

Manitoba Gymnastics Association Policy and Procedures Manual

As Approved at the MGA Board Minutes of February 7th, 2019

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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 Centre, 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. Definitions

- a) The following terms have these meaning in this policy:
 - i) “Representative” – Individual employed by or engaged in activities on behalf of the MGA including coaches, officials, staff members, contractors, volunteers, committee members and the board of directors.

3.2 Purpose

- a) MGA will function as a Not-for-Profit organization and all fundraising, fees, sponsorship and grants will be used for the on-going development of the sport.
- b) 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.

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 six 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;
 - 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.

- c) The MGA will file a T2 Corporation Income Tax Return each fiscal year.

3.2.2 Financial Controls

- a) All cheques and internal bank transfers 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.
- c) All cheques payable to any signing authority will not be signed by that signing authority.
- d) Bank statements will be reconciled monthly.
- e) Accounts receivable terms are net ninety days from the date of the invoice.
- f) Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty days.

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 Revenue

- a) Registration fees will be reviewed annually. Increases will be voted on at each Annual General Meeting.
- b) All money received by MGA will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the organization.

- c) All money received by the organization will be deposited to a reputable financial institution.

3.2.7 Expenses

- a) All purchases that exceed the proposed budget by the amount of \$5000 must be approved by the board.
 - b) Approved expenses are to be claimed and reported no later than thirty days following the date of the expense.
 - c) Reimbursement for the following items is available for individuals approved to conduct MGA business.
 - Mileage (Personal Vehicle) – \$0.50 per km - When an individual is coming to Winnipeg they will be paid mileage to the closest perimeter entrance to their origin. When an individual is leaving Winnipeg, they will be paid mileage from the perimeter exit closest to the intended destination.
 - Meals* – Maximum of \$55.00 per day based on the following: \$11.00 for Breakfast, \$17.00 for Lunch and \$27.00 for Dinner.
- *Where meals are provided, per diems will be adjusted appropriately. No exceptions will be made for dietary concerns, it is encouraged that those with dietary concerns advise the host in advance, so they can try to make accommodations if necessary.
- d) Air and accommodations for travel are to be booked through the MGA wherever possible. If not possible, all travel expenditures must be approved prior to booking.
 - e) Accommodations are to be booked based on double occupancy unless otherwise specified.
 - f) For car rentals, it is the responsibility of the renter to ensure that adequate collision, comprehensive and third-party liability insurance properly covers the vehicle.
 - g) The organization will not be responsible for any parking tickets, speeding tickets or any other fines.

3.2.8 Credit Cards

- a) The Executive Director will hold a credit card to be used for travel, accommodations and other expenses related to the operations of the MGA.
- b) The card holder will be responsible for all the charges made on the credit cards. The card holder must not:
 - i) Not allow another person to use the card
 - ii) Protect the pin of the card
 - iii) Only purchase within the credit limit of the card
 - iv) Notify the credit card company if lost or stolen
 - v) Keep the card in a secure location
 - vi) Surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- c) All expenses charged to the credit card should be supported by the credit card receipt issued by the merchant or detailed supplier invoice to confirm that the expenses are properly accounted for.

- d) Under no circumstances are cash advances to be drawn on organization credit cards.

3.2.9 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.

3.2.10 NSF Charges

- a) The MGA will charge a twenty-five-dollar charge on NSF cheques.

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.

4.5 Nominating Committee

- a) Three months prior to the AGM, the Board shall appoint a Nominating Committee Chair. His/her role is to recruit two or three additional committee members and to facilitate the nomination process.

- b) The members should have a solid background in gymnastics and be familiar with the requirements to be a member of the Board of Directors.
- c) Responsibilities:
 - To solicit nominations for the Board from the membership.
 - To ensure a full list of nominees necessary to fill all available positions has been achieved and presented to the membership.
 - To Chair or appoint a delegate from the Nominating Committee to Chair, the election portion of the Annual General Meeting.

4.5.1 Call for Nominations

- a) At least sixty days in advance of the AGM the Nominating Committee Chair shall forward a request for nominations to the Regular Members.
- b) Regular Members shall forward their nominations, accompanied by a brief resumé to the Chair of the Nominating Committee thirty days in advance of the AGM.
- c) The slate of nominations shall be circulated to the Regular Members at least fourteen (14) days in advance of the Annual General Meeting (AGM).

4.5.2 Nominations from the Floor

- a) Nominations will NOT be accepted from the floor at the time of the AGM.

4.5.3 Voting

- a) A closed ballot will be held for the election of officers.

4.5.4 Scrutineers

- a) At the beginning of the voting, the Chair of the elections shall request that the AGM appoint a scrutineer to assist in counting the ballots. Each candidate will also have a person appointed in writing by the candidate to watch the voting and counting proceedings of the election.

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, to streamline the decision-making process.

- c) To bring forward to the Board of Directors, for approval, any unusual, non-budgeted expenditure more than \$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.

- 1) Membership Requirements:
 - To be a member of the Manitoba Gymnastics Association, an individual must be a member of a registered Manitoba Club, with the exception of officials and MGA Board members.
 - 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 year. All new coaches must complete the form before membership will be granted.
 - All competitive coaches (over the age of 18) must have a Criminal Record Check completed annually.
- 2) 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 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.
- 3) A club must register 100% of its membership (athletes, recreational, coaches, apprentice coaches, officials, and 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.
- 4) Clubs are required to register all new individual members over the course of the year as soon as they join a club program.

- 5) As members of the MGA, clubs agree to comply with all MGA policies, by-laws, and other program and/or administrative rules and regulations.
 - 6) Only registered members, and registered clubs in good standing, may participate in MGA programs and reap the benefit of MGA funding. Registered members who do not reside in Manitoba may receive funding under special circumstances, pending Board of Directors approval.
 - 7) 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.
 - 8) No refunds will be issued once a registration has been processed.
- 6.2.1 Each fall, the MGA will post on the [MGA website](#), a membership package, available to gymnastics clubs and organizations in the province. The registration year is September 1 – August 31.

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, and 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/yellow 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

9.1 Purpose of this Policy

- a) 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.

9.2 Personal Information

- a) 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, 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.

