

Manitoba Gymnastics Association Policy and Procedures Manual

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## **PART ONE                      ADMINISTRATION**

### **SECTION 1: INTRODUCTION**

#### **1.1. Function of the Policy Manual**

- a) The Manitoba Gymnastics Association (MGA) Policy and Procedures Manual is designed to be a working document that can be used by the MGA Board of Directors, Sub-committees, Staff and Membership to assist in governing the MGA.

#### **1.2. Revision and Maintenance of Manual**

- a) The MGA Board of Directors is responsible for the approval and implementation of all policies and procedures for the MGA.
- b) The Executive Director of the MGA is responsible for incorporating any approved revisions into this manual and for its ongoing maintenance.

#### **1.3 Name of the Association**

- a) The name of the Association shall be MANITOBA GYMNASTICS ASSOCIATION INC. (1967)
- b) The MGA is affiliated with Gymnastics Canada Gymnastique and Sport Manitoba Inc.

#### **1.4. Mission**

- a) "It is the mandate of the Manitoba Gymnastics Association (MGA), as the Sport Governing Body, to develop, promote, and guide gymnastics as a lifetime activity in Manitoba. The MGA shall provide leadership, systems and programs so that all participants may safely achieve their potential level of interest and ability."

#### **1.5. Vision**

- a) The MGA is a proactive, service-oriented organization which promotes a positive image for the Sport of Gymnastics. The MGA provides leadership, systems and program development for a growing membership.

#### **1.6. Values**

- a) Fairness, respect and consideration for each program and its goals.
- b) Fairness, respect and consideration for each individual and their goals.
- c) Support for the achievement of excellence by the programs and by individuals.
- d) The fostering of an atmosphere in which all participants may achieve their goals.

## **SECTION 2: PARTNER ORGANIZATIONS**

### **2.1 Introduction**

- a) The Manitoba Gymnastics Association currently has numerous partner organizations, which support the ongoing programs of the MGA.

### **2.2 Provincial Government**

- a) The Province of Manitoba supports the MGA with funding provided through Sport Manitoba. The MGA is a full member of Sport Manitoba, and is therefore eligible for funding through this body.
- b) The MGA is a full-time resident at the Sport For Life, which is located at 145 Pacific Avenue in Winnipeg.

### **2.3 Sport Manitoba**

- a) Sport Manitoba, formerly Manitoba Sports Federation, established April 1996, is a non-profit agency that offers a foundation of experience and expertise developed over the last four decades of amateur sport delivery. Sport Manitoba has a Sport Consultant that assists the MGA on an ongoing basis and consults with the MGA in its preparation of its Annual Funding Application.

### **2.4 Gymnastics Canada Gymnastique**

- a) Gymnastics Canada Gymnastique (GCG) is the national sport organization responsible for the sport of gymnastics in Canada, under the auspices of the federal government and Sport Canada. The provincial and territorial associations are voting members of GCG and are required to pay membership fees. A portion of MGA's own membership fees are paid to GCG for this purpose. All MGA members are also members of GCG. GCG provides MGA members with technical and administrative assistance, develops national programs such as NCCP and CanGym; and oversees all national coaching, judging and competition programs.
- b) MGA staff and volunteers attend regularly scheduled meetings, and are eligible for election to GCG committees and their Board of Directors.

### **2.5 National Sport Centre - Manitoba**

- a) The National Sport Centre - Manitoba is dedicated to supporting the pursuit of excellence for high performance athletes and coaches in Manitoba by providing an enhanced environment of programs and services, which should improve their performance at the Olympic Games, Pan Am Games, World Championships and major international competitions. The MGA is affiliated with the National Sport Centre - Manitoba, which supports MGA athletes and coaches that have achieved *High Performance* status at the national level.

## **2.6 National Sport Trust Fund**

- a) The National Sport Trust Fund is a fund administered by the Canadian Council of Provincial and Territorial Sport Federations, which is a registered Canadian Amateur Athletic Association with a registered tax number for tax-deductible donations. The fund is accessible through Sport Manitoba.

## **2.7. Manitoba Sports Hall of Fame**

- a) The Manitoba Sports Hall of Fame is a non-profit organization designed to recognize the achievements of Manitoba athletes, builders and teams.

## **2.8 Federation Internationale Gymnastique**

- a) Federation Internationale Gymnastique (FIG) is the international sport organization responsible for the sport of gymnastics and oversees all international coaching, judging and competition programs.

## **SECTION 3: FINANCE**

### **3.1. General**

- a) An effective financial management system is a key element to the successful operation of any organization. A financial management system provides a foundation for stability and accountability. The Executive Director and the Board of Directors of the MGA are responsible for effective financial management.
- b) There are four key components to a financial management system:
  - I. Budgeting
  - II. Financial Controls
  - III. Record Keeping
  - IV. Reporting

### **3.2. Financial Management System**

#### **3.2.1. Budgeting**

- a) The MGA budget is an annual financial plan that provides details regarding the revenue and expenses that the MGA expects during a fiscal year. There are eight steps in the budgeting process:
  - List all MGA activities for the upcoming year;
  - Project all expenses for these activities;
  - Project all income for these activities;
  - Compare revenue and expenses;
  - Set priorities;
  - Approve budget at Board of Directors level; and
  - Monitor, and when necessary, revise budget throughout the fiscal year.
- b) The MGA Board of Directors approves the budget annually.

### **3.2.2. Financial Controls**

- a) All cheques, drafts or order for the payment of money and all notes, acceptances and bills of exchange will be signed by any two of the following: President, Vice - President, Treasurer or Executive Director.
- b) Expenses will only be paid out for written invoices, signed expense claim forms, or as otherwise approved by the Executive Director.

### **3.2.3. Record Keeping**

- a) The Executive Director is responsible for financial record keeping on a cash accounting basis. This will include:
  - Documenting the running balance of all petty cash and associated bank accounts including cash received, cash bank withdrawals, cash purchases, and cheque purchases.
  - Ensuring that all revenue is recognized when cash is received.
  - Ensuring that all expenditures are recognized when cash is paid.
  - Printing a full history of these records at the end of the fiscal year to allow for the carrying forward of current balances, in cash and bank accounts, for the next fiscal year.

### **3.2.4. Reporting**

- a) The MGA balance sheet will be prepared and distributed at each MGA Board of Directors meeting and will outline the assets and liabilities for the MGA to date.
- b) The audited financial statements for the MGA, prepared by the MGA appointed auditor, will be presented and approved at the Annual General Meeting of the members.

### **3.2.5. Fiscal Year**

- a) The fiscal year for the MGA is April 1 to March 31.

### **3.2.6. Expense Claims**

Reimbursement for the following items is available for individuals approved to conduct MGA business. Contact the MGA Office for specific reimbursement payment schedules:

- Mileage (Personal Vehicle)
- Meals\*
- Accommodation

\*Where meals are provided, per diems will be adjusted appropriately.

### **3.2.7. Goods and Services Tax**

- a) The MGA meets the criteria regarding exceeding the 40% Government Funding stipulation, therefore it is not registered for GST purposes.
- b) The MGA pays 100% GST on all invoices as required, but is entitled to a 50% rebate on GST paid.

## **SECTION 4: THE BOARD OF DIRECTORS**

### **4.1. Meeting Dates**

- a) Meetings will be set in advance (a yearly schedule is determined at the beginning of the season), and are subject to change.
- b) Meetings will be held a minimum of once every two months.

### **4.2. Agenda**

- a) Agendas are distributed to the Board of Directors at least one week prior to meetings.
- b) All motions requiring ratification must be circulated with the aforementioned agenda, complete with background, to the Board of Directors. Motions must be submitted to the MGA office prior to the agenda being distributed in order to ensure informed discussion at meetings.

### **4.3. Discussion**

- a) The Chairperson reserves the right to allow discussion and decision making regarding items from the floor.
- b) The result of committee level discussions must be made available to the MGA Chairperson before discussion at a Board of Directors level may take place.

### **4.4. Observers**

- a) Observers are welcome, except in the event the Board of Directors closes the meeting.
- b) Observers may not participate in the meeting unless permission from the Chair is granted.
- c) Observers hold no voting privileges during meetings of the Board of Directors.

## **SECTION 5: MANAGEMENT COMMITTEE**

### **5.1. Composition**

- a) The Management Committee is comprised of the following: President (Chairperson), Vice - President, Treasurer and Executive Director.

### **5.2. Role**

5.2.1 The role of the Management Committee is as follows:

- a) To perform management functions of the Board of Directors on their behalf. These functions include important and time-sensitive issues that must be dealt with when it is impossible to gather the Board of Directors for a decision.
- b) To perform functions of the Board of Directors, as determined by the Board of Directors, in order to streamline the decision making process.
- c) To bring forward to the Board of Directors, for approval, any unusual, non-budgeted expenditure in excess of \$500.00 per item.

- d) To carry out tasks delegated to it by the Board of Directors.

### **5.3. Areas of Responsibility**

- a) The day-to-day operation of the MGA.
- b) Budget development and monitoring.
- c) Supervision of staff.

## **SECTION 6: MEMBERSHIP AND REGISTRATION**

### **6.1. General Policies**

6.1.1. The MGA charges membership fees to help offset the costs of the many programs and services it offers to clubs, club members and other MGA members. Membership support, in both numbers and dollars, is crucial to the continued development of gymnastics in Manitoba.

- a) Membership requirements:
  - To be a member of the Manitoba Gymnastics Association, an individual must be a member of a registered Manitoba Club. .
  - Coaches must have completed the Respect in Sport Program and must provide the certification number to the MGA.
  - Coaches must complete a Child Abuse registry form every three years. All new coaches must complete the form before membership will be granted.
- b) A member will be considered to include any formal or informal organization that is (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the member and may be a group of participants, registrants, class of member, company corporation, subsidiary, branch, satellite operation, “feeder” group, “booster” group, club or like organization. Members must understand that the establishment of such separate entities in order to circumvent this or any other MGA membership requirement will be considered an act of misrepresentation. Actions of this type are considered contrary to principles of ethical conduct, and may result in disciplinary proceedings and consequences as determined by the Board of Directors or agents acting upon their direction.
- c) A club must register 100% of its membership (athletes, recreational, coaches, apprentice coaches, officials, executive members) *who meet the registration requirements*, (see 6.1.1. a.) with the MGA. If a club does not register 100% of its membership, *who meet the registration requirements*, registration may be denied or revoked. This information must be received from the club within thirty days of the program commencement date stated on the *Letter of Intent*. The MGA will not provide access to membership services and programs unless all registration information (fees, forms and individual forms) is submitted. Any clubs whose initial registration is not received by the thirty day deadline, will not be considered members of the MGA, until all fees, forms and names are received.
- d) Clubs are required to register all new individual members over the course of the year as soon as they join a club program.
- e) As members of the MGA, clubs agree to comply with all MGA policies, by-laws, and other program and/or administrative rules and regulations.

- f) Only registered members, and registered clubs *in good standing*, may participate in MGA programs and reap the benefit of MGA funding.
- g) Fees and all information must be received for registrations to be complete, and for individuals and clubs to be considered members of MGA and GCG.
- h) *No refunds will be issued once a registration has been processed.*

## 6.2 Procedures and Deadlines

6.2.1 Each fall, the MGA will post on the MGA website, [www.gymnastics.mb.ca](http://www.gymnastics.mb.ca) a membership package, available to gymnastics clubs and organizations in the province. The registration year is September 1 – August 31.

### a) How to Register

- Read all the information provided.
- Returning clubs send a *Letter of Intent* and the club fee to the MGA office by *September 15<sup>th</sup>*. Indicate the Program Commencement Date for the club. The respective club then has a thirty day *grace period* from the Program Commencement Date to register its members for insurance purposes.
- Complete all forms legibly, by e-mail or on computer disk. Return forms and cheque for the appropriate amount within the thirty day *grace period*.
- Register all new members. New members who join a club after the initial registration must also be registered and paid for up to and including August 31 of each year. As it is important to receive this information as soon as possible, Clubs should fax or e-mail the information on the new members to the MGA. The MGA will invoice the clubs for the registration fees for these new members. *If a Club has a credit with the MGA no additional Administration Fee will be charged for the registrations. If the MGA is required to invoice the Club there will be an Administration Fee applied.*
- Ensure that all coaches have completed the “Respect in Sport” Program and the Child Abuse Registry Form. The MGA is adamant that the safety of the gymnasts is paramount and to assist with this tenet the MGA requires that *each new coach complete the Child Abuse registry form and each member coach complete the form every three years*. All coaches must complete the “Respect in Sport” Program to register with the MGA. *The Respect in Sport certification number will be required before a registration is accepted.*

### CHILD ABUSE REGISTRY FORM

- Manitoba Gymnastics Association (MGA) Member Clubs are required to *screen all new coaches and all former coaches (every 3 years) with the Provincial Child Abuse Registry. The Child Abuse Registry Form is available from the MGA office. All clubs should keep blank forms available for the timely registration of their coaches.*
- The MGA requires that each new coach employed at an MGA Member Club, regardless of age, complete a Child Abuse Registry Form prior to the commencement of classes at the Member Club.
- Once the Child Abuse Registry Form has been completed by all coaches, the MGA Member Club mails the form(s) and \$10.00 fee (cheque made payable to the Minister of Finance) to the MGA Office.

