



# Members Manual

## Table of Contents

### Part 1 GNL Policies and Procedures

<b>Section I – Introduction</b>	<b>1</b>
A. Function and Responsibility	1
1. Function	1
2. Responsibility	1
B. Mission Statement	1
1. Mission	1
2. Goals and Objectives	1
C. Reporting Structure	1
D. Governing Body	1
1. The Board of Directors	1
E. Code of Conduct	2
 <b>Section II – Membership and Registration</b>	 <b>3</b>
A. General Policies	3
1. Registration	3
i. Special Camps	3
B. GNL Membership Policy – New and Existing Clubs	3
1. Incorporated Private Sector and Non-For Profit Clubs	3
2. Un-Incorporated Non-For Profit Clubs/Associations	3
C. Types of Membership	4
1. Associate Membership	4
2. New Club Membership	4
3. Full Membership	5
D. Registration Procedure	5
1. Membership Registration	5
i. Late Registration	5
2. Competition Registration	5
i. Late Registration	5
E. Status of Membership	6
1. Clubs	6
2. Individual Members	6
 <b>Section III – Fee Schedule</b>	 <b>7</b>
A. Club Membership Fees	7
B. Individual Membership Fees	7
C. Provincial Competition Fees	7
D. Outstanding Accounts	7
 <b>Section IV – Insurance</b>	 <b>8</b>
A. General	8
B. Rates	8
C. Regulations	8
1. Sport Accident Insurance	8
D. Employee Health Insurance	8
1. Group Health Insurance	8
E. Age of Majority	8

<b>Section V – Provincial Championships</b>	<b>-----</b>	<b>9</b>
A.	Judging -----	9
1.	Appointment of Panels -----	9
2.	Clinics -----	9
3.	Honororia -----	9
B.	Financing -----	9
1.	Judges -----	9
2.	Awards -----	9
3.	Sales and Concessions -----	9
4.	Banquets and Social Events -----	10
5.	Equipment -----	10
C.	Responsibilities of Hosting -----	10
1.	Bidding -----	10
2.	Meet director/ competitions committee -----	10
3.	Venue -----	10
D.	Technical Policies -----	10
1.	Meetings -----	10
2.	Team Selection -----	11
E.	1 Registration.....	11

<b>Section VI – Provincial Team Travel</b>	<b>-----</b>	<b>12</b>
A.	Provincial Team -----	12
1.	Definition -----	12
2.	Participation -----	12
i.	Illness or Injury -----	12
3.	Officials -----	12
4.	Travel -----	12
5.	Cost Sharing -----	12
i.	Team Officials -----	12
ii.	Individuals' Expenses -----	13
iii.	GNL Expenses -----	13
a.	Judges -----	13
b.	Provincial Team -----	13
6.	Additional Information -----	13
B.	Selection of Provincial Team Coaches -----	14
1.	Atlantic and Eastern Championships -----	14
i.	Certification -----	14
ii.	Selection -----	14
2.	National Championships -----	14
i.	Certification -----	14
ii.	Selection -----	14
C.	Funded Personnel -----	14
1.	Hierarchy -----	14
i.	Chef de Mission -----	14
ii.	Team Manager -----	15
iii.	Team Coaches -----	15
D.	Canada Winter Games -----	15
1.	Selection of Provincial Team Coaches and Managers -----	15
i.	Certification -----	15
ii.	Selection -----	15
2.	Provincial Team -----	15
i.	Definition -----	15
ii.	Illness or Injury -----	16
a.	Pre CWG training camps and competition -----	16
b.	CWG Selection Competition -----	16
c.	After Selection of Team prior to CWG -----	16
iii.	Officials -----	16

iv.	Funding .....	17
v.	Planning committee .....	17
vi.	CWG Manager(s) .....	17
a.	Criteria .....	17
b.	General Responsibilities .....	17
E.	Newfoundland and Labrador Winter Games .....	18
1.	Regions .....	18
2.	Selection of Regional Team Coaches and Manager .....	18
i.	Criteria .....	18
3.	Regional Play Downs .....	18
4.	Technical Rules and Regulations .....	18
5.	Funding .....	18
F.	Team Travel Policy .....	19
G.	Athletes Code of Conduct .....	20

**Section VII – National Coaching Certification Program (NCCP) ----- 21**

A.	Clinics .....	21
1.	Responsibilities of Hosting Club .....	21
B.	Club Visitations .....	21
1.	Responsibilities of Hosting Club .....	21
C.	NCCP Policy .....	22
D.	GNL Coaching Policy .....	22
1.	Artistic/Power Tumbling .....	22
2.	Trampoline .....	23
3.	Rhythmic Sportive .....	23

**Section VIII – Annual General Meeting (AGM) ----- 23**

A.	General .....	23
----	---------------	----

**Section IX – GNL Financial Responsibility and Funding Commitments - 24**

A.	GNL Financial Responsibility .....	24
B.	GNL Funding Commitment .....	24

**Section X – Special Trophies and Awards ----- 25**

A.	Winter Provincial Awards .....	25
1.	The Godden Trophy .....	25
2.	The Redfern Trophy .....	25
3.	The GNL Trophy .....	25
4.	The Murphy Memorial Plaque .....	25
5.	The Doreen King Trophy .....	25
6.	The Jane Titford Memorial Plaque .....	25
7.	The Winter Provincial Club Award .....	25
B.	Power Tumbling Awards .....	25
1.	The GNL Power Tumbling Trophy .....	25
2.	The Hub Trophies Award .....	25
C.	Spring Provincial Awards .....	25
1.	The GNL Award .....	25
2.	The Campia Award .....	26
3.	The Hart Trophy .....	26
4.	The Cygnus Award .....	26
5.	The Spring Provincial Club Award .....	26
D.	AGM Awards .....	26
1.	The GNL Female Athlete of the Year Award .....	26
2.	The GNL Male Athlete of the Year Award .....	26
3.	The GNL Coach of the Year Award (Female Athletes) .....	26

4.	The GNL Coach of the Year Award (Male Athletes) -----	27
5.	The GNL Recreational Coach of the Year Award -----	27
6.	The GNL Leadership Award (Athlete) -----	27
7.	The GNL Volunteer of the Year Award -----	27
E.	Honor Roll -----	27

## Part 2 GNL By Laws

<b>Article I – Interpretation</b>	-----	<b>28</b>
1.01	Act -----	28
1.02	Defined Terms -----	28
1.03	Gender -----	28
1.04	Headings -----	28
<b>Article II – Gymnastics Newfoundland and Labrador Inc.</b>	-----	<b>28</b>
<b>Article III – Registered Office</b>	-----	<b>29</b>
<b>Article IV – Seal</b>	-----	<b>29</b>
<b>Article V – Mission and Objective</b>	-----	<b>29</b>
5.01	Mission -----	29
5.02	Objective -----	29
<b>Article VI – Membership</b>	-----	<b>30</b>
6.01	General -----	30
6.02	Classes on Membership -----	30
6.03	Application -----	30
6.04	Eligibility -----	31
6.05	Fees -----	31
6.06	Withdrawal of Membership -----	31
<b>Article VII – Meeting of Members</b>	-----	<b>32</b>
7.01	Annual General Meeting -----	32
7.02	Special Meetings -----	32
7.03	Notice -----	33
7.04	Waiver of Notice -----	33
7.05	Omission of Notice -----	33
7.06	Record Dates -----	33
7.07	Chairperson of the Meeting -----	33
7.08	Votes -----	34
7.09	Right to Vote -----	34
7.10	Proxies -----	34
7.11	Adjournment -----	35
7.12	Quorum -----	35
7.13	Resolution in Lieu of Meeting -----	35
<b>Article VIII – Board of Directors</b>	-----	<b>36</b>
8.01	General -----	36

8.02	Number of Composition -----	36
8.03	Vacancies -----	36
8.04	Additional Directors -----	36
8.05	Duties -----	36
	8.05.1 Director at Large -----	36
	8.05.2 Director – Programs Director (Competitive) -----	37
	8.05.3 Director – Programs Director (General) -----	37
8.06	Qualification -----	38
8.07	Term of Office -----	38
8.08	Election -----	38
8.09	Consent to Election -----	38
8.10	Removal -----	38
8.11	Resignation -----	38
8.12	Validity of Acts -----	38
8.13	Minutes and Custody of Records -----	38
 <b>Article IX – Meeting of the Board of Directors -----</b>		 <b>40</b>
9.01	Place of Meeting -----	40
9.02	Notice -----	40
9.03	Waiver of Notice -----	40
9.04	Omission of Notice -----	40
9.05	Adjournment -----	40
9.06	Quorum and Voting -----	40
9.07	Resolution in Lieu of Meeting -----	41
9.08	Number of Meetings -----	41
 <b>Article X – Standing and Other Committees -----</b>		 <b>41</b>
10.01	General -----	41
10.02	The Committees -----	41
	10.02.1 Executive Committees -----	41
	10.02.2 Competitive Program Committees -----	42
	10.02.3 Recreational Program Committees -----	42
	10.02.4 Additional Committees -----	42
 <b>Article XI – Remuneration of Directors -----</b>		 <b>43</b>
 <b>Article XII – Submission of Contracts or Transactions to Members for Approval -----</b>		 <b>43</b>
 <b>Article XIII – Conflict in Interest -----</b>		 <b>43</b>
 <b>Article XIV – For the Protection of Directors and Officers -----</b>		 <b>43</b>
 <b>Article XV – Indemnities to Directors and Others -----</b>		 <b>44</b>
 <b>Article XVI – Officers of the Association -----</b>		 <b>45</b>
	16.01.1 President -----	45
	16.01.2 Vice-President -----	45
	16.01.3 Secretary -----	45
	16.01.4 Treasurer -----	46
	16.01.5 Immediate Past President -----	46
16.02	Qualification -----	46

16.03 Term of Office .....	46
16.04 Consent to Election .....	46
16.05 Removal .....	46
16.06 Vacancies .....	46
<b>Article XVII – Rules of Order .....</b>	<b>47</b>
<b>Article XVIII – Borrowing Powers .....</b>	<b>47</b>
<b>Article XIX – Auditors .....</b>	<b>47</b>
<b>Article XX – Cheques, Drafts, Notes, Etc. ....</b>	<b>47</b>
<b>Article XXI – Execution of Documents, Etc. ....</b>	<b>47</b>
<b>Article XXII – Restrictions on Income and Asset Distribution .....</b>	<b>48</b>
<b>Article XXIII – Alteration of By-Laws .....</b>	<b>49</b>
<b>Article XXIV – Notices .....</b>	<b>49</b>
Certificate of Incorporation .....	49

**Part 3**  
Risk Management

<b>Section I – Introduction .....</b>	<b>51</b>
<b>Section II – Conflict Resolution .....</b>	<b>53</b>
<b>Section III – Personal Harassment and Discrimination .....</b>	<b>53</b>
A. Harassment – Free Sport .....	53
B. What is Harassment? .....	53
1. Physical .....	53
2. Sexual .....	53
3. Emotional .....	53
4. Neglect .....	53
C. The Consequences of Harassment .....	53
D. Providing an Harassment-Free Environment .....	53
<b>Section IV – Sexual Harassment .....</b>	<b>54</b>
A. Non-Verbal or Non-Contact .....	54
B. Verbal .....	54
C. Sexual Contact .....	55
D. Sexual Assault .....	55
E. What you can do if you are Sexually Harassed or Sexually Assaulted	55
<b>Section V – Guidelines for Responding to a Disclosure .....</b>	<b>56</b>

<b>Section VI – Indicators of Potential Child Abuse</b> .....	<b>57</b>
A. Physical Characteristics .....	57
B. Social Characteristics .....	58
C. Emotional Characteristics .....	58
D. Intellectual Characteristics .....	59
<b>Section VII – Eating Disorders</b> .....	<b>59</b>
A. Introduction .....	59
B. Factors .....	59
C. Signs that a Problem May Exist .....	60
D. Could You be At Risk .....	60
E. Consequences .....	60
F. Prevention .....	61
<b>Section VIII – Retirement</b> .....	<b>61</b>
A. Healthy Retirement .....	61
1. Goodbye Ceremony .....	61
2. A Final Performance .....	61
3. Alumni Association .....	61
<b>Section IX – Safe Sport</b> .....	<b>61</b>
A. Incident reports .....	61
B. First Aid Certification .....	62
C. Sport Safety Control Program .....	62
D. Prevention of incidents measures .....	62
1. Personnel .....	62
2. Equipment .....	62
3. Facilities .....	62
4. Administration .....	62
<b>Section X – Universal Precautions to Prevent Transmission of Blood Borne Diseases</b> .....	<b>63</b>
<b>Section XI – Code of Ethics</b> .....	<b>63</b>
<b>Section XII – Code of Conduct</b> .....	<b>63</b>
A. Duties .....	63
1. Instruction .....	63
2. Supervision .....	63
3. Equipment Safety .....	64
4. Code Of Conduct .....	64
5. Coaching Certification Standards .....	64
i. NCCP Policy .....	64
ii. GNL Coaching Policy (insurance coverage) .....	64
a. Artistic/Power Tumbling Coaches .....	64
b. Trampoline .....	65
c. Rhythmic Sportive .....	65
6. Status on Membership .....	65
<b>Section XIII – Substance Abuse</b> .....	<b>65</b>
<b>Section XIV – Children’s Resource List</b> .....	<b>66</b>

## Part 4 Appendix

Certificate of Receipt and Compliance

Acknowledgement of Risk & Consent to Participate & Medical Treatment

Acknowledgement of Risk & Consent to Medical Treatment

Expense Claim Form

Travel Sanction for Out of Province Invitational Meets/Camps

GNL Officials Understanding & Commitment

Registration form for AGM

Club Visitations Approved by GNL

Club Visitations Approved by GNL (Coach Registration)

Club Visitations Approved by GNL (Athlete Registration)

Medical Release Form

Incident Report

Letter of Agreement Release/Responsibility of Athletes Participating in GNL  
Sanctioned Events

Notice of Intent to Participate in GNL Out-of- Province Sanctioned Events

Team Travel Policy Handout

Athlete Code of Conduct Handout

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**Part 1**  
GNL Policies and Procedures

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## **Section I - Introduction**

### **A. Function and Responsibility**

#### **1. Function**

The Policies and Procedures Manual is intended to provide the Board of Directors, staff, committees, sub-committees and GNL members with detailed policies and procedures that govern the association.

#### **2. Responsibility**

The GNL Board of Directors is responsible for the approval, implementation and evaluation of all policies contained within this document. Any point not covered in policy and procedures, GNL by-laws and technical sections of the Programs Manual will apply. All manuals shall remain the exclusive responsibility of the GNL Board of Directors.

### **B. Mission Statement**

#### **1. Mission**

The Policies and Procedures section of the Members Manual is intended to provide those interested, concerned and responsible for the administration of all disciplines, and for those who participate in them, a clear understanding of the type of sport Gymnastics Newfoundland and Labrador (GNL) wishes to promote and support.

#### **2. Goals and Objectives**

The goals and objectives of GNL are to promote and support the safe and positive development of gymnastics. The development of General Gymnastics, Men's and Women's Artistic, Rhythmic, Power Tumbling and Trampoline are the priorities of their respective committees, under the guidance of the directors of the sport governing body.

### **C. Reporting Structure**

Each club shall own at least one Members Manual containing all necessary and relevant information. Each club shall have a contact person such as the President/delegate who shall be responsible to the executive of that club, who shall be in turn responsible to report to (GNL). Each club shall provide an annual report to GNL for the Annual General Meeting (AGM).

### **D. Governing Body**

#### **1. The Board of Directors**

The Board of Directors (Board) is mandated to oversee the development, administration, and implementation of the standards of practice, codes of conduct, and overall direction in the sport of gymnastics throughout Newfoundland and Labrador (NL). The primary functions include education development, expansion and promotion, and many administrative duties and responsibilities.