9.3 Accountability

- a) Karly Miller, 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 receives 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.kmiller@sportmanitoba.ca

9.4 Purpose

- a) 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:
 - i) 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.
 - ii) Date of birth for appropriate age related notices; i.e. MGA AGM. And for statistical information for Sport Manitoba.
 - iii) NCCP number, education, résumés and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
 - iv) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of competition.
 - v) Child Abuse Registry Checks and related personal reference information for the purpose of implementing the MGA's screening program.
 - vi) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
 - vii) Athlete information including uniform size, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
 - viii) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
 - ix) Passport numbers and Aeroplan/frequent flyer numbers for the purposes of arranging travel.
 - x) 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.
- b) 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.

9.5 Consent

- a) 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.
- b) By providing personal information to the MGA, individuals are consenting to the use of the information for the purposes identified in this policy.

- c) 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.
- d) 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.

9.6 Limiting Collection

- a) 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.

9.7 Limiting Use, Disclosure and Retention

- d) 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.
- e) Personal information will be retained for certain periods of time in accordance with the following:
 - i) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
 - ii) Personal health information will be immediately destroyed when an individual chooses to leave a program of the MGA.
 - iii) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
 - iv) As otherwise may be stipulated in federal or provincial legislation.
- c) 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.
- d) 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.
- e) 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.

9.8 Accuracy

- a) 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.

9.9 Safeguards

- a) 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.
- b) 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.
- c) The following steps will be taken to ensure security:
 - i) Paper information is either under supervision or secured in a locked or restricted area.
 - ii) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
 - iii) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
 - iv) Electronic information is transmitted either through a direct line or is encrypted.
 - v) Staff is trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
 - vi) External consultants and agencies with access to personal information will provide the MGA with appropriate privacy assurances.

9.10 Openness

- a) 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 website or upon request by contacting the Privacy Officer.
- b) The information available to the public includes:
 - i) The name or title, address and telephone number of the MGA's Privacy Officer.
 - ii) The forms that may be used to access personal information or change information.
 - iii) A description of the type of personal information held by the MGA including a general statement of its approved uses.

9.11 Individual Access

- a) 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.
- b) 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.
- c) If personal information is inaccurate or incomplete, it will be amended as required.
- d) An individual may be denied access to his or her personal information if:

- i) This information is prohibitively costly to provide;
 - ii) The information contains references to other individuals;
 - iii) The information cannot be disclosed for legal, security or commercial proprietary purposes;
 - iv) The information is subject to solicitor-client or litigation privilege.
- e) Upon refusal, the MGA will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

9.12 Challenging Compliance

- a) An individual may challenge the MGA's compliance with this policy and PIPEDA, by submitting a challenge in writing.
- b) Upon receipt of a written complaint, the MGA will:
 - i) Record the date the complaint is received;
 - ii) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - iii) 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;
 - iv) 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.
 - v) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to the MGA.
 - vi) 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.
- c) 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, an 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/Markle 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/Markle 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

- a) All athletes have the right to participate in suitable and safe settings.
- b) All athletes have the right to receive qualified and appropriate instruction from NCCP certified coaches.
- c) It is the obligation of the clubs, organizations and coaches to:
 - i) 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;
 - ii) Ensure that gymnastics equipment is appropriate for the age and skill level of the participants;
 - iii) Attend NCCP certification and upgrading courses on a regular basis;
 - iv) Use appropriate progressions for skill development so that the safety and well-being of their athletes are not compromised;
 - v) Not attempt to teach skills which are beyond their own level of training and expertise; and
 - vi) 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.
 - vii) Recognize possible risks in the gym and minimize these risks.
 - viii) 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:

Event	Notes
Competitions (Sanction Fee Applies)	Any level that involves any members from outside your club; Any level which involves judges.
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.
- 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

- a) 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.
- b) Ensure that all participants are registered members of the MGA
- c) Ensure there are always proper first aid supplies and persons trained in the delivery of first aid and CPR in the venue;
- d) 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;
- e) Ensure the venue of the event provides access to emergency vehicles;
- f) Ensure there is access to a public telephone; or, if there is not, ensuring that a cellular telephone is available at all times;
- g) 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;
- h) 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
- i) Ensuring volunteers are adequate in number, are identifiable, have assigned duties and have undergone an orientation session.

11.3 Hosting

- a) On an annual basis, the MGA will call for bids from clubs to host various provincial events. The deadline date will be listed on the [Competition Sanction Application Form](#).
- b) 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.
- c) The Board of Directors, or its designated committee, will select hosts where applicable.

SECTION 12: COMPETITIONS, EVENTS AND CHAMPIONSHIPS

12.1 Provincial Championships

- a) All Provincial Championships (Regional Stream, Provincial Stream, National Stream) 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.

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 status 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 is Gymnastics Foundations trained or is NCCP Level 1 certified 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 is Gymnastics Foundations certified.
- 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 have taken the Gymnastics Foundations Courses Intro, Theory, Artistic or Trampoline).

Effective 2019/2020 Season:

- a) To be registered as a coach with the MGA coaches must be Gymnastics Foundations trained or Level 1 certified in the discipline they are coaching.
- b) To be registered as a club at least one (1) Gymnastics Foundations or Level 1 certified must be on the gym floor at all times in the discipline they are coaching.
- c) Coaches registered as Regional Stream Competitive coach must be Gymnastics Foundations or Level 1 certified in the discipline they are coaching.
- d) Clubs with coaches registered as a Provincial Stream Competitive coach must have at least one (1) Competition 1 or Level 2 certified coach on the gym floor at all times (when A3 athletes are in the gym). It is strongly recommended that all coaches teaching Provincial Stream are Competition 1 trained.
- e) National Stream Coaches are required to follow the GCG policies for Western and Canadian Championships.
- f) 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.
- g) 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.

13.3 Program Outline

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

Level	Corresponding Streams
Gymnastics Foundations	Recreational Stream Regional Stream
Competition 1	Provincial Program
Competition 2	National Stream
Competition 3	High Performance

- b) The minimum age to receive certification in Gymnastics Foundations 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.

