



GYMNASTICS SASKATCHEWAN POLICIES AND PROCEDURES

OPERATIONAL POLICY MANUAL – UPDATE FEBRUARY 2024

Contents

SECTION 1. INTRODUCTION	- 2 -
SECTION 2. GOVERNANCE.....	- 4 -
SECTION 3. FINANCIAL PROCEDURES.....	- 9 -
SECTION 4. STAFFING.....	- 16 -
SECTION 5. COACHING.....	- 19 -
SECTION 6. INSURANCE AND SANCTIONING	- 23 -
SECTION 7. MEMBERSHIP AND REGISTRATION.....	- 25 -
SECTION 8. EQUITY AND INCLUSION	- 29 -
SECTION 9. COMPETITIONS AND EVENT HOSTING	- 30 -
SECTION 10. TEAM TRAVEL.....	- 32 -
SECTION 11. AWARDS.....	- 38 -



SECTION 1. INTRODUCTION

Gymnastics Saskatchewan

Gymnastics Saskatchewan is the provincial sport body which governs artistic gymnastics, rhythmic gymnastics, trampoline gymnastics and acrobatic gymnastics sports in the province of Saskatchewan. We were incorporated in 1975 and are active members of Sask Sport and Gymnastics Canada.

Our Vision

“Empower and inspire champions”.

Our Mission

Gymnastics Saskatchewan provides high-quality, safe, inclusive and positive opportunities for the growth, development and enjoyment of gymnastics in Saskatchewan.

Our Core Values

Gymnastics Saskatchewan actively pursues opportunities for qualifying gymnasts to represent Saskatchewan at competitions and looks for ways to enable gymnasts to achieve their fullest potential.

Respect	We respect everyone’s ideas, contributions and hard work to facilitate an environment that all members are proud of.
Integrity	We are honest, trustworthy and ethical.
Transparency	We share information, experiences, successes and failures openly to learn and grow our community.
Innovation	We ask questions, investigate ideas and believe that anything is possible.
Collaboration	We seek connections, start conversations, build relationships, and we collaborate with our gymnastics community.
Inclusion	We are welcoming. Gymnastics has a place for everyone.
Celebration	We recognize and value the contributions of our current and former members. We make sure our participants feel appreciated and valued.
Joy	We use our drive and commitment to energize, engage and inspire. Passion is at the heart of our organization. Learning to flip and fly brings joy to the mind, body and soul.

POLICIES AND PROCEDURES MANUAL

The Policy Manual of Gymnastics Saskatchewan is designed to provide the Board of Directors, staff, committees, sub-committees, members and member clubs with detailed policies and procedures that govern and direct the operations of Gymnastics Saskatchewan. The objective of these policies is to provide clear definition of the rules and regulations pertaining to Gymnastics Saskatchewan’s programs, structure and function. The Policy Manual also serves as a communication tool for our elected and appointed officials, staff, and members. The Chief Executive Officer (CEO) of Gymnastics Saskatchewan is responsible for the development, interpretation and implementation of all policies relative to the operations of Gymnastics Saskatchewan.

PROVINCIAL GOVERNMENT

Gymnastics Saskatchewan may, as required or requested, communicate with and be the official representative for the sport of gymnastics, trampoline and tumbling, rhythmic gymnastics and sport acrobatics to the appropriate provincial government department responsible for sport and recreation.

SASK SPORT INC.

Gymnastics Saskatchewan shall be affiliated with Sask Sport Inc., and subject to the rules and regulations of that body as applicable. Sask Sport Inc. is a non-profit, non-governmental organization representing amateur sport in Saskatchewan. Gymnastics Saskatchewan is a member of Sask Sport Inc. with full voting privileges.

SASK LOTTERIES TRUST FUND

The Sask Lotteries Trust Fund is a fund administered by an elected Board of Directors, representing sport, culture and recreation groups across Saskatchewan. Sask Lotteries funds sport, culture and recreation groups and organizations, including Gymnastics Saskatchewan.

SASKATCHEWAN SPORTS HALL OF FAME AND MUSEUM

The Sask Sports Hall of Fame is a non-profit organization whose purpose is to recognize the achievements of outstanding Saskatchewan amateur sport figures, and to maintain archives and history of sport in Saskatchewan. Gymnastics Saskatchewan is an active member of the Hall of Fame.

COACHES ASSOCIATION OF SASKATCHEWAN

The Coaches Association of Saskatchewan is a non-profit organization which works in the development of coaches and leaders in sport in Saskatchewan. Gymnastics Saskatchewan is an associate member of the Coaches Association of Saskatchewan.

ADMINISTRATION CENTRE FOR SPORT, CULTURE AND RECREATION

The Administration Centre was developed to provide provincial recreation, culture and sport organizations with office space, mailing and other administrative services. The Administration Centre is run by a Board of Directors and staff made up of representatives of sport, culture and recreation groups. Gymnastics Saskatchewan is a member of this organization.

GYMNASTICS CANADA GYMNASTIQUE

Gymnastics Saskatchewan is affiliated and under the jurisdiction of Gymnastics Canada Gymnastique and subject to the rules and regulations of that body as applicable. Gymnastics Canada is the national federation responsible for the sport of gymnastics in Canada, under the auspices of the Federal Government and Sport Canada. Each provincial association in Canada is a voting member of Gymnastics Canada.

SECTION 2. GOVERNANCE

GENERAL

- Gymnastics Saskatchewan operates under the guidelines of the John Carver model of governance.
- Our governance model delegates responsibility and accountability for performance results.
- Our governance model leaves volunteers and paid staff free to utilize the means they believe best so long as those means are within the operating values and policies of the organization.
- We value diversity and dialogue within a team framework. This involves commitment to a consultative approach, free-flowing dialogue, decision-making by responsible individuals, and working together to implement decisions.
- We believe in a team approach. We expect all team members to show leadership and professionalism in their respective areas of expertise. We believe in a working partnership with our members and with each other.
- We value learning and believe we should always be trying to learn and develop our abilities.
- While we strive to respond quickly to our members' needs, we prefer to anticipate their needs and plan to meet those needs, so we are ready for action when they call upon us.
- We believe we can always do things better, and so constantly search for better ways of performing.
- Our working standard is the same as that for our athletes trying to achieve excellence in their pursuits.
- We expect our team and our organization to work within our values and policy/procedures framework with a focus on and commitment to the achievement of the organization's mission, vision and goals.
- This organization is a mixed volunteer-paid staff organization that values the contributions of both volunteers and paid staff equally. We welcome the contributions of both volunteers and paid staff, and in agreeing to serve in their respective capacities, we expect a firm commitment to performing the responsibilities accepted and achieving the approved goals.
- Volunteers and paid staff can expect the organization to: provide clear and concise outlines of responsibilities, goal expectations and authority limitations; allow them to define the most efficient and effective means of achieving the approved goals as long as the means are within the organization's mission, vision, values, policies and procedures; monitor and provide feedback on their performance and progress towards the achievement of the approved goals; consult on matters that may affect their responsibilities and their progress toward the

achievement of the approved goals; recognize and reward their performance on the basis of their achievement of the approved goals.

AUTHORITY OF THE BOARD OF DIRECTORS

The Board of Directors has the powers of Gymnastics Saskatchewan and may delegate its powers, duties, function without limiting the generality of the foregoing:

The Board of Directors may make policies, procedures and regulations for managing the affairs of Gymnastics Saskatchewan in accordance with the Act and the Bylaws.

The Board of Directors may make policies, procedures and regulations relating to the management of disputes and discipline of members and the Board of Directors and/or their designated committee shall have authority to manage disputes and discipline members accordingly.

The Board of Directors will establish the vision, mission, values and strategic direction of the Corporation.

The Board of Directors may establish permanent committees or temporary committees to assist in performing the work of Gymnastics Saskatchewan and may delegate authority to these committees.

