	\$ 800.00	\$ -	\$ 800.00
Associate Member Groups (each)	Target Groups, Schools, associations using your facility on a regular basis who are coached by Gym Sask member coaches	\$ 80.00	\$ -	\$ 80.00
Outside User Groups (annual fee encompasses all)	One time users: Birthday Parties, School Groups, Bring a Friend Day	\$ 100.00	\$ -	\$ 100.00

Club and individual member registration will occur through the online Amilia software.

To apply for club membership with Gym Sask the following steps must be completed:

1. Complete the Club Membership Form through Amilia
2. Purchase the applicable Club Membership
 - **Clubs are only required to purchase one club membership fee (which is valid from Sept 1 to Aug 31) and must choose the highest level of athlete to determine the corresponding club fee.**
 - Club membership upgrades throughout the season are allowed by notifying Gymnastics Saskatchewan.
3. Clubs must have their club information and fees paid by October 15, 2017 or a penalty of \$100 will be charged to the club.
 - If a club is not starting up until January, the club must register and pay club fee by December 15, 2017 or a penalty of \$100 will be charged to the club.
4. Gymnastics Saskatchewan will notify clubs regarding their membership acceptance.

ABORIGINAL SELF-DECLARATION

It is mandatory for all clubs to include an area on their individual online or paper registration form for participants to declare their Aboriginal status. This is an important piece of information that Gymnastics Saskatchewan is required to report to Sask Sport each year to insure our funding. This is a sample of what you can include on your online or paper registration form:

Aboriginal Self-Declaration

Please check one of the following that is most applicable to your Aboriginal ancestry*:

Status/Treaty Metis Non-Status Inuit

*Providing this information is voluntary and will be used for statistical purposes, only. It will not be used by Gymnastics Saskatchewan for any other prohibited preference as per The Saskatchewan Human Rights Code.

Gymnastics Saskatchewan will be asking for this information at each of the individual member registration deadlines (Oct 31, Feb 28, May 15 and Aug 15). So please make sure you are keeping track of this data and are able to submit the following report to Gymnastics Saskatchewan quarterly:

Aboriginal Self-Declaration	Status/Treaty	Metis	Non-Status	Inuit
Athletes				
Coaches				
Judges				
Volunteers/Other				

OUTSIDE USER GROUPS

If your club is offering gymnastics programs for outside users, (for example, birthday parties, school groups, daycares, bring a friend day), you must purchase a \$100 outside user fee in Amilia before October 15th in order to be covered for liability insurance for these programs. This insurance will only cover individuals on a one-time user basis. If a group is coming more than once with the same participants, that group can register as Associate Members (\$80/group for the year, this can be done by using the [Associate Member Form](#)) to receive coverage OR the individuals should be registered as regular members depending on the situation.

* Please note that our insurance ONLY covers gymnastics activities.

In order for your liability insurance to be in effect please ensure these participants are supervised at all times by a coach certified at the appropriate level and that you keep the contact information of the individuals attending these programs for a 12 month period as Gymnastics Saskatchewan may request this information. **Please send information on the number of participants using this program to Gymnastics Saskatchewan on a monthly basis.** Please use the [outside user group monthly reporting form](#). All statistical analysis (i.e. MAP, AGM votes, size of club tracking), will EXCLUDE birthday party/daycare and one time user group attendees, but Gymnastics Saskatchewan reports this information to Sask Sport on a yearly basis.