The Board is responsible for the effective and efficient functioning of a wide range of services to establish and promote the sport of gymnastics in NL.

Promotional and educational programs facilitate in making the entire community (i.e. athletes, parents, coaches, judges, clubs, schools, and general public at large) more aware of GNL's existence and its efforts to promote gymnastics in NL. The Board must ensure the accuracy of knowledge and information regarding gymnastics as circulated throughout NL through presentations, publications, brochures, resource material, and visual aids.

Copies of the Board's Directory and Member Clubs' Directory are available upon request.

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**E. Code of Conduct**

GNL expects its coaches, gymnasts and officials to act in a professional and mature fashion, whether in training, competition, or meetings of administration. Failure to comply may result in loss of membership or its privileges, at the discretion of the Board.

Members are expected to treat coaches, judges, meet officials, and each other with courtesy and respect at all times. Failure to comply may result in loss of membership or its privileges, at the discretion of the Board.

Coaches, judges, athletes and meet officials charged with any act which is a criminal offence, including the use of illegal substances, will not be tolerated by GNL, and will immediately have their membership revoked.

GNL officials traveling, as representatives responsible for athletes, are not permitted to consume alcohol while in a position of authority.

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## **Section II - Membership & Registration**

### **A. General Policies**

#### **1. Registration**

Membership registration should be ongoing throughout the year to ensure current membership and insurance coverage for individuals. Persons registering with clubs during the year, after the annual October 31st membership registration deadline must be registered with GNL before they are considered members of GNL. **Following the October 31 annual registration, the GNL office must receive all new registration within 10 days of the athletes' program start date.**

Registration forms will be sent to clubs as necessary throughout the year. The GNL Office must receive these completed registration forms, with list of new registrants, before registrants are considered insured members.

Upon receipt of the completed registration form by GNL, the club will be invoiced by GNL for the appropriate registration and insurance fees. Clubs will have 30 days to pay fees, otherwise insurance will terminate.

#### **i. Special Camps**

Those participating in special camps during Christmas, Easter and summer, for instance, also require membership registration. There is a nominal GNL Camp Membership Fee of \$1.00 + \$6.00 Insurance Fee for each new registrant, coach & athlete. Should new camp registrants go on to continue in the usual gymnastics programs they must register with the usual GNL fees.

#### **Note:**

GNL Member Clubs will be considered to include any formal or informal gymnastics related organization that is in any way (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the GNL Member and may be a group of participants, registrants, class of member, or a company corporation, subsidiary, branch or satellite operation, "feeder" group or "booster" group or club or like organization. The establishment of such separate entities in order to circumvent this or any other GNL membership requirement may be considered an act of misrepresentation of or by the GNL Member, contrary to GNL principles of ethical conduct, and may result in disciplinary proceedings and consequences as determined by the Board of Directors in its discretion.

### **B. Membership Policy – New and Existing Clubs**

The following documented information is required each year when registering with GNL.

#### **1. Incorporated Private Sector & Non-Profit Clubs**

- Corporation # - Registry of Companies
- Name of Primary Contact Person
- Operating and Legal Name of Organization, if different: mailing address, phone, fax & e-mail
- Head Coach: name, phone, fax & e-mail, NCCP Status
- Coaching Staff: It is advised that organizations request references for all coaches and contact the GNL office for NCCP & past membership status if unsure
- Building & Equipment Insurance: Name of Company & Policy #
- Certificate of General Liability Insurance: If Organization carries its own

#### **2. Un-incorporated Non-Profit Clubs/Associations**

- Corporation # - Registry of Companies
- Shall have 1 year from first Registration with GNL to become incorporated. Please see Policy Manual for "Guide to Incorporation"
- Minutes of Organizational Meeting or AGM whereby the President, Treasurer, Secretary & Programs Director are named
- Signing Authority: Treasurer + name of one other director

- Operating Name of Organization: mailing address, phone, fax & e-mail
- Head Coach: name, phone, fax, e-mail, NCCP status
- Coaching Staff: It is advised that organizations request references for all coaches and contact the GNL office for NCCP and past membership status if unsure
- Building & Equipment Insurance: Name of Company & Policy #
- Certificate of General Liability Insurance: If Organization carries its own

## C. Types of Membership

All Schools, Recreation Centres and Clubs participating in any discipline of the sport of gymnastics should consider membership with GNL and thus Gymnastics Canada Gymnastique (GCG) through one of the following types of memberships:

### 1. **Associate Membership**

Provides Access to:

- Information and clinics on development programs
- Coaching Certification Course (Level 1 Technical)
- Registration as a coach with GNL. (Must be minimum 16 years old and have complete NCCP Level 1 Technical.)
- Membership cards for each registered recreational coach
- Association's newsletters and Calendar of Events
- Development resource materials
- Information on safety regulations for the sport
- Information on "How to Establish a Gymnastics Club"
- Liability and sport accident insurance
- Annual General Meeting - 1 Vote
- Amateur Sports Lotteries licensing
- Employee group medical insurance

GNL Requirements:

- Registration of the school, club or group with GNL fee
- Registration of coach, for a minor fee. Recreation coach must have minimum Level 1 Technical Course and has six months thereafter to take Level 1 Theory Course and 50 hours of Level 1 Practical.
- Registration of each Recreational gymnast in program, with GNL fee

### 2. **New Club Membership**

**Note:** This membership is limited to a 12-month period and can only be entered once.

Provides access to all of the aforesaid for Associate Membership and, in addition, the following:

- technical manuals, etc.
- Qualifying gymnasts on Provincial Teams and applicable funding when available
- Coaching upgrading clinics up to Level III NCCP
- Membership cards for each registered competitive gymnast and coach
- Gymnastics development clinics at the competitive level
- Judging development and certification

GNL Requirements:

- Registration of club and each competitive coach/gymnast, with GNL fee. Coach must be minimum Level I Certified - Artistic, Level I Technical – Rhythmic (to attain Level I certification as soon as possible).
- Registration of each recreational coach/gymnast, with GNL fee. Coach must have minimum Level I Technical course and has six months thereafter to take Level I Theory course and 50 hours of Level I Practical.

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### 3. Full membership

Provides access to all of the aforesaid for New Club Membership and, in addition, the following:

- Full role in development of gymnastics in province
- Higher coaching certification

GNL Requirements:

- Registration of club and each competitive coach/gymnast, with GNL fee. Coach must be minimum Level I Certified - Artistic, Level I Technical – Rhythmic (to attain Level I certification as soon as possible).
- Registration of each recreational coach/gymnast, with GNL fee. Coach must have minimum Level I Technical course and has six months thereafter to take Level I Theory Course and 50 hours of Level 1 Practical.
- Registration of a minimum of one competitive judge or “judge in training” for every fifteen competitive gymnasts registered with GNL.

## D. Registration Procedure

### 1. Membership Registration

Once a Club/Organization becomes a Member of GNL they will receive the GNL Computer Software Registration Package. All registration to GNL must be through the Registration Software package and must be received by October 31<sup>st</sup> each year.

#### i. Late Registration

A late registration fee of \$100.00 will apply to all previously registered clubs who have not registered with GNL through the appropriate software package and have not paid the appropriate fees or who do not submit a petition in lieu of complete registration by the registration date.

A one-week extension deadline for the receipt of registration fees and package will be accepted for untoward circumstances. Clubs will cease to be members of GNL after the deadline date.

Every club is required to register all its membership with GNL and submit the appropriate fee.

All coaches and athletes must be registered with GNL through a registered club.

### 2. Competition Registration

A competition Registration will be sent to clubs by January 15 of each year for Winter Provincials and 2 months prior to Spring Provincials and Power Tumbling Provincials and must be returned by the deadline dates.

#### i. Late Registration

A late registration fee of \$20.00 per gymnast will apply for previously registered clubs.

Requests for refunds, by petition and supported by a doctor’s note, will be accepted for injury or illness up to one week prior to the start of the competition. A \$10.00 administration fee will apply for each petition and there will be **no registration refunds** after one week prior to the start of the competition.

It is the responsibility of the meet director to collect all petitions and doctors notes that come in the day of the competition. The meet director is responsible for forwarding these documents to the appropriate Programs Director and to the GNL office as soon as possible.

There will be no Category changes allowed after the registration Deadline – the second Monday following the Snowbowl – without petition and approval by the appropriate Technical Committee.

Competition registration must indicate the apparatus’ gymnasts will be competing on, and a name for each Team Coach for each category.

---

## **E. Status of Membership**

### **1. Clubs**

Clubs and individuals are not considered “Members in Good Standing” if they breach any GNL Policy as documented in the current Members Manual – Policies & Procedures and By-Laws Sections.

**Clubs should note that all AGM cost-share responsibilities must be satisfied to remain in good standing with GNL. Proof of payment must also be sent to GNL.**

GNL reserves the right to act upon breaches in policy by its members/clubs and impose sanction on individuals on an individual basis.

**Any club with outstanding debts to GNL will not be registered until proof of payment is provided or a payment plan is submitted and approved by the GNL Board of Directors.**

### **2. Individual Members**

An individual with outstanding debts to any member club will not be considered “Member in good standing”. If the individual relocated to another club the initial club should notify the new club and cc GNL of this outstanding debit. GNL then reserves the right not to register the individual until proof of payment is provided or a payment plan is agreed upon.

## Section III - Fee Schedule

### A. Club Membership Fees

<b>Full Club Membership</b>	\$200.00 Before November 1 <sup>st</sup>	\$300.00 After November 1 <sup>st</sup> (\$100.00 late payment fee)
<b>Recreational Only Club</b>	\$125.00 Before November 1 <sup>st</sup>	\$225.00 After November 1 <sup>st</sup> (\$100.00 late payment fee)
<b>Associate Member</b>	\$10.00	

### B. Individual Membership Fees

Rhythmic, Power Tumbling (Gymnast)	\$25.00
Coaches (all disciplines, competitive and pre-competitive)	\$25.00
Coaches (all disciplines, recreational)	\$20.00
Artistic National Stream Gymnast (Including level 6 mens)	\$40.00
Artistic Level 2, 3, 4, 5 Provincial Stream Gymnast	\$35.00
Artistic Level 1 Provincial Stream Gymnast	\$25.00
Pre Competitive Gymnast	\$15.00
Recreational Gymnast	\$15.00
Special Olympics Competitive Athletes and Coaches	\$10.00

### C. Provincial Competition Fees

Single Coach	\$20.00
2 or more Coaches	\$40.00
Spring Provincial Competitors	\$40.00
Winter Provincial Competitors	\$45.00
Power Tumbling Gymnasts	\$20.00
Rhythmic Sportive Gymnasts	\$20.00
Special Olympics Coaches and Athletes	\$10.00

NOTE: Registration fees for Provincial Championships cannot be refunded after one week prior to the meet – even for medical reasons.

### D. Outstanding Accounts

In order that outstanding accounts be reduced, clubs will be issued credit, in the event that GNL owes monies to said clubs, to offset monies owing.

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## Section IV - Insurance

### **A. General**

Liability and Sport Accident Insurance is available to any club registered with GNL. GNL Insurance is not included with registration but is available from GNL upon payment of a separate fee. Clubs are responsible for purchasing their own building/equipment insurance.

B.F.L. Lorenzetti & Associates will cover the insured member/club for Global Comprehensive General Liability and Sport Accident Insurance. Clubs may purchase extra coverage travel outside of Canada. Contact GNL if you wish to purchase this coverage for special events in which you might participate in outside the country. This coverage is optional and will be initiated upon request of the club supported by a completed Travel Sanction Form.

### **B. Insurance Rates**

<b>GNL Members</b>	\$6.00 per Member
<b>Up to 12 Volunteers per Club</b>	No insurance fee

### **C. Insurance Regulations**

- All members must be registered with Gymnastics Newfoundland & Labrador Inc.
- Registered Members shall complete and submit a Certificate of Receipt and Compliance to GNL upon receipt and review of GNL's Insurance Policies
- A Travel Sanction Form must be completed and submitted to GNL by those clubs/athletes traveling out of province, country and/or to non-sanctioned GNL activities to ensure the basic insurance coverage

#### **1. Sport Accident Insurance**

Incident reports are to be submitted to GNL within 30 days of the incident, and claims supported by said reports within 90 days or claims will not be considered as per the insurance policy. Claims for physiotherapy etc. for chronic problems will not be considered unless supported by an incident report initially.

### **D. Employee Health Insurance**

#### **1. Group Health Insurance**

A Group Health Plan (minimum of 3 participants=group) is available to full-time employees

(minimum 20 hours of employment per week) of GNL and its member clubs. Contact GNL for application, information and rates.

### **E. Age of Majority**

The age of Majority in Newfoundland & Labrador is 19 years. All minors, athletes, registering with GNL must have an Acknowledgement of Risk/Consent to Participate & Medical Treatment Form signed by a parent/guardian. Those of age of majority must sign an Acknowledgement of Risk/Consent to Medical Treatment Form.

Judges, coaches and athletes under 19 years, must have a Medical Release Form signed by a parent/guardian when travelling for GNL sanctioned activities without parental supervision.

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## **Section V - Provincial Championships**

### **A. Judging**

#### **1. Appointment of Panels**

The appointment of judging panels for all Provincial Championships will be the responsibility of the Men's and Women's Judging Coordinator in consultation with the host club Meet Director.

All available judges in the hosting centre will be utilized and panels will be filled, as needed, outwards from the Host Club, minimizing travel and other costs whenever possible. Judges must be 16 years of age to judge at GNL provincial and sanctioned competitions.

Each club should provide at least one individual to be available to judge as required at all provincial competitions (male and female) in which they are participants. If this judge is not qualified to judge at the level required then they would attend as a shadow judge representing their club. Clubs are urged to bring one or more judges-in-training to gain experience and to develop a crop of qualified judges in each gymnastic centre (shadow judging).

This will help to:

- Minimize cost shared expenses for Provincial Championships
- Improve the quality of gymnastics within each club
- Generally improve the calibre of the sport throughout the Province
- Permit the holding of Inter-Club and Regional competitions with competent officials at a cost which is not prohibitive
- Make possible more frequent competitions in each region

Judges, under 19 years of age, traveling to out-of-town GNL sanctioned competitions, shall be the responsibility of a club upon approval of the club and Judging Coordinator.

#### **2. Clinics**

GNL will host one judging clinic per year per region based on a first-come-first-serve basis when funds are available. Accommodation and meals are the responsibility of the host club.

#### **3. Honoraria**

Judging honoraria will be paid by GNL at a rate of:

Provincial 1	20.00 per session
Provincial 2 and 3	25.00 per session
Provincial 4 and 5	30.00 per session
National Eligible	35.00 per session

\*Note: Please refer to the Women's Judging Regulations Section of the GNL Programs Manual for the definition of a Session

For all other Women's Judging Policies and Procedures please see the Women's Judging Regulations Section of the GNL Programs Manual and related documents (ie: CPP, etc).

### **B. Financing for Provincial Championships**

#### **1. Judges**

GNL will administer the expenses of judges required. The judges will be reimbursed as per the "Financial Responsibility" policy. Proper receipts and an Expense Claim Form are required before payment. Meet entry registration fees will cover judging expenses.

GNL will supply the judging kit and ensure that it is complete, at no charge.

#### **2. Awards**

GNL will supply awards and certificates of participation.

#### **3. Sales and Concessions**

GNL may sell pins and other materials at provincial competitions as fund-raising endeavours. The host club may retain all profits received through the sale of admissions, programs and local

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sponsorship.

GNL reserves the right to display its Provincial Association sponsors through signage, as well as advertising in the host program.