- c) The MGA will pay \$25 per hour for Facility Honorariums to host clubs.
- d) Learning Facilitators will receive the following honorarium:
 - a. Gymnastics Foundations or Equivalent - \$35 per hour
 - b. Competition 1 or Equivalent - \$35 per hour
 - c. Competition 2 or Equivalent - \$40 per hour
- e) Coach Evaluators will receive the following honorariums:
 - a. Gymnastics Foundations - \$80 per evaluation
 - b. Competition 1 - \$150.00 per evaluation
 - c. Competition 2 - \$150.00 per evaluation
 - d. Co-evaluations - No honorarium will be paid as it is part of the training process to become a certified Coach Evaluator.

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.
 - a. 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.
- b. 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.
- c. 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.
- d. 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 Definitions

- a) In this Code of Conduct and Ethics Policy the following terms mean:
- i) “*Association*” – Manitoba Gymnastics Association
 - ii) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.

15.2 Purpose

- a) The purpose of this code is to ensure a safe and positive environment within the Association programs, activities, and events by making Individuals aware that there is an expectation of appropriate behaviour consistent with the Association’s mission and objectives. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

15.3 Application of this Code

- a) This Code applies to Individuals’ conduct during Association business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with Association activities, Board of Director meetings and any other Association meetings. This Policy does not apply to any Association employees as such matters are governed by the Association’s policies that expressly apply to its employees.
- b) An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the Association’s *Discipline and Complaints Policy*, an individual who violates this Code during a competition may be ejected from the competition or the playing area, and the Individual may be subject to sanctions pursuant to that competition’s policies.
- c) This code also applies to individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such applicability will be determined by the Association at its sole discretion.

15.4 Responsibilities

- Individuals have a responsibility to maintain and enhance the dignity and self-esteem of Individuals and other individuals by:
 - i) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic origin, race, place of origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
 - ii) Focusing comments, criticism or disciplinary actions appropriately
 - iii) Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

- iv) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- v) Treating individuals fairly and reasonably
- vi) Adhering to the Association's rules and policies and the spirit of those rules and policies

- Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- i) Written or verbal abuse, threats, or outbursts
- ii) The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
- iii) Unwelcome remarks, jokes, comments, innuendo, or taunts
- iv) Leering or other suggestive or obscene gestures
- v) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- vi) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- vii) Any form of hazing
- viii) Retaliation or threats of retaliation against an individual who reports harassment to the Association
- ix) Bullying
- x) Offensive or intimidating phone calls or emails
- xi) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
- xii) Psychological abuse
- xiii) Discrimination
- xiv) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
- xv) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment

- Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

9) Sexist jokes

- ii) Sexual violence
- iii) Display of sexually offensive material
- iv) Sexually degrading words used to describe a person
- v) Inquiries or comments about a person's sex life
- vi) Unwelcome sexual flirtations, advances, or propositions
- vii) Inappropriate sexual touching, advances, suggestions or requests
- viii) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- ix) Unwelcome sexual flirtations, advances, requests, or invitations
- x) Physical or sexual assault

- Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to

exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:

- i) Verbal threats to attack
- ii) Sending to or leaving threatening notes or emails
- iii) Making threatening physical gestures
- iv) Wielding a weapon
- v) Hitting, pinching or unwanted touching which is not accidental
- vi) Throwing an object
- vii) Blocking normal movement or physical interference, with or without the use of equipment
- viii) Any attempt to engage in the type of conduct outlined above
- ix) Abstain from the use of illegal drugs or the use of performance-enhancing drugs or methods. The Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Association's *Discipline and Complaints Policy*. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport organization
- x) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- xi) While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants, alcohol and cannabis.
- xii) Respect the property of others and not willfully cause damage
- xiii) Adhere to all federal, provincial, municipal and host country laws
- xiii) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- xiv) Treat other coaches with respect
- xv) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

15.5 Volunteers

In addition to Section 15.4 (above) volunteers have additional responsibilities. Volunteers are a critical part of the organization and the organization's success is directly related to volunteers carrying out their assigned responsibilities.

- a) Volunteers will:
 - i) Act with honesty and integrity while carrying out any assigned responsibilities
 - ii) Comply with both the letter and the spirit of any training or orientation provided by the Association
 - iii) Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems
 - iv) Prudently manage and allocate assets and resources, both financial and material
 - v) Use inoffensive language
 - vi) Dress professionally, neatly, and inoffensively

- b) Volunteers will not:
 - i) Exceed the authority of assigned position
 - ii) Encourage athletes to consume illegal drugs, alcohol, cannabis or performance-enhancing drugs
 - iii) Engage in a sexual relationship with an athlete

15.6 Coaches

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In addition to Section 15.4 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

- a) Coaches will:
 - i) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - ii) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - iii) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - iv) Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs
 - v) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - vi) Act in the best interest of the athlete's development as a whole person
 - vii) Meet the coaching credentials, as required by the Association
 - viii) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
 - ix) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
 - x) Dress professionally, neatly, and inoffensively
 - xi) Use inoffensive language

- b) Coaches will not:
 - i) Exceed the authority of assigned position
 - ii) Encourage athletes to consume illegal drugs, alcohol or performance-enhancing drugs
 - iii) Engage in a sexual relationship with an athlete

15.6 Athletes (with the assistance of caregivers where necessary)

In addition to Section 15.4 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) Participate and appear on-time and be prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators

- g) Dress in a manner representative of the Association, focusing on neatness, cleanliness, and discretion
- h) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- i) Refrain from consuming illegal drugs, alcohol, cannabis or performance enhancing substances or methods while participating in the Association competitions.

SECTION 16: DISCIPLINE, SANCTION AND APPEAL GUIDELINES

16.1 Definitions

- a) The following terms have these meanings in this Policy:
 - i) "Association" – Manitoba Gymnastics Association
 - ii) "Complainant" – The party alleging an infraction
 - iii) "Days" – Any day of the week, including weekends and holidays
 - iv) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.
 - v) "Parties" – The Complainant, Respondent, and any other Individuals or persons affected by the complaint
 - vi) "Respondent" – The alleged infracting Party

16.2 Purpose

- a) The Association is committed to providing an environment in which all Individuals involved with the Association are treated fairly and with respect. Participation in the Association's activities brings many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including complying with the Association's policies, bylaws, rules and regulations, and *Code of Conduct and Ethics*. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since discipline may be applied, the Association provides Individuals with the mechanism outlined in this policy so that complaints are handled fairly, expeditiously, and affordably.