Club Name: _____ Month of: _____

Type of Activity	Number of Participants					
	Male			Female		
	5 & under	6-11	12-18	5 & under	6-11	12-18
Birthday Party						
Schools						
Day Care						
Special Needs						
Cross Training (specify sport): _____						
Other (specify): _____						

INDIVIDUAL MEMBERSHIP FEES

		2017-2018		
		Gym Sask Fee	Gym Canada Fee	Total Fee 2017-2018
GYMNASTS				
Recreational Gymnast	Active Start (under 6 years), Recreational (6 years+)	\$ 22.00	\$ 8.00	\$ 30.00
Casual Gymnast	A recreational gymnast who participates 5 times or fewer, casually throughout the year or in short programs (drop in, camper 5 times or fewer half or full days)	\$ 7.00	\$ 8.00	\$ 15.00
Summer Recreational Gymnast	A recreational gymnast who is not already a member and participates in a summer session (only applies to July & August).	\$ 7.00	\$ 8.00	\$ 15.00
Inter-Club Gymnast	Pre-Competitive, Developmental, WAG JO 1 & 2, MAG PowerCat, RhythmCat, TG FastCat, Performance, Gymnaestrada, Masters	\$ 65.00	\$ 8.00	\$ 73.00
Provincial Gymnast	WAG JO 3-8, JO 9 Prov, Aspire 1, MAG P1-5, RG P1-6, TG Levels 1-4	\$ 132.00	\$ 8.00	\$ 140.00
National/HP Gymnast	WAG JO 9 Nat, WAG JO 10, Aspire 2, HP, MAG Elite 3, Elite 4, Open, Novice, Junior, Senior, RG National Novice, Junior, Senior, TG Level 5-6, Junior, Senior	\$ 275.00	\$ 8.00	\$ 283.00
COACHES				
Coach in Training	CIT has not completed any coaching courses	\$ 32.00	\$ 8.00	\$ 40.00
Rec / Inter-Club Coach	Coach of Recreational or Inter-Club Gymnast	\$ 85.00	\$ 8.00	\$ 93.00
Competitive Coach	Coach of Provincial or National/HP Gymnast	\$ 110.00	\$ 8.00	\$ 118.00
JUDGES				
Inter-Club Judges	WAG JO 1 & 2, MAG PowerCat, RhythmCat, TG FastCat	\$ 52.00	\$ 8.00	\$ 60.00
Judges	Prov, Nat, International, FIG	\$ 85.00	\$ 8.00	\$ 93.00
OTHER				
Club Staff	Administrative Staff, Recreational Director, Program Director	\$ 27.00	\$ 8.00	\$ 35.00
Club Executive	All Club Board of Directors	\$ 27.00	\$ 8.00	\$ 35.00
Volunteers	Individual volunteers who help with club activities	\$ 6.00	\$ 8.00	\$ 14.00
Individual Member	Associate individual members	\$ 24.00	\$ 8.00	\$ 32.00
Learning Facilitators & Coach Evaluators	An individual who is certified to facilitate NCCP courses or evaluate coaches for certification	\$ 27.00	\$ 8.00	\$ 35.00
Lifetime Member	Honorary member	\$ -	\$ -	\$ -
Special Olympics Saskatchewan Member	Athletes & coaches who are current members of SOS	\$ 5.00	\$ -	\$ 5.00

We cannot stress enough the importance of having every gymnast, coach, judge and other members registered, both to protect your club and your gymnasts in an insurance situation and to maintain the level of Sask Lotteries, MAP, and other funding provided to the sport of gymnastics. If members are active in more than one role, they must be registered in all applicable roles, but will only be charged the highest registration fee.

INDIVIDUAL MEMBER REGISTRATION DEADLINES

October 31, 2017	Fall Registration Deadline
February 28, 2018	Winter Registration Deadline
May 15, 2018	MAP Grant Registration Deadline
August 15, 2018	Final Registration Deadline

INDIVIDUAL MEMBERSHIP CLARIFICATIONS

INTER-CLUB, PROVINCIAL, NATIONAL GYMNAST

Clubs will be required to declare inter-club, provincial and national gymnasts level of participation by October 31st using the [Athlete Levels Reporting Document](#). We will request levels of participation again on January 15th. After January 15th levels of participation will be checked prior to each competition. Upgrades may take place as per Technical Regulations, please notify Gymnastics Saskatchewan of necessary upgrades and clearly indicate changes on your spreadsheet.