#### **4. Banquets and Social Events**

Banquets are at the discretion of the host club. Fees must be at cost. The cost of tickets for judges and GNL sponsors will be the responsibility of GNL.

Other social events are at the discretion of the host club, which can make such additional charges as required.

#### **5. Equipment**

GNL will not be responsible for equipment rental, or acquisition, without approval of the Board at least one month prior to the meet.

### **C. Responsibilities of Hosting Provincial Championships**

#### **1. Bidding**

Bids to host must be submitted at the GNL AGM. Bids will be awarded at the next board meeting following the AGM.

To minimize meet expenses, until judges are developed throughout the province, GNL will try and assign Spring and Winter Provincial Championships one in the Avalon area and one outside the Avalon area.

#### **2. Meet Director/ Competitions Committee**

The Meet Director must request a Competitions Manual from the GNL office.

The host club must submit to GNL a copy of all correspondence relating to the Championships.

The host club is responsible for safety, which includes:

- St. John Ambulance in attendance throughout the meet
- First Aid room with an adequate supply of ice
- Equipment up to safety standards, plus a Floor Marshall - in conjunction with the Head Judge - checking all equipment for safety and security of the competition area

The host club must supply a complete set of results to the GNL office within 24 hours of completion of the meet.

The host club should be aware of provincial sponsors and support the GNL commitment to them.

#### **3. Venue**

The venue selection for Provincial Championships will be made by the host club in consultation with the GNL Board. The venue rental expense is incorporated in the meet entry registration fee. The cost is to be agreed upon by the Board.

### **D. Technical Policies**

For complete technical policies please refer to appropriate sections of the Programs Manual.

The Programs Director (competitive) is not required to be present at all sanctioned meet, however, if unavailable then a designate should be named in their absence.

#### **1. Meetings**

There will be a meeting of club representatives at each Provincial Championships to review respective Technical Packages so that proposals can be brought forward at the Annual General Meeting (AGM). Each participating club should have a representative available for these

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meetings. The Technical Chairpersons, or their representative will chair these meetings.

**2. Team Selections**

Selection of Team Coaches and athletes to Atlantic, Eastern and Canadian National Championships will be made at the time of the Provincial Qualifying Championships.

**E. 1.**

**Registration**

Registration and fees for Winter Provincials is due to GNL March 10, 2008. Clubs must also submit, by March 10, 2008, signed Athletes and Coaches Declaration of Understanding as well as Waivers & Medical Forms for Atlantic's, Eastern's & Nationals for any athlete that is seeking a position on the provincial team. Failure to submit the required forms by March 10, 2008, may jeopardize the athlete's/coaches ability to participate in provincial team travel.

Any members of GNL who participate in out-of-province/country competitions and camps must complete and submit (through the club) a GNL Sanction Form prior to departure. For competitions, forms must be submitted 60 days prior to departure and for camps, forms must be submitted 30 days prior to departure. Failure to do so may invalidate basic insurance.

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## **Section VI – Provincial Team Travel**

### **A. Provincial Team**

#### **1. Definition**

Athletes, coaches, managers, chaperones & chefs de mission selected/appointed to represent the Province of Newfoundland & Labrador and GNL in GNL sanctioned events.

Other persons travelling to events are NOT considered members of the team. They shall arrange their own itinerary and will not be accommodated with the team. Team members shall not be accommodated with other persons travelling to an event.

#### **2. Participation**

##### **i. Illness or Injury**

In the event of illness or injury to the athlete prior to the Atlantic /Eastern /National Competitions the illness or injury shall be substantiated by medical documentation at the time of illness/injury, with an indication by the physician when the athlete will be ready to train & compete.

Documentation is to be submitted to the appropriate Technical Director.

The next athlete in line, by qualifying score, will be substituted if the injured athlete is not able to return to training and/or compete.

The ill or injured athlete shall cease to be a member of the team if they are unable to return to training and/or compete.

#### **3. Officials**

Officials representing GNL are required to sign a “Code of Conduct Declaration of Understanding” in support of GNL Provincial Team Policies and Code of Conduct prior to departure. Refusal to sign will result in replacement of the official by GNL.

#### **4. Travel**

- GNL shall be responsible for all team travel arrangements.
- Athletes are expected to travel with the team. Athletes may travel with the team using airline points. GNL shall be notified of this arrangement in writing, by the club, prior to GNL arrangement of team travel.
- In the event that travel arrangements might differ from that of the team, because of exceptional circumstances, GNL may be petitioned in writing by the club. GNL shall reserve the right to consider or reject the petition at its discretion after consideration of the circumstances.
- Should an athlete be permitted to travel other than with the team a “Letter of Release/Responsibility” shall be signed by the athlete’s parent/guardian/adult responsible and Team Manager prior to departure.
- Should the athlete travel alone a letter from the parent/guardian will be required by GNL releasing GNL of all responsibility for the athlete until the points of convergence with the team manager are mutually agreed upon. Unless “special travel arrangements” are made by the parent/guardian with the airlines, for example, where the athlete is under the supervision of the airline during travel, GNL shall not enter into any agreement with regard to responsibility of the athlete.
- There must be a point of convergence and release/acceptance of responsibility between the parent/guardian and the manager/GNL.

#### **5. Cost-sharing**

##### **i. Team Officials**

All provincial team athletes are required to cost-share the expenses of team officials where GNL funding is not available. Cost-sharing shall include, but is not limited to, the cost of registration, travel, ground transportation, per diem (when applicable) and accommodations as arranged by GNL.

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## ii. Individuals' Expenses

All provincial team athletes shall be responsible for their own expenses: registration, travel, ground transportation, meals and accommodations, as arranged by GNL.

All provincial team athletes travelling together shall equally cost-share the cost of travel when the team is charged a group expense such as bus, ferry, air charter and ground transportation for example.

All provincial team athletes shall equally cost-share the cost of group accommodations as arranged by GNL.

Refunds will not be issued, once costs have been calculated and invoiced to clubs, for medical or any other reason an athlete can not participate in team travel unless costs can be recovered by GNL.

**NOTE:** For some events accommodations and meals are provided for and there is a set fee per participant.

## iii. GNL Expenses

### a) Judges

GNL will be responsible for providing (3) three female judges and (2) male judges, one of which must be able to judge National Routines, to the Atlantic Gymnastics Championships and the Eastern Canadian Championships. GNL will be responsible for the meals, accommodation, travel and registration fee, if applicable, for all its five judges.

### b) Provincial Team

GNL will be responsible for making arrangements for meals, accommodations, travel, registration, ground travel, per diems and method of payment for the Provincial Team and will arrange air travel through the current GNL Travel Agent.

GNL, provided funds are available, will send:

**Atlantics:** (1) one coach for males and (1) one coach for females to the Atlantic Championships. When the number of participants on a team are at maximum (6) GNL will consider a second coach for additional categories if applicable.

**Easterns:** (1) one coach for males and (1) one coach for females to the Eastern Championships. When the number of participants on a team are at maximum (4) GNL will consider a second coach for additional categories if applicable.

**Nationals:** (1) one coach for each male/female artistic team, each power tumbling team, or each rhythmic sportive team attending the National Championships. For further information on team selection refer to the appropriate Technical Manual.

GNL will supply an emergency fund of \$200.00 to be returned/receipted immediately after return from competition.

All expenses incurred by GNL on behalf of the clubs or gymnasts must be paid in full prior to travel. Airline ticket pick-up and purchase is the responsibility of clubs/team members. GNL will be responsible for GNL-funded tickets.

## 6. Additional Information

Each funded coach must contribute to the written report submitted within 1 week. Failure to comply may void eligibility for subsequent years.

Announcement of Atlantic/Eastern/National Championship (Artistic) team members, athletes and coaches, will be made at the Provincial Qualifying Championships banquet for artistic and by the Power Tumbling Director for Power Tumbling. The Manager (if required) will be appointed by GNL through application at least one month prior to these Championships. For further information

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on team selection refer to the appropriate technical manuals.

Atlantics: Hosting is based on Atlantic Provinces rotation. Newfoundland & Labrador will host the Atlantic Gymnastics Championships every four years.

Easterns: Hosting is based on a rotation schedule. Every second year this event will be in an Atlantic Province.

## **B. Selection of Provincial Team Coaches**

### **1. Atlantic and Eastern Championships - Men & Women**

#### **i. Certification**

The level of Coach Certification is NCCP Level II Certified minimum.

#### **ii. Selection**

THE POINT SYSTEM of 6 points for 1<sup>st</sup> place, 5 points for 2<sup>nd</sup> place, etc. will be used to select a team coach. (In the case of Eastern Championships where teams consist of 4 gymnasts, use 4 points for 1<sup>st</sup> place, 3 points for 2<sup>nd</sup> place, etc.) The club with the most points sends the team coach. In the event a team is selected that is comprised of athletes from only one club, then that club provides the team coach. Should a tie occur, the club with the most qualifying athletes will be selected. If there is need for an additional coach, the coach (club) with the next highest points will qualify.

### **2. National Championships - Men's and Women's Artistic, Power Tumbling, Rhythmic Sportive**

#### **i. Certification**

The level of Coach Certification is NCCP Level III Certified for Artistic Women's Team Coaches, and NCCP Level III Certified for Artistic Men's Team Coaches, NCCP Level II Certified for Power Tumbling Team Coaches, and NCCP Level III for Rhythmic Sportive Team Coaches.

#### **ii. Selection**

Coaches must have at least one gymnast on the team.

THE POINT SYSTEM of 6 points for 1<sup>st</sup> place, 5 points for 2<sup>nd</sup> place etc. will be used to select a team coach. The club with the most points sends the team coach. In the event a team is selected that is comprised of athletes from only one club, then that club provides the team coach. Should a tie occur, the club with the most qualifying athletes will be selected. If there is need for an additional coach, the coach (club) with the next highest points will qualify.

## **C. Funded Personnel to Atlantic/Eastern/National Championships**

### **1. Hierarchy**

Funded personnel representing GNL are expected to act in the spirit of co-operation for the best interest of the athletes. Communication will be distributed to all funded personnel and team members a minimum of 7 days prior to departure. The GNL office will be responsible for arranging a meeting of all funded personnel prior to departure (conference call if necessary). Funded personnel shall not hold more than one position without petition and Board approval.

#### **i. Chef de Mission**

The Chef de Mission will be the Executive Director unless he/she is unable to attend. In this case, the Board will appoint a Chef de Mission as necessary. The Chef is the representative and spokesperson for the Province as well as Contingent Leader and has final authority on any matter. The Chef assists with departure and ensures that all team members are aware of schedules and procedures and is the Provincial contact for sponsors and media. The Chef is also responsible for the whereabouts of athletes at all times.

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**ii. Team Manager**

The Team Manager shall be appointed by GNL at least one month prior to Qualifying Provincial Championships when deemed necessary. The cost will be cost-shared among the Clubs concerned. Applications will be sent to Clubs with the Meet Entry Registration Package for Qualifying Provincial Championships. Working under direction from the Executive Director, the Manager and Chef will be co-responsible for the following:

- Arranging ground transportation, rooming lists and meals.
- Meet registration and accreditation.
- Issue and return of medical release forms.
- Sizing and issue of team uniforms.
- Provide a meet report and results to GNL
- Submit invoices and receipts to GNL
- Ensure adequate first aid supplies are available.
- May also be responsible for videotaping competition.
- Ensure that all pertinent information is distributed to athletes, parents and funded personnel.
- Responsible for communicating to parents and athletes prior to departure the emergency contact numbers, and any changes to funded personnel.
- Receipt/return the \$200.00 emergency funding immediately after competition.

**iii. Team Coaches**

Team Coaches will be selected as per the selection process outlined in the appropriate Technical Manual, and will be named at the Technical meeting immediately following the Provincial Championships.

Team Coaches will be responsible for communicating with the Chef, and Team Manager regarding the following items:

- Team Coaches' responsibilities as assigned by the Chef/manager
- Competition and Training Schedule.
- Curfew times for each athlete.
- Meal schedules for each athlete
- Ground transportation requirements and schedule.
- All pertinent information and requirements especially of a technical nature

**D. Canada Winter Games**

**1. Selection of Provincial Team Coaches & Manager: Men's and Women's Artistic, Rhythmic Sportive**

**i. Certification**

The level of Coaching Certification is NCCP Level III minimum.

**ii. Selection**

The numbers of coaches and managers will be selected at the discretion of GNL with the knowledge that there are CWG Rules and Regulations for full teams. GNL reserves the right to petition for changes in the CWG Rules and Regulations regarding team officials if necessary.

**2. CWG Provincial Team**

**i. Definition**

The CWG Provincial Team will consist of athletes, coaches & managers selected/appointed to represent the Province of Newfoundland & Labrador and GNL.

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**ii. Illness or Injury to the Athlete**

**a. Pre-CWG Training Camps & Competition**

- Illness or injury shall be substantiated by medical documentation within 48 hours of the time of illness/injury with an indication, by the physician, if the athlete will be ready to train & compete by a predetermined date, set by GNL before CWG. All documentation shall be submitted to the Manager.
- Should a petition be received after the 48-hour deadline it will not be approved by GNL. If clearance for return to competitive action is after the deadline date set by GNL the petition will not be approved. The ill or injured athlete shall cease to be a member of the team.
- The next athlete in line, by approved qualifying score, will be substituted according to the competition rules and only if travel arrangements can be made so that the substitute can travel with the team.
- The difference in the cost of travel for the substituted athlete, above any team funding will be the athlete's responsibility.

**b. CWG Selection Competitions**

- Should an injury/illness occur that precludes an athlete from participating in one of the selection events the following procedures shall apply. A petition complete with medical support documents from the athlete's physician must be submitted to the Manager - deadline as of 1 hour before the start of general warm-up of the appropriate selection meet.
- Should the injury/illness occur during competition the petition must be received within 48 hours after the injury/illness occurs.
- Should the injury/illness occur during the second selection meet, the Manager shall be notified by the completion of that meet if a resultant petition will be forthcoming.
- The team selection process will proceed, after the meet results, pending inclusion of the forthcoming petition documentation. Medical documentation shall include approximate date of return to training and clearance to return to competitive action by a deadline date determined by GNL. If the clearance is later than the deadline date the petition will not be approved and that particular athlete's scores will not be included in the final pool. The athlete shall cease to be a member of the team.
- Upon approval of the petition, the athlete's all-around score from the first selection meet will count 100% towards the final all-around scores used for team selection.
- If the injured/ill athlete cannot return to training/competitive action by a deadline date determined by GNL the athlete shall cease to be a member of the team.
- The next athlete in line, by approved qualifying score, will be substituted.

**c. After Selection of the Team Prior to CWG Competition**

- Illness or injury shall be substantiated by medical documentation within 48 hours of the time of illness/injury with an indication, by the physician, if the athlete will be ready to train & compete by a predetermined date, set by GNL before CWG. All documentation shall be submitted to the Manager.
- Should a petition be received after the 48-hour deadline it will not be approved by GNL. If clearance for return to competitive action is after the deadline date set by GNL the petition will not be approved. The ill or injured athlete shall cease to be a member of the team.
- The next athlete in line, by approved qualifying score, will be substituted.

**iii. Officials**

Officials representing GNL are required to sign a "Letter of Compliance" in support of GNL Provincial Team Policies and Code of Conduct prior to departure. Refusal to sign will result in replacement of the official by GNL.

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**iv. Funding**

Government funding is provided to GNL in each of the three years in advance of the Games in order to prepare teams. Teams members; coaches, managers and athletes are funded by the Provincial Government while travelling to and during official activities of the Games.