- The MGA submits the Form(s) and cheque(s) to the Child Abuse Registry Unit and will inform the Member Club of the status of their Coach(es) within 21 days, if the status will have a negative impact on the club.
- Coaches who have not completed a Child Abuse Registry Form as per MGA Policies and Procedures are not allowed to Coach on the floor at their respective club until the process has been completed. Membership will not be granted without successful completion of this process.

### **RESPECT IN SPORT PROGRAM**

- The MGA requires that each new coach employed at an MGA Member Club, regardless of age, complete the “Respect in Sport” Program prior to the commencement of classes at the Member Club.
- Once the Respect in Sport Program has been completed by the coaches, the MGA Member Club submits the certificate number with the registration for the coach to the MGA.
- Coaches who have not completed the “Respect in Sport” Program as per MGA Policies and Procedures are not allowed to Coach on the floor at their respective club until the process has been completed. Membership will not be granted without successful completion of this process.
- The Respect in Sport Program process is as follows:
  - Year 1 – 3 hour on-line course;
  - Year 2 - 4 - access the program as an on-line resource;
  - Year 5 – 3 hour on-line course to be certified.

#### b) Registration Categories

- **Clubs:**

<b>Type</b>	<b>Competition</b>	<b>Notes</b>
Recreational	Only within the club	
Regional Stream Competitive	Only within the province	Eligible for Manitoba Games
Provincial Stream Competitive	May compete outside the province	Eligible for participation at Western Canadian Championships.
National Stream Competitive	May compete outside the province and country	Eligible for participation at Western Canadian Championships and Canadian Championships. May Compete outside the province and country.
Combined Recreational and Competitive	As per above	As per above
Affiliate	No Competitions	Organizations that do not have gymnastics as the only activity and sole purpose of their organization.

- Individuals:

Category	Type	Notes
Coach	<ul style="list-style-type: none"> <li>• Apprentice Coach (13 – 15 Years of age)</li> <li>• Recreational</li> <li>• Competitive Regional Stream</li> <li>• Provincial Stream</li> <li>• National Stream</li> </ul>	
Judge	<ul style="list-style-type: none"> <li>• Regional Stream</li> <li>• Provincial Stream</li> <li>• National Stream</li> </ul>	
Athlete	<ul style="list-style-type: none"> <li>• Recreational</li> <li>• Competitive               <ul style="list-style-type: none"> <li>- Regional Stream</li> <li>- Provincial Stream</li> <li>- National Stream</li> </ul> </li> </ul>	Athletes' competitive categories must be stated on their registration forms
Associate		These include volunteers or club executive members
Ancillary		These include event volunteers and honorary members

**Note:** It is extremely important to correctly register within each category for the following reasons:

- For information purposes and to ensure that appropriate mailings are received;
- To receive notification of upcoming coaching, judging and athlete clinics;
- To ensure funding eligibility for out of province competitions such as Westerns and Nationals; and
- To ensure eligibility to compete in MGA sanctioned competitions.

c) Fees and Services

- Membership fees are charged to clubs and individuals according to the *Registration Categories* listed above.
- Membership fees are detailed on the *Membership Record* form that is included within the MGA registration package each September and can be found on the MGA website: [www.gymnastics.mb.ca](http://www.gymnastics.mb.ca)

d) Membership Benefits and Services:

- Accident and Liability Insurance (insurance coverage is not available to Affiliate clubs);
- Membership in GCG;
- Access to MGA sanctioned competitions from Regional to National Stream including Manitoba Games, Western Canada Summer Games and Canada Winter Games;
- Access to MGA certified judges for competitions upon request;
- Organizational support for the growth and development of gymnastics;
- Member discount on resource materials, such as the CanGym Program and courses and clinics hosted by the MGA;
- National Coaching Certification Program (NCCP) Courses, and Judging Certification Programs;
- MGA's 1-800 line for member club usage on a daily basis;

- MGA's website for information on a twenty-four hour basis ;  
[www.gymnastics.mb.ca](http://www.gymnastics.mb.ca)
- Access to MGA's library of audio and visual resources;
- MGA voting member status at MGA Annual General Meetings;
- Access to MGA fundraising and sponsorship opportunities, via clubs and coaches;
- Access to Coaches' Conferences;
- Policies and Procedures Manual available to each member club via e-mail or from the website.
- Informational e-mails to member clubs on a monthly basis;
- Access to Kid Sport Grants for those who require assistance; and
- Other opportunities offered to the MGA:
  - Volunteer opportunities; and
  - Event hosting.

## **SECTION 7: MGA PUBLICITY**

### **7.1. Contact**

- a) All contact with the media regarding MGA activities and events (including individual athlete's accomplishments when representing MGA) will be facilitated by the MGA Executive Director.
- b) MGA will not place media representatives in direct contact with athletes. All communications will be made through the athletes' coaches.
- c) The MGA will designate a spokesperson to deal with media-sensitive issues. This person shall be the sole liaison to the media, and the only individual permitted to make comments about the MGA and any issue in question.
- d) The MGA has no control over the media coverage that the Sport of Gymnastics receives.

### **7.2 Hosting Competitions**

- a) Host clubs are responsible for completing the Meet Sanction Application Form.
- b) In the event of changes to previously submitted information, a Meet Information Change Form must also be submitted prior to the competition.
- c) The MGA will provide the media with details of events according to the information provided on the Meet Sanction Application Form. Coverage will not be arranged for meets hosted by clubs that do not complete the required forms.

### **7.3 Club Referrals**

- a) The MGA office provides a Club Referral Service to the general public. The referrals will only be based on the applicants' desired location of the program.
- b) Individual programs will not be discussed, except in cases of types of programs (i.e. boys/girls, competitive, recreational, pre-school).
- c) Costs, quality, recommendations, etc., will not be discussed.

## **SECTION 8: LOGOS AND OWNERSHIP**

### **8.1 Logo**

- a) The MGA logo is for the sole and express usage of the MGA. Written permission must be obtained from the MGA before use can be made of the MGA logo by any other individual/association.

### **8.2 Colours**

- a) Team colours for Manitoba Gymnastics are white, black, gold and silver.

### **8.3 Ownership**

- a) Unless otherwise determined by the Board of Directors, any documents prepared by/for Manitoba Gymnastics staff, Board Members, volunteers and/or committees, or their designates, are under copyright and for the express use of the MGA, and may not be sold, photocopied or otherwise redistributed without permission from the MGA.
- b) GCG and FIG materials are under copyright and must be purchased from the MGA office. Photocopying, reproducing or re-selling of any of these materials violates copyright law.

## **SECTION 9: PRIVACY POLICY**

### **Purpose of this Policy**

1. Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that Manitoba Gymnastics Association (MGA) collects, uses, retains, safeguards, discloses and disposes of personal information, and states the MGA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and the MGA's interpretation of these responsibilities.

### **Background**

2. Our organization, the Manitoba Gymnastics Association, is the governing body for the Sport of Gymnastics in Manitoba and provides these services to members and the public:

" It is the mandate of the Manitoba Gymnastics Association (MGA), as the Sport Governing Body, to develop, promote, and guide gymnastics as a lifetime activity in Manitoba. The MGA shall provide leadership, systems, and programs so that all participants may safely achieve their potential level of interest and ability."

### **Personal Information**

3. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business

information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

### **Accountability**

4. Kathy Stoesz, Executive Director of the MGA is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Manitoba Gymnastics Association  
145 Pacific Avenue  
Winnipeg, MB R3B 2Z6  
204-925-5782  
[mga.kathy@sportmanitoba.ca](mailto:mga.kathy@sportmanitoba.ca)

### **Purpose**

5. Personal information will only be collected by the MGA to meet and maintain the highest standard of organizing and programming the sport of Gymnastics. The MGA collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:
  - a) Name, address, phone number, cell phone number, fax number, e-mail address for the purpose of communicating about the MGA's programs, events and activities.
  - b) Date of birth for appropriate age related notices ; i.e. MGA AGM. And for statistical information for Sport Manitoba.
  - c) NCCP number, education, resumés and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
  - d) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of competition.
  - e) Child Abuse Registry Checks and related personal reference information for the purpose of implementing the MGA's screening program.
  - f) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
  - g) Athlete information including uniform size, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
  - h) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
  - i) Passport numbers and Aeroplan/frequent flyer numbers for the purposes of arranging travel.
  - j) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
6. If a purpose has not been identified herein, the MANITOBA GYMNASTICS ASSOCIATION will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

## **Consent**

7. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. The MGA may collect personal information without consent where reasonable to do so and where permitted by law.
8. By providing personal information to the MGA, individuals are consenting to the use of the information for the purposes identified in this policy.
9. The MGA will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
10. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to the MGA. The Privacy Officer will advise the individual of the implications of such withdrawal.

## **Limiting Collection**

11. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. The MGA will not use any form of deception to obtain personal information.

## **Limiting Use, Disclosure and Retention**

12. Personal information will not be used or disclosed by the MGA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
13. Personal information will be retained for certain periods of time in accordance with the following:
  - a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of the MGA, in the event that the individual chooses to return to the program;
  - b) Parental/family information will be retained for a period of three years after an individual has left a program of the MGA, in the event that the individual chooses to return to the program;
  - c) Information collected by coaches will be retained for a period of three years after an individual has left a program of the MGA, in the event that the individual chooses to return to the program.
  - d) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
  - e) Personal health information will be immediately destroyed when an individual chooses to leave a program of the MGA.
  - f) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
  - g) As otherwise may be stipulated in federal or provincial legislation.
14. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

15. The MGA may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the MGA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
16. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, the MGA will ensure that the hard drive is physically destroyed.

### **Accuracy**

17. The MGA will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

### **Safeguards**

18. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
19. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.
20. The following steps will be taken to ensure security:
  - a) Paper information is either under supervision or secured in a locked or restricted area.
  - b) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
  - c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
  - d) Electronic information is transmitted either through a direct line or is encrypted.
  - e) Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
  - f) External consultants and agencies with access to personal information will provide the MGA with appropriate privacy assurances.

### **Openness**

21. The MGA will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on the MGA's web site or upon request by contacting the Privacy Officer.
22. The information available to the public includes:
  - a) The name or title, address and telephone number of the MGA's Privacy Officer.
  - b) The forms that may be used to access personal information or change information.

- c) A description of the type of personal information held by the MGA including a general statement of its approved uses.

#### **Individual Access**

- 23. Upon written request, and with assistance from the MGA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
- 24. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
- 25. If personal information is inaccurate or incomplete, it will be amended as required.
- 26. An individual may be denied access to his or her personal information if:
  - a) This information is prohibitively costly to provide;
  - b) The information contains references to other individuals;
  - c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
  - d) The information is subject to solicitor-client or litigation privilege.
- 27. Upon refusal, the MGA will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

#### **Challenging Compliance**

- 28. An individual may challenge the MGA's compliance with this policy and PIPEDA, by submitting a challenge in writing.
- 29. Upon receipt of a written complaint, the MGA will:
  - a) Record the date the complaint is received;
  - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
  - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
  - d) Appoint an investigator using the MGA's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
  - e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to the MGA.
  - f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
- 30. An individual may appeal a decision made by the MGA under this Policy, in accordance with the MGA's policies for appeals.

## PART TWO TECHNICAL

### SECTION 10: INSURANCE AND SAFETY GUIDELINES

#### 10.1 Insurance

##### 10.1.1 Introduction

- a) The MGA provides liability and accident insurance coverage to registered members and clubs *in good standing* who have fulfilled the following membership registration requirements:
  - have paid the designated Club Fee and submitted their *Letter of Intent* within thirty days of receipt of the Registration Package;
  - have registered all of their individual recreational participants, competitive athletes, coaches, officials and associate members by submitting the required forms and fees on or before the due date, as stated in their *Letter of Intent*, and
  - register all new members (as above) throughout the year's program activities.
- b) Clubs that do not meet the above registration requirements will not be considered a club *in good standing* and will not be covered by MGA insurance policies.
- c) Coverage is for the MGA and club activities such as training, programs, events, competitions, displays and demonstrations which are recognized by the MGA. All clubs *in good standing* will be considered as having their regular in-club training and program activities sanctioned as part of their acceptance of membership in the MGA.