The Board of Directors shall employ a Chief Executive Officer (CEO) who, together with volunteers and staff, shall implement the goals and objectives of the Board of Directors. The Board of Directors may delegate its authority to the CEO. The CEO may employ such persons as required to carry out the mission and work of Gymnastics Saskatchewan.

RESPONSIBILITIES OF THE BOARD

The responsibilities and work of the board and CEO are outlined in the board Governance Policies, established by the Board of Directors. The Board of Directors is responsible for the establishment and maintenance of the Governance Policies and Executive Limitations.

OPERATIONAL ASSEMBLIES

Technical Assemblies for each active discipline (Gymnastics For All, Women's Artistic, Men's Artistic, Rhythmic, Trampoline & Tumbling, Acrobatics) shall be held annually in conjunction with the Annual General Meeting, at the call of the respective disciplines' committee chair.

When held, assemblies shall be composed of the following club delegates:

GYMNASTICS FOR ALL ASSEMBLY

1 to 50 registered recreational and performance members shall have one delegate

51 to 100 registered recreational and performance members shall have two delegates

101 or more registered recreational and performance members shall have three delegates

WOMEN'S, MEN'S, RHYTHMIC, ACROBATIC, AND TRAMPOLINE & TUMBLING ASSEMBLIES

1 to 50 registered interclub and competitive athletes shall have one delegate
51 to 100 registered interclub and competitive athletes shall have two delegates
101 or more registered interclub and competitive athletes shall have three delegates

TECHNICAL COMMITTEE NOMINATION/ELECTION PROCESS

Operational committees may be established by the CEO as required to carry out the mission, goals, objectives and programs of Gymnastics Saskatchewan. Operational Committees are accountable and report to Gymnastics Saskatchewan staff, who act as Chairs for their assigned committees. Operational Committees shall, under the direction, guidance and leadership of Gymnastics Saskatchewan staff, develop recommendations regarding programs, policies, technical rules and regulations as required or requested.

Each Operational Committee will have terms of reference including such things as: eligibility, role, meeting protocols, etc. These terms of reference will be the responsibility of Gymnastics Saskatchewan staff to develop, monitor and promote.

The Chairperson of each Operational Committee may invite additional non-voting members to attend meetings.

Applications for positions should be submitted complete with a brief C.V./resume.

Elected positions will be voted on at the AGM Technical Assemblies by the club delegates present. Voting will be by ballot, with the Chair also casting a vote. Election process will follow Roberts Rules of Order. In the case of a tie, balloting continues until a candidate emerges with the majority, or there is a withdrawal.

Appointed positions will be named by the CEO or designate by August 31 annually.

In the event that an elected or appointed member resigns before their term is complete, their position may be filled by appointment by the CEO or her designate until the position's next election or appointment date. Positions can remain vacant.

COMMITTEE MEMBERSHIP

All elected and appointed committee members (with the exception of the Chair) shall serve two-year (alternating) terms. All committee members are voting members.

GYMNASTICS FOR ALL COMMITTEE

Chairperson	Gym Sask staff
Three (3) Members at Large	Appointed
Two (2) Members at Large	Elected

WOMEN'S ARTISTIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
High Performance Coach/Consultant	Appointed
1 Judging Chairperson	Appointed
Two (2) Members at Large	Appointed
Two (2) Members at Large	Elected

MEN'S ARTISTIC GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
High Performance Coach/Consultant	Appointed
Two (2) Members at Large	Appointed
One (1) Judging Chairperson	Appointed

TRAMPOLINE GYMNASTICS TECHNICAL COMMITTEE

Chairperson	Gym Sask staff
High Performance Coach/Consultant	Appointed
1 Judging Chairperson	Appointed
One (1) Member at Large	Appointed
Two (2) Members at Large	Elected

HIGH PERFORMANCE COMMITTEES (per discipline)

Chief Executive Officer (Chair)
 Technical staff/Chair per discipline
 Judging Chairperson per discipline or 1 independent judge selected by Chair
 High Performance Coach/Consultant per discipline

INACTIVE FOR 2024 RHYTHMIC GYMNASTICS TECHNICAL COMMITTEE

<i>Chairperson</i>	<i>Gym Sask staff</i>
<i>Three (3) Members at Large</i>	<i>Appointed</i>

INACTIVE FOR 2024 ACROBATIC GYMNASTICS TECHNICAL COMMITTEE

<i>Chairperson</i>	<i>1 Gym Sask staff</i>
<i>Three (3) Members at Large</i>	<i>Appointed</i>

ROLES

The role of the **Gymnastics For All Committee** is to provide input, advice and information to Gymnastics Saskatchewan management staff regarding the needs and interests for General Gymnastics participants, coaches and clubs involved in Active Start, Recreational, Gymnaestrada, Performance and Targeted Programming.

The role of each **Technical Committee** is to provide input, advice and information to Gymnastics Saskatchewan management staff regarding the needs and interests of each discipline and to assist staff in the short and long term planning, growth, development and implementation of pre-competitive and competitive programs for athletes, coaches, officials and clubs.

The role of a **High-Performance Committee** member is to provide input, advice and assist the Gymnastics Saskatchewan management staff regarding the development and support of our High Performance athletes, coaches, officials and clubs. This committee has the responsibility and authority to ratify and approve petitions and team selections.

All committee members are expected to review and recommend rules and regulations to ensure they are consistent with the goals and values of Gymnastics Saskatchewan, aligned with Gymnastics Canada and the Federation International Gymnastique (FIG) when possible and aim to uphold the principles of Long Term Athlete Development.

QUORUM

Quorum for all committee meetings consists of the Chairperson and two other members.

Meetings will be held at minimum twice per year and if necessary, by conference call or electronic means/electronic voting if required.

Meeting minutes shall be taken and circulated to all committee members and to the CEO.

QUALIFICATIONS

All committee members shall be members in good standing of Gymnastics Saskatchewan. Candidates for membership on a committee shall be familiar with the committee's terms of reference, informed and supportive of Gymnastics Saskatchewan's vision, mission, values and long-term plans, and have experience in operational programming and implementation.

SECTION 3. FINANCIAL PROCEDURES

INTRODUCTION

An effective financial management system is a key element to the continued successful operations of an organization. A financial management system provides a foundation for stability and accountability. The Board of Directors and the CEO of Gymnastics Saskatchewan are responsible for effective financial management.

BUDGET

Budgeting is a financial plan for one or more years which specifies how much the organization will receive and how much it will spend.

FINANCIAL CONTROLS AND PROCEDURES

Cheques and payment forms shall be signed and approved by two of the established signing officers of Gymnastics Saskatchewan.

Signing officers shall be bonded with bonding premiums paid by Gymnastics Saskatchewan.

All revenues, cheques or cash shall be receipted when received.

Expenses shall only be paid out for written invoices, signed expense claim forms, or as otherwise approved by the CEO.

FINANCIAL RECORD KEEPING & REPORTING

The Operations Manager is responsible for financial record keeping.

Quarterly financial statements and a balance sheet shall be prepared by the staff and circulated to the Board of Directors for their information and approval. The balance sheet shall detail all assets and liabilities. The financial statement shall itemize revenue and expense categories and provide a net income or loss figure to the end of the month. An audited statement shall be prepared at fiscal year-end for presentation to the membership at the next Annual General Meeting.

INVESTMENTS AND SURPLUS

Gymnastics Saskatchewan shall carry an ongoing surplus of a minimum of 50% of one year's operating expense, to provide for the continuation of programs, services and staffing.

FISCAL YEAR

The fiscal year for Gymnastics Saskatchewan shall be from September 1 to August 31.

EXPENSE CLAIMS

The reimbursement rates, for individuals approved to conduct Gymnastics Saskatchewan business shall be established annually by the CEO.