16.3 Application of this Policy

- a) This policy applies to all Individuals defined in the definitions section. This policy does not apply to any Association employees as such matters are governed by the Association's policies that expressly apply to its employees.
- b) This policy applies to discipline matters that may arise during the Association's business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with the Association, the Association Board of Director meetings and any other Association meetings.
- c) Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Association will be dealt with pursuant to the policies of these other entities unless accepted by the Association in its sole discretion.

16.4 Reporting a Complaint

- a) Any Individual may report any complaint to the Association. Such a complaint must be in writing and signed and must be filed within twenty-one (21) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Association.
- b) A Complainant wishing to file a complaint outside of the twenty-one (21) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the twenty-one (21) day period will be at the sole discretion of the Association. This decision may not be appealed.

16.5 Dispute Resolution and Mediation

- a) Before any complaint proceeds to a formal stage, the dispute will first be referred to an Association delegate for review, with the objective of resolving the dispute via alternate dispute resolution (ADR) and/or mediation.

16.6 Case Manager

- a) Should the alternate dispute resolution not resolve the dispute, the Association will appoint a case manager to oversee the management and administration of complaints submitted in accordance with this policy and such appointment is not appealable. The case manager can be but is not required to be associated with the Association. The case manager has an overall responsibility to ensure procedural fairness is respected at all times in this policy, and to implement this policy in a timely manner. More specifically, the case manager has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
 - b) Determine if the complaint is a minor or major infraction
 - c) Appoint the panel, if necessary, in accordance with this policy
 - d) Coordinate all administrative aspects of the complaint
 - e) Provide administrative assistance and logistical support to the panel as required
 - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
- b) The Case Manager will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
- c) This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.
- d) Any infractions or complaints occurring within competition will be dealt with pursuant to the appropriate procedures at that competition. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy.

16.8 Minor Infractions

- a) Minor infractions are **incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others or to the Association. Examples of minor infractions can include, but are not limited to, an incident of:
 - i) Disrespectful, offensive, abusive, racist, or sexist comments or behavior
 - ii) Disrespectful conduct such as outbursts of anger
 - iii) Conduct contrary to the values of the Association
 - iv) Being late for, or absent from, the Association events and activities at which attendance is expected or required
 - v) Non-compliance with the Association's policies, procedures, rules, or regulations
 - vi) Minor violations of the Association's *Code of Conduct and Ethics*
- b) All disciplinary situations involving minor infractions will be dealt with by a person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, organizers, or Association decision-makers.
- c) Provided that the Individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
- d) Penalties for minor infractions, which may be applied singularly or in combination, include the following:
 - i) Verbal or written reprimand from the Association to one of the Parties
 - ii) Verbal or written apology from one Party to the other Party
 - iii) Service or other voluntary contribution to the Association
 - iv) Removal of certain privileges of membership for a designated period of time
 - v) Suspension from the competitions, activities, or events
 - vi) Restriction of activities
 - vii) Any other sanction considered appropriate for the offense
- e) Minor infractions that result in discipline will be recorded and records will be maintained by the Association. Repeat minor infractions may result in further such incidents being considered a major infraction.

16.9 Major Infractions

- a) Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, or to the Association. Examples of major infractions include, but are not limited to:
 - i) Repeated minor infractions
 - ii) Any incident of hazing
 - iii) Incidents of physical or sexual abuse
 - iv) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - v) Pranks, jokes, or other activities that endanger the safety of others
 - vi) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - vii) Conduct that intentionally damages the Association's image, credibility, or reputation
 - viii) Disregard for the Association's bylaws, policies, rules, and regulations
 - ix) Major or repeated violations of the Association's *Code of Conduct and Ethics*
 - x) Intentionally damaging Association property or the property at which the activity takes place or improperly handling of the Association's monies

- xi) Abusive use of alcohol and cannabis, any use or possession of alcohol and cannabis by minors, or use or possession of illegal drugs
 - xii) Any possession or use of performance enhancing substances or methods
 - xiii) Theft of money and/or property of others
 - xiv) Cheating during a competition
- b) Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, or other formal written agreement takes precedence.

16.10 Procedure for Major Infraction Hearing

- a) The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The case manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the case manager and may not be appealed.
- b) The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. At the discretion of the case manager, a Panel of three persons may be appointed to hear the complaint. In this event, the case manager will appoint one of the Panel's members to serve as the Chair.
- c) If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- d) If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
- e) The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:
- i) The Parties will be given appropriate notice of the day, time, and place of the hearing
 - ii) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
 - iii) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - iv) The Panel may request that any other individual participate and give evidence at the hearing
 - v) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - vi) The decision will be by a majority vote of Panel members
- f) If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.
- g) In fulfilling its duties, the Panel may obtain independent advice.

16.11 Decision

- a) After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

16.12 Sanctions

- a) The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
 - i) Verbal or written reprimand from the Association to one of the Parties
 - ii) Verbal or written apology from one Party to the other Party
 - iii) Service or other voluntary contribution to the Association
 - iv) Suspension from the Association competitions, activities, or events
 - v) Expulsion or dismissal from the Association
 - vi) Withholding of awards
 - vii) Payment of the cost of repairs for property damage
 - viii) Suspension of funding from the Association or from other sources
 - ix) Any other sanction considered appropriate for the offense
- b) Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension from the Association competitions, activities or events until such time as compliance occurs.

16.13 Suspension Pending a Hearing

- a) The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual from the Association competitions, activities or events pending a hearing and a decision of the Panel or completion of criminal proceedings.

16.14 Criminal Convictions

- a) An Individual's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in ineligibility from the Association competitions, activities or events upon the sole discretion of the Association:
 - i) Any child pornography offences
 - ii) Any sexual offences
 - iii) Any offence of physical or psychological violence
 - iv) Any offence of assault
 - v) Any offence involving trafficking of illegal drugs

16.15 Confidentiality

- a) The discipline and complaints process is confidential and involves only the Parties, the case manager, the Panel, and any advisors to the Parties or the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

16.16 Timelines

- a) If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

16.17 Records and Distribution of Decisions

- a) Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by the Association.
- b) Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

16.18 Appeals Procedure

- a) The decision of the Panel may be appealed in accordance with Association's *Appeal Policy*.