**v. Planning Committee**

The GNL CWG Planning committee consists of:

- The GNL President (Chair) – voting member
- The GNL Vice President – voting member
- The GNL Programs Director (competitive) – voting member
- Judging Coordinators (all disciplines) – voting members
- Team Coaches & Managers (upon appointment)

GNL shall be responsible to appoint additional members to the CWG Committee as needed.

**vi. CWG Manager(s)**

Applications are invited for this voluntary position. The successful applicant(s) will not be expected to incur any personal expense and expenses for travel to the Games will be fully funded.

**a. Criteria**

- Minimum 19 years of age.
- Level III Certified
- Experience travelling with and supervising young athletes
- Self-motivated and directed
- Experience in administration
- Good communication skills
- Currently active in gymnastics, experience with National Stream athletes and technical experience an asset

Please note that applicants must supply a full resume, including references and technical experience. Applicants must be willing to make a commitment to attend or participate in meetings and other associated activities until the completion of the Games and the completion of all reports associated with the Games.

**b. General Responsibilities (but not limited to)**

Prior to the Games:

- Liaison with parents, athletes and coaches.
- Liaison with government department representative, CWG Committee members and GNL.
- Keeps clear financial records relating to CWG expenditures.
- Provides prompt distribution of pertinent information.
- Responsible for coordinating and overseeing any Canada Winter Games Training Camps. Specifically, assists in the planning of the Camps with the Technical Directors and Interim Coaches and attends the Camps to introduce guest speakers, pay any per diems and collect any participation fees.
- Arranges and confirms travel and accommodations for CWG related events.
- Attends all CWG related meetings, including selection committee meetings, and recording of minutes.
- Prepares grant applications up to the Games.
- Deals with correspondence, petitions etc., promptly.
- Assists the coaches in implementing the training plan.
- Obtains and handles audio-visual aids as necessary.
- Arranges for sizing, fitting and distribution of the walkout dress and Team Competition Wear.
- Prepares athlete biographies.

- Coordinates sponsorship, fund-raising & media activities.
- Completes appropriate Registration Forms
- Administers to and attends the Selection Competitions.
- Controls and disseminates items such as pins, crests and bags.
- Supervises male and female athletes at any Games related events.

During the Games:

- Attends the 2011 Canada Winter Games.
- Checks with the mission desk 2-3 times daily.
- Familiarizes athletes and coaches with all services provided by the host community.
- In conjunction with the coaches, ensures that curfew is adhered to.
- Is fully familiar with transportation schedules for athletes during competition.
- Is familiar with first aid facilities.
- Has on hand necessary materials for emergency equipment repair, if required.
- Ensures all team members attend all ceremonies and are appropriately dressed.
- Orders box lunches if necessary.

After the Games:

- Prepares and documents final report after the Games.
- Files all correspondence, documentation etc.

## **E. Newfoundland & Labrador Winter Games**

### **1. Regions**

There are 8 regions represented at the NLWG. They are as follows:  
Northern, Western, Central, Eastern, Avalon, St. John's North, Mt. Pearl South & Host

### **2. Selection of Regional Team Coaches & Manager: Men's and Women's Artistic**

#### **i. Criteria**

- Coaches & managers shall be minimum 19 years of age.
- Coaches shall be minimum NCCP Level I Certified
- Managers shall be minimum NCCP Level I Certified to have access to the competition floor.
- Officials representing GNL are required to sign a "Letter of Compliance" in support of GNL. Provincial Team Policies and Code of Conduct prior to departure. Refusal to sign will result in replacement of the official by GNL.

### **3. Regional Play Downs**

- Shall take place by a date to be determined by Provincial Government/Host before the Games.
- Regional representatives shall be appointed for each region and responsibilities assigned by GNL prior to the Play downs.

### **4. Technical Rules & Regulations Regarding Age Qualifications and Competition Requirements**

- As determined by GNL at the AGM Technical Assemblies 2 - 3 years prior to the Games.
- As per Provincial Government/Host Technical and Policy Manuals.

### **5. Funding**

- The Provincial Government funds participation at the Games. Play downs are not funded.

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## **F. Team Travel Policy and Code of Conduct**

### **Section 1: General Information**

- GNL Provincial Team will attend the Atlantic Canadian Championships, Eastern Canadian Championships and the Canadian Championships where applicable. Team members, once selected, are expected to attend all competitions they are eligible for.
- The NL CWG athletes, coaches & managers will be governed by this policy.
- The coach/manager becomes responsible for the athlete as soon as it is time to check in at the airport counter. Should athletes have different travel arrangements, the safety of the athlete is completely with responsibility of the parent/guardian, until arrival with the team.
- Should an athlete be permitted to travel other than with the team, a "Letter of Release/Responsibility" shall be signed by the athlete's parent / guardian / adult responsible and team manager prior to departure.
- All travel arrangements will be administered by GNL; as travel information is available it will be passed on to all clubs and parents will be informed. Athletes are required to travel with the team and all athlete accommodations shall be hotel, with the other gymnasts and coaches. An athlete may stay with their parents where permission is granted for special occasions. However, for the goals of each trip, it is highly recommended that all athletes stay with the team. Athletes will be accommodated four to a room unless otherwise stated.
- Should the athlete travel alone a letter from the parent/guardian will be required by GNL releasing GNL of all responsibility for the athlete until the points of convergence with the team manager are mutually agreed upon. Unless "special travel arrangements" are made by the parent/guardian with the airlines for example, where the athlete is under the supervision of the airline during travel, GNL shall not enter into any agreement with regard to responsibility of the athlete. There must be a point of convergence and release/acceptance of responsibility between the parent/guardian and the manager/GNL.
- All provincial team athletes are required to cost-share the expenses of team officials where GNL funding is not available. Cost-sharing shall include, but not limited to, the cost of registration, travel, ground transportation, per diem (when applicable) and accommodations as arranged by GNL.
- Athletes must wear team tracksuits for travel and at the competition venue. Provincial competition wear must be worn on the competition floor.
- Coaches shall be informed of any special consideration for the gymnasts that are in their care and control. Such information includes medications and schedules, medical conditions, allergies, religious practices, etc.
- All Participation Waivers and Medical Release forms for the travel competition's, must be received with the selection competition registration.
- All monies owed to GNL for travel to competition, will be paid in full two weeks prior to team departure. Clubs will notify GNL of any unpaid travel fees at this time and GNL will inform the athlete(s) that they will not be permitted to travel.
- All athletes must follow the Athletes Code of Conduct. Failure to do so may result in the athletes being expelled from the team and returned home at the parent's expense

### **Section 2: Individual Expenses**

- All provincial team athletes shall be responsible for their own expenses: registration, travel, ground transportation, meals and accommodations as arranged by GNL
- All provincial team athletes traveling together shall equally cost-share the cost of travel when the team is charged a group expense such as bus, ferry, air charter and ground transportation for example.
- All provincial team athletes shall equally cost-share the cost of group accommodations as arranged by GNL.  
NOTE: For some events accommodations and meals are provided for and there is a set fee per participant.
- If an athlete is returned home from a competition due to gross misbehavior or illness, the parents of the athlete shall be solely responsible for any additional costs associated with this early return, including any property damages that have occurred. The parents of the athlete will be contacted with particulars of the circumstances before final arrangements are made

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- Parents will be responsible for any additional expenses incurred by their child, such as in-room movies, long distance charges, etc. Whenever possible such services will be “locked out” by the coach/manager upon arrival at the hotel.

### **Section 3: Athletes Code of Conduct**

- Athletes are to recognize that they represent the Province of Newfoundland & Labrador as well as Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or be disruptive to those around them.
- Smoking is not permitted.
- The consumption of alcohol is NOT permitted at any time while traveling with the Provincial team..
- The use, consumption, and/or possession of drugs are forbidden unless prescribed by a medical doctor and with the knowledge and consent of the coach.
- In competitions where drug testing is to take place (National or International events), drugs are extended to include caffeine, Sudafed, or many other over-the-counter medications, which may result in a positive drug test. It is your responsibility to know the boundaries or inform the coach of any medications to be taken.
- Athletes are to remain within the competition complex, hotel, or restaurant. The coach/chaperone must always be aware, and approve of, your location at all times.
- The authority and decisions of the Chef/Manager/Coach is final and the athlete agrees to abide by this at all times
- When not competing themselves, the athletes shall remain within the competition site in support of their teammates, unless otherwise authorized.
- Athletes shall remain within their own hotel room after curfew and in bed after lights-out.
- Athletes shall have available and wear the GNL team suit for all official walk-ons, medal presentations, and when traveling with GNL
- Athletes shall at all times demonstrate appropriate respect for officials, coaches, chaperones, and other competitors. Failure to adhere to these guidelines may result in disciplinary action including, but not restricted to, a reprimand, restriction of privileges, removal from the competition, being sent home from the competition, and/or suspension from the GNL team.
- Athletes shall be respectful of teammates with whom they are sharing a room. The floor is to be kept clear of clothes and debris. Clothes should be kept in the dresser & closets provided at all times and suitcases should be neatly stored in the closet. Regular room checks will take place to ensure this is being adhered to.
- Any complaints by other hotel patrons concerning a member of our team will be dealt with immediately. Depending on the severity of the matter, the athlete may be withdrawn from the competition.
- The use of foul language and or offensive behavior will not be tolerated
- The door to an athlete’s room will remain open at all times if there are any visitors.
- Be respectful of property. Athletes/parents are responsible for any willful damage and or theft of property from the hotel, competition venue, and transportation facilities.

### **Section 4: Coaches Code of Conduct**

- GNL is committed to providing an environment in which all individuals are treated with dignity and respect. All team members will show respect for their team members and support staff as well as officials, athletes from other provinces and territories and the host of the competition and the staff & volunteers.
- Coaches are to recognize that they represent the Province of Newfoundland & Labrador and Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or be disruptive to those around them.
- Coaches must have completed the National Respect in Sport Program to be considered as a team coach.
- Coaches will follow the Coaches CODE of CONDUCT at all times.
- The team coach has the full responsibility of the athletes during the entire travel period unless otherwise decided by the team Chef/Manager.
- Smoking in the presence of team members is not permitted.
- Coaches shall not consume alcohol at any time while they are performing their official duties as a member of team NL.
- The use, consumption and /or possession of drugs are forbidden unless prescribed by a medical doctor.
- The use of foul language and or offensive behavior will not be tolerated
- Coaches shall have available and wear the GNL team suit for official walk-ons, medal presentation and when traveling with GNL.

- The authority and decisions of the Chef/Manager is final and the coach agrees to abide by this at all times.
- Coaches will know and ensure that athletes follow the GNL Members Manual and will report any infractions to the Chef/Manager in a timely manner.
- Failure to abide by these guidelines may result in disciplinary action including, but not limited to, reprimand, being sent home at your own expense and or suspension from GNL in addition to any sanctions or penalties imposed by law or other agents.

### **Section 5: Discipline System – General**

To help Team NL members understand the code of conduct, the following Carding system will be implemented.

#### **Yellow Card**

Members who have a minor infraction will receive a yellow card from the support staff. Three Yellow cards automatically equal 1 red card

#### **Red Card**

Members who have major infractions will receive a red card from the support staff. Athletes can receive a red card for a first offense.

#### **Types of Infractions**

Examples of minor infractions - “misconduct” which will not be tolerated

- Failing to follow the dress code
- Disturbances or disruption after quiet time at the residence
- Unbecoming conduct such as arguing, rudeness, or disrespect
- Use of tobacco products, including snuff, by minors
- 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 quiet time at the residence
- Leaving hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol by a minor at any time
- Use of illegal drug substances
- Giving accreditation to another individual
- Other similar infractions of major severity

#### **Group or Team Infractions**

If a situation infraction has occurred where one or more members of a group violate the code, but it is not clear who is responsible, the entire group will receive a card. An example of this is when there is a mess that no one will own up to (Yellow) or damage to a room (red).

#### **Carry over between Team NL Events**

Athletes who receive a Card at a competition, will continue to have that card at the next event. For example: An athlete receives 2 yellow cards at Eastern’s. They begin their trip to the Canadian Championships with two yellow cards. Their first minor infraction at the Canadian Championships will earn them a third yellow card and elevate them to a red card. Discipline proceedings will follow immediately.

#### **Range of Discipline**

Minor infractions

- Verbal/written apology
- Loss of privileges/early curfew
- Written reprimand
- Contact parents
- Repeated infractions become Major infractions (see “Carding” explanation)

Major Infractions

- Automatic loss of banquet privileges
- Returned to NL 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 NL for a specified time frame (max. 1 year recommended)
- Removal of athlete from official competition results

### **Specific examples of Discipline ranges:**

Disciplinary ranges – are suggestions only and the disciplinary committees are not limited to these suggestions. These examples are not necessarily in order of severity.

#### **Breach of Curfew**

- Suspension from activities and privileges
- Removal from a portion of or remainder of the competition
- Return of the offender to Newfoundland & Labrador at their own expense

#### **Dress Code**

- Suspension from certain activities and privileges
- Verbal or written reprimand
- Formal verbal apology to the Chef/ Manager
- Formal written apology to the Chef/ Manager
- Sanction from future events

#### **Unbecoming Conduct**

- Verbal or written reprimand
- Formal verbal apology to appropriate parties
- Formal written apology to appropriate parties
- Suspension from activities and privileges
- Suspension from competition
- Suspension from future competitions
- Return of the offender to Newfoundland & Labrador at their own expense

#### **Disturbance after Curfew**

- Early curfew
- Verbal or written reprimand
- Request for formal verbal apology to appropriate parties
- Request for formal written apology to appropriate parties
- Re-allocation of room assignments – charged to the athlete
- Suspension from team activities and or return offender to Newfoundland & Labrador at their own expense

#### **Any Repeat offence**

- Suspension from certain team activities and privileges
- Removal of accreditation or banquet ticket or social activities
- Removal from a portion of or remainder of competition
- Return of offender home at their own expense

#### **Use of Alcohol/Tobacco by a team member**

- Removal of accreditation
- Removal from a portion of or remainder of the competition
- Return of the offender home at their own expense

## **Section 6: Discipline System - Procedural**

### **Relevance of Cards for athletes**

1 yellow card 1st warning – athlete will meet with team coach and support staff

2nd yellow card 2nd warning – parents will be contacted

Athlete will meet with team coach and support staff

Some privileges may be revoked

3rd yellow card 3rd offence – Parents contacted again

Athlete may not attend banquet

Social functions may be restricted

Status is automatically raised to a Red card (see below)

1st Red card Major infraction: Discipline procedure will take effect.

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Parents will be contacted  
Likely removal from the competition  
Likely sent home at parent's expense  
Review of eligibility and funding from GNL for a time period to be determined (max.1 year recommended)

2nd Red Card Major infraction: Automatic removal from the competition  
Automatically sent home at parents expense  
Review of eligibility and funding from GNL for a time period to be determined (max. 1 year recommended)

## **Definitions**

### **Local Carding Committee (LCC)**

Team Manager and 1 additional team NL member appointed by the manager for minor infractions (Yellow cards).

### **Local Discipline Committee (LDC)**

Team manager, 1 additional team member appointed by the manager, and head of the delegation, for major infractions (Red Card)

### **Appeal Committee (AC)**

Executive Director of Gymnastics NL may be contacted to strike an appeal committee.

### **Gymnastics NL discipline committee (GNL-DC) –**

Will be defined according to GNL's policy and procedures

**Hearing** – a meeting with the athlete in question and the appropriate committee.

Chef or Head of the Delegation may be used interchangeably

For the purpose of the discipline procedures, the word coach can replace athlete if the discipline is directed at a coach's behavior.

## **Scope of Discipline**

Infractions or disciplines with immediate consequences will be dealt with by the LDC.

For infractions with long term implications such as future funding or future team eligibility, the LDC will make recommendations that will be followed up by the GNL-DC.