##### 10.1.2. Liability Insurance

- a) The MGA provides members and clubs *in good standing* with the following liability insurance coverage.
  - Comprehensive General Liability (includes injury to participant);
  - Directors & Officers Liability.
- b) Clubs and members must inform the Executive Director of all possible liability claims that they believe may arise. Failure to report a potential liability insurance claim within one week of the incident may void the insurance coverage.
- c) From time to time, a MGA Full-Member Club may be using a facility to hold an event or display. If the property manager requests proof of insurance, the MGA will provide the club with a photocopy of the *Certificate of Insurance*.

##### 10.1.3 Accident and Accidental Death and Dismemberment Insurance

- a) The MGA's accident insurance coverage is for medical expenses, for members and clubs *in good standing*, over and above those paid by government and/or private health insurance plans. Accident insurance coverage will respond to an injury sustained while participating in sanctioned activities of the MGA. It is not an "aches and pains" policy, which means it does not provide coverage for chronic or overuse injuries. The MGA also provides individual members (not affiliate clubs) *in good standing* with Accident and Accidental Death and Dismemberment Insurance Coverage for accidents occurring during MGA sanctioned activities.

#### 10.1.4 Accident Reporting and Accident Insurance Claim Procedures

- a) After an accident occurs, the claimant must ensure completion of Sections I – V on the Accident Claim Form. Once this form is completed, and the *Attending Physician's Statement* (completed by a licensed physician), or a *Dentist Form* has been filled out, the forms are sent to the MGA office, which then submits to All Sport Insurance through Sport Manitoba.
- b) A physician and/or dentist must be consulted within thirty days of the accident.
- c) The MGA office will review the forms, verify the membership of the injured participant, authorize the claim and forward it to the insurance company.
- d) The Accident Claim Form must be received by All Sport Insurance within ninety days of the accident.
- e) The insurance company will then communicate directly with the injured participant in terms of further information required, and reimbursement.

#### 10.2 Safety Guidelines

- 9.2.1. All athletes have the right to participate in suitable and safe settings.
- 9.2.2. All athletes have the right to receive qualified and appropriate instruction from NCCP certified coaches.
- 9.2.3 It is the obligation of the clubs, organizations and coaches to:
  - a) ensure that gymnastics equipment and facilities are checked for safety on a regular basis including: a daily check of equipment and equipment set-up; a regular check of all cable attachments, floor plates and adjusting devices for signs of wear, and if any problems are found they are rectified before use;
  - b) ensure that gymnastics equipment is appropriate for the age and skill level of the participants;
  - c) attend NCCP certification and upgrading courses on a regular basis;
  - d) use appropriate progressions for skill development so that the safety and well-being of their athletes are not compromised;
  - e) not attempt to teach skills which are beyond their own level of training and expertise; and
  - f) ensure that athletes are not competing skills unless they have been performed many times in training and can be performed safely without the need of a spotter.
  - g) recognize possible risks in the gym, and minimize these risks.
  - h) inform parents of the risks involved, and obtain informed consent from the parents.

### **10.3 Medical Policies**

- a) In the event of an emergency every attempt will be made to contact the parent or guardian of an injured individual regarding treatment.
- b) A parent or guardian will provide information on any prescription drug requirements so that appropriate treatment can be provided in case of emergency. Upon written request of the parent or guardian, a team manager or coach may dispense medication to an athlete.
- c) Any individual who is sick or injured for any reason will not be left unattended at any event, program or competition. Injured or sick individuals will be provided with caring attention by a team manager, coach, parent or other responsible person designated by the MGA until their return home.
- d) An athlete, in consultation with their coach, or parent or guardian, may withdraw, without disciplinary action, from a competition (where the athlete's participation has been funded by the MGA) with just cause.
- e) For the treatment of a blood related injury, if the bleeding occurs where other participants may be exposed to blood, the individual's participation will be interrupted until the bleeding has stopped. The wound must be cleaned and securely covered. All clothing soiled with blood must be replaced prior to the athlete resuming training or competition. In addition, all effected equipment and mats must be washed with bleach.
- f) Medical personnel shall be available on site for all provincial, inter-provincial and major competitions sanctioned or hosted by the MGA. Hosting organizations must have emergency action plans in place for accidents and injuries.

## **SECTION 11: SANCTION AND HOSTING**

### **11.1 Sanction**

- a) All regular club activities (training, in-province travel, in-club meets, etc.) are deemed "sanctioned" as part of the acceptance and payment of your membership within the MGA.
- b) Sanctioned events are those events that meet the approval of the MGA, or that are considered generally standard procedures or practices of the MGA.
- c) Clubs must request sanction from the MGA for the following events:

<b>Event</b>	<b>Notes</b>
Competitions (Sanction Fee Applies)	Any level that involves any members from outside your club; Any level which involves judges.
Special Events: Birthdays, Bring a Friend Days or Open Houses	
Travel Outside of Manitoba	Club teams traveling to events outside of Manitoba must inform the MGA office of their intent to travel.
Travel Outside of Canada	Teams traveling outside Canada must receive permission from the MGA. The MGA will forward the application for permission to GCG for approval.

- d) Competition Sanction Fees: The AGM membership requested the Board to review a proposal for charging a competition sanction fee to each club based on a per competitor fee. The Board determined that in consideration of the ancillary services that the MGA provides to clubs for competitions (Media releases; posting of results; officials' education, etc.) the MGA will charge a sanction fee per participant of \$5.00 be paid per competition to the MGA for all hosted competitions.
- e) The sanction fee must be paid to the MGA three weeks following the hosted competition, submitted with the Competition report. (Appendix A)
- f) Clubs that host events sanctioned by the MGA are obligated to comply with the following responsibilities, and take precautions regarding the risk management issues outlined below:

## **11.2 Responsibilities and Risk Management**

- the MGA may designate a representative to meet with the host organization in advance to explain the Risk Management Policy, be on site during the event, and monitor compliance with the guidelines.
- ensure that all participants are registered members of the MGA
- ensure there are proper first aid supplies and persons trained in the delivery of first aid and CPR in the venue at all times;
- ensure that the venue and equipment have been properly inspected for safety hazards before the competition, and if any problems are found, they are rectified prior to the competition;
- ensure the venue of the event provides access to emergency vehicles;
- ensure there is access to a public telephone; or, if there is not, ensuring that a cellular telephone is available at all times;

- designate, in advance, a call person (the person who contacts 911 in an emergency) and a control person (the person who takes charge of the situation and directs others) to handle serious incidents;
- if there is a banquet, ensuring that all health code requirements are met, and if alcohol is being served, that it is being done so in accordance with approved alcohol management guidelines; and
- ensuring volunteers are adequate in number, are identifiable, have assigned duties and have undergone an orientation session.

### 11.3 Hosting

- On an annual basis, the MGA will call for bids from clubs to host various provincial events.
- Bids to host events will only be accepted from member clubs *in good standing* with the MGA. Clubs may be requested to provide a proposed budget, organizing committee as well as details on facilities and equipment available.
- The Board of Directors, or its designated committee, will select hosts where applicable.

## APPENDIX A – SECTION 11 – SANCTION AND HOSTING

### COMPETITION SANCTION APPLICATION

*For all clubs hosting a Competition.*

Application Date: \_\_\_\_\_

- **This form *must* be submitted to the MGA office a minimum of 3 weeks prior to a competition.**
- **Results must be submitted to the MGA office the Monday following the competition if it is held on a weekend. If it is held during the week the results must be submitted to the MGA office within 2 days of the event.**
- **By sanctioning the event the Manitoba Gymnastics Association recognizes that the host will meet the following standards:**
  - That the event is conducted in a safe manner
  - That the venue for the event provides access to emergency vehicles
  - That there is access to a public telephone and/or ensuring that a cellular telephone is available at all times
  - That volunteers are adequate in numbers, are identifiable, have assigned duties and have undergone an orientation session
  - That an emergency plan is in place with a designated control person to handle serious incidents
  - That there are proper first aid supplies and persons trained in the delivery of first aid and CPR in the venue at all times during warm-up, training and competition
  - That the venue and all equipment have been properly inspected for safety hazards before the warm up and competition
  - That the hosts adhere to the MGA's approved program and technical regulations for the level of event sanctioned

COMPETITION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

LEVEL: \_\_\_\_\_

HOST CLUB: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

APPROXIMATE NUMBER OF REGISTERED COMPETITORS: \_\_\_\_\_

SANCTION GRANTED: \_\_\_\_\_ DATE: \_\_\_\_\_

IF THE COMPETITION DATE IS CHANGED AFTER SUBMISSION PLEASE ADVISE THE MGA  
IN WRITING.

COMPETITION REPORT FORM

NAME OF CLUB: \_\_\_\_\_

CONTACT: \_\_\_\_\_

DATE OF COMPETITION: \_\_\_\_\_

LOCATION OF COMPETITION: \_\_\_\_\_

NUMBER OF GYMNASTS WHO PARTICIPATED \_\_\_\_\_ X \$5.00 = \_\_\_\_\_

Please make the cheque payable to:

Manitoba Gymnastics Association  
And mail to: Manitoba Gymnastics Association  
145 Pacific Avenue  
Winnipeg, MB  
R3B 2Z6

## **SECTION 12: COMPETITIONS, EVENTS AND CHAMPIONSHIPS**

### **12.1 Provincial Championships**

- a) All Provincial Championships (Regional Stream, Provincial Stream, National Stream, Trampoline & Tumbling) are under the jurisdiction of the MGA.
- b) The entry fees for Provincial Championships are set by the Technical Committees concerned, in consultation with the MGA staff.
- c) Each discipline's Technical Committee, as outlined in their *Technical Regulations*, will assign Judges for Provincial Championships.
- d) Hosts of the Provincial Championships must display MGA and the MGA sponsor's promotional and marketing material, as provided to them. This material will include program advertisements, logos, posters, banners, brochures and other material.
- e) The Board of Directors and staff of the MGA will be invited to the Provincial Championships. In addition, where possible, the MGA representatives will present awards or speak on behalf of the MGA.

### **12.2 National and International Events**

- a) GCG has the sole right to sanction and approve the hosting of national events, as well as the hosting of, and participation in, all international events.
- b) Clubs interested in hosting a national or international event or competition must request approval, sanction or submit an official bid to host to the MGA Board of Directors.

## **SECTION 13: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)**

### **13.1 Jurisdiction**

- a) Gymnastics related NCCP programs within Manitoba are under the jurisdiction of the MGA, in co-operation with Coaching Manitoba and the Coaching Association of Canada.
- b) All NCCP Technical Courses and Practical Certification are under the jurisdiction of the MGA and must be arranged through the MGA office. NCCP Theory Courses are arranged through Coaching Manitoba.

### **13.2. General Policies**

- a) All coaches, artistic, and trampoline and tumbling, sixteen years of age and older, must attain their NCCP Gymnastics Foundations Trained Coach as soon as possible, preferably within the current program year.
- b) The MGA advises that apprentice coaches fifteen years of age and younger, may audit a NCCP Gymnastics Foundations Courses as soon into the program year as possible.
- c) Recreational only clubs who wish to become members of the MGA must retain the services of a coach who has completed the Gymnastics Foundations Parts 1-3, and is working on their Practical Certification or is certified NCCP Level 1 in the former system.

- d) Clubs that offer Regional Stream and higher level programs who wish to become members of the MGA, must retain the services of a coach who has full NCCP Level 1 Certification or has complete the Gymnastics Foundations Courses Part 1-3.
- e) If a club loses a coach and does not have a certified replacement due to 'exceptional circumstances', as required by the MGA Policies and Procedures, the Board will review the situation and determine if a grace period may be given to the club.
- f) All coaches participating in any sanctioned competition held in Manitoba must have a minimum of Level 1 Certification or has taken the Gymnastics Foundations Courses Part 1-3.

**13.3. Program Outline**

- a) The NCCP Program offers four levels of training and education for coaches:

<b>Level</b>	<b>Corresponding Streams</b>
Gymnastics Foundations	Recreational Stream Regional Stream
Level 2	Regional Stream Provincial Program
Level 3	Provincial Stream National Stream High Performance
Level 4	National Stream High Performance

- b) The NCCP Level 2 - 3 Program has three components: theory, technical and practical. Theory Courses are offered by Coaching Manitoba and are generic to all sports. Technical Courses are specific to artistic gymnastics, and trampoline and tumbling, and encompass areas in men's, women's or trampoline and tumbling aspects of the sport. Practical Certification is different at each level. Level 4 is a two year course, which incorporates all 3 components and is hosted by GCG.
- c) The minimum age to receive certification in a NCCP Technical Course is sixteen years.