Individuals or clubs requesting reimbursement for Gymnastics Saskatchewan approved business must submit a signed and dated expense claim form with receipts for travel and accommodation (or other) attached. Meal receipts for per diems are not required.

ANNUAL FUNDING AND OTHER GRANTS

Gymnastics Saskatchewan receives annual grants from the Saskatchewan Lotteries Trust Fund for administrative and program expenditures established by the Sask Sport Funding Committee. The CEO and staff are responsible for the preparation of the annual Sport Profile and applicable grant follow-up reports and submissions to Sask Sport.

MEMBERSHIP ASSISTANCE PROGRAM (MAP)

Gymnastics Saskatchewan Membership Assistance Program (MAP) Grants are made available to member clubs in good standing through a grant from Sask Sport and the Saskatchewan Lotteries Trust Fund. The Saskatchewan Lotteries Trust Fund provides MAP grants to Provincial Sport Governing Bodies from revenues derived from the sales of lottery tickets in the province.

The purpose of MAP grants is to provide direct financial assistance to our member clubs so that they may operate programs which will promote membership in their clubs and Gymnastics Saskatchewan, encourage participation in gymnastics, and provide competition, training and upgrading opportunities for coaches, judges, and athletes.

MAP grant amounts are allocated to Gymnastics Saskatchewan based on a formula which includes our total number of individual members, membership revenue, active coaches, active officials and district representation. MAP grant amounts paid by Sask Lotteries to Gymnastics Saskatchewan fluctuate annually based on our numbers as stated above.

All gymnastics clubs who are members in good standing of Gymnastics Saskatchewan and have registered all their individual members are eligible to apply for MAP Grants.

ELIGIBILITY

MAP funds will be made available to Gym Sask clubs who are current members in good standing of Gymnastics Saskatchewan who also meet the following criteria:

- Have submitted the required Gymnastics Saskatchewan membership forms and fees for their club and have registered and paid for all their individual members by the registration deadline of May 15th.
- Have submitted the required spending plan and follow-up documentation by the established deadlines.
- For clubs to receive MAP Grant support, approved projects must take place within Gymnastics Saskatchewan's current fiscal year AND between September 1 and June 12. Retroactive funding

or pre-funding for projects that take place outside of Gymnastics Saskatchewan's fiscal year and/or outside of the September 1 – June 12 eligibility period, are not permitted.

- Eligible and ineligible expenses to be used as part of the application process can be accessed via the program document distributed to each club prior to the application deadline annually as well as accessible via the Gym Sask website.

PRIORITIES AND FUNDING AMOUNTS

Gymnastics Saskatchewan has identified the following priorities for MAP funding:

1. Hosting costs for Provincial Championships
2. Hosting costs for other provincially sanctioned competitions and events
3. Purchase of gymnastics equipment
4. Coach wages
5. Facility rental for athlete training, coach, official's workshops and/or clinics

APPLICATION AND APPROVAL PROCESS

Clubs may apply for both a hosting initiative and other projects grants.

HOSTING INITIATIVES

Clubs must apply on a Spending Plan, by the established dates, outlining the projected budget for hosting Provincial Championships and/or other provincially sanctioned competitions hosted by the club.

Priorities for Hosting Initiatives are as follows:

1. Provincial Championships facility rental and other hosting costs.
2. Outside facility rental costs for clubs hosting designated Provincial events.
3. Outside facility rental costs for clubs hosting invitational events.
4. Costs for invitational events held in a home club's facility.

OTHER PROJECTS

Each club's maximum eligible MAP funding for other projects will be determined by Gymnastics Saskatchewan as per the formula below and sent to all clubs after the May 15th membership registration deadline.

The eligible amount is based on each club's total membership numbers, and the total membership fees paid to Gym Sask as of May 15th of each year, using the following criteria:

$$\begin{aligned} & \text{(club's \% of total Gym Sask members} \times 50\% \text{ grant fund)} + \text{(club's \% of total Gym Sask membership} \\ & \text{fees} \times 50\% \text{ grant fund)} \text{ divided by the total Gym Sask MAP "Other Projects" fund} \\ & = \text{club MAP grant} \end{aligned}$$

Each member club in good standing with Gymnastics Saskatchewan may then apply for MAP funding up to or more than their eligible amount, on the MAP Spending Plan form. Spending Plan/application deadline is May 30th.

As of June 1st, unused/unclaimed club MAP allocations will be redistributed to clubs who submitted spending plans, using the same formula. Follow-up reports must be submitted with actual receipts (minimum in the amount of the MAP Grant) for allowable expenditures by May 15th for hosting initiatives and by June 12th for all other projects.

ATHLETE GRANTS AND TEAM TRAVEL SUBSIDIES

Gymnastics Saskatchewan's Athlete Assistance Program (AAP) Grants and Sask Sport's Future Best Grants are designed to assist our top elite athletes with training and travel expenses.

Athlete Assistance Program Grant recipients and amounts are selected based on the following priorities.

PRIORITY	CATEGORY	FUNDING LEVEL
PRIORITY 1	Senior National Team members & Sport Canada carded athletes	\$ 6,000.00
PRIORITY 2	Senior National Team members non-carded or non-Olympic sport	\$ 3,000.00
PRIORITY 3	Junior National Team members	\$ 2,000.00
PRIORITY 4	Age Group, Espoir National Team members/high performance listed athletes	\$ 1,500.00
PRIORITY 5	Senior or Junior athletes placing in top 15 event or AA at the most recent Canadians	\$ 1,000.00
PRIORITY 6	WAG Novice HP, CCP 10; MAG P5, TG Levels 5, 6 & 7; RG Senior & Junior Open, Novice - Athletes placing in the top 10 event or AA at the most recent Canadians.	\$ 450.00

Future Best grants are awarded by the Sask Sport Future Best Committee. Gymnastics Saskatchewan will nominate those HP athletes eligible to apply for a Future Best grant.

All athletes receiving AAP and/or Future Best funding from Gymnastics Saskatchewan must be registered members of a Saskatchewan club in good standing and compete for Saskatchewan in all provincial and club team competitions for which they are selected or return grant money to Gymnastics Saskatchewan.

Athletes receiving AAP or FB grants are required to submit follow-up reports and actual receipts which total (minimum) the amount of their approved grants. Allowable expenditures include training, travel and competition costs, tuition and books, equipment, living costs, or lost wages.

Subsidies for provincial team/Sask First athlete and coach travel for training camps and competitions are allocated by the CEO and Technical staff within the constraints of the annual operating budget.

Non- resident athletes may not access grants, team travel subsidies or other financial support, and may not take the place of a Saskatchewan athlete in team selection, 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.

HOSTING GRANTS

Gymnastics Saskatchewan has access to two Sask Sport Hosting Grants each year - Regional Hosting Grants for an event involving three or more provinces and National Hosting Grants, for a national event involving six or more provinces. The first priority for hosting grant applications shall be for Western and National events sponsored by Gymnastics Saskatchewan and hosted by either Gymnastics Saskatchewan or its official approved host club or organization. Clubs hosting large meets may make application to Gymnastics Saskatchewan for a Sask Sport Hosting Grant, however, will only be given consideration if Gymnastics Saskatchewan does not require the funds.

Clubs/organizations receiving a Sask Sport Lotteries hosting grant must fulfill all of the hosting obligations outlined in the application as well as implement a Lotteries Promotional Program.

CLUB GRANTS

Gymnastics Saskatchewan may, as deemed necessary or acceptable, allocate grants to clubs for a variety of programs or projects as established by the CEO in an annual budget or for a special circumstance. Clubs approved to receive grant funds must comply with required reporting procedures (receipts, reports, descriptions) prior to receiving funding.