If inter-club, provincial or national gymnastics are transferring clubs mid-season we require parents to submit a signed [Club Transfer Form](#) to Gymnastics Saskatchewan.

MASTERS

Rhythmic has two divisions of Masters Gymnasts (refer to the 'RG Competitive Masters Program' for more details): Masters Level 5 (13-16 years) & Masters Level 6 (17 years +)

Other disciplines who have ex-competitive athletes who would like to continue training with reduced hours and not attend competitions may register in the Inter-Club Gymnast category corresponding to their discipline.

DEVELOPMENTAL

Gymnasts who are participating in a developmental program within their club and are training more hours than recreational participants at their age should be registered in the Inter-Club Gymnast category corresponding to their discipline.

PERFORMANCE

Gymnasts who are participating in Galas and performance events where multiple clubs are participating and being evaluated should be registered in the Inter-Club Gymnast Performance or Gymnaestrada category.

COACHES

All coaches (13 years +) who are on the gym floor coaching athletes must complete the online Respect in Sport modules (see page 25 for RIS policy). Coaches who are 18 years + are required to obtain a police record check and keep the results on file with their gym and must submit them to Gymnastics Saskatchewan when requested. A police record check will be valid with

Gymnastics Saskatchewan for a period of 5 years from date of issue, unless information is presented to the CEO which shows that there are reasonable grounds for another police record check to be required. Please refer to our website for more information about [Risk Management](#).

Coach in Training – has not completed any coaching courses other than Respect in Sport

Rec/Inter-Club Coach – is coaching recreational or inter-club gymnasts and has completed Gymnastics Foundations courses and possibly the Competition 1 WAG or MAG or Level 2 RG or TG Technical

Competitive Coach – is a coach of Provincial or National/HP gymnasts and is certified Competition 1 or Level 2 and higher in any discipline

JUDGES

Please refer to each discipline's [Technical Regulations](#) for official's information, including age eligibility. Judges should be registered by October 31st, so that disciplines can determine the availability of judges for competitions and participant numbers for judging clinics.

INDIVIDUAL MEMBERS

Individual members are people who are part of an associate organization who would like to be a member with Gymnastics Saskatchewan to receive member privileges. The associate organization cannot be a gymnastics organization.

All other individual members who are coaching or judging gymnastics activities must be registered with Gymnastics Saskatchewan in the appropriate coach or judge category. Individual members can be registered through the Amilia system or by using the [Individual Membership Form](#).

LEARNING FACILITATORS & COACH EVALUATORS

Learning facilitators and coach evaluators will be registered by Gymnastics Saskatchewan annually as long as they continue to be active learning facilitators and/or coach evaluators with our organization.

LIFETIME MEMBER

This membership is reserved for individuals who have received the honor of a Life Membership. These members will be registered by Gymnastics Saskatchewan each year and will receive a free membership for life.



CLUB & MEMBER REGISTRATION

Club and individual member registrations must be processed through Amilia. The link to sign into Amilia is <https://www.amilia.com/en/Login>, please save it as a favorite in your web browser. To log in, use your club email address and password. New clubs should contact Gymnastics Saskatchewan at jbenson@gymsask.com to receive a login.

CLUB MEMBERSHIP APPLICATION

Follow the Amilia resource [Applying for Club Membership](#) or follow the directions below:

1. Log into Amilia
2. Click on the arrow beside your club's email address on the top right hand side of the page
3. Click on 'Corporate Account'
4. Then click on the word 'Store' that has a picture of a shopping cart under the 'Quick Access' 'Gymnastics Saskatchewan' with our logo.
5. Then you will go to our store.
6. Choose the Club Membership 2017-2018 according to your highest level of athlete
7. Click Add
8. Click on the picture of the Greek coliseum beside your club name
9. Then click Check out
10. Click Check out again
11. Fill in the information then click 'continue my purchase'
 - ❖ Special note: Please put your mailing address in the 'Address 1' line and your gym's physical address in the 'Address 2' line if it is different than your mailing address.
12. Then complete the transaction by choosing offline payment (you can send in a cheque or pay with credit card over the phone) or online payment (you can put in your cheque information and pay by e-cheque)

Don't forget to purchase your Outside User Group membership if you are running birthday parties, school groups, etc. You will complete this purchase the same way you purchased your club membership.