16.19 Appeal Policy

16.19.1 Definitions

- a) The following terms have these meanings in this Policy:
 - i) "*Appellant*" – The Party appealing a decision
 - ii) "*Association*" – Manitoba Gymnastics Association
 - iii) "*Case Manager*" – An individual appointed by the Association, who may be any Association Staff, Committee member, Volunteer, Director, or an independent third party, to oversee this Appeal Policy.
 - iv) "*Days*" – Any day of the week, including weekends and holidays
 - v) "*Individuals*" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.
 - vi) "*Parties*" – The Appellant, Respondent, and any other Individuals or persons affected by the appeal
 - vii) "*Respondent*" – The party whose decision is being appealed

16.19.2 Purpose

- a) The Association is committed to providing an environment in which all Individuals involved with the Association are treated with respect. The Association provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the Association.

16.19.3 Scope and Application of this Policy

- a) This policy applies to all Individuals. Any Individual who is directly affected by an Association decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this policy. This policy does not apply to any Association employees

as such matters are governed by the Association's policies that expressly apply to its employees.

- b) This policy **will apply** to decisions made by the Association relating to:
 - i) Eligibility
 - ii) Athlete Selection
 - iii) Conflict of Interest
 - iv) Discipline
 - v) Membership

- c) This policy **will not apply** to decisions relating to:
 - i) Employment
 - ii) Infractions for doping offenses
 - iii) The rules of sport
 - iv) Selection criteria, quotas, policies, and procedures established by entities other than the Association
 - v) Substance, content and establishment of team selection criteria
 - vi) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - vii) Budgeting and budget implementation
 - viii) The Association's operational structure and committee appointments
 - ix) Decisions or discipline arising within the business, activities, or events organized by entities other than the Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless accepted by the Association at its sole discretion)
 - x) Decisions or discipline arising within competition
 - xi) Decisions made under this Policy

16.19.4 Timing of Appeal

- a) Individuals who wish to appeal a decision have twenty-one (21) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:
 - i) Notice of the intention to appeal
 - ii) Contact information of the appellant
 - iii) Name of the respondent and any affected parties
 - iv) Date the appellant was advised of the decision being appealed
 - v) A copy of the decision being appealed, or description of decision if written document is not available
 - vi) Grounds for the appeal
 - vii) Detailed reasons for the appeal
 - viii) All evidence that supports these grounds
 - ix) Requested remedy or remedies
- b) An Individual who wishes to initiate an appeal beyond the twenty-one (21) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the twenty-one (21) day period will be at the sole discretion of the Case Manager and may not be appealed.

16.19.5 Grounds for Appeal

- a) A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds are limited to submissions that include the Respondent:

- i) Made a decision that it did not have authority or jurisdiction (as set out in the relevant governing documents)
 - ii) Failed to follow its own procedures (as set out in the relevant governing documents)
 - iii) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)
 - iv) Failed to consider relevant information or took into account irrelevant information in making the decision
- b) The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, the occurrence of one of the circumstances set out in Section 17.2 of this policy and that such circumstances had, or may reasonably have had, a material effect on the decision or decision-maker.

16.19.6 Screening of Appeal

- a) Upon receiving the notice of the appeal, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Association will review the appeal and attempt to resolve the appeal by mediation.
- b) Should the mediation fail to resolve the appeal, the Association will appoint an independent third-party Case Manager who has the following responsibilities:
- i) Determine if the appeal falls under the scope of this policy
 - ii) Determine if the appeal was submitted in a timely manner
 - iii) Decide whether there are sufficient grounds for the appeal
- c) If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
- d) If the Case Manager is satisfied that the appeal should not be denied as provided in Section 17.5 of this Policy, the Case Manager will appoint an Appeals Panel which shall consist of a single Panel Member to hear the appeal. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

16.19.7 Procedure for Appeal Hearing

- a) The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
- b) If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
- c) The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
- i) The hearing will be held within the appropriate timeline determined by the Case Manager
 - ii) The Parties will be given reasonable notice of the day, time and place of the hearing
 - iii) Copies of any written documents which the parties wish to have the Panel

- consider will be provided to all Parties in advance of the hearing
- iv) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - v) The Panel may request that any other individual participate and give evidence at the hearing
 - vi) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - vii) If a decision in the appeal may affect another person to the extent that the other person would have recourse to an appeal in their own right under this Policy, that person will become a party to the appeal in question and will be bound by its outcome
 - viii) The decision to uphold or reject the appeal will be by a majority vote of Panel members
- d) In fulfilling its duties, the Panel may obtain independent advice.

16.19.8 Appeal Decision

- a) The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. The Panel may decide to:
 - i) Reject the appeal and confirm the decision being appealed
 - ii) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
 - iii) Uphold the appeal and vary the decision
- b) The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

16.19.9 Confidentiality

- a) The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
- b) Appeal decisions that are matters of public interest shall be publicly available with the names of the individuals redacted. Names of persons disciplined/affected may be disclosed to the extent necessary to give effect to any decision imposed.

16.19.10 Final and Binding

- a) The decision of the Panel will be binding on the Parties and on all Individuals associated with the Association.
- b) No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Association's policies, procedures, rules and regulations.

17.19.11 Reciprocity Agreement:

That Gymnastics Canada and its members (P/TGOs) agree that any suspension or expulsion of membership of a "Registered Participant" of GCG by a Member or GCG shall be reciprocally applied across all jurisdictions of the Members of GCG. All processes of the Member relating to the matter shall have been followed to ensure that:

- a) A fair hearing was held by the member concerning the alleged breach by the person;*
- b) The person was duly notified of the hearing;*
- c) For the hearing, the person was notified by the member that if found guilty of a breach of the Member's Code of Ethics, Rules, Policies, or Regulations, the person would be either suspended, expelled, or registration with the member would be cancelled and that the person will also have its registration as a Registered Participant with GCG suspended or cancelled based on the sanction issued by the Member;*
- d) After the hearing, the person was found guilty of a breach of the Code of Ethics, Rules, Policies, or Regulations of the Member.*

SECTION 17: CONFLICT OF INTEREST

17.1 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.

17.2 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.

17.3. 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.

17.4 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.

17.5 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.

17.6 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.