TARGET GROUP INITIATIVES

Clubs and outside organizations who have the desire and opportunity to provide gymnastics programs for diverse population groups such as youth at risk, individuals living with a disability, indigenous peoples, racial and ethnic minorities and other target group populations may contact Gymnastics Saskatchewan for funding assistance. All groups receiving funding must be or become members of Gymnastics Saskatchewan either through an Associate Membership or as individual members through an affiliated club.

Funding for Target Group Programs will be allocated by Gymnastics Saskatchewan based on a number of factors: the number of applications received, the number of participants in each program, the duration of the program and the funding requested and available.

“GYMNASTS FIRST” FUNDING PROGRAM

This Gymnastics Saskatchewan grant funding program is to assist competitive gymnasts of families facing financial obstacles to participate in gymnastics at provincial, national and high-performance levels. The goal of the “Gymnasts First” program is to provide these children and families with increased opportunities to achieve their goals and dreams reaching their fullest potential and representing Saskatchewan and Canada on provincial and national teams.

Individual grants of varying amounts, depending on need, are available for gymnasts ages 21 and under. Applications will be screened by a committee to ensure the financial need and legitimacy of the applicant.

ELIGIBILITY

Gymnasts ages 21 years and under are eligible to be considered for financial support. Gymnasts must be registered members in good standing with their club and with Gymnastics Saskatchewan. Gymnasts must be currently competing in the National or Provincial Stream categories in Saskatchewan.

GRANT CRITERIA

Gymnasts will be funded based their financial need in relation to the cost of annual training and competition, and their competition level and performance results.

Priority will be given to gymnasts who:

1. Competed at the national level (i.e. attended Canadian Championships, Elite Canada, and/or Canada Games) in the year prior to the application.
2. Competed at the western level (i.e. attended Western Championships as a Team Sask member) in the year prior to the application.
3. Competed at the provincial level (i.e. attended Provincial Championships) in the year prior to the application)

All other gymnasts are asked to contact KidSport or JumpStart if they are in need of financial assistance.

ALLOWABLE EXPENDITURES

Funding may be used for the following expenditures:

- Club training fees/coaching fees
- Travel costs to competitions and/or training camps
- Purchase of uniforms and personal equipment

APPLICATIONS AND APPROVAL

Applications will be accepted once annually – deadline for applications is October 1st each year. Gymnastics Saskatchewan will issue funds directly to the gymnast/family, or to the gymnast’s home club if requested. Actual receipts must be provided for all expenditures. Any unused funds must be returned to Gymnastics Saskatchewan.

COACH MENTORSHIP GRANTS

Gymnastics Saskatchewan is dedicated to offering coach mentorship to Gymnastics Foundations and Competition Stream coaches. The purpose of this grant program is to connect each coach with a suitable mentor coach who will address their specific coaching needs, offer continues learning for coaches (outside of NCCP) and provide participants with opportunities to connect with other coaches.

The applicant must be currently employed with a Saskatchewan club and be a member in good standing with Gymnastics Saskatchewan and their local club, and be minimum NCCP GF trained. Application forms are available on our website at www.gymsask.com.

SECTION 4. STAFFING

QUALIFICATIONS

Opportunity for employment will be open to any person who on the basis of education, training, experience, general knowledge and merit can present satisfactory evidence of being qualified for the position applied for. Applicants will be considered without regard to race, color, sex, sexual orientation or religion.

ADVERTISING/HIRING PROCEDURES

When a staff vacancy occurs for a permanent full-time position, the CEO may advertise the position(s) through the electronic or print media or other suitable avenues.

Candidates for the CEO position will be interviewed by the Chairman of the Board and the board's designated hiring committee. The committee will bring forth a recommendation of a selected candidate to the Board of Directors for approval.

Candidates for all other staff positions will be interviewed and appointed by the CEO and/or his/her designate.

PROBATIONARY WORK PERIOD

The first three months of employment will be considered as a probationary work period for new employees, with no notice required by either party for termination of employment. Before the end of the probationary period, each employee will be evaluated on his/her performance to determine his/her suitability for continued employment.

SALARIES AND CONTRACTS

All permanent full and part-time employees shall be paid through the Administration Centre's payroll department.

Salary grids for all positions will be established and reviewed by the CEO at minimum once every two years. CEO salary and benefits shall be established by the Board of Directors.

Leave with pay will be granted to all staff for all statutory holidays and any added civic or national holidays so proclaimed. When any statutory holiday falls on an employee's day off, day of rest, or during his/her vacation, an alternate day will be granted.

Employees, after 1 year's continuous service, will be granted three (3) weeks' vacation with pay. Vacation leave will be as per Saskatchewan Labour Laws, unless additional vacation leave is specified in employment contracts. Any new employee not having a year of service to the commencement of the holiday period will be allowed holidays or holiday pay at the rate of 1 + 1/4 working days for each completed month of service.

For the purpose of computing annual holidays, the individual's employment anniversary date will be utilized. An employee leaving the service of the Gymnastics Saskatchewan will be entitled to payment for the balance of all unused vacation credits.

Vacation time will be taken at a time mutually agreeable to both the employee and Gymnastics Saskatchewan. Vacation requests for all employees will come to the CEO for approval.

SICK LEAVE

All permanent employees will accumulate sick leave credit at the rate of 1 1/4 days per month (15 working days per year).

All unused sick leave credits may accumulate to a maximum of 30 days for the duration of the individual's employment, unless otherwise specified in an employment contract.

No remuneration will be paid on retirement or termination of employment for sick leave credits accumulated.

WORKING HOURS AND OVERTIME

Staff members will not be granted financial compensation for overtime. Time off in lieu of overtime may be granted to staff by the CEO.

Professional staff will work flexible hours, with their time off being at times so as not to inconvenience or disrupt the operations of Gymnastics Saskatchewan. Generally, 37 hours of work per week will constitute a regular full-time workweek.

LEAVE OF ABSENCE

Leave of absence for maternity, paternity, or adoption leave will be as per Saskatchewan Labor Laws.

After 24 months continuous service, additional unpaid and/or educational leave may be granted with mutual consent, at the discretion of the Board of Directors for the CEO, or by the CEO for all other staff.

COMPASSIONATE LEAVE

An employee will be granted a minimum of 3 working days leave with pay when there is a death in the immediate family. Additional leave may be requested.

WORKER'S COMPENSATION/INSURANCE

All permanent employees will be covered by Worker's Compensation and Gymnastics Saskatchewan insurance policies.

BENEFITS - GROUP INSURANCE, RSP CONTRIBUTIONS

All permanent employees who are employed for 20 hours or more per week, paid through the Administration Center's payroll department, are required to participate in Sask Sport's Group Insurance

Program, with premium costs shared by employee/employer 1/3 - 2/3 respectively. Coverage takes effect after three months of continuous employment.

Gymnastics Saskatchewan shall contribute to an RSP based on the employee's gross salary, to a retirement fund of the employee's choice. Payments for such shall be made on a monthly basis via the Admin Centre payroll services.

Effective September 1, 2017, the contribution amount is a percentage of the employee's base annual salary according to the following chart. This policy applies unless an alternative agreement is stipulated in the employee's contract.

Year 1	Year 2	Year 3	Year 4 onwards
Contribution based on 4% of the employee's base salary	Contribution based on 5% of the employee's base salary	Contribution based on 6% of the employee's base salary	Contribution based on 7% of the employee's base salary

LONG TERM DISABILITY COVERAGE

Permanent employees who become disabled prior to 1 full year of service will be required to pay/cover both the employee and employer portion of the ongoing monthly group insurance premium. After 1 full year of employment, Gymnastics Saskatchewan will continue to cover 2/3 share of the benefits premium for a limited period to equal the employee's years of service, prorated for a partial year, to a maximum of 5 years.

PERFORMANCE EVALUATIONS

Each employee will be evaluated annually in a manner established by the CEO. Such evaluation will be made available to the employee.

The CEO will be evaluated by the Board of Directors in a manner decided by the Board of Directors.