**13.4. Course Fees**

- a) The course fees for NCCP Technical Courses are set by the MGA on an annual basis.

**13.5. Clinic Hosting and Scheduling**

- a) The MGA will organize and schedule NCCP Technical Courses when and where interest has been expressed. A minimum of seven participants is required to ensure courses will not be cancelled. Clubs may request the MGA office to organize clinics in their area or at their club. All courses will be open to any coach with the proper certification. All others will be considered to be auditing the course.
- b) Course fees and administration for all NCCP Courses will be processed and retained by the MGA office.

## **SECTION 14: MGA RECOGNITION AWARDS**

### **14.1. THE JACK MOWAT RECOGNITION AWARD**

- a) Awarded to MGA members who have made significant and long-lasting contributions to the MGA;
- b) Awarded to officials, volunteers, or coaches who have shown outstanding achievements in the sport of gymnastics in Manitoba;
- c) Awarded to MGA members who have been involved in gymnastics in Manitoba for a minimum of ten years;
- d) This award requires a nomination form to be completed and submitted to the MGA Awards Committee, chaired by the Member at Large of the Board of Directors. The Awards Committee determines the recipient; and
- e) One person will be chosen every year. Award will be presented at the Annual MGA Awards Event.

### **14.2. MGA SPECIAL ACHIEVEMENT AWARDS**

- a) The MGA Special Achievement Awards will be awarded to one nominee per category each year. This award requires a nomination form to be completed and submitted to the MGA Awards Committee, chaired by the Member at Large on the Board of Directors. The Awards Committee determines the recipients.
- b) Special Achievement Awards consist of four categories: coaching, judging, administration and volunteer.
  - i) Coaching Award - Consideration will be given to an individual's:
    - willingness to share ideas and to help others;
    - creativity and contribution to the sport;
    - professionalism and respect for others;
    - leadership and sportsmanship;
    - professional development and NCCP status;
    - gymnasts' achievements under their guidance; and
    - involvement as a member of the MGA for a minimum five years.
  - ii) Judging Award. Consideration will be given to an individual's:
    - willingness to accept and carry out judging responsibilities at clinics and competitions;
    - professionalism during judging assignments;
    - demonstration of an attitude of respect, co-operation and appreciation for fellow judges, coaches, gymnasts, and volunteers;
    - acceptance of leadership responsibilities, which include the development of judges in Manitoba;
    - demonstration of a sense of good sportsmanship and fair play; and
    - involvement as a member of the MGA for a minimum five years.

- iii) Administrator Award. Consideration will be given to an individual's:
  - commitment through contribution to the MGA and development of the sport;
  - dedication to developing the sport of gymnastics at any level;
  - emphasis would be on a provincial scale; and
  - involvement as a member of the MGA for a minimum five years.
  
- iv) Volunteer Award: Consideration will be given to an individual's:
  - commitment through contribution to the MGA and development of gymnastics in Manitoba at any level;
  - emphasis would be on a provincial scale; and
  - involvement with the MGA for a minimum five years.

## **PART THREE            CONDUCT**

### **SECTION 15: CODE OF CONDUCT**

#### **15.1. Introduction**

- a) All policies and procedures of the MGA must be followed at all times.
- b) Conduct of members of the MGA will at all times reflect honesty, courtesy, good sportsmanship and respect toward others.
- c) All members will work cooperatively toward the betterment of the sport of gymnastics.

#### **15.2. Responsibility**

- a) Every member of the MGA will adhere to the *Code of Conduct*.
- b) Every member who is in a position of authority is responsible to guide those under their jurisdiction both by setting an example and by instruction.
- c) It is the responsibility of all individuals to report any violations of the *Code of Conduct* in writing to the Chef de Mission, Head of Delegation or the Executive Director.
- d) Members will represent the MGA in a manner befitting the MGA on and off the floor of an event.

### **SECTION 16: HARASSMENT POLICY**

#### **16.1. Policy:**

- a) The MGA is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. This environment should be free of harassment on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, marital status, family status or disability.

- b) This policy applies to all employees as well as to all directors, officers, volunteers, coaches, officials, athletes, and members of the Association. The MGA encourages the reporting of all incidents of harassment, regardless of who the offender may be.
- c) Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the human rights commission, even when steps are being taken under this policy.

## **16.2 Definitions:**

- a) Harassment. Such behavior may be verbal, physical, deliberate, unsolicited or unwelcome. It may be one incident or a series of incidents. It may include:
  - behavior which is intimidating, hostile, abusive and/or an abuse of power and authority;
  - verbal abuse or threats;
  - unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.;
  - the display of pornographic, racist or other offensive or derogatory pictures;
  - practical jokes which cause awkwardness or embarrassment;
  - unwelcome invitations or requests, whether indirect or explicit or intimidating;
  - leering or other gestures;
  - condescension or patronization which undermines self respect;
  - unnecessary physical contact such as touching, patting, pinching, punching;
  - physical assault;
  - hazing
- b) Sexual Harassment. The definition includes:
  - unwanted sexual attention of a persistent or abrasive nature made by a person who knows, or ought to reasonably know, that such attention is unwanted and/or inappropriate;
  - a sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny and benefit to, the recipient of the sexual advance;
  - a reprisal, or a threat or implied threat of reprisal, for rejecting a sexual solicitation or advance;
  - a course of abusive and unwelcome conduct or comment made on the basis of sex, or sexual orientation when it has the purpose or effect of creating an intimidating, hostile or offensive environment in which the person works.
- c). Child Abuse (under 18). It includes:
  - neglect which endangers a child's welfare by failing to provide for physical, emotional or medical needs;
  - physical abuse which causes any intentional non-accidental injury of a child;

- emotional abuse which is damaging by whatever means of a child's self-image by an adult responsible for the child's nurturing or learning. It results in a decrease in the child's feeling of personal worth and thus his or her ability to love, trust and feel at one with the human race;
- sexual abuse, which includes any manual, oral or genital sexual contact or the use of an object for sexual touching or penetration or any other explicitly sexual behavior that an adult imposes on a child by exploiting the child's vulnerability and powerlessness.

NOTE: Any allegation or suspicion of sexual abuse of a child must be reported to the appropriate Child and Family Services and/or agencies and the police, in compliance with provincial legislation.

### **16.3 Responsibility:**

- a) The President of the Board and the Executive Director are responsible for ensuring the implementation of this policy. This policy of the MGA includes:
- discouraging and preventing harassment within the MGA;
  - ensuring formal complaints of harassment are investigated in a sensitive, responsible, and timely manner;
  - imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
  - providing advice to persons who experience harassment;
  - doing all in the MGA's power to support and assist any employee or member of MGA who experiences harassment by someone who is not an employee or member of MGA;
  - making all members and employees of MGA aware of the problem of harassment, and of the procedures contained in this policy;
  - informing both complainants and respondents of the procedures contained in this policy and their rights under the law;
  - regularly reviewing the terms of this policy to ensure that they adequately meet the MGA's legal obligations and public policy objectives;
  - appointing harassment officers and providing the training and resources they need to fulfill their responsibilities under this policy; and,
  - appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.
- b) Every member of MGA has a responsibility to play a part in ensuring that the gymnastic sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of MGA

who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

- c) In the event that either the President of the Board or the Executive Director are involved in a complaint which is made under this policy, the President of the Board or the Executive Director shall appoint a suitable alternate for the purposes of dealing with the complaint.

#### **16.4 Coach/Athlete Sexual Relations:**

- a) MGA takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on MGA's public image. MGA takes the position that such relationships are unacceptable for coaches. Should a sexual relationship develop between an athlete and a coach, the MGA will investigate and if harmful effects are determined, may take action which could include reassignment, dismissal from employment, and suspension of privileges and/or reprimand.

#### **16.5 Disciplinary Action:**

- a) Employees or members of MGA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership.

#### **16.6 Confidentiality:**

- a) The MGA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. MGA recognizes the interests of both the complainant and the respondent in deeming the matter confidential.
- b) MGA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.
- c) The MGA may also disclose information relating to a complaint as required by law and in circumstances where disclosure is required in order to prevent or limit the risk of future harassment and, in any such circumstances, any disclosure will be limited as reasonably as possible to protect the confidentiality of the individuals involved.

#### **16.7 Harassment Officers:**

- a) The MGA shall appoint one person, who is themselves a member or employee of MGA, to serve as the officer under this policy.
- b) The role of harassment officer is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy officers shall be directly responsible to the President of the Board or to the Executive Director.

MGA shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

## 16.8 Complaint Procedure:

- a) A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to this policy.
- b) If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.
- d) The harassment officer shall inform the complainant of:
  - the options for pursuing an informal resolution of his or her complaint, including voluntary mediation;
  - the right to lay a written formal complaint under this policy when an informal resolution is inappropriate or not feasible;
  - the confidentiality provisions of this policy;
  - the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
  - the right to withdraw from any further action in connection with the complaint at any stage (even though MGA might continue to investigate the complaint); and,
  - other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

There are four possible outcomes to this initial meeting of complainant and officer.

- i). The complainant and officer agree that the conduct does not constitute harassment;
- ii). The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint;
- iii). The complainant brings evidence of harassment and decides to lay a formal written complaint;
- iv). The complainant brings evidence of harassment but does not wish to lay a formal complaint.

If the harassment officer cannot resolve the complaint under sub-para. ii)., above, or if the harassment officer decides that a formal complaint should be registered under sub-para. iii)., above, the matter shall be referred to the President and the Executive Director who shall establish a Discipline Committee and name a Chairperson. Any Discipline Committee established shall follow the Process and Procedures set out in Section 17.

## 16.9 Considerations:

When determining appropriate disciplinary action and corrective measures, the Discipline Committee shall consider such factors as:

- the nature of the harassment;
- whether the harassment involved any physical contact;

- whether the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between the complainant and the harasser;
- the age of the complainant;
- whether the harasser had been involved in previous harassment incidents;
- whether the harasser admitted responsibility and expressed a willingness to change; and,
- whether the harasser retaliated against the complainant.

**16.10 Procedure Where a Person Believes That a Colleague Has Been Harassed:**

Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed as detailed in paragraph 16.8.

**SECTION 17: DISCIPLINE, SANCTION AND APPEAL GUIDELINES**

**17.1 Authority to Impose Sanctions:**

- a) The MGA Board of Directors may impose sanctions upon any member who fails to comply with the By-Laws or the Policies and Procedures of the MGA.
- b) The Executive Director and the President are empowered by the Board to establish a Discipline Committee to determine:
  - i) validity of any complaint under Section 16.8 herein of the MGA; or
  - ii) The validity of any charges or complaints brought against a member for failure to follow the Policies and Procedures of the MGA and to impose sanctions.
- c) A Delegation Head or the highest appointed authority is empowered by the Board to impose sanctions upon any member who fails to comply with the Policy and Procedures of the MGA.

A sanction may include a warning, reprimand, suspension of benefits or privileges, a fine, or expulsion.

**17.2 Appeal of a Sanction of a Head of Delegation:**

A person or group, which has received a sanction of a Program Committee or a Delegation Head, may appeal the decision by submitting a Notice of Appeal of the decision to the Executive Director. The Notice of Appeal shall be sent by mail, fax or e-mail to the Executive Director within 21 days from communication of the decision imposing the sanction.

Upon receipt of a Notice of Appeal, the Executive Director and the president of the MGA, shall, within approximately 15 days of receipt of the Notice of Appeal, appoint an Appeal Committee to hear the Appeal in accordance with the Guidelines set out in section 16.5.

### **17.3 Establishment of a Discipline Committee:**

The Discipline Committee established pursuant to Section 16. I, b), i) or ii) shall be appointed in accordance with the guidelines set out in Section 16.5.

### **17.4 Composition for the Appeal Committee or Discipline Committee:**

- Three persons will be appointed, one to serve as Chair, and one as secretary;
- All persons need not be members of MGA;

NOTE: Upon making the appointments, an attempt will be made to ensure the following:

- That no association exists between the party and a Committee member, either actual or apparent;
- That no Committee member has been involved in any preliminary stage of the decision or matter;
- That no Committee member has a pre-set attitude or apparent interest in the result.

“apparent” herein is defined as “in appearance” or “reasonable likelihood”

### **17.5. Principles of the Appeal Committee or Discipline Committee:**

The Committee shall be empowered to review the decision and/or sanction, may affirm the decision, reverse the decision and substitute its own decision, or impose its own sanctions, which may include a warning, reprimand, suspension of benefits, privileges, or fines and/or expulsion.