17.7 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 18: 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 Western Canada Cup
 - 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 Screening

18.2.1 Police Checks

18.2.1.1 Purpose

Screening of staff and volunteers is an important part of providing a safe environment and has become a common practice among organizations in the non-profit sector that provide programs and services to youth in the community. This policy on Police Record Checks (PRCs) is one of several policy tools that MGA uses to promote a safe environment and to protect its members from harm.

18.2.1.2 Policy Statement

Not all individuals associated with MGA will be required to undergo screening through a PRC as not all positions pose a risk of harm to MGA or to its members. MGA will determine, based on the age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a PRC.

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with minor athletes and who occupy positions of trust and authority within MGA. Such designated categories may include individuals in paid staff positions, members of the Board of Directors, coaches of provincial teams, volunteers appointed to accompany provincial teams to events or competitions, volunteers at major MGA-hosted events identified by MGA as requiring PRCs. All club coaches are strongly urged to undergo proper screening practices.

- a) It is MGA's policy that:
 - i) Individuals in designated categories will be screened using PRCs.
 - ii) PRCs will be mandatory for all individuals in designated categories. There will be no exceptions.

- iii) Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual for the position.
- iv) MGA will not knowingly place in a designated category, or allow to remain in a designated category, an individual who has a criminal conviction for a 'relevant offence', as defined in this policy.
- v) Should an individual in a designated category receive a conviction for a relevant offence, he or she may face immediate expulsion at the discretion of MGA. An individual so expelled may be reinstated to membership upon written application to the MGA Board of Directors, whose decision on the request for reinstatement will be final and binding.
- vi) Should an individual receive a conviction for a relevant offense, be expelled from MGA, and have his or her reinstatement to membership denied by the MGA Board of Directors in accordance with paragraph (e), the individual may reapply in writing to the MGA Board of Directors for reinstatement to membership after a period of five years from the decision of the MGA Board of Directors to deny the application for reinstatement.
- vii) MGA has the final right of acceptance or refusal of any membership.

18.2.1.3 Policy Implementation

This policy will be effective for 2017 and beyond:

- a) By March 1 of each competition year, all MGA appointed coaches and volunteers who plan on holding positions with provincial teams for the current year must have submitted to the MGA office a document that proves that the coach or volunteer has applied for a current PRC. The completed PRC must be received by the MGA office prior to the event/competition registration deadline.
- b) At its sole discretion and on a one-time basis, MGA may identify as designated categories certain volunteer positions at major events hosted by MGA and may request PRCs from such volunteers.
- c) PRCs are valid for a period of 1 year from the date of the completed PRC.
- a) Notwithstanding this, MGA may at any time request that an individual in a designated category provide an updated PRC if MGA has grounds to believe that the results of the PRC obtained previously are no longer accurate.

18.2.1.4 Procedure

- a) Registered coaches of Member Clubs, or the Member Clubs themselves, are responsible for paying any fees associated with obtaining PRCs for their own use.
- b) MGA will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, the individual is eligible for the position.
- c) If an individual's PRC reveals a relevant offence, the President/Executive Director will notify the individual that the individual is ineligible for the position.
- d) If the individual is found to be ineligible, the individual may request a hearing by the Disciplinary Committee. The procedure for application and hearing are outlined in the MGA Discipline Policy. The decisions of the Discipline Committee are final and binding.

18.2.1.5 Relevant Offences

For the purposes of this policy, 'relevant offences' are these offences for which pardons have not been granted and can include: any criminal offence involving the child pornography offenses; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offense involving theft, fraud or embezzlement; any sexual offence involving a minor or minors; or any other offence deemed relevant by MGA.

18.2.1.6 Records

Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the Manitoba Personal Information Protection Act and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

18.2.1.7 Responsibilities of Member Clubs

MGA Member Clubs are **strongly** urged to implement proper screening protocol. Clubs may request advice from MGA regarding questionable PRCs. It is recommended that all screening activities be completed prior to confirming employment or commencement of job duties of coaches.

MGA Member Clubs are strongly encouraged to institute screening of PRCs for other Club positions, such as club Board Members, staff and volunteers who work closely with minor athletes and occupy positions of trust and authority.

18.2.1.8 MGA Mission Staff

- a) Potential Team Managers and Chef De Missions will submit PRCs no later than **30 days** prior to the beginning of the event.
- b) Team Managers or Chef de Mission who do not submit an up-to-date PRC within the requisite timeframe will not be eligible for selection.
- c) Extenuating circumstances can be brought to the attention of the President/Executive Director of MGA.

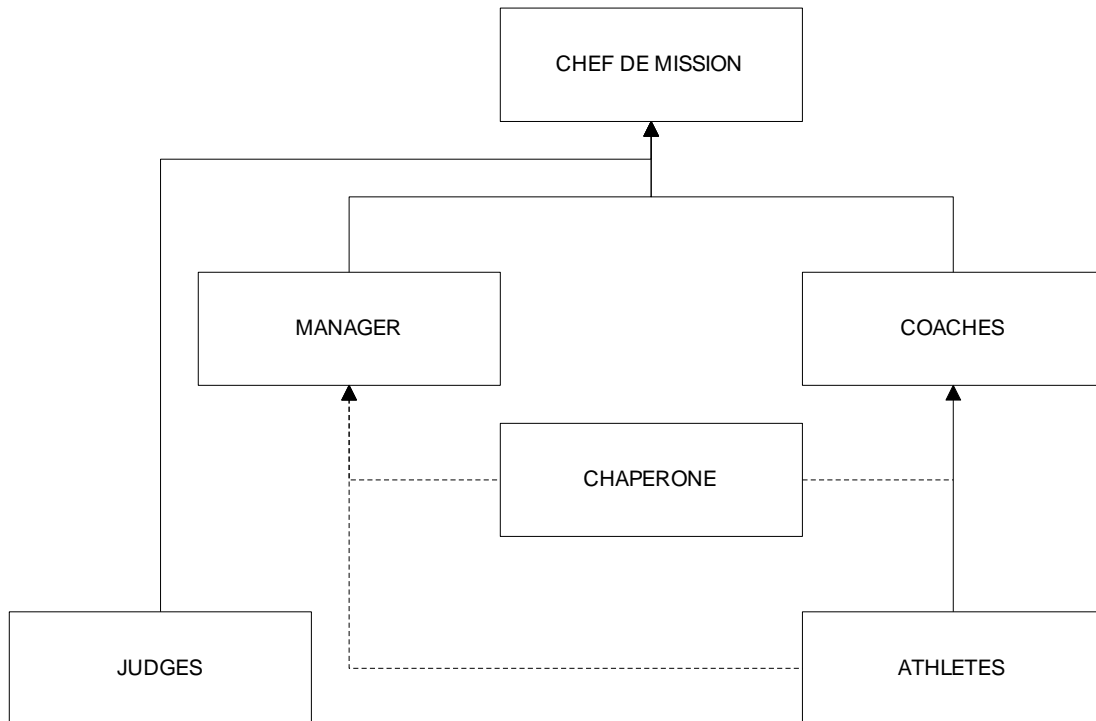
18.2.1.9 Penalties for Non-Compliance

Team coach(es) who do not submit an up-to-date PRC within the requisite timeframe will be ineligible for selection.