Gymnastics Saskatchewan will notify clubs regarding their membership acceptance as applications come through.

SETTING UP YOUR WAREHOUSE

Once you have renewed your club membership from your federation, you can start selling Gymnastics Saskatchewan Resale memberships to your clients. Follow the Amilia resource [setting up your memberships](#) in the resale warehouse or follow the directions below:

1. Go back to Amilia
2. Click on the arrow beside your club's email address on the top right hand side of the page
3. Click on 'Administration'
4. Then the screen will change – click on the word 'Memberships' on the left hand side of the page
5. Then near the top of the screen click on the word 'Warehouse'. This is where you will activate the memberships you will be using this season. For a small recreational club you will probably be using only a few memberships. Full descriptions of memberships can be found on pages 17-18 of this document.
6. Be sure to update your 'Wholesaler Season' to 2017-2018
7. Scroll through the list and find one of the memberships you will need (Active Start Gymnast – this is any gymnast who is under 6 years old) click on the title (Active Start Gymnast) or click 'Configure' to the right of the membership.
8. Now click 'Active'
9. Then scroll down and click for Taxes to be WAIVED
10. Then choose the methods of Payments you will accept. Clubs who do not have a contract with Amilia to use their online registration software should choose 'Offline'.
11. Then click Save
12. Repeat these steps for the other memberships your club will need

INDIVIDUAL MEMBERSHIPS

Amilia online registration paying clubs:

After you have set-up your warehouse you can follow the Amilia resource and [link the memberships to activities](#).

Freemium Clubs:

Clubs who do not have a contract with Amilia to use their system for online registration will import their members so Gymnastics Saskatchewan has a list of all clubs' members and can record and invoice accordingly. Follow the Amilia resource [Membership Resale Import](#) to learn how to fill out a .csv template to import your member's information while simultaneously assigning them a Gymnastics Saskatchewan membership or follow the directions below:

1. Log into Amilia
2. Click on the arrow beside your club's email address on the top right hand side of the page
3. Click on 'Administration'
4. Then the screen will change – click on the word 'Memberships' on the left hand side of the page
5. Click on the word 'Import' (it is beside the word 'warehouse')
6. Click on the blue word 'Template'
7. This will download an excel document at the bottom of your page. Click on it.
8. You will need to fill this in with all your members. There is some formatting you will need to be aware of so read the explanations to the right of the word 'Template' or click [HERE](#).
9. I will also outline some items for you here:
 - Gender – enter capital M or F
 - Birth Date – always enter as MM/DD/YYYY
 - Membership Name – has to be exactly as it appears in Amilia (e.g. Active Start Gymnast, Recreational Gymnast, Recreational/Inter-Club Coach) please refer to pages 17-18 of the Club Registration Handbook or look in the warehouse to see how they are named.
 - If you have multiple memberships for a single athlete, create one line per athletes per membership
10. Then when you have your import template complete save the file as a .CSV file on your computer
11. Then go back to the Import section of Amilia and click on 'Choose a file' and find where you saved the file on your computer
12. Choose your Season 'Gymnastics Saskatchewan – 2017-2018 Season'
13. Then click 'Upload'
14. The system will tell you if it identifies any errors in your file.
15. If there are no errors it will import

The more information you put into the import template, the easier it will be for the Amilia system to recognize duplicates and recognize members across clubs. Email addresses are especially important for recognition.