The principles of natural justice will be applied, to the extent reasonably possible:

- Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- The issue should be clearly and concisely stated so that the both parties are aware of the essentials of the complaint;
- Both the parties have the right to have a representative present his/her case;
- Relevant information must be available to all parties;
- Both parties have the right to call and cross-examine witnesses;
- Both parties have the right to a written decision following the hearing.

### **17.6 Procedure for the Appeal Committee or Discipline Committee:**

- a) A date shall be set for a hearing, which date should be within fifteen (15) days of the appointment of the Committee; and notice to all parties of such date, time and place shall be telephoned or faxed, and confirmed by registered mail.
- b) The Committee hearing shall proceed as scheduled unless both parties consent to an extension of time, which extension may not be for more than fifteen (15) days past the original date set for the hearing. If circumstances of the issue are such that the hearing cannot be concluded within the timelines of the policy, the Chair of the Committee may seek agreement from the parties to extend the timelines.
- c) The grounds and/or reasons for the sanction or complaint shall be of sufficient particularity that the opposite party may respond in writing.

- d) The Chair of the Committee shall be solely responsible for setting the agenda, itemizing the facts to be reviewed, the order of presentation, timing of cross-examination, duration of hearing etc. The Chair is also responsible to advise the parties that each may be represented by counsel who may attend the hearing.
- e) At the Committee hearing either party may present information, witnesses, documents and/or personal statements and either party may cross-examine the other, or the witnesses. The Committee may cross-examine or request any information of either party or any member of the MGA.
- f) The Committee shall make its decision on the basis of the evidence presented during the hearing.
- g) The Committee shall give written reasons for its decision, which reasons shall be delivered within fifteen (15) days to each party and the President and Executive Director of the MGA.
- h) Notwithstanding item 6, a Committee may render a verbal decision forthwith at the hearing provided item 6 is properly completed thereafter.
- i) The date on which the Committee shall be deemed to have rendered its decision shall be the date on which such decision is posted by registered mail to the parties.
- j) The Committee, as a matter of discretion, may grant relief in the form of expenses (limited to documented travel costs).
- k) Any member of the MGA shall be entitled to obtain a copy of the decision of the Committee, unless the Committee considers the matter to be a sensitive or confidential nature.

## **SECTION 18 : CONFLICT OF INTEREST**

### **18.1 Background**

The ability of the directors of the Manitoba Gymnastics Association (MGA) to make deliberate, thoughtful, and disinterested decisions can be affected profoundly by the other interests - personal and professional -of individual directors. The MGA is entitled to a director's best judgment, which should not be clouded by the fact a director has a personal agenda that conflicts with the interests of the MGA.

It is imperative for directors to remember that the MGA depends on the trust of Regular and Associate members, donors, volunteers, and other supporters. Even the appearance or suggestion of conflict can damage the MGA's reputation and ability to carry out its mission. The appearance of reality is critical, and a perceived conflict of interest of a director could have devastating consequences for the MGA, even if the questionable transaction fails to meet the relatively narrow legal definition of conflict of interest. In terms of the public perception of the MGA, it is important not only are conflict of interest situations identified and managed, but that they are seen to be handled in a manner which is fair, consistent, above-board and transparent.

This conflict of interest policy does not prohibit conflicting interests, but provides a formal process to manage conflicting interests successfully. The policy has two basic purposes. First, it allows approval of contracts or transactions by disinterested decision makers who have the knowledge of the circumstances of a transaction, so that decisions are both informed and disinterested. Second, the policy ensures that a contract or other transaction between the MGA and an individual director who revealed his or her interest, and which was voted for by a quorum of disinterested directors, cannot be challenged if it is fair to the MGA.

### **18.2 Position Statement**

- a) No director, officer or employee of the MGA shall have any position with, or a substantial interest in, any other business enterprise operated for a profit, the existence of which would conflict or might reasonably be supposed to conflict with the proper performance of his/her MGA duties of responsibilities, or which might tend to affect his/her independence of judgment with respect to transactions between the MGA and such other business enterprise, without full and complete disclosure thereof to the Board of Directors.
- b) Each director has a duty to place the interest of the MGA foremost to any dealings with the MGA, and has a continuing responsibility to comply with the requirements of this policy.
- c) The conduct of personal business between any director and the MGA is prohibited, except when approved pursuant to the policy set out below.
- d) Directors may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the MGA, except when approved pursuant to the policy set out below.
- e) If a director has an interest in a proposed transaction with the MGA in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction or holds a position as trustee, director, officer or employee in any such organization, he/she must make full, timely disclosure of such interest before any discussion or negotiation of such transaction.

### **18.3. Definition of Conflict of Interest**

Throughout this policy, conflict of interest broadly refers to:

- a) Any situation in which a director of the MGA may be influenced in any decision of the MGA by personal, financial or a business interest in a transaction, or in any organization involved in the transaction, or holds a position as trustee, director, officer, or employee in any such organization, or
- b) A member of the immediate family of the director has an interest in the proposed transaction in the form of significant personal financial or business interest in a decision of the MGA or in any organization involved in the transaction, or holds a position as director, officer, or employee in any such organization (immediate family is considered to include a spouse, child, brother or sister, or any family member financially dependent on the director); or
- c) In any other circumstance where the director, or any other MGA director, believes that a real or conceived conflict may be present.

### **18.4 Process for Dealing with a Conflict Situation**

- a) It is the responsibility of the director to declare circumstances where a conflict exists. Furthermore, any MGA director may also identify situations where he/she believes that another director has a conflict.
- b) All conflict of interest situations involving a transaction with a financial value or benefit in excess of \$1,000.00 must be approved by the Board of Directors. Conflict situations involving transactions below this dollar threshold must be approved by two disinterested MGA directors provided that such transactions do not represent a series of transactions (in such cases the series of transactions must be approved by the Board of Directors).
- c) In considering conflict of interest situations, the Board of Directors must consider the following principles:
  - (i) the process for selecting the other party to the transaction and whether appropriate tendering has been undertaken to identify appropriate parties and to validate the value of the transaction;
  - (ii) the business needs of the MGA for entering into the transaction and whether such needs are best satisfied by the party that has caused the conflict situation to arise; and
  - (iii) notwithstanding the above principles, whether entering into the transaction with the party could be perceived by a reasonable person to represent an unacceptable conflict and where such perception could damage the reputation of the MGA.
- d) When the Board of Directors is discussing a transaction involving a conflict of interest:
  - (i) The conflicted director shall not participate in such discussions as an advocate on his/her own behalf, either formally at the Board of Directors meeting or informally through private contact, communication and

discussion, unless such participation is approved by a unanimous vote of the other directors.

- (ii) Except where the participation of a conflicted director in the discussion of the matter has been approved as set out in d (i) above, the director should not be present at that portion of a meeting when matters in which he/she has an interest are considered.
  - (iii) The conflicted director shall not participate in the vote on the matter.
  - (iv) In order for the transaction to be approved, there must be a vote of  $\frac{3}{4}$  of the disinterested directors present at the meeting. In order for such a vote to be held, there must be a minimum of three disinterested directors present at the meeting.
- e) All discussions related to conflict of interest situations will be clearly documented in minutes of the Board of Directors meeting.

### **18.5 Gifts:**

From time to time, MGA directors may be the recipient of gifts during the course of conducting activities on behalf of the MGA. The following policy applies with respect to gifts:

- a) Any official gift accepted by an individual director acting as a representative of MGA is a possession of the MGA.
- b) Any gift received as personal recognition for the individual director can be received for the personal benefit of such director-the director must declare any gifts with a value greater than \$100.00 to the MGA Board of Directors.

A director must decline to accept any gift, or series of gifts, where receipt of such gift or gifts could be perceived in a manner that would damage the reputation of the MGA. In particular, no gift can be accepted in circumstances where the party providing the gift is, or could be perceived to be, attempting to influence a decision or vote of MGA in matters concerning the MGA or any other body that MGA has a voting interest in.

### **18.6 Disclosure**

MGA directors must submit annual declarations on the attached form dealing with conflict of interest and, if not previously disclosed, will make disclosure of particular transactions before any relevant board or committee action.

These reports will be reviewed annually by the Board of Directors.

### **18.7 Implication of Breach of Conflict of Interest Policy:**

If it is determined that a director has violated the MGA Conflict of Interest Policy, the circumstances of such violation will be reviewed by the disinterested directors. If decided upon unanimously by the disinterested directors, the director who has violated the policy will be asked to resign from the Board of Directors.

The Board of Directors will take whatever steps it feels are appropriate under this policy to deal with any situation that cannot be properly resolved through the process described in the preceding paragraph.

**MANITOBA GYMNASTICS ASSOCIATION**

**ANNUAL DECLARATION CONCERNING CONFLICT OF INTEREST**

I have read the MGA policy regarding conflict of interest.

To the best of my knowledge and belief, except as disclosed herewith, neither I, nor a member of my immediate family is engaged in any transaction or activity, or has any relationship that may represent a potential competing or conflicting interest, as defined in the policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I, nor any member of my immediate family intends to engage in any transaction or acquire any interest in any organization or entity, or to become the recipient of become the recipient of any substantial gifts or favors as defined in the policy.

(A) Without exception \_\_\_\_\_

(B) Except as described in the attached statement \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

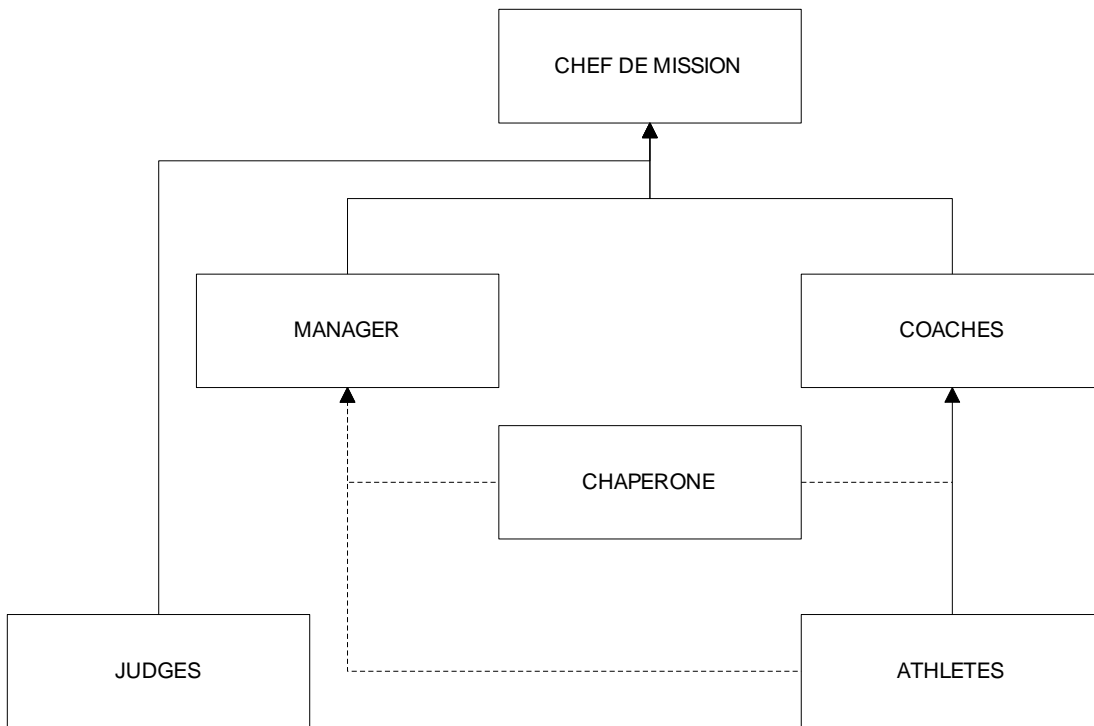
## **SECTION 19: TRAVEL POLICY**

### **18. 1 Introduction**

- a) The following travel policy is applied to all competitions that receive direct funding from the MGA Board of Directors (excluding club and program funded events).
- b) For MGA funded events where a Chef de Mission and manager are not named, the program responsible for the event will designate an individual to be the Head of Delegation.
- c) "Officials" are MGA ratified coaches, judges, managers, chaperones and Chefs de Mission.
- d) The MGA will require managers for the following events:
  - i) Western Canadian Championships
  - ii) Trampoline and Tumbling Westerns
  - iii) Canadian Championships
  - iv) Trampoline and Tumbling Canadian Championships
- e) On an annual basis the MGA will accept applications for the position of manager. Once applications have been received, they will be reviewed and interviews may be required to assist the MGA in the selection process.