## **Issuing Cards**

Any adult Team NL member can request that the Team manager consider issuing a card.

If the Team manager feels the complaint is valid, the LCC or LDC will meet with the athlete and hear his/her side (hearing). The LCC or LDC will excuse the athlete. The LCC or LDC will determine if a card will be given and the consequences. If a card is to be given, the Team manager will meet with the athlete, and the team (or personal) coach, to explain that the card has been given. The Team manager will follow up with related requirements, such as notifying the head of the delegation, contacting the parents, or booking flights home.

The head of the delegation will be notified of all Cards that are issued.

## **Principles**

All infractions whether minor or major, have a procedure in place to be followed. This allows for consistency in the handling of all disciplinary matters. All participants have the right to a fair hearing. All disciplinary matters will be handled in a fair and consistent manner. In both types of infractions, the individual in question will have an opportunity to respond to the allegations.

The individual in questions will:

- Be given notice of the hearing and shall have an opportunity to address the committee
- The individual in question may be accompanied by an Advocate / coach or other adviser
- The hearing shall be held in private with the discipline committee and the individual
- The committee may request that witnesses to the incident be present at the hearing to provide evidence or act as a witness
- Time sensitive issues (which affect participation in competition), will be addressed at the Chef's discretion
- Written decisions will be given to the individual and copied to GNL

## **Appeals**

For time sensitive issues, appeals must be requested within 2 hours of the decision. (or a reasonable time frame, depending on the situation)

- Appeals for minor infractions (Yellow cards) will be handled by the LDC

- Appeals for major infractions (Red Cards) will be handled by the AC.
  - Appeals for long term consequences will be handled according to the Gymnastics NL appeal procedures.
- Costs associated with the appeal, legal or otherwise, may be charge to the appellant, if the appeal is not successful.

### **Removing Cards**

Following the Canadian Championships or the end of the discipline period, whichever is later, athletes or coaches may apply to have cards removed.

Cards maybe removed by 2 of the following: Team Manager / Chief De Mission, Technical Chair or Senior GNL staff member.

## **Section 7: Information for Support Team**

### **Relevance of Cards for Coaches:**

Minor infraction (Yellow Card)

- Changing team decisions without consulting Team manager (curfew or meal times)
- Failing to train or supervise all athletes on your assigned team
- Putting club athletes ahead of team responsibilities
- Wearing club tracksuits on the competition floor
- Rude or disrespectful treatment of others

Major infraction (Red Card)

- Failing to supervise athletes when assigned to do so.
- Appearing intoxicated in the presence of athletes

For Coaches/Chaperones/Managers

- Written reprimand
- Loss of privileges/accreditation
- Loss of privilege to travel or participate with Team NL for a specified time frame
- Loss of funding, present or future (max. 1 year recommended)

### **Coaches**

- Will follow the Code of Conduct.
- Will assist in chaperoning duties of the athletes as directed by the Team Manager / Chef.
- Will attend all awards ceremonies and banquets and, will attend all team meetings and team activities.
- Coaches will submit a written report within one week of the conclusion of the competition.

### **Managers/Chaperones**

- Will follow the Team Travel Policy and Code of Conduct
- Must attend team meetings and Team activities
- May not leave the "group" without first checking with the Team Manager or Chef.

## **Section 8: Information for Parents**

### **Information for Parents:**

It is a requirement of these Rules and Regulations that the parent and coach bears the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by GNL.

Please know the Code of Conduct. Please review and explain it to your child.

Team Travel can be both challenging and rewarding. Our goal is to build as much team cohesion as possible in a short time. It is very feasible to manage several teams of athletes.

It becomes very difficult, if not impossible, to manage 50 individuals. With that in mind, we are asking you to support us in managing your child as a member of Team NL.

We do not want to restrict you from accessing your child. However, we are asking you to limit visiting with your child during Team NL trips.

### **Please observe the following requirements**

- Parents are invited to attend the team meeting prior to team NL travel for a Code of Conduct orientation with the Team Chef/ Manager.
- Athletes will sit as a team, eat as a team, travel as a team and observe the competition as a team.
- Athletes will stay in the host hotel with members of their team. Athletes are generally housed 4 per room. Whenever possible, athletes are grouped with other athletes from their team in their room. With some of the younger athletes, an adult, or older athletes will be sharing a room with them.
- Prior to competing, the athletes will remain as part of the team and are not able to participate in extra curricular

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activities (dinners, shopping or tourism) with their family.

Following competitions please check with the team manager to see if arrangements for extra curricular activities can be made. You may not take your child from the competition site/residence without first discussing it with the Team Chef / Manager.

- Parents are not to spend time in athlete's hotel rooms and are asked to contact the team manager before coming to the room. It is feasible to meet with your child in the lobby of the hotel or dormitory. Please make those arrangements with the team manager so they know where your child is at all times.
- Please let the team manager know how to contact you so you can be reached if your child requests it. Please remember that they will be very busy managing the teams and we would like to minimize the requests if possible.
- Breaches of the Code of Conduct by parents, or as a result of parents will result in sanctioning against the athlete following the procedure as set out in the Code of Conduct

**The following information will help make the trip more enjoyable for your child**

Your child will be entering a new environment and will have to adapt to some changes. They will experience different coaches, meals, and sleeping environment. Since it is not possible for us to replicate each child's home environment, we need to help the children to adapt.

**Athlete pre-requisites**

In order for athletes to be prepared for this type of trip, they should have experienced some activities where they have been away from their family overnight (a sleep over with friends).

If this is the first time the athlete has ever been away from their parents, they are not likely ready to participate and enjoy the event. Please help athletes to come prepared.

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# Code of Conduct

## Declaration of Understanding for Athletes

Athletes or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL or the Team Coach. **Forms must be received with the team selection competition registration.** Please make sure that you have read and understood the Code of Conduct. Here are the most important rules that all athletes must remember.

- Team NL is an environment where no alcohol or drugs will be tolerated. Any violator will be sent home immediately, at their family's expense.
- At no time is it permitted for an athlete to go in the room of an athlete of the other sex.
- All athletes must request permission from their chaperone / manager to leave the group, gym or residences. In other words, the chaperone / manager must know at all time where you are.
- Athletes may not be alone at any time. Always have a buddy with you. Your buddy must be from NL (not an athlete from another province). Depending on your age, your manager / chaperone may approve that you leave the group by yourself.

Athletes must respect curfew time below (time when they must be in their room) or as set by manager. In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at the family's expense).

### Athlete declaration:

I, \_\_\_\_\_, declare that I have read and understood, and agree to be bound  
(athletes name)

by, the Rules of Conduct for NL Team Representatives while attending the Name of Competition

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

### Parent or Guardian declaration:

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(parent or guardian) (athletes name)

declare that I have read and understood the Rules of Conduct for N.L. 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 / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Code of Conduct – Declaration of Understanding for Coaches and Judges

Judges or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL by the set deadline. **Forms must be received with the team selection competition registration.**

As a coach, the rules below must be observed.

- The supervision of the athletes is a joint responsibility shared by the coaches and manager / chaperones. Coaches must cooperate with Team NL Staff to ensure that all athletes follow the rules of the Code of Conduct. Coaches may be asked to supervise athletes during the day or at night; it is part of their duty as funded coaches.
- Coaches must meet with the Manager to discuss any changes to the next day's schedule (medical appointments, extra training time, etc.).
- Team NL is an environment where no alcohol or drugs will be tolerated. Coaches are not permitted to consume alcohol at any time while traveling with the Provincial team. Any violator will be sent home immediately.
- Coaches and Judges must act responsibly and respect the athletes' right to get a good night sleep. Noise and disturbance in hotel rooms or corridors will not be tolerated.
- Team NL Coaches and Judges must demonstrate a high sport ethic and collaborate with each other. In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at own expense).
- Team NL is an environment where drugs or display of drunkenness will not be tolerated. Judges that are of age (in the province where the competition is being held) are allowed to drink in moderation.

### Coach / Judge Declaration:

I, \_\_\_\_\_ declare that I have read and understood, and  
(coach / judge)

agree to be bound by the Rules of Conduct for Team NL representatives. I agree to work with the Chef/Manager and or Chaperone to make this competition, a safe and successful trip for all Team NL athletes. I further declare that I have assisted my athletes in understanding the Rules of conduct and will require them to abide by these regulations.

**Coach's / Judge's Signature:** \_\_\_\_\_

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

## Section VII - National Coaching Certification Program (NCCP)

### A. Clinics

GNL will provide Level I and/or Level II NCCP Coaching Clinics, provided the following criteria are met:

- 1 NCCP Level I Course per region (Labrador, Western, Central, Eastern & Avalon) as requested at the GNL AGM, subsidized by GNL when funds are available.
- All other Level I Courses during the year to be subsidized by the host clubs.
- NCCP Level II Courses as per request at the GNL AGM and as necessary, at the discretion of GNL and will be subsidized by GNL if funds available. Level II Courses are 32 hrs. in length and can only be hosted during summer, Christmas and Easter breaks.
- Registration & fees for all GNL hosted Courses are due two weeks prior to the start of the course. Late applications will be subject to a \$25.00 late registration fee. Requests for refunds can be made up to one week prior to the start of the course. All approved refunds are subject to a \$25.00 administration fee.

#### 1. Responsibilities of Hosting Club

The Hosting Club must:

- Make a written request to GNL stating 2 alternate dates, at the GNL AGM in September and as necessary at least 30 days prior.
- Have a minimum of ten (10) people registered for the course and a maximum of twenty-five (25).
- Be able to supply the necessary facilities and equipment: overhead projector, flip chart upon request, markers upon request, long extension cord, VCR and screen upon request, gym, major equipment, and a classroom.
- Must advertise to fill space when available.
- Guarantee the minimum number of registrants (10), or commit to payment of the difference.
- Supply billet or accommodations and meals for the course conductor.
- Submit registration fees for all participants at least 10 days prior to the clinic.

### B. Club Visitations

GNL will provide Clinics to clubs upon request, by region, provided the following criteria are met:

#### 1. Responsibilities of Hosting Club

The Hosting Club must:

- Make a written request to GNL stating 2 alternate dates, at least 30 days prior.
- Minimum persons registered to be agreed upon by GNL.
- Be able to provide the necessary facilities and equipment as requested by the clinician.
- Must advertise to fill space when available.
- Supply billet or accommodations and meals for the clinician
- Submit registration fees and completed GNL Club Visitations Sanction Form to GNL at completion of visitation.

GNL will cover the cost of Clinician's Travel & Honorarium. Registration fees will be applied to these expenses.

#### **Athlete & Coach Registration Forms/Club Visitations Form - See Appendix**

<b>NCCP Coaching Clinics</b>	<b>Member</b>	<b>Non Member</b>
Artistic Level I Registration Fee (Includes Manual)	\$100.00	\$140.00
Trampoline & Rhythmic Level I Registration Fee (Includes Manual)	\$95.00	\$110.00
Artistic Level II Registration Fee (Includes Manual)	\$175.00	\$200.00
Artistic Level II Men's/Women's Only	\$75.00	\$90.00
Trampoline & Rhythmic Level II Registration Fee (Includes Manual)	\$130.00	\$150.00

<b>Club Visitation Fees</b>	<b>Athlete Clinic</b>	<b>Coach Clinic</b>
Athlete Registration Fee	\$10.00	
Coach Registration Fee		\$10.00

No charge to Host Club participants if the Clinic is a Regional Clinic.

### **National Coaching Certification Course Conductors' Honoraria**

Artistic Level I NCCP Clinic	\$22.00 Per Hour	Up To 15 Hours
Rhythmic Level I NCCP Clinic	\$22.00 Per Hour	Up To 14 Hours
Trampoline Level I NCCP Clinic	22.00 Per Hour	Up To 9 Hours
Artistic Level II NCCP Clinic	\$22.00 Per Hour	Up to 32 Hours, 7 Hours extra for 2 <sup>nd</sup> clinician for either men's or women's apparatus if running concurrently

GNL will assume the responsibility for the cost of a Certificate of Conduct for any persons, officials and or representatives that it recommends.

### **Provincial Judging Course Conductors' Honoraria**

\$20.00 Per Hour
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### **Clinicians' Honoraria - Club Visitations**

\$10.00 per hour as documented on GNL Club Visitation Sanction Form

## **C. NCCP Policy**

Participants of any NCCP Course must be a minimum 16 years of age, and meet the prerequisites in order to be certified. Participants under 16 years of age may attend the clinic, but will not be certified and must attend another complete course after they reach 16 years of age. In each case they must pay the registration fee as stated in the Policy Manual, Page 18. This policy applies to coaches of all disciplines; Artistic, Rhythmic Sportive, Trampoline and Power Tumbling.

In order to register with GNL, Recreation coaches must be minimum Level I Technical and attain their Level I Theory and Level I Practical components within (6) six months of registration with GNL. Competitive Coaches must have minimum Level I Technical and Level I Theory with 6 months thereafter to complete 50 hours Level I Practical. Persons not meeting the criteria cannot register with GNL as coach and therefore may not be eligible for insurance coverage or any other benefits of membership.

During gymnastics classes, all disciplines, a supervisor must be present who is a minimum of 19 years of age and must be aware that they are responsible for the activities taking place. The supervisor should not be responsible for coaching any classes at the time of supervision.

## **D. GNL Coaching Policy (Insurance Coverage)**

### **1. Artistic/Power Tumbling Coaches**

#### **Coaching Development:**

Prospective coaches 13-16 years of age may learn to coach, assisting a Level 1 Certified coach, under the tutelage of that coach. The Level I coach must be minimum 19 years of age or if under 19 years, must be supervised by a supervisor, minimum 21 years of age, who supervises only. The 19 year old Level I Certified coach or, under-age coach with supervisor, must supervise the coach-in-training and use the Development Leader I Manuals. Upon successful completion of the Leader I Workbook, completed Workbook submitted to GNL, and at 16 years of age the coach-in-training shall assist only and must participate in the next Level I Theory and Level I Technical

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courses available to ensure continued insurance coverage. Upon completion of the Level I Technical Course, the coach is permitted to coach independently as a recreation coach but within 6 months of completion of the Level I Technical Course must complete the Level I Theory and Level I Practical components of Level I to ensure continued insurance coverage. Upon Level I certification, the coach may coach in the competitive programs. **GNL Recreational Coach Award to be changed from “coaching in recreational Program only” to Primarily recreational coaching” as few clubs have coaches working solely with the recreational Program.**

**NOTE: GNL Resource Catalogue - Development Leader I Manuals  
Level I Practical Form - Back of Level I Coaching Manual. Use for both  
Artistic and Trampoline**

Persons, 16 years and over, registering with GNL, who have not participated in and successfully completed the Development Leader Program, must have participated in the Level I Theory and Level I Technical Courses and are permitted 6 months to complete their Level I Practical to be insured with GNL as competitive coaches. Coaches must complete Level I Technical to be considered recreation coaches and have 6 months thereafter to complete Level I Theory and Level I Practical.

## **2. Trampoline**

In order to coach Trampoline a coach must be minimum Level I Certified for Trampoline. A coach who coaches a Trampoline Program must be Level II certified in Trampoline to coach inverted skills (saltos). A coach, Level I Certified Trampoline and minimum Level II Artistic, may coach inverted skills on Trampoline as skill progressions for the Artistic Programs only.

## **3. Rhythmic Sportive**

Coaches must be minimum 16 years of age Level I Technical Rhythmic to coach in the Competitive programs. Persons registering with GNL as coaches are permitted 6 months, thereafter to complete their Level I Theory and Level I Practical to be insured with GNL. Recreation/Pre-NCCP coaches, who are a minimum 14 years of age, must be supervised by a minimum Level I Certified coach while responsible for a group. Upon reaching the age of 16 years, the Recreation must complete the Level I Technical Course in order to coach independently. There must be a minimum 19-year-old supervisor supervising any coach under 19 years old.