ADDING A PURCHASE TO A CLIENT

Go to 'Clients' then click on 'Members Search' and search for the member with their first name, last name and full date of birth. Then go to 'Add Purchase' when you are in their client account. It will take you to the store. Click on the 'Membership' you want to purchase then continue to the checkout and select a method of payment or click skip and pay later. Click [HERE](#) for Amilia resource.

REPLACEMENT FEATURE

Remember that upgrading memberships is easy using the replacement feature. In some cases downgrading a membership is not permitted so if you are unsure where you are placing an athlete at the beginning of the season it is safer to register them in the lower category. Click [HERE](#) for the **'how to replace a membership'** guide with pictures or follow the directions below:

1. Click on the Client tab
2. Click on People
3. Find the client (athlete or coach) who you want to upgrade and click on their name
4. Click on Purchases
5. Click on the word 'Invoice' beside the membership you want to upgrade
6. Click on the + to open the Invoice
7. Click on Replacement
8. Select the Membership to replace
9. Select Replacing Membership
10. Carefully read the warning, they will help you make decisions about promotions, products and service fees. Check the details of the replacement by clicking on details and if service fees are charged, you can adjust the amount. It is possible to add a rebate or invoice manually, so you can make the adjustment to the new bill if that is necessary to obtain the desired balance.
11. Select the mail checkbox to send the client an email of the replacement invoice, uncheck if you do not want to send an email.
12. Save

MEMBERS IN MORE THAN ONE CLUB

If you know that a member has been registered in Amilia by another club and has already paid their Gym Sask/Gym Canada membership, please use the member search feature to import the member into your client list. Go to 'Clients', then 'Member Search', search the member by first name, last name and date of birth. If you find the client registered with another club, choose to 'import' the client and then the member will be associated with both clubs and this will help avoid duplicates. Your club won't be able to purchase the exact same membership for this person, but you can send me their name and role and I am keeping a list of people in more than one club for AGM votes and MAP grant purposes.

INDIVIDUAL MEMBERSHIP NAMES IN AMILIA

MEMBERSHIP NAME IN AMILIA	Level (inter-club, provincial & national levels will be collected using the Levels Reporting Document)
Active Start Gymnast	Under 6 years
Recreational Gymnast	6 years+
Casual Gymnast	Drop in, Camps (5 times or fewer half or full days)
Summer Recreational Gymnast	A recreational gymnast who is not already a members and participates in a summer session (only applies to July & August)
Inter-Club Women's Artistic Gymnast	JO 1 &2, Developmental, Masters
Inter-Club Men's Artistic Gymnast	Power Cat, Developmental, Masters
Inter-Club Rhythmic Gymnast	Rhythm Cat, Developmental, Masters
Inter-Club Trampoline & Tumbling Gymnast	FAST Cat, Developmental, Masters
Inter-Club Performance or Gymnaestrada Gymnast	Performance, Gymnaestrada, TSG
Provincial Women's Artistic Gymnast	JO 3-8, JO 9 Prov, Aspire 1
Provincial Men's Artistic Gymnast	MAG P1-5
Provincial Rhythmic Gymnast	RG P1-6
Provincial Trampoline & Tumbling Gymnast	TG P1-4
National/HP Women's Artistic Gymnast	WAG JO 9 National, WAG JO 10, Aspire 2, Novice, Junior, Senior, HP
National/HP Men's Artistic Gymnast	MAG Elite 3, Elite 4, Open, Novice, Junior, Senior
National/HP Rhythmic Gymnast	RG National Novice, Junior, Senior
National/HP Trampoline & Tumbling Gymnast	TG Level 5-6, Junior, Senior
Coach in Training	Intro/Community Stream (has not completed any coaching courses other than Respect in Sport)
Recreational/Inter-Club Coach	Intro/Community Stream
Competitive Coach	Competition/High Performance Stream
Inter-Club Women's Artistic Judge	WAG JO 1 & 2
Inter-Club Men's Artistic Judge	MAG PowerCat
Inter-Club Rhythmic Judge	Rhythm Cat
Inter-Club Trampoline & Tumbling Judge	FAST Cat
Provincial Women's Artistic Judge	JO 3-8, JO 9 Provincial
Provincial Men's Artistic Judge	MAG P1-5
Provincial Rhythmic Judge	RG P1-6
Provincial Trampoline & Tumbling Judge	TG P1-4
National/FIG Women's Artistic Judge	WAG JO 9 National, WAG JO 10, Aspire 2, Novice, Junior, Senior, HP
National/FIG Men's Artistic Judge	MAG Elite 3, Elite 4, Open, Novice, Junior, Senior