### **18.2. Lines of Authority**

- a) At Western Canadian Championships and Canadian Championships, the Chef de Mission is the ultimate authority. The Chef de Mission will be the official spokesperson on behalf of the MGA Board of Directors.
- b) For other MGA funded events, the Head of Delegation is the ultimate authority. The Head of Delegation is not a spokesperson on behalf of the MGA Board of Directors.
- c) The manager is in charge of day-to-day operations while on a competitive trip. The manager is accountable to the Chef de Mission or Head of Delegation (Please see Appendix 1 – MGA Team Manager's Checklist for Westerns and Nationals).
- d) Coaches are in charge of the athletes' preparedness as members of a team, including curfew, outings, menu, etc. Coaches are accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.
- e) The chaperone, where named, is to assist coaches and manager with the day-to-day activities of the team. The chaperone is accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.
- f) Judges are accountable to the Chef de Mission or Head of Delegation.



### 19.3 Athletes

- a. Athletes traveling on behalf of the MGA must sign the MGA Code of Conduct form that outlines expectations and responsibilities. (Appendix A – Section 18 )
- b) Athletes are prohibited the use, or possession, of alcohol.
- c) Use, possession, or being in the presence, of illicit drugs, narcotics, or banned performance enhancing drugs or methods by athletes is prohibited.
- d) Athletes must inform coaches of any pertinent medical information such as medication or allergies.
- e) Athletes must understand that vandalism will not be tolerated. The Chef de Mission or Head of Delegation will have the authority to return the individual to their home at their expense. Any cost incurred due to vandalism will be the responsibility of the athlete (or parent/guardian).
- f) Athletes will not be allowed to leave the delegation without the permission of their coach or manager. Underage athletes may be allowed to leave the delegation, but only with a written letter from their parent or guardian prior to departure for the competition (i.e.: to visit relatives).
- g) Athletes will represent the MGA in a manner befitting the MGA on and off the floor of an event.
- h) Athletes are obligated to abide by any rules that a coach or manager may set, which are approved by the Chef de Mission or Head of Delegation.

- i) All team members must travel by transportation designated by the MGA, and at the same time as other team members, unless previously arranged through the Executive Director.

#### **19.4. Transportation**

- a) The Executive Director is only responsible for official team members' travel arrangements.
- b) When making travel arrangements, the first factors of consideration will be the cost involved, as well as the teams' optimum performance.
- c) All travel arrangements will be made through the MGA travel agent.
- d) All financial charges in the MGA's name must be incurred for official MGA business, unless pre-authorized by the Executive Director.

#### **19.5 Accommodations**

- a) The MGA will only fund room charges. Incidentals will not be funded by the MGA.
- b) Athletes will be housed four per room, unless they are adults.
- c) Athletes are members of the Manitoba delegation and therefore must stay in rooms reserved by the MGA.
- d) Officials will be housed two per room.
- e) Single accommodation may be requested if half of the room charge is paid by the occupant. In the event that additional costs are incurred by the MGA because of a request of this nature, the requester will be responsible for that, as well.
- f) The Chef de Mission, Head of Delegation and manager will occupy single rooms, if available.
- g) Coaches will be housed in near proximity to the athletes, if possible.

#### **19.6 Ground Transportation**

- a) Vehicles will be rented in advance, except in extreme circumstances.
- b) Care and caution will be used in assigning drivers. All passengers in the vehicles must wear seat belts.
- c) Vehicles will be used for scheduled event activities only.
- d) When necessary, the most economical and efficient method of transportation will be used (i.e.: airport bus vs. taxi, taxi vs. limousine)

## 19.7 Funding

- a) The MGA will provide funding, when available, for the following competitions:
  - Artistic Westerns Canadian Championships
  - Trampoline and Tumbling Western Canada Cup
  - Artistic Canadian Championships
  - Trampoline and Tumbling Canadian Championships
- b) Funding will be provided to the athletes on a cost-shared basis (percentage to be determined each year by the Board of the MGA).
- c) Officials'/Coaches'/Manager's/Chef's expenses are borne by the MGA.
- d) The MGA will fund the necessary compliment of adult personnel.

## **SECTION 20 - RULES OF CONDUCT FOR MANITOBA TEAM REPRESENTATIVES**

Manitoba Gymnastics Association (MGA)

### **RULES OF CONDUCT FOR MANITOBA PROVINCIAL TEAM MEMBERS**

#### 1) INTRODUCTION:

- Conduct, at all times, shall reflect honesty, good sportsmanship, courtesy and respect toward others.
- All policies, procedures, rules and regulations of the MGA must be followed at all times.
- Athletes (and their parent/guardian if under legal age) and coaches are required to read and abide by the Rules of Conduct. All selected athletes and coaches shall receive a copy of the MGA Rules of Conduct for Manitoba Team Representatives.
- Coaches bear the primary responsibility for preparing athletes to conduct themselves properly at any event or competition sanctioned by the MGA.
- For the Rules of Conduct, the team "delegate" refers to any athlete, coach, judge, chaperone, or other official traveling as part of the Manitoba delegation to a competition. "Legal age" means 18 years of age. If the legal age of the country or province where a competition is located is higher than 18 years of age, then such older legal ages shall apply.

#### 2) GENERAL GUIDELINES:

- All delegates are expected to abide by the decisions of Team Officials.
- All delegates are expected to comply at all times with the rules, regulations and protocol as laid out by the organizing committee of the competition.

#### i) Dress Code:

- All delegates are expected to comply with dress codes. This includes traveling attire and attire at the competition locations, warm-ups, and competition.
- When traveling by air all Team Members shall dress appropriately. Team Members

must wear their team jacket, a shirt (not a t-shirt) (Boys – Tie) and casual slacks (not blue jeans).

- During Competition Training gymnasts must wear appropriate attire. (Males – shorts, t-shirts; female – training body suit). The gymnasts must have a neat appearance – hair must be pulled back and clipped into place if necessary.
- During competition the gymnasts must wear the Manitoba Team track suit, the Manitoba team uniform. (Males – singlet, longs and shorts; female – team body suit).

ii) Curfew:

- All athletes are expected to comply with curfews before, during, and after competition. Curfews shall be set on the basis of age and not discipline or gender.
- Curfews will be as decided by the Team Coach in conjunction with the Chef de Mission /Team Manager.
- Where athletes of different ages are rooming together, the curfew applicable to the youngest athlete shall apply to all athletes assigned to the room.
- Curfews must be obeyed, except where a competition or training is scheduled or continues beyond the appointed curfew time.
- The Head of the Delegation may set a reasonable curfew to be followed by any other delegation members staying at the same facility as athletes.

iii) Travel/Accommodation:

- All delegates are expected to comply with team travel arrangements and schedules. Any delegates requiring special arrangements due to extenuating circumstances must make such arrangements through the MGA Executive Director prior to travel.
- All athletes are expected to remain with the team during travel, and at the competition location, unless specific permission is received from Team Officials. Arrangements should be agreed upon between athlete, coach, and Chef de Mission at the beginning of the trip, for those old enough and mature enough to be responsible for themselves. Such athletes must ensure that their coach and/or Chef de Mission know of their whereabouts at all times.
- When Manitoba athletes travel to competition with their own club, the club is responsible for the athletes' conduct.
- Accommodation changes, if different than those formally arranged by MGA., for the official hotel or official residence when attending any MGA sanctioned competition, training camp or demonstration must be approved by the Chef de Mission.

iv) Alcohol/Banned Substances:

- All delegates are subject to restrictions as to the use of alcohol or any banned substances as prescribed by Law, any other sport governing body or Sport Canada, or any conditions or restrictions imposed by any local authority.
- Use of banned substances for improving performance is prohibited as specified within Sport Canada's anti-doping policies and testing procedures.

v) Vandalism/Theft:

- Any and all delegates guilty of damaging property, theft or vandalism shall be held totally responsible, and shall be required to make reimbursement or restitution.

vi) Sportsmanship:

- Delegates are expected to conduct themselves in a sportsmanlike manner.

vii) Harassment:

- Harassment in any form or discrimination contrary to the Canadian Charter of Rights & Freedoms or the Manitoba Human Rights Code is prohibited. For further information please consult the MGA Harassment Policy.

3) APPLICATION OF RULES OF CONDUCT

- The Rules of Conduct shall apply to any competition to which Manitoba athletes travel with a coach or manager appointed by the MGA.
- When Manitoba athletes travel as part of another team, such as a National Team, they shall also be subject to the rules of conduct of that team.

4) DISCIPLINARY ACTIONS

- Delegates violating the Rules of Conduct for Manitoba Team Representatives may be subject to disciplinary actions(s) in addition to any sanctions or penalties applied by law or other agents.
- The Head of Delegation, in consultation with team coaches and managers, is empowered by the Board of Directors to impose the following sanctions on any delegate who fails to comply with the Rules of Conduct when participating in or traveling to or from any activity sanctioned by the MGA. and/or when representing the MGA in any capacity:
  - Verbal or written reprimand;
  - Restriction or limitation of on - site activities, including the removal of certain privileges;
  - Removal of the athlete, coach or judge from competition;
  - Delegate sent home at own expense;
- Should it be necessary for a Chef de Mission to impose a sanction during a competition, training session, or while traveling or otherwise with respect to any activity sanctioned by the MGA and/or when representing the MGA in any capacity, then the Head of Delegation shall properly document the incident and ensure, to the maximum extent possible, that the principles of natural justice are followed prior to imposing the sanction.

- The athlete's club and coach will be notified in writing of any disciplinary action taken other than a verbal reprimand.
- Either the complainant or the individual or group sanctioned may apply to the MGA Board of Directors for a review of the decision of the Chef de Mission (request for review) within 30 days of the date of the decision/sanction.
- The MGA Board of Directors will review, affirm, vary, substitute, reverse or rescind sanctions imposed by the Chef de Mission.
- The MGA Board of Directors may impose additional sanctions. Sanction may include (but not limited to): fine, suspension of benefits or privileges, probation, suspension or termination of membership.

#### 5) REVIEW AND APPEAL PROCEDURE

- Any delegate may request a review of decision/sanction.
- If any party appeals the decision, the matter will be reviewed by the President of the Board of Directors. If it is the opinion of the President that a second adjudication is required, the President will bring the matter before the Board of Directors. The decision of the Board of Directors will be final and binding.

#### 6) DEFINITIONS:

- Competition: refers to the time between departure to and return from any competition.
- Team Representative, Delegates: refers to any individual representing the MGA including coaches, athletes, managers, chaperones, officials and Chef de Mission.
- Team Officials: refers to Chef de Mission, Team Managers, coaches or other persons appointed by the MGA. to have responsibility for athletes during a competition.
- Types of Infractions:
  - Examples of minor infractions - "misconduct" which will not be tolerated
    - Failing to follow the dress code
    - Disturbances or disruption after curfew at the residence
    - Unbecoming conduct such as arguing, rudeness, or disrespect
    - Missing curfew by 30 minutes or less
    - Leaving the group or being by yourself without permission
    - Failure to stop a behavior when asked to
    - Not following through on a behavior that you were asked to do. (i.e. meet in the lobby in 10 minutes, put your team jacket on)
    - Other similar infractions of minor severity

Examples of major infractions ("gross misconduct") which will not be tolerated

- Curfew violations exceeding 30 minutes
- Repeated disturbances or disruptions after curfew at the residence
- Leaving hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol by a minor at any time
- Use of illegal drug substances
- Other similar infractions of major severity

Group or Team Infractions

- If a situation infraction has occurred where one or more members of a group violate the code, but it is not clear who is responsible, the entire group will be disciplined.

- Range of Discipline

- **Minor infractions:** Verbal/written apology; Loss of privileges/early curfew; Written reprimand; Contact parents.
- Repeated infractions become Major infractions
- **Major Infractions:** Automatic loss of banquet privileges; Returned to MB at parent's expense (this can, and will be applied for the first major infraction); Verbal/ written apology; Loss of accreditation; Removal from residence; Removal from competition; Loss of funding, present or future; Loss of privilege to travel or participate with Team MB for a specified time frame; (max. 1 year recommended); Removal of athlete from official competition results

**APPENDIX A**

**CODE OF CONDUCT - DECLARATION OF UNDERSTANDING**

Athletes or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to the MGA. Forms (and payment, if applicable) must be received by the designated date. The MGA reserves the right to terminate a delegate's position with the team if all forms are not returned by the designated deadline. .