PERSONNEL RECORDS

The CEO will set up and maintain adequate personnel records for all employees and will include information such as resume, date of hiring, sick leave, vacation leave, evaluations, and all other related materials. Information will be made available to the employee as requested.

GRIEVANCES

In the event an employee has a grievance regarding his/her working conditions, employment situation or relationships, the grievance is to be discussed first with the appropriate supervisor and the CEO. The CEO will take any non-resolvable grievance to the Board of Directors for consultation and decision.

TERMINATION

Termination notices for all employees will be as per Saskatchewan Labour Laws, unless additional termination notice/procedure has been specified in individual employment contracts.

SECTION 5. COACHING

JURISDICTION

NCCP programs are under the jurisdiction of Gymnastics Saskatchewan in cooperation with Gymnastics Canada, the Coaches Association of Saskatchewan, Coaching Association of Canada, and Saskatchewan District Sport Councils. All NCCP clinics and practical certification are under the jurisdiction of Gymnastics Saskatchewan and must be arranged through the Gymnastics Saskatchewan office. NCCP Theory Clinics for Competition Development are arranged through the Coaches Association of Saskatchewan (CAS).

CERTIFICATION

The NCCP Program offers a variety of levels of training and education for coaches.

All member coaches must hold the appropriate level of certification related to his/her functions as presented in the **Gymnastics Saskatchewan Coach Technical Manual**.

Required Online Course for Member Coaches:

RIS = Respect in Sport

All coaches who are at least 13 years old are required to complete the Respect in Sport (RIS) online program designed and implemented by Gymnastics Canada. The RIS is a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying.

MED = Making Ethical Decisions

All coaches completing their certification are required to complete the MED online exam. This exam helps coaches identify the legal, ethical and moral implications of situations that present themselves in the world of individual and team sport.

GENERAL POLICIES

- All clubs offering exclusively recreational or non-competitive/performance programs wishing to become members of Gymnastics Saskatchewan must retain the services of a Head Coach with a minimum NCCP Gymnastics Foundations or Level 1 Certification.
- All clubs offering competitive programs wishing to become affiliated with Gymnastics Saskatchewan must retain the services of a Head Coach minimum Competition 1 Certified or Level 2 Certified.
- All coaches participating in any sanctioned competition held in Saskatchewan must be minimum Competition 1 trained or hold minimum Level 2 Technical. Coaches participating in Performance or Inter-Club events must be certified NCCP Gymnastics Foundations (or Level 1) or higher.
- All coaches participating in Saskatchewan Championships, Trials, or Provincial Selection/Qualifying Meets must be Competition 1 Certified or Certified Level 2. Exemptions will be granted for one Saskatchewan Championship.

- Coaches 14 years and younger are encouraged to complete the Gym Canada Pre-CIT program. Coaches are permitted to attend and receive credit for Gymnastics Foundations courses when they are 15 years old. Certification cannot be obtained until the coach turns 16 years of age.
- An adult (age 18 or over, no certification required) must be present in the gym at all times, while classes are being held, when there are no coaches of legal age.
- Coaches not meeting the requirements as stated in the Gymnastics Saskatchewan Coach Technical Manual must be working under the supervision of a coach with the appropriate certification.
- If a coach cannot meet the required certification, a request for an exemption detailing the timeline for certification may be submitted in writing to Gymnastics Saskatchewan. This does not guarantee an exemption will be granted.

NCCP CLINIC HOSTING, FEES AND SCHEDULING

Gymnastics Saskatchewan may organize and schedule NCCP clinics and coach education workshops when and where interest warrants. Clubs will be paid for use of their facilities as follows: \$150 for the first 8 hours or one day course, \$300 for a two-day course, \$500 for a three + day course.

A minimum of eight participants to train is required or courses may be cancelled.

Clubs may submit a request to Gymnastics Saskatchewan to organize clinics in their area or in their club. All clinics shall be open to any interested coach who is a member in good standing of Gymnastics Saskatchewan or another provincial association.

Course fees and resource manual costs for all courses shall be established annually.

COACH DEVELOPERS

Coaches wishing to become Coach Developers for any national certification program may make application to Gymnastics Saskatchewan when called for. Applicants will be screened, and the request will be forwarded to the appropriate Gymnastics Saskatchewan and/or Gymnastics Canada committee for final decision. Coach Developers must be a minimum of 21 years of age.

Coach Developers shall be assigned to conduct provincial NCCP clinics and evaluations by Gymnastics Saskatchewan based on availability and upgrading requirements.

NCCP Learning Facilitators shall be paid \$37.00 - \$40.00 per hour for conducting courses (course conducting hours to include preparation time) as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

NCCP Coach Evaluators shall be paid \$37.00 - \$52.00 per hour for reviewing and evaluating coach evaluation materials as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

NCCP Master Coach Developers shall be paid \$42.00 - \$57.00 per hour for conducting courses (course conducting hours to include preparation time) as assigned by Gymnastics Saskatchewan, plus expenses as per current policies.

Coach Developers shall be responsible for all preparation, teaching, returning required forms and documentation to the office and for the marking of workbooks as assigned/designated.

COACHES AT COMPETITIONS

All coaches on the floor must have the appropriate certification or Gymnastics Saskatchewan authorized temporary coaching exemption, as defined in the coaching policies, at all sanctioned meets in Saskatchewan, invitational meets, regional and provincial trials and any other competitions. If the coach does not meet the required expectation for certification then the coach will be removed from the floor.

Coaches on the competition floor shall adhere to the dress codes and any other regulations as stated in this policy or, if different, as stated in their respective technical policies:

The following attire is required for each coach (artistic, acrobatic and T&T) during training, warm-up and competition at any sanctioned event: appropriate training suit (long pants and jacket); top: appropriate T-shirt, polo shirt (i.e. club or provincial shirt, no logos other than gymnastics logos) and/or training jacket; appropriate indoor sport footwear. Excluded items: hats, shorts, midriff tops, tank tops, ripped or torn clothing.

The following attire is required for each coach (rhythmic) during all sanctioned events including Galas and competitions (during training, warm-up and performance/competition): Appropriate bottom: long pants, capris or skirt no more than 1" above the knee; appropriate top: club or provincial shirt, polo shirt, blouse, professional looking blazer or dressy type jacket or track suit jacket. Clothing choice must exclude hats, shorts, midriff tops, tank tops, ripped or torn clothing; no logos other than gymnastics logos; appropriate indoor footwear. High heel shoes are not recommended.

In case of inappropriate clothing, a Gymnastics Saskatchewan representative will issue a verbal warning; if the situation is not corrected in the following 30 minutes, a \$40.00 penalty will be levied; upon a second occurrence at the same meet, the coach may be asked to leave the floor.

Improper or unsportsmanlike behavior at a competition by an athlete, coach, judge or volunteer, which is considered unacceptable according to the FIG Code of Points, or Safe Sport, Dispute Resolution & Ethical Standards Policy Manual will be immediately sanctioned by the Chief Judge, and/or the CEO, Technical Director, or a member of the Gym Sask Board of Directors. They will also determine if the offence is to be brought forward as a formal complaint under the Discipline Policies.

Improper or unsportsmanlike behavior, including standing behind a judge(s) while an athlete is being evaluated by judges, unfounded or derogatory comments about the judges or the judging, etc. are subject to a sanction. Such an offense may be sanctioned by a verbal or written warning and/or a written reprimand. A series (three or more) of these minor offenses in the same competition will be treated as a serious offence.

The sanctions in case of a serious offence are:

First offence during the entire competition: yellow card;

Second offence during the same competition \$200.00 fine;

Third offence during the same competition: \$300.00 fine, red card and possible removal from gym floor.

A very serious infraction to the Code of Conduct may be sanctioned by immediate removal of access to training, warm-up and competition floor by the Chief Judge and/or the CEO, Technical Director, or a member of the Gym Sask Board of Directors. Additional sanctions may be imposed as per the Dispute Resolution Policy.