National/FIG Rhythmic Judge	RG National Novice, Junior, Senior
National/FIG Trampoline & Tumbling Judge	TG Level 5-6, Junior, Senior
Club Staff	Administrative Staff, Recreational Director, Program Director
Club Executive	All Club Board of Directors
Volunteer	Individual volunteers who help with club activities
Individual Member	Associate individual members
Learning Facilitators & Coach Evaluators	An individual who is certified to facilitate NCCP courses or evaluate coaches for certification
Lifetime Member	Honorary member
Special Olympics Saskatchewan Member	Athletes and coaches who are members of SOS

PRIVACY DECLARATION

Gymnastics Saskatchewan collects and uses personal information for the purpose of operating gymnastics programs and providing members with programs, services, products, and information they require as a member with the organization. This information may also be shared with Gymnastics Canada.

MEMBERSHIP INVOICES

Gymnastics Saskatchewan will generate invoices for all clubs at the beginning of every month through Amilia. Clubs are expected to register new members with Gymnastics Saskatchewan as soon as possible as they enter into club programs.

Account Statements can be viewed at any time by following the steps below:

1. Log into **Amilia**.
2. Navigate to the **Corporate Account** by clicking on your email address in the top right corner.
3. Select **Account Statements** from the left menu.
4. Click on **Actions** to review the details of the invoice.

PAYMENT OF MEMBERSHIP INVOICES

Payment is to be received by the Gymnastics Saskatchewan office within 30 days from the date the invoice is issued. Membership invoices can be paid using e-check or offline by cheque made payable to Gymnastics Saskatchewan.

To make an online e-check payment:

1. Log into **Amilia**.

2. Navigate to the **Corporate Account** by clicking on your email address in the top right corner.
3. Click on **Account Statement**.
4. Click on **Actions** then **Make Payment**.

AMILIA SUPPORT

If you have any questions, the Amilia support articles provide a great resource:

<https://support.amilia.com/hc/en-us/categories/11765-Knowledge-Base->

If you experience any difficulties, contact support@amilia.com

INSURANCE BULLETIN

The Gymnastics Saskatchewan insurance policy covers clubs in good standing, and their members who have paid the individual membership fee and are members of a club in good standing. The insurance provided via Sask Sport, (All Sport) includes general and participant liability and sport accident coverage.

INDIVIDUAL MEMBER INSURANCE

Please note that insurance coverage only applies when requirements for registration and membership with Gymnastics Saskatchewan are fulfilled.

All member clubs must register all individual members with Gymnastics Saskatchewan, including active start participants, recreational/performance gymnasts, inter-club and competitive athletes, coaches, support staff, judges, directors, executive, and volunteers who provide the club with volunteer help and service on a regular basis. Failure to register all members will be considered an act of misrepresentation and may have adverse effects on the club's membership status, resulting in a possible denial of insurance coverage.

Any gymnastics activity done in the facility must be done under the direct supervision of a coach who is currently registered with Gymnastics Saskatchewan and has the NCCP certification required by Gymnastics Saskatchewan for the type and level of activity (see Coaching Policies).

WHAT IS COVERED?