18.3. 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 B – 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.



18.4 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.
- j) Injuries at competitions???

18.5. 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.

18.6 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.
- h) Athletes too young to stay alone?

18.7 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)

18.8 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/Managers/Chef expenses are borne by the MGA.
- d) The MGA will fund the necessary compliment of adult personnel.

SECTION 19 - 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) 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 and cannabis by a minor at any time
 - Use of illegal drug substances

- Other similar infractions of major severity
- ◆ Examples 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.

3) 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/Cannabis/Banned Substances:

- All delegates are subject to restrictions as to the use of alcohol, cannabis 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.

4) 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.

5) 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): fine, suspension of benefits or privileges, probation, suspension or termination of membership.

6) Review and Appeal Process

- 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.

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:

mga.kmiller@sportmanitoba.ca

APPENDIX B

MGA TEAM MANAGER'S CHECKLIST FOR WESTERNS AND CANADIANS

What follows is a checklist to be used by the manager of Manitoba teams for the competitions Westerns and Canadians (Men's and Women's, T&T):

ITEM	COMPLETED
MGA Travel Policy <ul style="list-style-type: none"> • All managers appointed by the MGA must be familiar with the MGA Policy and Procedures. 	
Airline Tickets for Team <ul style="list-style-type: none"> ○ Receive tickets from the MGA office. ○ Return tickets to the MGA office for possible rebate following event. 	
Accommodations <ul style="list-style-type: none"> ○ Rooming list for hotel ○ Sign bill upon departure (room & tax only), retain bill and submit to the MGA office. 	
Internal Transportation <ul style="list-style-type: none"> ○ Collect confirmation numbers for vans from the MGA office. ○ Sign for the vans. ○ Ensure that all Manitoba delegates transported are wearing a seat belt. ○ Drive the vans. 	
Uniforms <ul style="list-style-type: none"> ○ Ensure that all gymnasts have a MGA tracksuit and appropriate competitive attire. ○ Contact the MGA for additional suits. 	
Meet with Team Prior to Departure <ul style="list-style-type: none"> ○ Team meeting. ○ Collect Athlete Agreements. ○ Explain that designated uniforms are worn for travel, competition and other functions. ○ Take a team photograph. ○ Confirm that all medical forms have been received and signed by a parent or guardian and submitted to the MGA. ○ Ensure that all team members receive the information package at the team meeting. ○ Ensure all team members have a travel schedule listing arrival and departure times. 	
Traveling with Athletes by Air <ul style="list-style-type: none"> ○ Meet athletes at designated point of departure. ○ Ensure all luggage is tagged. ○ Present all tickets to ticket agent and hand out boarding passes prior to going through security. 	
Arrival at Destination <ul style="list-style-type: none"> ○ Ensure that everyone has all their luggage. ○ Go to van rental counter and sign paperwork for rental vans. ○ Travel together to accreditation site. ○ After accreditation, go to accommodation site where rooms are assigned and keys issued. ○ Obtain a complete list of room numbers with names of athletes in each of the rooms. ○ Set up a time for a team meeting. ○ Find out where the training and competition sites are located. 	

ITEM	COMPLETED
<p>Competition</p> <ul style="list-style-type: none"> ○ Managers should keep valuables for coaches and athletes during training and competition. ○ Ensure the teams know the dress code, location and times of both opening ceremonies and medal presentations. ○ Obtain copies of all official results, and submit them within the official report to the MGA. 	
<p>Accident, Injury, and Illness Reports</p> <ul style="list-style-type: none"> ○ It is imperative that a report be filed for each and any occurrence. <ul style="list-style-type: none"> ○ Seek immediate medical attention. ○ Arrange to have the other team members looked after by designated coach or the Chef de Mission. ○ If possible, contact parents or emergency contact person before treatment is initiated. ○ Ensure that all relevant medical information, authorization for treatment and health card number go to the hospital with the athlete. ○ Ask hospital to contact athlete's personal physician. ○ Authorize only minimal treatment to stabilize athlete; the athlete's personal physician should attend to corrective surgery not immediately needed. 	
<p>Banquet</p> <ul style="list-style-type: none"> ○ Remind athletes that behavior at the banquet and dance should reflect the fact that athletes are representing Manitoba. 	
<p>Departure from Airport</p> <ul style="list-style-type: none"> ○ Meet athletes at designated point of departure. ○ Ensure all luggage is tagged. ○ Present all tickets to ticket agent and hand out boarding passes once through security. 	
<p>Arrival at Home Destination</p> <ul style="list-style-type: none"> ○ 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

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?

MGA INCIDENT REPORT FORM

Do you think this incident could have been prevented? If so, how?

What procedures did you carry out following the incident?

Did you encounter any difficulties?

Statements of witness and signature.

I verify this to be a true report of the incident.

Name: _____ Signature: _____

Date: _____

**PART FOUR – FUNDRAISING
MANITOBA GYMNASTICS ASSOCIATION
BINGO OPERATING POLICIES
April 1, 2017 - March 31, 2018**

The Manitoba Gymnastics Association (MGA) is a participant in the Bingo's allocated by Sport Manitoba. The MGA 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 the MGA to remain a Manitoba Liquor & Lotteries Corporation (MLLC) Bingo participant, as well as a fair basis for equitable sharing of funds raised by Bingos. The Guidelines also provide the criteria for qualification, sharing, and disbursement of funds which shall be at the discretion of the MGA Board of Directors in conjunction with the recommendations of the Bingo Committee.