If a coach is given a Yellow Card for one offense and then commits another offense, he/she will then be given a Red Card. It is not necessary to have repeated the same offense. If coach has deliberately caused a disruption, he/she may be Red Carded immediately.

All coaches named to a Provincial Team must be members in good standing of Gymnastics Saskatchewan and must be endorsed by their respective technical committees.

SECTION 6. INSURANCE AND SANCTIONING

GENERAL

Gymnastics Saskatchewan shall provide liability coverage only for sanctioned gymnastics activities involving members and clubs in good standing who have fulfilled the following membership/registration requirements:

- have paid the designated club affiliation fee by the set deadline
- have registered all of their individual recreational participants, athletes, coaches, officials and executive members by submitting required documentation and fees by the set deadlines
- continue to register all new members (as above) throughout the years' program activities.

GENERAL POLICIES

- Clubs who do not meet the sanctioning/membership requirements will be given a warning for their first offense and fined \$500 for their second offense. Upon a third offense, Gym Sask will not sanction or provide insurance coverage for participation in any events in or out of province for a period of 6 months.
- Gymnastics Saskatchewan insurance policies DO NOT cover non-sanctioned activities.
- All regular club gymnastics activities (gymnastics training, in province travel, in club meets, club activities such as birthday parties, promotional days, bring a friend day, displays and demos) are deemed sanctioned as part of the acceptance/payment of membership in Gymnastics Saskatchewan, provided that the club meets the sanctioning standards as stated and follows stated membership and coaching certification policies.
- Sanction requests for hosting or participating in events will be accepted in June of each year for the upcoming season.
- Clubs must request sanction for all events involving participants from outside their club.
- Sanction approvals will include the SOCAN and ReSound tariffs and fee as applicable.
- Clubs must request sanction for participation in and travel to any and all club events outside the province of Saskatchewan other than for provincial team or national team activities.
- Sanction requests for participation in competitions/clinics outside the province must include coach names, athlete names and ages and level of all participating members.
- Athletes wanting to travel to out of province competitions or events must be registered at the Provincial or National Stream membership category with Gymnastics Saskatchewan AND must be minimum age 8 years unless a special request is made and granted by Gymnastics Saskatchewan.

- Performance athletes at the Interclub level may be sanctioned to travel out of province to approved Gymnaestrada events provided they meet age requirements. A travel sanction must still be sent in and approved by Gymnastics Saskatchewan.
- Club who are renting their facility to outside user groups (schools, cheerleading groups, extreme sports, etc.) must require that their club and Gymnastics Saskatchewan be named as Additional Named Insured on the renter's liability policies. Clubs should carry extra liability insurance as Gymnastics Saskatchewan insurance will not cover rentals.
- By sanctioning an event, Gymnastics Saskatchewan recognizes that the host clubs will meet the following standards:
 - a. that the event is conducted in a safe manner
 - b. that equipment is safety inspected on a regular basis and is appropriate for the age and level of the participants
 - c. that hosts adhere to Gymnastics Saskatchewan's policies for certification, conduct, medical and safety
 - d. that the venue of the event provides access to emergency vehicles
 - e. that there is access to a public telephone and/or ensuring that a cellular telephone is available at all times
 - f. that volunteers are adequate in numbers, are identifiable, have assigned duties and have undergone an orientation session
 - g. that an emergency plan is in place with a designated control person to handle serious incidents
 - h. that there are proper first aid supplies and properly trained first responders in the venue at all times during warm-up, training and competition
 - i. that hosts adhere to Gymnastics Saskatchewan's approved programs and technical regulations for the level of event sanctioned
- A sanction request for club participation in international events must be submitted and approved by Gymnastics Saskatchewan prior to entry and travel.
- Clubs must contact Gymnastics Saskatchewan for information and sanction forms for any event involving participants from another country, or if club members are traveling to another country for a gymnastics event.

LIABILITY INSURANCE

General and 3rd party participant liability insurance coverage in the amount of \$5,000,000.00 per occurrence is supplied to member clubs and individuals as part of the Gymnastics Saskatchewan membership fees. Please refer to the **Club Membership Handbook** for further insurance and sanctioning details.

Clubs and members are required to inform the CEO/Executive Director of any and all possible liability claims which may arise.

SECTION 7. MEMBERSHIP AND REGISTRATION

GENERAL MEMBERSHIP POLICIES

- Recreational, non-competitive, competitive 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.
- 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 CEO, or 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 CEO, or the Board of Directors or their designate. There is no fee for Life Members.
- 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.
- 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.
- No club/organization or individual shall be admitted as a member unless:
 - a. they/he/she satisfies the qualifications, criteria and prerequisites of membership as outlined in the current Policy Manual;
 - b. they/he/she has made written application;
 - c. they/he/she has been approved by the CEO or Board of Directors or their designate;
 - d. they/he/she has paid the prescribed membership fee.

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.

Any club or member may withdraw their membership in Gymnastics Saskatchewan at any time by way of notice to the CEO or 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.

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.

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 Gym Sask Dispute Resolution policies.

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 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.

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.

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.

The organization or club who is renting must ensure that the club that operates/rents out the facility is a Gymnastics Saskatchewan member club.

Two or more organizations or clubs that share a facility for the purpose of gymnastics must all be member clubs of Gymnastics Saskatchewan.

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.

Clubs are required to submit/register all new individual members over the course of the year as soon as they join a club program.

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.

Clubs who do not register all of their members/participants over the course of the membership year will be initially assessed a \$500.00 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.

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.

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

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 via our service provider Amilia or additional fees may be imposed.

Fees must accompany registrations. Gymnastics Canada fees as well as Gymnastics Saskatchewan fees must be remitted by the established deadline for each session.

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.

Registration Deadlines

CLUBS:	October 1 st
INDIVIDUALS:	October 15 th February 15 th May 15 th August 15 th

FEES AND MEMBER SERVICES

Membership fees are established periodically by the CEO 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.

SAFETY

It is each club and Head Coach's responsibility to:

- Ensure that a first aid certified coach or adult is present during club training/events.
- Ensure that gymnastics equipment and other facilities are checked for safety on a regular basis including: a daily check of equipment setup patterns and all equipment used that day; a semi-annual check of all cable attachments, floor plates and adjusting devices for signs of wear. Safety checks should be documented by date, noting repairs needed or completed.

- Ensure that emergency action plans are in place for activities, events and competitions.
- Ensure that gymnastics equipment is safe and appropriate for the age and skill level of the participants and competitors.
- Ensure that coaches use appropriate progressions for skill development to ensure that the safety and well-being of their athletes are not compromised and ensure that coaches are not attempting to teach skills which are beyond their own level of training and expertise.
- Ensure that athletes are following training plans suitable for their ages and levels and are not competing skills unless they have been performed many times in training and can be performed safely.
- Take action to bring any safety risk they witness to the attention of an official, qualified coach, or Gymnastics Saskatchewan representative.

SECTION 8. EQUITY AND INCLUSION

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.

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.

SECTION 9. COMPETITIONS AND EVENT HOSTING

INTRODUCTION

All invitational competitions, galas, regional and provincial trials and Provincial Championship competitions fall under the jurisdiction of Gymnastics Saskatchewan. Gymnastics Saskatchewan shall have the authority to sanction or not sanction competitions and events hosted in our province.

Entry fees and the licensing fees of Provincial Championships, trials and selection meets shall be set by Gymnastics Saskatchewan. Operational costs shall be the responsibility of the host. Entry fees (or a designated licensing fee) for all trials and selection meets shall be forwarded to Gymnastics Saskatchewan.

Inter-provincial and national events are hosted in Saskatchewan every few years. Gymnastics Saskatchewan possesses the sole right to sanction, establish profit sharing, and approve the hosting and location of Western Championships, Western Canada Cup, Canadian Championships and other designated western or national level competitions or events held in the province.