# **Section VIII - Annual General Meeting (AGM)**

## **A. General**

- Each Full, New and Associate Member Club will be permitted one (1) vote per Club.
- Each GNL Board Member will be permitted one (1) vote.
- Each Club is expected to present a verbal/written report on their Club's activities and progress at the President's meeting during the AGM.
- Each Board member is expected to submit a written report at the AGM.
- Competitive Technical Assemblies and General Assemblies will be held the same weekend as the AGM.
- Competitive Technical Assemblies consist of the following people - with one (1) vote each, at the Assembly.
  - GNL Competitive Programs Director (Chair) – tie breaker vote
  - Judging Coordinator
  - 1 Representative Per Club
- General Assemblies consist of the following people – with one (1) vote each at the Assembly
  - GNL General Programs Director (Chair) – tie breaker vote
  - 1 Representative Per Club
- A Joint Technical Assembly will be held the same weekend as the AGM and consists of all competitive technical programming delegates. The purpose of the Joint Technical Assembly during the AGM is to discuss changes pertaining to the General information section of the Programs manual and to draft the upcoming competition/activity calendar.

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Any motions resulting from the Technical Assemblies that may have financial or scheduling implications for GNL must be presented at the AGM.

- Expenses for one representative per Club, whether attending or not, will be cost-equalized for all Clubs to offset the cost of outlying Clubs attending the AGM. Travel expense claims must be submitted to the GNL Office representative within 1 week of the AGM. GNL will distribute invoices and, upon receipt of monies, will then disburse the cost-equalized funds as applicable.
- GNL Board Members who do not attend 70% of the GNL Board meetings will not be funded to attend the AGM.

## **Section IX - GNL Financial Responsibility and Funding Commitment**

### **A. GNL Financial Responsibility**

Expenses incurred by anyone travelling under the direction of GNL will be reimbursed (must have prior approval), when expense claim received, as follows:

- Most cost efficient accommodations: where applicable and appropriate, two in a room, when billet not available. See NCCP, Visitations and Judging Clinics hosting policy sections.
- Mileage paid to 31.5 cents per kilometre:  
If a one-way trip (according to map) is over 400 km. the cheapest available airfare will be reimbursed. Driving is the preferred mode of transportation, and car-pooling should be used whenever possible.
- Meal allowance to be based on \$36.50 per day.  
Breakfast - \$9.50  
Lunch - \$11.50  
Supper - \$15.50

#### **Important Notice!!**

**Please be advised that all expenses incurred on behalf of GNL must have prior approval from GNL executive, and all expenses must have official receipts attached to the EXPENSE CLAIMS STATEMENT, signed by the person incurring the costs before cheques can be issued.**

### **B. GNL Funding Commitments**

Notwithstanding statements of GNL funding support for various Programs/Competitions mentioned in this Manual, all financial commitments of GNL are conditional on the availability of funds. Clubs/individuals wishing to avail themselves of GNL funding support must request 30 days in advance. All individuals funded must submit a written report within 30 days.

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## **Section X - Special Trophies and Awards**

### **A. Winter Provincials**

At the Winter Provincial Championships Banquet the Following Trophies/Plaques Will Be Awarded.

- 1. The Godden Trophy**  
Awarded annually for the highest aggregate score in Men's National Stream regardless of Age Category. Donated by Tom Godden Sr.
- 2. The Redfern Trophy (Formally the Seabord Trophy)**  
Awarded annually for the highest aggregate score in Women's National Stream regardless of Age Category. Donated by the Redfern family.
- 3. GNL Trophy (Formally the N.L.G.A. Trophy)**  
Awarded annually for the highest aggregate score in Men's Provincial Stream regardless of Age Category. Donated by Gymnastics Newfoundland and Labrador.
- 4. Murphy Memorial Plaque**  
Awarded annually for the highest aggregate score in Women's Level 3 or Level 4 Provincial Stream Divisions, regardless of Age Category. Donated by the Murphy family in memory of grandparents of Erin and Gillian Clarke, former gymnasts.
- 5. The Doreen King Trophy**  
Awarded annually for the highest aggregate score in Women's Level 2 Provincial Stream, regardless of Age Category. Donated by the Conception Bay South Gymnastics Club. Doreen King was former coach and founder of Club.
- 6. The Jane Titford Memorial Plaque**  
Awarded annually in memory of a fellow gymnast and coach, Jane Titford. Jane's favourite apparatus was Balance Beam. Awarded for the best performance on Balance Beam Levels 2, 3, 4 Provincial Stream Divisions, Optional Routines, regardless of Age Category.
- 7. The Winter Provincial Club Award**  
The Club Award is presented to the club with the highest average score of the competition. The highest average score is calculated by averaging all the club's athletes individual apparatus scores. Clubs must register a minimum of **three** athletes to qualify for this award

### **B. Power Tumbling Provincials**

At the Provincial Power Tumbling Championships the Following Trophies Will be awarded.

- 1. GNL Power Tumbling Trophy**  
Awarded annually for the highest aggregate score regardless of Age Category, male or female, Provincial/Developmental Level.
- 2. The Hub Trophies Award**  
Awarded annually for the highest aggregate score regardless of age Category, male or female, National Level.

### **C. Spring Provincials**

At the Spring Provincial Championships Banquet the Following Trophies Will be awarded.

- 1. GNL Award**  
Awarded annually for the highest aggregate score Men's Level 1 Provincial Stream, regardless of age category.

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**2. Campia Award**

Awarded annually for the highest aggregate score Women's Interclub Routines, regardless of age category. Donated by Campia Gymnastics Club.

**3. Hart Trophy**

Awarded annually for the highest aggregate score Women's Provincial Level 1 at Spring Provincials, regardless of age category. Donated by the CBS Gymnastics Club.

**4. Cygnus Award**

A cash award of \$25.00 for the highest aggregate score Women's Provincial Level 1 Argo Age Category.

**5. The Spring Provincial Club Award**

The Club Award is presented to the club with the highest average score of the competition. The highest average score is calculated by averaging all the club's athletes individual apparatus scores. Clubs must register a minimum of **three** athletes to qualify for this award

**D. Special Awards (Currently under Review)**

The Following Trophies/Plaques will be awarded at the GNL AGM. \$200.00 Cash Awards/Scholarships will also be offered to the above.

**1. GNL Female Athlete of the Year Award**

Donated by: AMI Offshore Inc.

Athletes who are nominated for this award are to be active members of GNL. The nominated athlete should be an individual who excels in all levels of competition - In-Club, Invitational, Provincial, and Out of Province Competition. They should also show excellence in the areas of participation (attendance and punctuality at training and competition), work ethic (commitment and dedication to their improvement and development of skills) and cooperation (sportsmanship behaviour and leadership qualities).

**2. GNL Male Athlete of the Year Award**

Donated by: AMI Offshore Inc.

Athletes who are nominated for this award are to be active members of GNL. The nominated athlete should be an individual who excels in all levels of competition - In-Club, Invitational, Provincial, and Out of Province Competition. They should also show excellence in the areas of participation (attendance and punctuality at training and competition), work ethic (commitment and dedication to their improvement and development of skills) and cooperation (sportsmanship behaviour and leadership qualities).

**3. GNL Coach of the Year Award (Coach of Female Athletes)**

Donated by: AMI Offshore Inc.

Coaches who are nominated for this award are to be active members of GNL. The nominated coach should be an individual who shows commitment to the sport (length of service, involved with professional development), contributes to their athlete's success (achievements at local and out of province competition) and is recognized for their accomplishments. They should also show excellence in the areas of participation (in training and competition), work ethic (dedication to athlete progression and improvement in skill development) and cooperation (sportsmanship behaviour and leadership qualities).

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**4. GNL Coach of the Year Award (Coach of Male Athletes)**

Donated by: AMI Offshore Inc.

Coaches who are nominated for this award are to be active members of GNL. The nominated coach should be an individual who shows commitment to the sport (length of service, involved with professional development), contributes to their athlete's success (achievements at local and out of province competition) and is recognized for their accomplishments. They should also show excellence in the areas of participation (in training and competition), work ethic (dedication to athlete progression and improvement in skill development) and cooperation (sportsmanship behaviour and leadership qualities).

**5. GNL Recreational Coach of the Year Award**

Donated by: AMI Offshore Inc.

Coaches who are nominated for this award are to be active members of GNL and coaching predominately in Recreational Programs. The nominated coach should be an individual who shows commitment to the sport (length of service, involved with professional development), and contributes to their athlete's success (dedication to athlete progression and improvement in skill development). They should also show excellence in the areas of participation (enthusiasm and eagerness), work ethic (communication, organization and planning) and cooperation

(sportsmanship behaviour and leadership qualities).

**6. GNL Leadership Award (Athlete)**

Donated by: AMI Offshore Inc.

Individuals who are nominated for this award are to be active members of GNL. The nominated individual should show commitment and focus in training, respect for coaches and fellow athletes as well as enthusiasm and eagerness to participate. Their leadership qualities should be shown through their initiative in the gym - influence on and support of fellow athletes.

**7. GNL Volunteer of the Year Award**

Courtesy of Cygnus Gymnastics Club

Individuals who are nominated for this award are to be active members of GNL. This award has been established to honor an individual who is making an outstanding contribution to Gymnastics at the volunteer level. Gymnastics Newfoundland and Labrador recognizes that the person who consistently makes a contribution towards the development of a Club in a community is just as valuable to sport as the higher profile leader in the association. This award recognizes individuals from all areas of the province who are deserving of the award. Individuals who can be nominated include those people who volunteer at the community and provincial level. Volunteers can include such individuals as local club personnel, executive members, coaches, managers, and paid employees acting outside their duties - anyone who is making an exceptional contribution to the sport.

**E. Honour Roll**

The HONOUR ROLL Banquet will be held as warranted when sufficient nominations have been received, at the discretion of the Board of Directors.

## **Part 2**

# GNL By Laws

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## SCHEDULE 1

This is Schedule 1 annexed to and forming part of the foregoing Articles of Incorporation

# 28273-91

**By-Laws relating generally to the conduct of the business and affairs of Gymnastics Newfoundland and Labrador inc. (Hereinafter called the 'Association')**

## Article I - Interpretation

### **1.01 Act**

All terms contained in the By-Laws, which are defined in the Act, shall have the meanings assigned by the Act.

### **1.02 Defined Terms**

In these By-Laws and all other By-Laws of the Association unless the context otherwise requires:

- (a) 'Act' means the Companies Act, S. N. 1986 Chapters and all the regulations made there under as amended from time to time and in the case of such amendment any reference in the By-Laws shall be read as referring to the amended provision;
- (b) 'Board' means the Board of Directors from time to time of the Association and shall only be made up of Full Members of the Association elected to serve as Directors of the Association in accordance with the provisions of the By-Laws;
- (c) 'By-Laws' means the By-Laws of the Association from time to time in force and effect as amended;
- (d) 'Secretary' means the Secretary or any person designated as such by the Board pursuant to the provisions of the By-Laws; and,
- (e) 'Association' means Gymnastics Newfoundland and Labrador Inc. Association.

### **1.03 Gender**

Unless the context otherwise requires words importing the singular number of the masculine gender shall include the plural number or the feminine gender as the case may be and vice versa.

### **1.04 Headings**

The headings used in the By-Laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereto or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

## Article II - Gymnastics Newfoundland and Labrador Inc.

**2.01** The name of the corporation shall be Gymnastics Newfoundland and Labrador Inc.

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## **Article III - Registered Office**

**3.01** The association shall at all times have a registered office within the Province of Newfoundland and Labrador. Subject to the Act, the Board may at any time:

- (a) Change the address of the registered office within the Province of Newfoundland and Labrador;
- (b) Designate, or revoke or change a designation of, a records office or registry office within the Province of Newfoundland and Labrador: or
- (c) Designate, or revoke or change a designation of, a post office box or civic address within the Province of Newfoundland and Labrador as the address for service by mail of the Association.

## **Article IV - Seal**

**4.01** The seal of the Association shall be such that the Board may from time to time adopt. The Seal of the Association shall be under the control of the Board, and the responsibility for its custody and use from time to time shall be as determined by the Board.

## **Article V - Mission and Objectives**

### **5.01 Mission**

It shall be the role of the Association to lead, promote, facilitate and guide gymnastics in the Province of Newfoundland and Labrador as a sport and as an activity for life long participation. The Association shall provide leadership, systems and programs so that all participants may achieve their potential level of interest and ability.

### **5.02 Objectives**

The objectives of the Association shall be:

- (a) To act as the Provincial Umbrella organization for provincial gymnastics clubs and the general public at large;
- (b) To publish and enforce a standard set of rules and regulations to serve as guidelines for all members of the Association;
- (c) To represent Gymnastics Newfoundland and Labrador (artistic, rhythmic, tumbling and trampoline) as members of Gymnastics Canada Gymnastique and to co-ordinate the application of their rules, standards and regulations in the Province of Newfoundland and Labrador;
- (d) To promote, guide and encourage general gymnastics activities;
- (e) To promote, develop and direct competitive gymnastics programs for all abilities and levels;
- (f) To promote, facilitate and guide the development of National gymnastics programs;
- (g) To promote as a healthy and safe sport and/or activity;
- (h) To do all such things that are or may be deemed to be incidental to or conducive to the attainment of the above objectives, **AND** it is hereby declared that the intention is that the objects in each paragraph of this article, shall be in addition to any and all powers conferred on the corporation by the Companies Act, Chapter S. N., 1986 and shall, except for otherwise expressed in these articles be in no way limited or restricted by reference to inference from the terms of any other paragraphs or the name of the Association.

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## **Article VI - Membership**

### **6.01 General**

Membership in the Association shall be the subscribers to the application and By-Laws and such other persons as are admitted as members of the Association.

### **6.02 Classes of Membership**

There shall be the following classes of membership in the Association with the terms and conditions attached to each class of membership as follows:

- (a) 'Full Members' shall be those who have applied for membership, been approved by the Board, paid their membership fees and duly registered with the Association as Full Members, said clubs being groups of individuals, minimum of five (5) and no maximum, who have or share a common name and/or interest, facility, coach, or administrative facility or function, be they a competitive or recreation oriented club. Each club duly registered shall be entitled to receive notice of and to one vote per club at all meetings of Full Members of the Association and shall pay annual membership fees as may from time to time be established by the Board. A Full Member may designate a Registered Member to be elected as a Director of the Association.
- (b) 'Registered Members' shall be those persons registered as a member of a Full Member but may include those individuals who are not registered with a Full Member, provided same have applied for Registered Membership, been approved by the Board paid their membership fees and duly registered. Registered Members shall not be entitled to vote at any meeting of the Association unless authorized in writing to do so on behalf of a Full Member or unless the Registered Member is designated by a Full Member to be eligible for election as a Director of the Association and is elected, in which case such Registered Members shall vote as a Director at all Directors meetings of the Association. Registered Members shall pay annual membership fees as may from time to time be established by the Board.
- (c) 'Associate Members' are any persons, groups or organizations interested in the promotion of Gymnastics Newfoundland and Labrador who have applied for Associate Membership, been approved by the Board, paid their membership fees and duly registered as Associate Members. Any person who is an Associate Member may vote at any meeting of the association. An Associate Member is not eligible for election as a Director of the Association.
- (d) 'Honourary Members' may be status conferred upon a person by the Board having regard to contribution made or proposed to be made to the Association or to contributions otherwise made to the community, which are supportive of or consistent with the objects of the Association. Honourary Members shall not be entitled to receive notice of or vote at any meetings of the Association, nor shall Honourary Members be subject to any fees, dues or subscriptions in respect of such membership.
- (e) The Board may from time to time create other classifications of membership or establish other relationships to the Association involving a special status having regard to the contributions made or proposed contributions to be made to the Association or otherwise made to the community, which are supportive or consistent with the objects of the Association. Such other members or persons designated as having a relationship to the Association shall not be entitled to receive notice of or vote at any meetings of members of the Association nor shall such persons designated as having a relationship to the Association be subject to any fees, dues, and subscriptions in respect of their membership or relationship.