The Liability Policy covers all **Gymnastics Saskatchewan registered members** including coaches, officials, employees and volunteers while acting on behalf of Gymnastics Saskatchewan. Registered members are also covered while engaged in Gymnastics Saskatchewan SANCTIONED and authorized activities. Clubs made aware of any possible liability suits or claims against them must inform Gymnastics Saskatchewan and our insurer.

The Accident Policy coverage applies to **Gymnastics Saskatchewan registered members** taking part in gymnastics classes, training, training camps, events, competitions and meets sanctioned and approved by Gymnastics Saskatchewan. Accident coverage is secondary coverage only, meaning that all other personal policies must be paid out first. [Accident Insurance Claim](#) forms must be submitted as soon as possible after the injury occurred.

[Sanction Forms](#) for club events and [Out of Province Travel Sanction Requests](#) must be completed and submitted to Gymnastics Saskatchewan with the appropriate fees, by the established deadlines. As a member club in good standing, Gymnastics Saskatchewan will

consider your regular club training and classes as sanctioned activities, provided Gymnastics Saskatchewan rules and regulations for coaching certification, safety and conduct are followed.

Sanctioned activities will include those authorized activities considered to be core to the operations of the various gymnastics disciplines (Gym For All, WAG, MAG, TG, RG, ACRO, AERO) governed by Gymnastics Saskatchewan. These core areas can be classified as: classes, training, demonstration and competition.

COMPETITION

A gymnastics activity is defined as a competition if one or more of the following characteristics exist:

- Formalized competitive requirement, format and protocol similar to the one in place for the sport provincially, nationally and internationally.
- The gymnast's performance is judged, scored and compared to the other participants.
- The gymnasts are ranked and recognition is based on some ranking.

TRAINING/CLASSES

Training/Classes is defined as any organized and structured regimen of exercise and physical activity geared to enhancing a registered participant's skill level and overall abilities towards an end (improvement, enjoyment, competition, new skills acquisition, physical literacy).

DEMONSTRATION

Demonstration is defined as an organized, structured exhibition of gymnastics skills or routines intended to display the positive attributes of the sport. Purposes of demonstration may be to attract interest and/or increase membership for participating clubs, showcase and promote athletes or highlight gymnastics a part of a larger event or competition.

When demonstrations are performed outside the member club's facility, the member club must provide details of the demonstration to Gymnastics Saskatchewan in order for it to be approved and sanctioned.

BIRTHDAY PARTIES

Birthday parties are included as sanctioned activities, provided clubs have paid the outside user group/birthday party Gym Sask annual membership fee. Birthday party participants do not need to be individually registered with Gymnastics Saskatchewan. However, the member club must keep a list of all names of participants on file for insurance purposes. The definition of a

sanctioned birthday party is the following: gymnastics activities as per the Gymnastics Saskatchewan recreational standards and requirements, with possible consumption of “party food” in a supervised environment within the member club’s facility.

PROMOTIONAL ACTIVITIES

Activities such as “Bring a Friend Day” are covered under the policy if the safety standards are met for coaching and equipment as per Gymnastics Saskatchewan policies. There must be a structured component and it is understood that the member club is trying to promote gymnastics and attract new members. This coverage is for promotional activities, one-time visits by any one individual, and not for participation in any form of regularly scheduled program. A list of all names of participants must be kept on file for insurance purposes.

SCHOOL GROUPS

Gymnastics programs scheduled specifically for schools will be covered under the policy. A list of all names of participants must be kept on file for insurance purposes. Standards must be met for coaching and equipment as per Gymnastics Saskatchewan policies.

PARENT & TOT PROGRAMS

The child must be a member of Gymnastics Saskatchewan. Any parent or caregiver involved in a non-coaching/teaching role during a Parent and Tot class does not need to be registered with Gymnastics Saskatchewan.

CHEERLEADING

Gymnastics coaches may train, condition and teach tumbling or gymnastics skills with cheerleading squads, providing the participants are all registered members of Gymnastics Saskatchewan. The individuals must be registered with the club as recreational gymnasts.