Required forms may vary, but generally include:  
Medical form  
Release form  
Code of Conduct - Declaration of understanding

Athlete declaration:

I, \_\_\_\_\_ (name), declare that I have read and understood, and agree to be bound by, the Rules of Conduct for MB Team Representatives.

Athlete's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian declaration:

I, \_\_\_\_\_ (parent/guardian name), parent/guardian of \_\_\_\_\_ (athlete\_name), declare that I have read and understood the Rules of Conduct for Manitoba Team Representatives and agree to insure that any financial obligations incurred as a result of my son/daughter violating the said Rules and Regulations shall be paid. I further declare that I have discussed the Rules and Regulations with my son/daughter and am confident he/she understands them, and agrees to abide by them. I understand that any misconduct by a parent, or caused by the parent, will result in disciplinary actions applied to the athlete.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN FORM TO THE MGA:**

**APPENDIX B: Section 19: MGA TEAM MANAGER'S CHECKLIST FOR WESTERNS AND NATIONALS**

What follows is a checklist to be used by the manager of Manitoba teams for the competitions outlined below:

1. Canadians - Men's and Women's
2. Canadians - Trampoline & Tumbling
3. Westerns - Men's and Women's
4. Westerns - Trampoline & Tumbling

<b>ITEM</b>	<b>COMPLETED</b>
<b>MGA Travel Policy</b> <ul style="list-style-type: none"> <li>• All managers appointed by the MGA must be familiar with the MGA Policy and Procedures.</li> </ul>	
<b>Airline Tickets for Team</b> <ul style="list-style-type: none"> <li>• Receive tickets from the MGA office.</li> <li>• Return tickets to the MGA office for possible rebate following event.</li> </ul>	
<b>Accommodations</b> <ul style="list-style-type: none"> <li>• Rooming list for hotel</li> <li>• Sign bill upon departure (room &amp; tax only), retain bill and submit to the MGA office.</li> </ul>	
<b>Internal Transportation</b> <ul style="list-style-type: none"> <li>• Collect confirmation numbers for vans from the MGA office.</li> <li>• Sign for the vans.</li> <li>• Ensure that all Manitoba delegates transported are wearing a seat belt.</li> <li>• Drive the vans.</li> </ul>	
<b>Uniforms</b> <ul style="list-style-type: none"> <li>• Ensure that all gymnasts have a MGA tracksuit and appropriate competitive attire.</li> <li>• Contact the MGA for additional suits.</li> </ul>	
<b>Meet with Team Prior to Departure</b> <ul style="list-style-type: none"> <li>• Team meeting.</li> <li>• Collect Athlete Agreements.</li> <li>• Explain that designated uniforms are worn for travel, competition and other functions.</li> <li>• Take a team photograph.</li> <li>• Confirm that all medical forms have been received and signed by a parent or guardian and submitted to the MGA.</li> <li>• Ensure that all team members receive the information package at the team meeting.</li> <li>• Ensure all team members have a travel schedule listing arrival and departure times.</li> </ul>	
<b>Traveling with Athletes by Air</b> <ul style="list-style-type: none"> <li>• Meet athletes at designated point of departure.</li> <li>• Ensure all luggage is tagged.</li> <li>• Present all tickets to ticket agent and hand out boarding passes prior to going through security.</li> </ul>	

<p><b>Arrival at Destination</b></p> <ul style="list-style-type: none"> <li>• Ensure that everyone has all their luggage.</li> <li>• Go to van rental counter and sign paperwork for rental vans.</li> <li>• Travel together to accreditation site.</li> <li>• After accreditation, go to accommodation site where rooms are assigned and keys issued.</li> <li>• Obtain a complete list of room numbers with names of athletes in each of the rooms.</li> <li>• Set up a time for a team meeting.</li> <li>• Find out where the training and competition sites are located.</li> </ul>	
<p><b>Team Meeting</b></p> <ul style="list-style-type: none"> <li>• Establish curfews and review code of conduct.</li> <li>• Remind athletes of consequences of inappropriate behavior.</li> <li>• Review training and competition schedules; make sure athletes know when and where they should be at any given time.</li> <li>• Remind younger athletes to stay in pairs and review common sense safety rules (i.e.: not to go off with strangers).</li> </ul>	
<p><b>Competition</b></p> <ul style="list-style-type: none"> <li>• Managers should keep valuables for coaches and athletes during training and competition.</li> <li>• Ensure the teams know the dress code, location and times of both opening ceremonies and medal presentations.</li> <li>• Fill in results sheets (provided by the MGA) and fax to the appropriate media each day.</li> <li>• Obtain copies of all official results, and submit them within the official report to the MGA.</li> </ul>	
<p><b>Accident, Injury, and Illness Reports</b></p> <ul style="list-style-type: none"> <li>• It is imperative that a report be filed for each and any occurrence. <ul style="list-style-type: none"> <li>○ Seek immediate medical attention.</li> <li>○ Arrange to have the other team members looked after by designated coach or the Chef de Mission.</li> <li>○ If possible, contact parents or emergency contact person before treatment is initiated.</li> <li>○ Ensure that all relevant medical information, authorization for treatment and health card number go to the hospital with the athlete.</li> <li>○ Ask hospital to contact athlete's personal physician.</li> <li>○ Authorize only minimal treatment to stabilize athlete; the athlete's personal physician should attend to corrective surgery not immediately needed.</li> </ul> </li> </ul>	
<p><b>Banquet</b></p> <ul style="list-style-type: none"> <li>• Remind athletes that behavior at the banquet and dance should reflect the fact that athletes are representing Manitoba.</li> </ul>	
<p><b>Departure from Airport</b></p> <ul style="list-style-type: none"> <li>• Meet athletes at designated point of departure.</li> <li>• Ensure all luggage is tagged.</li> <li>• Present all tickets to ticket agent and hand out boarding passes once through security.</li> </ul>	

<b>Arrival at Home Destination</b>	
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- Ensure that all athletes have been returned to the safe care of the parents or guardians.
- Write a short summary of the trip and any complications
- Attach official results of the competition.
- Keep all airline tickets and submit these to the MGA office upon return.

**APPENDIX C: Section 19 - MGA INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

• Nature of the incident: \_\_\_\_\_

• General description of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons involved in the incident:

a) Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual's role in the incident was:

\_\_\_\_\_

b) Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual's role in the incident was:

\_\_\_\_\_

c) Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual's role in the incident was:

\_\_\_\_\_

d) Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual's role in the incident was:

\_\_\_\_\_

e) Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual's role in the incident was:

\_\_\_\_\_

What, in your opinion, was the cause of the incident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think this incident could have been prevented? \_\_\_\_\_ How?

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What procedures did you carry out following the incident?

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Did you encounter any difficulties?

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Statements of witness and signature.

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I verify this to be a true report of the incident.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## **PART FOUR - FUNDRAISING**

### **BINGO OPERATING POLICIES**

**April 1, 2011 - March 31, 2012**

The Manitoba Gymnastic Association is a participant in the Bingo's allocated Sport Manitoba the M.G.A. has agreed to allow its member clubs to share in the funds raised from this activity. The spirit and intent of this "Operating Guideline" is to provide a basis for M.G.A. to remain a Manitoba Lotteries Foundation Bingo participant and a fair base for equitable sharing of funds raised by Bingos. The Guidelines also provide the criteria for qualification, sharing, disbursement of funds and penalties which shall be at the sole discretion of the Board of Directors for the M.G.A. in conjunction with the recommendations of the Bingo Committee.

**BINGO COMMITTEE:** consists of one member from each participating club, and Vice-President, MGA.

#### **QUALIFICATIONS**

1. All clubs in the Province of Manitoba currently registered with the Manitoba Gymnastics Association as a Provincial or National Stream Competitive Club qualify. (Note clubs must have also been registered in the season used to calculate the ratios see below)
2. The determination of membership will be based on the highest registration of athletes at the end of the previous registration season, as of August 31.  
The determination of Representation will be calculated by allotting 1 point for Representation at Westerns and 1 point for Representation at \Canadians, as of August 31.
3. All approved clubs must be members in good standing.

#### **REGISTRATION**

1. Each qualifying club shall name two bingo representatives responsible to the club and each other, to be sure all bingo dates have assigned volunteers at the bingo event.
2. Each qualifying club shall be required to complete a "Bingo Registration Form" (see last page of this document) and submit it to the M.G.A. on or before the deadline as set by the Committee. A signed agreement will exist between the clubs and M.G.A. to ensure all responsibilities of both parties are acknowledged in advance. If a bingo representative/s has been replaced by a new representative/s, a new agreement must be signed by both the administrator and bingo representative/s.
3. All registrations, meeting qualifications and deadlines shall be included in the next year's allocation formula, i.e. they have been received prior to the deadline (before the Bingo Committee Annual Meeting and the club is a qualifying club). The allocation based on the new formulae will begin on April 1st of each year and end on March 31st of the following year.

#### **ACCOUNTABILITY**

1. **Bingo funds must be spent according to the Accountability Guidelines:**
  - Travel
  - Equipment

- Special Projects
  - Facility (rent, mortgage, etc)
2. Accountability Forms will be sent to each club. These must be filled out and returned to MGA within one week of receipt. All receipts must be legible, clearly showing the date and amount. These receipts must be dated as indicated on the accountability form.
  3. Payments will be made at the end of each fiscal year, up to and including March 31. At this time all fines and penalties will be calculated and distributed.

### **BINGO ALLOCATION**

1. The M.G.A. has no control over the number of Bingos allotted to them by Sport Manitoba.
2. The maximum percentage for the registration portion of the funding will be 33%. The numbers will be adjusted to create that result.
3. Participation in Bingos by member clubs shall be determined based on the total number of registered athletes. A total of **189** positions shall be allocated to the member clubs on the following basis:

### **PROPOSED FUNDING NUMBERS for 2011-2012**

			<b>2011-2012</b>
<b>Club</b>	<b>Registration</b>	<b>Representation</b>	<b>Total</b>
Brandon	\$ 1822.32	\$ 1737.65	\$ 3559.97
Flairs	\$ 238.16	\$ 2085.18	\$ 2323.34
Panthers	\$ 2525.99	\$ 6255.53	\$ 8781.52
Fantastic (Opted Out)			
Springers	\$ 2525.99	\$ 7645.65	\$ 10171.63
Winnettes	\$ 483.55	\$	\$ 483.55
	<b>\$ 7596.00</b>	<b>\$ 17724.00</b>	<b>\$ 25320.00</b>

Based on previous agreement the bingo funding will be as follows for 2011 – 2012  
 April 1, 2011– March 31, 2012 – 30/70 – registration/representation. Representation = Provincial Team Member competing at Westerns and/or Canadian Championship ,Western Canada Cup, Canada Games, Western Canada Summer Games.

4. Each scheduled Bingo requires a staff of **9** workers, and each participating club shall provide worker(s) indicated on the Bingo Assignment Schedule for the current season. Workers supplied must be in accordance with the M.L.F. Policies and Procedures. Participating clubs are to have their workers arrive before the scheduled Group Arrival Time. The Lotteries Commission requires the MGA to send 7 workers but the MGA chooses to send 9 to cover any missed positions. If the Lotteries Commission directs the Chairperson/Host to send two volunteers home, it must be done by a draw of names. With the exception of the Chair/Host, all volunteers arriving on time will be allowed to participate.

Bingo workers must be on time, and penalties will be applied to late arrivals. **The Chairperson is responsible to ensure the sign-in process is completed accurately.** There will be fines assessed for:

- a. **Evening (Monday - Sunday)** - departure at 9:45 p.m.  
 -must arrive at 6:00 p.m.  
 -arrives 6:01 p.m. - 6:15 p.m. - \$25.00 fine  
 -arrives 6:16 p.m. - 6:30 p.m. - \$50.00 fine  
 -arrives after 6:30 p.m. \$150.00 fine, must work the bingo but will not be counted as absent.
- b. **Early (Monday - Saturday)** - departure at 6:45 p.m.  
 -must arrive at 4:30 p.m.  
 -arrives 4:31 - 4:45 - \$25.00 fine  
 -arrives 4:46 - 5:00 - \$50.00 fine  
 -arrives after 5:00 p.m. - \$150.00 fine, must work the bingo but will not be counted as absent.
- c. **Late (Monday - Thursday)** - departure at 11:45 p.m.  
 -must arrive at 9:00 p.m.  
 -arrives 9:16 - 9:30 - \$25.00 fine  
 -arrives 9:31 - 9:45 p.m. - \$50.00 fine  
 -arrives after 9:45 p.m. - \$150.00 fine, must work the bingo but will not be counted as absent.
- d. **Sunday EARLY** - departure at 6:45 p.m.  
 -must arrive at 3:15 p.m.)  
 -arrives 3:16 - 3:30 p.m. - \$25.00 fine  
 -arrives 3:31 - 3:45 p.m. - \$50.00 fine  
 -arrives after 3:46 p.m. - \$150.00 fine, must work the bingo but will not be counted as absent.
- e. **Sunday Matinee** - departure at 3:45 p.m.  
 -must arrive at 12:00 noon  
 -arrives 12:01 - 12:15 - \$25.00 fine  
 -arrives 12:16 - 12:30 - \$50.00 fine  
 -arrives after 12:30 - \$150.00 fine, must work the bingo but will not be counted as absent.
- f. **Sunday Late** - departure at 11:45 p.m.  
 -must arrive at 9:00 p.m.  
 -arrives 9:01 - 9:15 - \$25.00 fine  
 -arrives 9:16 - 9:30 p.m. - \$50.00 fine  
 -arrives after 9:30 p.m. - \$150.00 fine, must work the bingo but will not be counted as absent.