GYMNASTICS SASKATCHEWAN HOSTING GOALS

Please refer to the Hosting Guide and Hosting Strategies documents for more information.

- Host events that are financially viable for the organizations involved and deliver a net profit to the hosting club(s) and to Gym Sask.
- Need to be financially viable.
- Need to result in net profit to hosting club.
- Need to be adequately resourced for planning, preparation and delivery.
- Provide opportunities for athletes to achieve their competitive goals and maximum potential.
- Need to provide athletes the opportunity to achieve potential.
- Need to provide competitors with opportunities to achieve goals.
- Host athlete-centered events that are aligned to and support LTAD.
- Need to align to and support LTAD.
- Need to be athlete-centered events.
- Host showcase events that cultivate and reflect our culture.
- Need to provide opportunity for team building, relationship building.
- Provincial Championships needs to be a showcase event.
- Provide growth opportunities for everyone involved in planning and delivering the events.
- Need to present growth opportunities to hosting club.
- Need to provide growth opportunities for individuals – i.e. develop knowledge, skills, experience, leadership, etc.

SANCTIONED EVENTS IN SASKATCHEWAN

Representatives of the Board of Directors and/or staff of Gymnastics Saskatchewan shall be invited and welcomed to the event with no admission fee, and arrangements made – if possible – to have Gymnastics Saskatchewan dignitaries or representatives present awards or speak on behalf of the Gymnastics Saskatchewan.

Free space shall be provided, if requested, for the sale and or display of Gymnastics Saskatchewan and our sponsors' promotional and marketing materials as provided to them. Such materials may include clothing, program advertisements, logos, posters, banners, brochures and other materials.

Access to content developed by Gym Sask approved photographers and other media personnel is permitted through the proper channels outlined on a per event basis.

All Gym Sask members in good standing who qualify and who are eligible to participate in the sanctioned categories will be invited and granted entry to the event, space permitting.

All judging panels must be approved by Gymnastics Saskatchewan prior to the start of the events. All athlete and coach entries/registrations for competitions hosted in Saskatchewan must be forwarded to Gymnastics Saskatchewan for review and approval two weeks prior to the events.

Gymnastics Saskatchewan will work closely with the club's designated volunteers or staff to provide assistance with the following: the approval of all promotional materials, usage of logos, images and names of events, confirmation of schedules and rotation orders, communication and distribution of entry forms, bulletins, deadlines and memos to all Gym Sask member clubs who are eligible to participate, confirmation of all registered gymnasts, coaches and judges for eligibility

For co-hosted events, host club responsibilities will be outlined in hosting contracts and policies in the Hosting Guide.

EVENT FEES AND COSTS

For a stand-alone (not with an invitational) selection or screening competitions, host clubs will be paid a \$150 facility rental fee.

For any selection or screening competitions where Gym Sask is responsible for judges honoraria and/or expenses, Gym Sask has the prerogative to charge an additional \$30 in athlete entry fees payable to Gym Sask.

Other licensing or entry fees will be established annually by the Gym Sask CEO on an event by event basis.

SECTION 10. TEAM TRAVEL

INTRODUCTION

The Gymnastics Saskatchewan policies apply to all members of Gymnastics Saskatchewan when participating in and traveling to and from any activity sponsored, sanctioned or approved by the association. As representatives of Gymnastics Saskatchewan, whether in the gym, at a billet home or hotel, shopping, sightseeing, etc., team members' actions and attitudes reflect on themselves, their families, their clubs and Gymnastics Saskatchewan.

The Chef de Mission, Team Managers and all traveling coaches shall work in cooperation to ensure the safety and well-being of each individual athlete.

Gymnastics Saskatchewan shall be responsible for all arrangements for provincial team travel. Unless there are exceptional circumstances, persons other than designated team representatives shall not be accommodated with the team, nor shall Gymnastics Saskatchewan make travel or other arrangements for them.

CHEF DE MISSION AND MANAGERS

For all competitions involving provincial team representatives, the CEO or designate may appoint a Chef de Mission. The Chef shall be the Head of the Delegation and the official representative of Gymnastics Saskatchewan. The Chef de Mission may be a coach, manager, judge, board member, committee member, staff member, parent, or another designated representative, and may or may not have another role at the event.

Duties of the Chef de Mission:

- act as Head of the Delegation and official representative of Gymnastics Saskatchewan
- enforce Code of Conduct, Disciplinary Policies and any other regulations as outlined in the Gymnastics Saskatchewan Policy Manuals and in any other policies in force by the hosts
- deal with any issues, concerns, problems or disciplinary infractions by athletes, coaches, judges, team members, which need immediate action or attention
- represent Gymnastics Saskatchewan at all VIP and other official functions where required
- ensure results are forwarded promptly and properly to the Gymnastics Saskatchewan office and/or Saskatchewan media as requested by staff and coaches
- be responsible for finances and financial accountability of floats and other cash/expenses
- if requested, prepare a written report of the event upon return for presentation to the CEO or Technical Director

Team Managers (or a coach assigned as Manager) will travel with provincial teams. Managers shall be selected by the CEO or designate, with input from the staff. Selection shall be based on knowledge of and experience with teams, athletes and the Association. First priority will be given to responsible adults who can provide proper supervision and support to athletes, coaches and officials. A team manager's first responsibility is to supervise and support athletes and team members.

Duties of Team Managers:

- ensure the well-being and safety of all athletes under their care; act as chaperone for all athletes under their care and assist with the functioning of the team as a whole
- be responsible for the management of travel and medical documentation and information for team members (i.e., tickets, van rentals, hotel, medical forms, etc.)
- co-ordinate and schedule all team activities in cooperation with coaches.
- fulfill the duties of Chef if appointed, or in the absence of a Chef.

INFANTS AND CHILDREN OF COACHES AND JUDGES TO TEAM SASK COMPETITIONS AND EVENTS

Gymnastics Saskatchewan is committed to create equal coaching opportunities for coaches and judges who are parents of infants. Gymnastics Saskatchewan recognizes that a barrier to participation at out of province gymnastics competitions/events by judges and coaches can be the care of an infant.

Gymnastics Saskatchewan is also obligated to ensuring the well-being and safety of all athletes in our care while attending out-of-province Team Sask competitions/events. In particular, coaches are often called upon to assist with supervision, driving, attending activities, chaperoning and caring for our athletes while at an event, and we require the full commitment and availability of all coaches on site to assist with our athletes' needs.

Gymnastics Saskatchewan will accept application requests from coaches and judges who wish to bring an infant 18 months and younger, provided that a secondary caregiver will also attend, to an out-of-province competition/event. If the application is accepted, Gymnastics Saskatchewan will assist the coach or judge in securing and paying for appropriate accommodation (1 room maximum), and any additional ground transportation costs incurred on site. Any other costs, including transportation and meals for the caregiver/infant are the responsibility of the coach or judge.

Coaches who are accredited by Gymnastics Saskatchewan to attend an event have a responsibility to assume a variety of other duties and responsibilities as requested by Team Managers and/or the Chef de Mission (*Operational Policy, Section 2: Team Travel*). Therefore, children over the age of 18 months will not be permitted to accompany accredited coaches to any Team Sask out-of-province competitions/events. If the coach is attending Canada Games, the application to bring an infant and caregiver must be submitted to the Canada Games Council, pertinent to their specific policies regarding infants/babies.

Judges' whose application is accepted must be able to fulfill all assigned judging commitments for competition, training and meeting requirements. Children over the age of 18 months will not be permitted to accompany judges funded by Gymnastics Saskatchewan to any out-of-province Team Sask competitions. If the judge is attending a national event or Canada Games, the application to bring an infant and caregiver will be forwarded to Gymnastics Canada/Canada Games Council, pertinent to their specific policies regarding infants/babies.