Coaches and clubs can only teach gymnastics-related skills such as those normally performed in a gymnastics setting. Skills such as pyramids, tosses in general are considered non-gymnastics related and would not be covered by Gymnastics Saskatchewan insurance.

OTHER SPORT GROUPS

Gymnastics conditioning programs offered to other sport groups as a whole will be covered provided the participants are registered as individual recreational members. Coaches can only teach gymnastics-related skills such as those normally performed in a gymnastics setting. Clubs providing gymnastics programming to outside user groups such as daycares, sport groups,

community organization will have liability insurance coverage, but since the individuals are not individual members, no accident insurance coverage will be provided.

Member clubs operate many programs and activities, most of which clearly fall within the sport of gymnastics and hence would be covered under our policies. Inclusion under the policy is directly related to the degree to which Gymnastics Saskatchewan rules, regulations and risk management can be applied.

DIRECTORS AND OFFICERS LIABILITY

Gymnastics Saskatchewan insurance includes 5 million dollars liability for Directors and Officers insurance. All club Board, Executive and Staff members must be registered members.

FACILITY RENTAL

Member clubs can provide their facility to any individuals or groups provided the group or individuals have their own insurance, AND ADD BOTH THE MEMBER CLUB AND GYMNASTICS SASKATCHEWAN AS ADDITIONAL INSURED ON THEIR POLICY. The insurance certificate must have a minimum of 5 million dollars liability prior to the rental taking place. A copy of this insurance certificate may be required by Gymnastics Saskatchewan and our insurer.

NON-GYMNASTICS ACTIVITIES

Some activities incorporate gymnastics but also include other elements unrelated to the disciplines of Gymnastics Saskatchewan. The format and operation of unrelated activities follow no known federation technical rules or guidelines and may present unacceptable levels of risk or exposure. These activities are considered non-gymnastics related, and are excluded from the Gymnastics Saskatchewan insurance policies.

These activities include by are not limited to:

- Swimming
- Baseball
- Softball
- Arts and crafts
- Daycare
- Field trips
- Sleep-overs
- Rock climbing walls
- Cheerleading skills

- Skateboarding
- Aerial skiing
- Bingos
- Raffles
- Garage sales
- Bake sales
- Gym cleaning

Some of these activities are often involved in summer camps and holiday camps run by member clubs – these are NOT covered, and additional insurance should therefore be purchased by clubs.

If an accident or incident occurs in a facility where unsanctioned and uninsured activities take place, the Gymnastics Saskatchewan policy will not provide or may deny coverage.

Insurance coverage and subsequent payments are not always easily determined in advance, as all incidents are reviewed by the insurance company's adjusters and underwriters, NOT by Gymnastics Saskatchewan.

Coaches in particular should be familiar with their role in risk management, including safety, certification, and possible negligence.

It is a good idea to keep a copy of our [Memorandum of Insurance](#) in your files. If you have any questions, please do not hesitate to contact our office at 306-780-9229.

GYMNASTICS SASKATCHEWAN RESPECT IN SPORT POLICY

Gymnastics Saskatchewan, Gymnastics Canada, and Sask Sport are committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

Gymnastics Saskatchewan, Gymnastics Canada, and Sask Sport require that all coaches participating in gymnastics have completed the online Respect in Sport program. This policy applies to all coaches registered under the membership jurisdiction of Gymnastics Saskatchewan and its member clubs.

Coaches not holding valid Respect in Sport certification will have 30 days from the time their registration is submitted to Gymnastics Saskatchewan to complete the online Respect in Sport training. Any coach not having Respect in Sport certification within 30 days of their registration with Gymnastics Saskatchewan will have their membership suspended until their Respect in Sport certification is completed.

Clubs are responsible to ensure that their coaches have completed the Respect in Sport certification. Gymnastics Saskatchewan's Respect in Sport policies and requirements are reviewed annually by the CEO, Technical Director and NCCP Program Coordinator.