**All departure times are approximate.**

- g. **Late Penalties** (\$25 - \$150 fines) are not subject to number of occurrences, i.e. they will not be doubled depending on the number of times they occur / club.
  - h. The Bingo Hall Clock will be used in all situations.
5. A schedule for the entire year will be prepared by MGA and sent to all participating club Bingo Representatives. Each bingo will be assigned a number. That number will be assigned in the quarterly bingo assignments. Please ensure you have the proper number of workers in attendance at the correct bingo. The club with the **largest** share shall host all bingo's for the season.

6. The MGA share in the Bingo revenues will be 30%.
7. Bingo revenues will be allocated based on the following: Gross Bingo Revenue less MGA percentage, less Program Allotment, divided amongst club shares.

i.e.	Predicted Gross Bingo Revenue	=	42,600
	Less MGA 30%	=	12,780
	*Less Technical Allotment	=	<u>4,500</u>
			\$25,320 – PRO RATED

\* Program Allotment will be-\$4500.00

### GENERAL GUIDELINES

Due to the complicated structure of assigning Bingo dates, and to avoid any miscommunication, there will be NO substitutions for Bingo dates and assignments. Once the Bingo has been assigned, the Clubs are responsible to ensure their representatives are present.

### PENALTIES

Clubs shall be fined if they fail to attend an assigned bingo. Appeals may be made for extreme or *extraordinary* circumstances. Appeals will not be accepted for miscommunication, such as going to the wrong bingo hall, wrong time, wrong date, car problems, etc. unfortunately if they occur, your club will be fined.

Please instruct all volunteers to sign the MGA Sign-In sheet and **not to leave** the assigned bingo, even if advised by Lotteries Personal that the volunteer positions have been filled and they can leave, without checking with the MGA Supervisor as agreed prior to going on the floor. **If they do leave – the club SHALL BE fined.**

If the volunteer has had problems and has run very late but does sign in, the maximum fine \$150.00 will be imposed but it will not count as an absent, but they must reach the bingo before their shift is over.

1. The M.G.A. Executive shall enforce the penalties as set forth in these guidelines and may adopt new penalties from time to time as recommended by the Bingo Committee.

The MGA shall notify the club and the bingo representative that they are in a penalty position including late fee of \$150.00  
 a/ the amount of the fine  
 b/ consequences of the next penalty.

2. Failure to register with the M.G.A. will result in the club losing its allocation for the year. See attached form.
3. Participating clubs that fail to provide their required workers for the scheduled Bingo's will:
  - i) On the first occurrence within one season, the defaulting club shall be fined \$150/worker short (up to two workers.)
  - ii) On the second occurrence within one season, the defaulting club shall be fined \$300/worker short -(up to two workers).
  - iii) On the third occurrence within one season the club shall be fined \$400.00 per worker plus be suspended. If the club does not have sufficient funds owing them from the Bingo Program, they must repay the MGA Bingo Fund prior to being re-

instated. The suspension period will include the remainder of current year/season plus the following year/season. If the club intends to appeal they can notify the MGA in writing and continue working the Bingo assignments until the appeal has been determined. If the appeal is granted they shall be paid for their sessions. If the appeal is denied, there shall be no re-imbusement.

- iv) **Any one club with 2 or more participants per bingo.**
- If a club has 2 or more representatives absent, at any bingo, the MGA can be put in a position of suspension. If the MGA is suspended and loses the revenue for one quarter, the offending Club(s) will lose their allocation until the difference is made up to the MGA and the remaining participating clubs.
  - If a club fails to provide the required number of volunteers causing any loss of revenue to the MGA and participating clubs they shall be responsible for re-imbusement of any lost funding. Until the funds are reimbursed, the club shall NOT be a Member in Good Standing, therefore losing all privilege as such.
4. The fines accumulated shall be distributed to those clubs who have not been penalized more than once (excluding late penalties, i.e. \$25.00 and \$50.00 fines) **annually**. These funds will be distributed to the qualifying clubs with their payment at the end of the season (April).
5. Appeals of penalties must be made in writing to the M.G.A. and must only pertain to extraordinary circumstances. If the penalized club wishes to appeal the fine, the onus is on the club to indicate they wish to appeal. The penalized club must give notice of their intent to appeal within fifteen days of the date on the letter of notification of penalty. The appeal must be submitted in writing to the MGA within one month of the notification. An appeal will be held within one month of the infraction, allowing the club two weeks to prepare the appeal. The period of suspension will be the remainder of the current year/season plus the following year/season.
6. The distribution of fines will be done in proportion to the clubs' share allocation
- i.e. \$1000 in fines collected, two clubs eligible to share. Their number of positions will be used.

\$1000/50 positions = \$20.00

\$20 x 33 positions = \$660.00

\$20 x 17 positions = \$340.00

\$1000.00

## **EMERGENCY PENALTIES**

1. These penalties only apply to Short Notice Bingos.
  2. Any club indicating it is able to send worker(s) when called on short notice and then fails to meet its commitment shall be fined \$150.00/worker missing. If their share of the Short Notice Bingo is deficient to fulfill their fine, the deficiency shall be taken from their bingo allotment funds.

## SUPERVISION

1. Each Bingo requires a Supervisor who will be responsible for the overall Bingo on any given night. This supervisor shall be provided by the club/s with the largest share of the bingo funds with the exception of Bingo's dedicated to Brandon Gym Club. They shall provide their own supervisor.
2. The Supervisor will be part of the **9** allotted workers quota and will be included in the revenue sharing formula. The supervisor should be well informed to all policies, penalties and procedures. Whichever club/s is/are the host club/s should possibly have the bingo representative share this position with another person to secure consistency.
3. The Supervisor shall be responsible for
  - a) **arriving 15 minutes prior to the Group Arrival Time.**
  - b) assigning of duties to each worker at the Bingo and for the overall Bingo control.
  - c) proper completion of the MGA sign-in sheet, and Lotteries Attendance forms.
    - i) Each worker must record their own signature and arrival time
    - ii) The Bingo Hall clock shall determine the arrival time.
  - d) signing the Preliminary Bingo Cash Sheets following the Bingo event with the Hall Manager (if they are available).
  - e) **contacting the MGA office the day following a Bingo for a quick recap of the Sign In Sheet at 925-5781. The Supervisor still must submit the Sign-In Sheet to the MGA Office, by Fax at 925-5932 or by mail.**
4. Participating clubs with three or more workers must advise the Bingo Chairman prior to each scheduled bingo that the required workers have been CONFIRMED to work the bingo.
5. **"Club Volunteer Workers " are responsible for locating the supervisor and signing in.**

### WORKERS' GUIDELINES

**Please ensure all bingo volunteers have a copy of this sheet**

**"Club Volunteer Workers " are responsible for locating the supervisor and signing in.**

The following information highlights our organization's responsibilities when we are scheduled to volunteer at a Bingo Session:

The Bingo Chairperson upon arrival at the Casino will report directly to the Bingo Supervisor. The Chairperson is responsible for overseeing the group and must be available during the entire session.

- VOLUNTEERS REPORT DIRECTLY TO THE MGA SUPERVISOR AND SIGN IN ON THE MGA SIGN IN SHEET.
- DO NOT BE SENT HOME BY THE LOTTERIES COMMISSION.
- Once you have signed in, you may not leave the Bingo Hall.
- Conversation in the reception area should not carry and disturb players outside of the room.
- Conversation out on the floor should be kept to a minimum and a quiet level so players are not disturbed.

- Workers must be a minimum of 18 years of age to participate in a scheduled Bingo session at either McPhillips Street Station of Club Regent. Please ensure Volunteers have Photo I.D. available. Volunteers must be able to produce one of the following forms of valid (current, not expired) photo I.D.
  - Valid driver's license issued by a province or state (in Manitoba both the photo I.D. portion and the driver's license certificate are required).
  - Manitoba Liquor Control Commission photo identification card.
  - Canadian Forces identification card.
  - Canadian Firearms Possession and Acquisition License.
  - Aboriginal Treaty Card.
  - Passport and/or travel visa.
  - Canadian Citizenship cards.
  
- Please be aware that you are representing the Association at the Bingo. Please present a positive attitude. Association matters will not be discussed with Lotteries Staff.
- Appropriate dress is required.
- In you are experiencing any difficulties with your assigned job; please obtain additional instructions from our Chairperson. If need be, the Chairperson may assign you to a new job.
- If a volunteer experiences difficulty in dealing with a player, please report the incident to our Chairperson.
- Shortages in excess of 2% will result in a suspension.
- Engaging in any form of gaming while working the Bingo is not allowed.

Please be aware of the following Manitoba Lotteries Foundation Policies that will result in a suspension for our Association.

- Paying wages, salaries or fees for the services of volunteers;
- Failure to attend an assigned Bingo event;
- Organizations may be suspended for any transgressions deemed inappropriate by Manitoba Lotteries Corporation, including but not limited to financial irregularities, failure to provide required volunteers, or inappropriate behaviour

#### **Addendum 1**

**Distant or Rural Clubs will follow the same guideline/penalties, with the exception of the following:**

1. Brandon will supply the workers as required for their assigned bingo dates. Brandon's bingo dates will be assigned with the weather conditions and the times taken into consideration. The dates may be adjusted not to include an early Bingo during a weekday.
  
2. If a Distant/Rural Club cannot work a bingo, they are required to inform the MGA Office 10 working days prior to the Bingo. The Bingo will then be distributed to the MGA Bingo Short List.

**BINGO REGISTRATION**

**Urgent must be completed and returned to secure your Bingo Allotment**

**To be completed by the club administrator**

The club shall notify the MGA in writing of any replacement Bingo Representative and that person should contact the MGA for a copy of the Bingo Policies.

**For the Club Administrator: I have fully read the "2011 - 2012 Bingo Policies" and our club is in agreement with all points.**

Club: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

**Above to be completed by President or Club Administrator.**

- **THE CLUB ADMINISTRATOR MUST BE RESPONSIBLE AND AWARE OF THE BINGO POLICIES AND RULES.**
- **THE MGA MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGE OF THE BINGO REPRESENTATIVE AND MUST RECEIVE A SIGNED REGISTRATION THAT THEY HAVE READ AND ARE AWARE OF THE BINGO POLICIES.**
- **THEY MUST CALL AND SPEAK WITH THE MGA**

**For the Bingo Representative:  
I have fully read the "2011 - 2012 Bingo Policies" and am in agreement with all points.**

**Please send all information regarding bingo dates, times and host sheets to:**

Bingo#1 Representative (please print): _____ _____	
Bingo#1 Representative <b>Signature:</b> _____ _____	
Address: _____	City/ Postal Code _____
Phone: Home _____ Day time: _____	
_____ <i>Daytime Number</i>	
<i>required</i>	
Cell: _____	Email: _____
_____ <i>Email required</i>	

Bingo#2 Representative (please print): _____ _____	
Bingo#2 Representative <b>Signature:</b> _____ _____	

Address: _____	City/ Postal Code _____
_____	
Phone: Home _____	Day time: _____
_____	<i>Daytime Number</i>
<i>required</i>	
Cell: _____	Email: _____
_____	<i>Email required</i>

I have fully read the "2011 - 2012 Bingo Policies" and am in agreement with all points.

**Club President/Administrator:** \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Cheques and Accountability Forms will be sent to the Club Administrator.**

**TO REGISTER  
PLEASE HAVE THE APPROPRIATE SIGNATURES DONE AND RETURN  
BY MARCH 24, 2011**

**TO:  
MANITOBA GYMNASTICS ASSOCIATION, 145 Pacific Ave,  
WINNIPEG, MB.,  
R3B 2Z6  
or  
Fax to 925-5932**