Note that no infants or caregivers will be allowed on the competition floor or in any athlete training/warm-up area.

- Coaches and judges must make their request to Gymnastics Saskatchewan's CEO in writing a minimum of 60 days before the event. Gymnastics Saskatchewan's High Performance

Committee will review each request and inform the applicant of its decision within 1 week of receipt of the request.

- If approved, the coach or judge shall work with the Gymnastics Saskatchewan Operations Manager to secure travel and accommodation arrangements for all parties.
- The coach or judge will continue to have all privileges of accreditation, transportation, perform all technical duties and will participate as part of the team.
- The infant and caregivers will not have access to transportation, meals, or any other privileges offered by Gymnastics Saskatchewan and/or the event hosts.

COACHES

All coaches accredited by Gym Sask to a Team Sask event, whether provincial or club coaches, shall be available for all team activities, training sessions and competitions unless previous arrangements have been agreed to by the team coaches, managers and Chef de Mission.

All coaches accredited to the event by Gymnastics Saskatchewan shall be considered team coaches and part of the team delegation and shall assume duties and responsibilities as requested by Gymnastics Saskatchewan. All coaches will assume manager duties when no Team Manager is present on a trip.

When traveling to competitions and events with Team Sask, coaches are expected to look after all of Team Sask athletes and to cooperate together to meet the needs of the team and all our athletes. In the absence of a designated Team Manager, coaches will assume this responsibility.

All coaches accredited to the competition floor for a Team Sask event are there to ensure the best possible performance environment for all Team Sask athletes. Coaches failing to meet these expectations are subject to be denied funding or selection or accreditation to future events.

Coaches and parents bear the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by Gymnastics Saskatchewan.

Duties of Coaches:

- knowing the schedule of competition and activities and attend technical meetings as required
- attend daily (or as requested) meetings with other team coaches and team managers/Chef to plan for the next day's schedule and need
- ensure that all training needs and requests are looked after for the team
- coach their athletes and assist other coaches in training and in competition when needed
- work together to ensure that a coach will be available to prepare each athlete for their performance, watch the performance, see the scores & the results sheets, confirm that the start value is corresponding to the performance and address immediately any problem that can arise
- as soon as the results are available, verify that the posted scores are correct and address immediately any discrepancies
- get the list of participants for finals and inform the athletes on their qualification status
- support all athletes in their success or failure
- when required, requested or needed assist the Chef and/or Team Managers
- fulfill the duties of Chef and/or Team Manager if none are present

Gymnastics Saskatchewan may assist in accrediting additional coaches to the floor if the individual or club accepts financial responsibility.

All coaches are required to adhere to uniform requirements as per Coaching Policies and Technical Regulations and wear the designated and approved Gymnastics Saskatchewan team attire (Team Sask jacket, pants, shirt) for all competitions, medal presentations and other ceremonies.

ATHLETES

All athletes shall abide by Gymnastics Saskatchewan Code of Conduct, and shall take direction from team coaches, managers and the Chef de Mission as to activities, schedules, and curfews. Each athlete is responsible for his or her own equipment, uniform and other belongings.

Athletes are required to stay with the team at all times and may not leave the team delegation without permission from the Chef de Mission, Team Manager and coaches.

Written parental permission must be received PRIOR to travel for an athlete to leave the team delegation to visit friends, family or for alternative travel arrangements.

Athletes shall read and sign a Code of Conduct form annually and shall be familiar with and follow conduct guidelines and rules as established by their coaches, Saskatchewan team coaches, managers and/or the Chef de Mission.

In the event of an emergency every attempt shall be made to contact the parent/guardian of an injured/ill athlete for consent for treatment and for the communication of information. Injured/ill athletes will be provided with caring attention by a team manager, coach, parent or other responsible adult designated by Gymnastics Saskatchewan until his/her return home or transfer to a health care facility. Should an athlete need to travel home in case of illness or injury, this will be at the athletes' cost.

All athletes requiring prescription medications are responsible to provide a Gymnastics Saskatchewan representative (Chef or Manager) with a list of medications, time, and doses to be administered, as well as the reason they are prescribed. Information regarding emergency medications and treatments shall be provided with detailed instructions and made readily available to a Gymnastics Saskatchewan representative.

OFFICIALS/JUDGES

Officials and judges shall be considered part of the team delegation and shall travel with the team whenever feasible or possible. Team leaders and coaches shall include officials and judges in team activities where feasible and possible.

PARENTS

Parents and coaches bear the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by Gymnastics Saskatchewan.

Gymnastics Saskatchewan is not responsible to make arrangement for parents to travel or be accommodated with the team.

The Chef de Mission or Team Managers must receive written permission from the parent prior to the event in order to take their child away from the team. The Saskatchewan delegation will accommodate parents' requests as best as possible but discourages parents from asking to take their child before they are completely done competing.

Please observe the following:

- Athletes will sit as a team, eat as a team, travel as a team and observe the competition as a team whenever possible.
- Athletes will stay in the host hotel with members of their team. Athletes are generally housed 4 males per room or 4 females per room. Whenever possible, athletes are grouped with other athletes from their level in their room. With some of the younger athletes, an older athlete may be sharing a room with them, as determined by the designated Team Managers.
- Parents are not to spend time in athlete's hotel rooms and are asked to contact the team manager before coming to the room. It is feasible to meet with your child in the lobby of the hotel or dormitory. Please make those arrangements with the team manager so they know where your child is at all times.

When athletes are in the care of Gym Sask representatives, parents should respect the decisions made by the Chef de Mission, managers and coaches. The decisions made are in the best interest of all the children involved with the team.

Club coaches and parents are expected to provide athletes with resources and information on how to handle things such as time changes, hydration, meals and snacks, behavior, spending money, curfews and sleeping conditions.

UNIFORMS

The official competition uniform for athletes, coaches, managers and others representing Saskatchewan is as designated by the Gymnastics Saskatchewan Technical Director.

When using public transportation to/from provincial team events, and during events and competitions, athletes shall wear their Gymnastics Saskatchewan team jacket.

Gymnastics Saskatchewan staff, provincial team chefs, coaches and managers, board members and national level judges shall receive designated team uniforms/clothing at no cost. Pending budget allocations, Gymnastics Saskatchewan may pay for or subsidize competition uniform costs for selected events such as Canada Games, international competitions or other major events.

SECTION 11. AWARDS

INTRODUCTION

Each year Gymnastics Saskatchewan will recognize volunteers, coaches, athletes, officials and/or other members, as deemed fit, for their achievements in the sport of gymnastics in Saskatchewan.

BOARD OF DIRECTORS AND STAFF AWARDS

Retiring/out-going board of director members and staff shall receive a gift/token of appreciation from Gymnastics Saskatchewan. These awards shall be presented at the annual awards dinner or at a time more suitable.

NATIONAL AWARDS

Any Gymnastics Canada National Awards presented earlier to Gymnastics Saskatchewan members shall be brought forward for recognition at the annual awards ceremony.

VOLUNTEER, ATHLETE, COACH AND OFFICIALS AWARDS

The Gymnastics Saskatchewan Awards Committee shall select award recipients in the following categories in which there are deserving candidates:

- Lifetime Achievement/Life Member Awards
- Leadership Award
- Volunteer of the Year
- WAG Athlete of the Year National Stream
- WAG Athletes (2) of the Year Provincial Stream
- MAG Athlete of the Year National Stream
- MAG Athlete of the Year Provincial Stream
- TG Athlete of the Year Provincial Stream
- TG Athlete of the Year National Stream
- RG Athlete of the Year Provincial Stream
- RG Athlete of the Year National Stream
- 'Above & Beyond' Athlete Award
- Special Awards of Merit

Other special awards may be established and presented from time to time as deemed appropriate by the Awards Committee.