### **6.03 Application**

All applications for membership in the Association (other than in respect of Honourary Membership and under 6.02 (e) herein) shall be submitted to the Board and upon approval of the Board and payment of the prescribed membership fee the applicant shall be entered upon the register of members by the Registrar and thereupon the applicant shall become a member according to the class of membership approved by the Board. The Registrar shall forthwith, upon acceptance of an applicant, advise the applicant of the approval and the class of membership to be held.

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#### **6.04 Eligibility**

Any person may become a member of G.N.L., provided however that any persons under the age of 19 years must provide a consent signed by a parent or legal guardian authorizing that person's membership in G.N.L.

#### **6.05 Fees**

There shall be no dues, fees or assessments payable by members except such, if any, as shall from time to time be fixed by the Board, which fees shall become effective only when confirmed by a vote of Full Members at the Annual General or Special Meeting, by ordinary resolution.

The Executive Director shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty (30) days of the date of such notice thereof, the members in default shall be removed from the register of members by the Registrar, unless otherwise determined by the Board, in its sole and absolute discretion. Any such members may, on payment of all unpaid fees, dues and assessments, be reinstated as a member of the Association by resolution of the Board. Assessment shall include but not be limited to insurance premiums due for all members. To maintain its membership in good standing, a member shall pay the fees, dues and assessments and any other assessments owing to the Association on or before the date determined for their payment by the Board.

#### **6.06 Withdrawal of Membership**

Full Members, Registered Members or Associate Members may withdraw or resign from the Association by tendering a written resignation to the Board, which resignation becomes effective upon acceptance thereof by the Board.

Notwithstanding withdrawal of resignation, a Full Member, Registered Member or Associate Member shall continue to be liable for payment of any fees, dues, assessments or other sums levied or which became payable by him or her to the Association prior to acceptance of his or her resignation by the Board. That all persons who resign or withdraw from membership of the Association shall be advised in writing by the Secretary that the acceptance of the resignation or withdrawal is made on this condition.

**6.07** No member shall be expelled or suspended without first having been notified of the charge or complaint without first having been given an opportunity to be heard by the Board at a meeting called for such purpose. Any members against whom a charge or complaint is made shall be advised by registered mail of the notice of the charge or complaint and the date set for the meeting of the Board to consider same at least seven (7) days prior to the date set for the Board meeting. The notice of the meeting shall be sent by prepaid registered mail and shall be deemed to have been received by the members three (3) business days after having been mailed;

- (a) A person shall cease to be a member of the Association if they die;
- (b) A person shall cease to be a member of the Association if that member ceases to meet the qualifications of membership as prescribed in any of the provisions of Article V1 (6) of these By-Laws.

**6.08** It shall be the obligations of all members admitted to any class of membership in the Association to carry out any and all obligations imposed upon such members by, and to obey, the provisions of any By-Laws legally passed by the Association or the Board thereof.

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## **Article VII - Meeting of Members**

### **7.01 Annual General Meeting**

- (a) Subject to the Act the Annual General Meeting of the members of the Association shall be composed of only:
  - (i) The Board
  - (ii) The delegates of the Full Members
  - (iii) All other classes of members
  - (iv) Professional staff of Full Members
- (b) The Annual General Meeting of members of the Association will be held each year at such place and time in the Province of Newfoundland and Labrador as is determined by the Board.
- (c) The Annual General Meeting shall be called for the purpose of electing Directors and transacting such other business as may properly come before the meeting including but not limited to, receiving the annual report of the Directors and a financial statement setting out the income, disbursements, assets, liabilities for the last final period of the Association and signed by the Association's auditor.
- (d) The order of business for all Annual General Meetings of the Association shall be:
  - (i) Meeting called to order;
  - (ii) Verification of credentials of delegates (including proxy recognition);
  - (iii) Adoption of agenda;
  - (iv) Reading of minutes;
  - (v) Business arising from minutes;
  - (vi) Reports of Board of Directors;
  - (vii) Approval of financial reports and report of auditors;
  - (viii) Notices of motion;
  - (ix) New business;
  - (x) Election of Officers and Directors;
  - (xi) Adjournment
- (e) In addition to the powers conferred upon by the By-Laws, the delegates in attendance at the Annual General Meeting shall determine the general policy and directions of the Association.
- (f) Proxies are only allowed at meetings of Full Members.

### **7.02 Special Meetings**

- (a) The Board may at any time call a Special Meeting of the Association to be held on such day and, at such time within the Province of Newfoundland and Labrador as the Board may determine.
- (b) The President (or the Vice-President in the absence of the President) or any three (3) Directors as the Board, or any five (5) Full Members of the Association may requisition the Board to call a meeting of members of the Association for the purposes stated in the requisition. The requisition shall state the business to be transacted at the meeting and shall be sent to each Director and to the registered office of the Association. Upon receipt of the requisition the Board shall call a meeting of Full Members of the Association to transact the business stated in the requisition. If the Board does not within fourteen (14) days after receiving the requisition call a meeting, any of the above eligible persons or groups who signed the requisition may call the meeting.

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### **7.03 Notice**

A printed, written or typewritten notice stating the day, hour and place of meeting and the general nature of the business to be transacted thereat, shall be sent to each Full Member entitled to notice of or to vote at the meeting, who on the record date for notice is entered on the register of Full Members of the Association as a member in good standing; to each Director of the Association; and to the Treasurer of the Association not less than twenty-one (21) days and not more than fifty (50) days ( exclusive of the day of mailing and the day for which notice is given ) before the date of every meeting of the Full Members of the Association; provided that a meeting of Full Members of the Association may be held for any purpose on any day and at any time and, at any place without notice if all the Full Members and all other persons entitled to attend and vote at such are present in person or represented by proxy at the meeting ( except where a Full Member or other person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called ) or if the Full Members and all other persons entitled to attend and vote at such meeting and not present in person nor represented by proxy thereat waive notice of the meeting.

The auditor of the Association shall receive notice of every meeting of Full Members of the Association and may attend and be heard at every meeting on matters relating to his or her duties as auditor.

### **7.04 Waiver of Notice**

Notice of any meeting of Full Members of the Association or the time for giving of any such notice or any irregularity in any meeting or in the notice thereof may be waived by any Full Member or its designate any Director or the auditor of the Association in writing or by telegram, cable, facsimile or telex addressed to the Association and any such waiver may be valid given either before or after the meeting to which such waiver relates. Attendance of a Full Member or any other person entitled to attend and vote at a meeting of Full Members of the Association is a waiver of notice of the meeting, except when he or she attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

### **7.05 Omission of Notice**

The accidental omission to give notice of any meeting of Full Members of the Association to or the non-receipt of any notice by any person shall not invalidate any resolution passed or any proceeding taken at any such meeting.

### **7.06 Record Dates**

The Board may fix in advance a date as the record date for the determination of members entitled to receive notice of a meeting of members and, in respect of Full Members or their designate, the entitlement to vote, but such record date shall not precede by more than fifty (50) days or by less than twenty-one (21) days from the date on which the meeting is to be held.

If no record date is fixed, the record date for the determination of Full Members entitled to receive notice of a meeting of Full Members, the entitlement to vote, shall be:

- (a) At the close of business on the last business day preceding the day on which the notice is sent;  
or
- (b) If no notice is sent, the day on which the meeting is held.

### **7.07 Chairperson of the Meeting**

In the absence of the President and the Vice-President, the Full Members or their designates present and entitled to vote shall elect another Director as chairperson of the meeting and if no Director is present, or if all the Directors present decline to take the chair then the Full Members present and entitled to vote shall elect one of their number to be chairperson.

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## 7.08 Votes

Votes at meetings of Full Members shall be given personally or by proxy. No full member shall hold any more than two votes at any meeting as a result of positions held with GNL, club affiliation, and the acquisition of proxies. Every question submitted to any meeting of the Full Members shall be decided on a show of hands except when a ballot is requested by the chairperson of the meeting or is demanded by

a Full Member or it's designate entitled to vote at the meeting. The chairperson of the meeting or a Full Member or it's designate entitled to vote may demand a ballot either before or on the declaration of the result of any vote by show of hands. The chairperson of the meeting will vote only when that vote is needed to pass a motion by breaking a tie or to defeat a motion by creating a tie. The chairperson has only one vote as chairperson of the assembly.

At any meeting, unless a ballot is demanded by a Full Member or it's designate entitled to vote at the meeting, either before or after any vote by a show of hands, a declaration by the chairperson of the meeting that a resolution has been carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. If at any meeting a ballot is demanded on the election of a chairperson or on the question of adjournment or termination, the ballot shall be taken forthwith without adjournment. If a ballot is demanded on any other question or as to the election of Directors, the ballot shall be taken in such manner and either at once or later at the meeting or after adjournment as the chairperson of the meeting directs. The result of a ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded. A demand for a ballot may be withdrawn, at any time prior to the vote by the Full Member or it's designate who made the demand.

## 7.09 Right to Vote

- (a) Every Full Member of the Association duly registered to vote on the records of the association and each member of the Board of Directors shall be entitled to one (1) vote in person or by proxy at any Annual General Meeting, or Special General Meeting of the Association or on any question to be decided by Full Members. PROVIDED that any proxy must be filed with the Secretary in accordance with the By-Laws of the Association prior to the meeting at which the proxy is to be exercised.
- (b) Where a body corporate, charity, business or association is a Full Member of the Association, any individual authorized by a resolution of the Directors or governing body of the body corporate, charity, business or association to represent it at meetings of Full Members of the Association is the person entitled to vote at all such meetings of Full Members in respect of the ordinary membership of such body corporate, charity, business or association.

## 7.10 Proxies

Every Full Member entitled to vote at a meeting of Full Members, may by means of a proxy, appoint a proxy-holder and one or more alternate proxy-holders, who are not required to be Full Members but shall be Registered Members to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by the proxy.

An instrument appointing a proxy-holder shall be in written or printed form and shall be executed by the Full Member or by his or her attorney authorized in writing and is valid only at the meeting in respect of which it is given or any adjournment of that meeting.

An instrument appointing a proxy-holder may be in the following form or in any other form acceptable to the chairperson of the meeting:

\_\_\_\_\_ of \_\_\_\_\_ whom  
failing, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, as the nominee of the  
undersigned to attend and act for and on behalf of the undersigned at the meeting of the members of the  
said Association to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
and at any adjournment thereof in the same manner, to the same extent and with the same power as if  
the undersigned were personally present at the meeting or any adjournment thereof.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Signature of Full Member

The Board may specify in a notice calling a meeting of Full Members a time not exceeding forty-eight (48) hours, excluding Saturdays and Holidays, preceding the meeting or an adjournment of the meeting before which time proxies to be used at the meeting must be deposited with the Association or its agent.

The chairperson of the meeting of Full Members may in his or her discretion accept telegraphic, telex, cable, facsimile or written communication as to the authority of anyone claiming to vote on behalf of and to represent a Full Member notwithstanding that no instrument of proxy conferring such authority has been deposited with the Association, and any votes given in accordance with such telegraphic, telex, cable, facsimile or written communication accepted by the chairperson of the meeting shall be valid and shall be counted.

### **7.11 Adjournment**

The Chairperson of the meeting may with or without the consent of the meeting adjourn any meeting of Full Members of the Association from time to time to a fixed time and place and if the meeting is adjourned by one or more adjournments for an aggregate of less than thirty (30) days it is not necessary to give notice of the adjourned meeting other than by announcement at the time of an adjournment. If a meeting of Full Members is adjourned by one or more adjournments for an aggregate of thirty (30) days or more, notice of the adjourned meeting shall be given as for an original meeting. Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum is present thereat. The persons who formed a quorum at the adjourned meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting, which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

### **7.12 Quorum**

A quorum for the transaction of business at any meeting of Full Members shall consist of at least ten (10) of the Full Members in good standing. If a quorum is present at the opening of a meeting of Full Members the Full Members may proceed with the business of the meeting notwithstanding that a quorum is not present throughout the meeting.

If a quorum for a meeting of Full Members of the Association is not present within thirty (30) days to be set by the chairperson at the same time and place and if after such adjournment a quorum is not present, if those Full Members then present amount to at least ten (10%) percent of the registered Full Members of the Association and entitled to vote they shall constitute a quorum.

### **7.13 Resolution in lieu of Meeting**

A resolution in writing signed by all the Full Members entitled to vote on that resolution or signed in counterpart by all such Full Members is as valid as if it had been passed at a meeting of the Full Members of the Association and shall be held to relate back to and effective as of the date stated therein.

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## Article VIII - Board of Directors

### **8.01 General**

The business and affairs of the Association shall be managed by the Board of the Association who may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not by the Act, the By-Laws, any special resolution of the Association, or by statute expressly directed or required to be done in some other manner. The Board shall not incur expenses in any fiscal year in excess of the revenue and any balance brought forward for that year.

### **8.02 Number of Composition**

The board of Directors shall be comprised of not less than six (6) and not more than ten (10) persons and shall be determined from time to time within such limits by resolution of the Board. The Board of Directors shall fill the following Directorships from the Directors elected:

Director at Large - Up to four (4) positions

Director - Up to six (6) positions

### **8.03 Vacancies**

A quorum of the Board may fill a vacancy among the Directors. If the number of Directors is not sufficient to constitute a quorum of the Board, Directors then in office shall forthwith call a special meeting of Full Members to fill the vacancy and, if they fail to call a meeting or if there are no Directors then in office, the meeting may be called by any Full Member. If the Full Members have adopted an amendment to the By-Laws to increase the minimum number of Directors, and have not, at the meeting at which they adopted the amendment, elected an additional number of Directors authorized by the amendment, the Directors then in office shall have the power to appoint such Directors. A Director appointed or elected to fill a vacancy holds office for the expired term of his or her predecessor.

### **8.04 Additional Directors**

The Board shall have the power to appoint any other person or persons to be a Director or Directors as an addition or additions to the Board, but so that the total number of Directors shall not at any time exceed the maximum herein before prescribed and Directors so appointed shall hold office until the close of the next Annual General Meeting of Full Members or until his or her successor has been duly elected or appointed and then shall be eligible for re-election.

### **8.05 Duties**

Every Director and Officer of the Association in exercising his or her powers and discharging his or her duties shall:

- (a) Act honestly and in good faith with a view to the best interests of the Association; and
- (b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Certain additional duties shall be assigned to certain Directors as follows:

#### **8.05.1 Director at Large**

Each director at large is a liaison between the board and it's membership. They are to represent the Clubs, Officials, and Coaches/Athletes who participate in the sport. Each Director at Large is responsible for keeping regular communication with those they represent. Structured committee meetings are not necessary for these positions – communication via email, etc is sufficient.

- (a) Director at Large (Judging)  
The judging director at large is the liaison that connects officials of our sport to the GNL Board on judging and officiating issues. The judging liaison will ensure judging coordinators are aware of the GNL judging regulations in the Programs Manual and will report monthly to the GNL Board of Directors on judging activities, present requests for

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funding received from judging and will carry out other duties as the board may assign.