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

QUALIFICATIONS

1. All clubs with athletes attending Western Canadian Championships/Western Canada Cup and/or Canadians, Western Canada Summer Games or Canada Winter Games as part of the Provincial Team registered with the Manitoba Gymnastics Association qualify for the Bingo Program.
2. Membership will be based on the highest registration of athletes at the end of the previous registration season, as of August 31. Representation will be calculated by allotting 1 point for representation at each of the above mentioned events, as of August 31.
3. All approved clubs must be members in good standing during the fiscal year for which the funds were distributed.

REGISTRATION

1. Each qualifying club shall name a Bingo Representative.
2. Each qualifying club shall be required to complete a "Bingo Registration Form" (see last page of this document) and submit it to the MGA on or before the deadline. A signed agreement will exist between the clubs and MGA to ensure all responsibilities of both parties are acknowledged in advance. If a bingo representative has been replaced by a new representative, a new agreement must be signed by both the administrator and bingo representative.
3. All registrations, meeting qualifications, and deadlines shall be included in the next year's allocation formula. The allocation based on the formula will begin on April 1st of each year and end on March 31st of the following year.

NON-OPERATING CLUBS

1. Non-operating clubs will only be eligible to receive funds for the time they were registered during the Bingo operating period, April 1 – March 31.
2. Total funds available to a club who is no longer registered will be divided by twelve (12) months and recalculated based on;
 - a) amount per month
 - b) number of months a club was registered
 - c) 30% for Registration
 - d) 70% for Representation

ACCOUNTABILITY

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

MGA – Policies and Procedures

- 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 by July 31 of that year. If the deadline is not met, the money will be allocated to the MGA Coaching, Officials and Athlete Development fund. 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.

BINGO ALLOCATION

1. The Manitoba Liquor & Lotteries Corporation (MLLC) no longer requires organizations to provide volunteers to assist with bingos in the casinos.
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 **115** positions shall be allocated to the member clubs on the following basis:

PROPOSED FUNDING NUMBERS for 2017-2018*

Club	April 1 2017 - August 31 2017			September 1 2017 - March 31 2018			Sub Total of Funds		Total Funds Distributed to Clubs in 2017-2018
	% of Available Funds for Club Distribution		Sub Total of Funds	% of Available Funds for Club Distribution		Sub Total of Funds	30% for Registration	70% for Representation	
	30% for Registration	70% for Representation		30% for Registration	70% for Representation				
	\$	\$	\$	\$	\$	\$	\$	\$	
Brandon	\$ 580.88	\$ 1,090.57	\$ 1,671.45	\$ 914.00	\$ 2,056.50	\$ 2,970.50	\$ 1,494.88	\$ 3,147.07	\$ 4,641.95
Fantastic	\$ 377.87	\$ 2,059.96	\$ 2,437.83	\$ -	\$ -	\$ -	\$ 377.87	\$ 2,059.96	\$ 2,437.83
Panthers	\$ 634.97	\$ 1,575.27	\$ 2,210.23	\$ 999.10	\$ 2,970.50	\$ 3,969.60	\$ 1,634.07	\$ 4,545.77	\$ 6,179.84
Springers	\$ 684.61	\$ 1,454.09	\$ 2,138.70	\$ 1,077.21	\$ 2,742.00	\$ 3,819.21	\$ 1,761.83	\$ 4,196.09	\$ 5,957.92
Steinbach	\$ 433.44	\$ 363.52	\$ 796.96	\$ 682.00	\$ 685.50	\$ 1,367.50	\$ 1,115.44	\$ 1,049.02	\$ 2,164.46
Wpg Gym	\$ 715.73	\$ 1,454.09	\$ 2,169.82	\$ 1,126.18	\$ 2,742.00	\$ 3,868.18	\$ 1,841.91	\$ 4,196.09	\$ 6,038.00
	\$ 3,427.50	\$ 7,997.50	\$ 11,425.00	\$ 4,798.50	\$ 11,196.50	\$ 15,995.00	\$ 8,226.00	\$ 19,194.00	\$ 27,420.00

The bingo funding will be based as follows for 2017-2018: 30/70 – Registration/Representation.
 Registration = based on registration from the previous season.
 Representation = Provincial Team Member competing at Westerns and/or Canadian Championship, Western Canada Cup, Canada Games, Western Canada Summer Games.
 *Subject to confirmation of Sport Manitoba's annual bingo allocations from the Province of Manitoba.

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

Predicted Gross Bingo Revenue = \$ 45,600
 Less MGA 30% = \$ 13,680
 Less Technical Program Allotment = \$ 4,500
 \$ 27,420 (Pro Rated)

2017-2018 BINGO REGISTRATION
*** Must be completed & returned to secure your Bingo Allocation**
Completed by the Club Administrator

The Club Administrator must read and be aware of the Bingo Operating Policies.

The club must notify the MGA immediately in writing of any change to the Bingo Representative. A new Bingo Registration must be signed by the Club Administrator and new Bingo Representative and sent to the MGA.

For the Club Administrator; I have fully read the "2017-2018 Bingo Operating Policies" and our club is in agreement with all points.

Club:	<input style="width: 90%;" type="text"/>
Dated:	<input style="width: 90%;" type="text"/>
Contact Name:	<input style="width: 90%;" type="text"/>
Position:	<input style="width: 90%;" type="text"/>

Above to be completed by President or Club Administrator

For the Bingo Representatives; by completing the information below you have confirmed you have fully read the "2017-2018 Bingo Policies" and our club is in agreement with all points.

Bingo # 1 Representative - Name:	<input style="width: 95%;" type="text"/>				
Address:	<input style="width: 95%;" type="text"/>				
City:	<input style="width: 30%;" type="text"/>	P.C:	<input style="width: 30%;" type="text"/>		
Email (required):	<input style="width: 95%;" type="text"/>				
Home:	<input style="width: 20%;" type="text"/>	Daytime:	<input style="width: 20%;" type="text"/>	Cell:	<input style="width: 20%;" type="text"/>

Please complete & return to the MGA office no later than
Friday March 30th 2018
email: mga@sportmanitoba.ca or Fax: (204) 925-5932