- (b) **Director at Large (Coaching)**  
The Coaching director at large is the Liaison that connects the coaches/athletes of our sport to the GNL Board on coaching related issues. The coaching liaison will ensure GNL registered coaches are aware of the GNL Members manual and Programs Manual and will report monthly to the GNL Board of Directors on coaching activities. The Coaching Director at Large will distribute coaching information (coaching education and coaching development opportunities) accordingly to GNL registered coaches and will carry out other duties as the board may assign.
- (c.) **Director at Large (Club)**  
The Club Director at large is the liaison that connects the clubs/presidents of our sport to the GNL Board on Club related issues. The club liaison will ensure clubs are aware of the GNL Members manual and Programs Manual and will report monthly to the GNL Board of Directors on club activities or queries. The Club Director will carry out other duties as the board may assign.

### **8.05.2 Director – Programs Director (Competitive)**

General Accountability:  
Oversee Competitive Programs.

Specific Accountabilities:

- (a) Assist to develop, revise and approve the Technical Regulations as per the AGM.
- (b) Develop a provincial plan for Competitive Programming.
- (c) Respond/resolve questions from Clubs/individuals regarding interpretation of Technical Rules.
- (d) Liaise with appropriate personnel at the National Office on matters related to competitive Programming.
- (e) Represent GNL at National Stream Assembly Meetings.
- (f) Distribute information to individuals/Clubs regarding Code of Points updates from Gymnastics Canada, and any other relevant information.
- (g) Enforce Technical Regulations.
- (h) Devise Program Budgets.
- (i) Establish Technical Committees as required.
- (j) Responsible for the selection process of athletes for Provincial Teams.
- (k) Involvement in development of Canada Winter Games Technical Rules, e.g. qualifications to becoming a team member/coach/manager.
- (l) Develop long term plans for CWG.
- (m) Complete Grant Applications for projects related to Competitive Programming.

### **8.05.3 Director – Programs Director (General)**

General Accountability:  
Responsible for notifying the member Clubs regarding new programs, policies and procedures being introduced and/or to be implemented at the pre-school, school, and adult/senior recreational level, demonstration and non-competitive gymnastics.

Specific Accountabilities:

- (a) Development of new programs at the pre-school and school recreation level, adult programs and Special Olympics (including but not limited to Artistic, Rhythmic and PT&T).
- (b) Develop a provincial plan for the General Gymnastics Program.
- (c) Assist in the organization of Provincial Gymnaestrada, which occurs every two years.
- (d) Complete Grant Applications for projects related to the General Gymnastics Program (including but not limited to Artistic, Rhythmic and PT&T).
- (e) Assist in the development of non-competitive clinics throughout the province.
- (f) Liaise with appropriate personnel at the National Office on matters related to General Gymnastics Programs.
- (g) Represent GNL at the National General Gymnastics Meetings as funding allows.

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- (h) Distribute information to individuals/Clubs regarding General Gymnastics updates from Gymnastics Canada, and any other relevant information.
  - (i) Establish Committees as required.

## **8.06 Qualification**

A Director shall at the time of his or her election or appointment and throughout his or her term of office be a Registered Member of the Association. A Director shall automatically cease to be a Director at the time he or she ceases to be a Registered Member of the Association, provided that a person who is appointed or elected as a Director shall have three (3) months from the time of such appointment or election to become a Registered Member.

## **8.07 Term of Office**

Directors may hold office, until the close of the next Annual General Meeting of Full Members after he or she shall have been elected or appointed, or until his or her successor has been duly elected or appointed. At the Annual General Meeting of Full Members, all the Directors of the Association, for the time being shall retire from office, but shall be eligible for re-election if otherwise qualified.

Term of office for directors is as follows:

Directors at Large – 1 year

Program Directors – 2 years

## **8.08 Election**

If a meeting of Full Members fails to elect the number of the minimum number of Directors required by the By-Laws by reason of the disqualification or death of any candidate, the Directors elected at that meeting may exercise all the powers of the Directors as if the number of Directors so elected constitutes a quorum until such time as the appropriate number of Directors have been elected or appointed in the manner contemplated by the provisions thereof.

## **8.09 Consent to Election**

A person who is elected or appointed a Director is not a Director unless he or she was present at the meeting when he or she was elected or appointed and did not refuse to act as a Director or, if he or she was not present at the meeting when he or she was elected or appointed, he or she consented to act as a Director in writing before his or her election or appointment or within ten (10) days after he or she has acted as a Director pursuant to the election or appointment.

## **8.10 Removal**

The Full Members of the Association may by special resolution at any meeting of the Full Members of the Association remove any Director from office before the expiration of his or her term of office and may, by a majority of votes cast at the meeting, elect any person in his or her stead for the remainder of his or her term. Any Director who fails without reason to attend three (3) consecutive meetings of the Board shall be eligible to be removed from the Board.

## **8.11 Resignation**

A Director of the Association ceases to hold office when he or she dies, resigns or is removed from office. A resignation of a Director becomes effective at the time a written resignation is received by the Association, or at the time specified in the resignation, whichever is later.

## **8.12 Validity of Acts**

An act of a Director or Officer is valid notwithstanding an irregularity in his or her election or appointment or a defect in his or her qualification.

## **8.13 Minutes and Custody of Records**

The Board shall cause minutes to be made in books provided for that purpose:

- (a) Of all appointments of Directors made by the Board;
- (b) Of all names of the Directors present at each meeting of the Board and of any committee of Directors;
- (c) Of all resolutions and proceedings of all meetings of members and executive committee;

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And any such minutes, as aforesaid, if purporting to be signed by the Chairperson or Secretary of the meeting at which such resolutions were passed or proceedings had (as the case may be) or by the Chairperson of the next succeeding Annual Meeting or meeting of the Board or committee of the Board ( as the case may be ) shall be sufficient evidence without any further proof of the facts therein stated. All such meetings, as well as the records of books of the Association shall be kept at the Registered Office of the Association or in custody of the Secretary or other Officer of the Association appointed by the Board.

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## **Article IX - Meeting of the Board of Directors**

### **9.01 Place of Meeting**

Meetings of Directors and of any committee of Directors may be held at any place within the Province of Newfoundland and Labrador or such other place as determined by the Board. The President may convene a meeting of Directors at any time and the Secretary shall upon direction of the President convene a meeting of Directors.

### **9.02 Notice**

Notice of the time and place for the holding of any meeting of Directors shall be sent to each Director not less than two (2) days (exclusive of the day on which the notice is sent but inclusive of the day for which notice is given) before the date of the meeting; provided that the meetings of Directors or of any committee of Directors are present (except where a Director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called ) or if all the absent Directors have waived notice. The notice of a meeting of Directors need not specify the purpose or the business to be transacted at the meeting. For the first meeting of Directors to be held following the election of Directors at an Annual General Meeting of the Full Members or for a meeting of Directors at which a Director is appointed to fill a vacancy in the Board, no notice of such meeting need be given to the newly elected or appointed Director or Directors in order for the meeting to be duly constituted, provided a quorum of the Directors is present.

### **9.03 Waiver of Notice**

Notice of any meeting of Directors or of any committee of Directors or the time for the giving of any such notice or any irregularity in any meeting or in the notice thereof may be waived by any Director in writing or by telegram, cable, telex, or facsimile addressed to the Association or in any other manner, and any such waiver may be validly given either before or after the meeting to which such waiver relates. Attendance of a Director at any meeting of Directors or of any committee of Directors is a waiver of notice of the meeting, except when a Director attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called.

### **9.04 Omission of Notice**

The accidental omission to give notice of any meeting of Directors or of any committee of Directors or non-receipt of any notice by any person shall not invalidate any resolution passed or any proceeding taken at such meeting.

### **9.05 Adjournment**

Any meeting of Directors or of any committee of Directors may be adjourned from time to time by the Chairperson of the meeting or by majority consent of the meeting, to fixed time and place. Notice of an adjourned meeting, of Directors or committee of Directors, is not required to be given, if the time and place of the adjourned meeting is announced at the original meeting. Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at the original meeting in accordance with the notice calling the same.

### **9.06 Quorum and Voting**

Five (5) Directors constitutes a quorum at any meeting of Directors and, notwithstanding any vacancy among the Directors, a quorum of Directors may exercise all the powers of the Directors. The Directors shall not transact business at a meeting of Directors unless a quorum is present. Questions arising at any meeting of Directors shall be decided by a majority of votes. The chairperson of the meeting will vote only when that vote is needed to pass a motion by breaking a tie or to defeat a motion by creating a tie. The chairperson has only one vote.

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## **9.07 Resolution in Lieu of Meeting**

A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of Directors or committee of Directors or signed in counterpart by all such Directors, is as valid as if it had been passed at a meeting of Directors or committee of Directors and shall be held to relate back and be effective as of the date stated therein.

## **9.08 Number of Meetings**

The Board shall meet on a monthly basis and due to the increased activity during competition season there may be bi-weekly meetings from January to April. All Directors shall attempt to attend all GNL meetings and other relevant meetings as required.

# **Article X - Standing and Other Committees**

## **10.01 General**

The Board may from time to time appoint standing and other committees and may delegate to such standing and other committees any of the powers of the Directors except that no such committee shall have the authority to:

- (a) Submit to the members of the Association any question or matter requiring the approval of the Association;
- (b) Fill a vacancy among the Directors or in the office of Auditor or otherwise appoint a Director as an addition to the Board; and
- (c) Approve any financial statements to be placed before the members of the Association.

The rules and regulations of standing and other committees and amendments thereto shall be approved by the Board and by the members at the Annual General Meeting.

A Board Member will chair all standing and special committees of the Board. Where this is not possible the Board reserves the right to appoint a chair.

Minutes of all committee meetings will be forwarded to all Board members a minimum of three days prior to the Board meeting for review.

The Board must ratify the minutes of all committees. Decisions are not final until this ratification occurs.

If the chairperson has not arrived at the meeting, or signed onto the conference call within 15 minutes of the scheduled start time, then the meeting will be cancelled.

## **10.02 The Committees**

### **10.02.1 Executive Committees**

#### **a) Executive Committee**

The President of the Board chairs the Executive Committee. The Executive Committee is made up of the President, Vice President, Secretary, and Treasurer. The objectives of the Executive Committee are to make decisions deemed appropriate for the executive level and to develop and implement the Executive Director Contract.

#### **b) Finance Committee**

The Treasurer of the Board chairs the Finance committee. The Finance Committee is made up of the Treasurer and the GNL Executive Director. The objectives of the Finance committee are to keep GNL fiscally responsible and accountable, to ensure fiscal documents are clearly defined and maintained through the preparation of accurate and timely budgets and financial statements and to increase revenues to fulfill the GNL Mission Statement.

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## 10.02.2 Competitive Program Committees

### a) **CWG Committee**

The GNL President is the chair of the CWG committee. The committee is made up of the GNL President, Programs Director, judging coordinators (all disciplines) and CWG named staff (once appointed). The objectives of the CWG committee are to come up with an ongoing plan for the CWG development process and to oversee the process of CWG team selection.

### b) **Men's Technical Committee**

The Programs Director (Competitive) is the chair of the Men's Technical Committee. The committee is made up of the Programs Director, judging coordinator and one representative from each GNL club. The objectives of the Men's technical Committee are to discuss issues and make decision pertaining to technical matters. The proposed decisions are brought to the board for discussion and ratification.

### c) **Women's Technical Committee**

The Programs Director (competitive) is the chair of the Women's Technical Committee. The committee is made up of the Programs Director, judging coordinator and one representative from each GNL club. The objectives of the Women's technical Committee are to discuss issues and make decision pertaining to technical matters. The proposed decisions are brought to the board for discussion and ratification.

### d) **Women's Judging Sub Committee**

Chaired by the Women's judging coordinator. The committee is made up of the judging coordinator and senior judging representatives. The objective of the Women's judging sub committee is to promote and develop women's judging in the province.

### e) **Men's Judging Sub Committee**

Chaired by the Men's judging coordinator. The committee is made up of the judging coordinator and senior judging representatives. The objective of the Men's judging sub committee is to promote and develop men's judging in the province.

Note: Additional Competitive Program Committees will be developed as other programs gain strength competitively and merit having a technical committee of its own.

## 10.02.3 Recreational Program Committee

The Programs Director (general) is the chair of the Recreational Committee. The recreational Committee is made up of the Programs Director and one representative from each Club. The objective of the recreational committee is to promote recreational programming and plan recreational based activities and displays such as National Gymnastics Week and Gymnaestrada. Structured committee meetings are not necessary – communication via email, etc is sufficient.

## 10.02.4 Additional Committees

### a) **Strategic Planning Committee**

The Board holds the right to name a chair to the Strategic Planning Committee. The objective of the strategic planning committee is to help set out a plan and to set goals to be met by the Board.

### b) **Discipline Committee**

The Board holds the right to name a chair to the Discipline Committee. The objective of the discipline committee is to deal with issues arising based on conduct, ethics, respect in sport and risk management.

### c) **Competitions Committee**

The Board holds the right to name a chair to the competitions committee. The objective of the competitions committee is to help in the planning of Provincial, Atlantic and Eastern competitions and to revise the GNL competitions manual as needed.

### d) **Awards Committee**

The Board holds the right to name a chair to the Awards Committee. The objective of the Awards committee is to help in the planning of GNLs yearly awards and honor roll and to revise the

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nomination forms and process as needed.

## **Article XI - Remuneration of Directors**

- 11.01** No person shall be entitled to any remuneration by reason solely of being a Director of the Association. The Directors of the Association shall also be entitled to be paid their reasonable out-of-pocket expenses properly incurred by them in connection with the affairs of the Association.

## **Article XII - Submission of Contracts or Transactions to Members for Approval**

- 12.01** The Board in its discretion may submit any contract, act or transaction for approval, ratification or confirmation at any Annual General Meeting of the Full Members or at any Special Meeting of Full Members called for the purpose of considering the same and any contract, act or transaction that shall be approved, ratified or confirmed by resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act or by any other By-Law ) shall be as valid and as binding upon the Association and upon all the members as though it had been approved, ratified and/or confirmed by every member of the Association.

## **Article XIII - Conflict of Interest**

- 13.01** Director, Officer or employee of the Association who is a party to a material contract or proposed material contract with the Association or is a Director or an Officer of or has a material interest in any person who is a party to a material contract or proposed material contract with the Association shall disclose fully the nature and extent of his or her interest. No such Director of the Association shall vote on any resolution to approve such contract. If a material contract is made between the Association and another person of which a Director, Officer or employee of the Association is a Director or Officer or in which he or she has a material interest,
- (a) The contract is neither void nor voidable by reason only that a Director with an interest in the contract is present at or is counted to determine the presence of a quorum at a meeting of Directors or committee of Directors that authorized the contract, and
  - (b) A Director or Officer or former Director or Officer of the Association to whom a profit accrues as a result of the making of the contract is not liable to account to the Association for that profit by reason only of holding office as a Director or Officer, or being an employee if the Director, Officer or employee disclosed his or her interest in accordance herewith and the contract was approved by the Board or the Full Members and it was reasonable and fair to the Association at the time it was approved.

## **Article XIV - For the Protection of Directors and Officers**

- 14.01** No Director or Officer for the time being of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Association or for any other loss, damage or

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misfortune whatever which may happen in the execution of the duties of his or her respective office of trust or in relation thereto, unless the same shall happen by or through his or her failure or neglect to exercise the powers and to discharge the duties of his or her office honestly, in good faith with a view to the best interests of the Association, and in connection therewith to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances, provided that nothing herein contained shall relieve a Director or Officer from the duty to act in accordance with the Act or relieve him or her from liability under the Act. The Directors for the time being of the Association shall not be under any duty or responsibility in respect of any contract, act, or transaction whether or not made, done or entered into in the name or on behalf of the Association, except such as shall have been submitted to and authorized or approved by the Board. If any Director or Officer of the Association shall be employed by or shall perform services for the Association otherwise than as a Director or Officer or shall be a member of a firm or a shareholder, Director or Officer of a body corporate which is employed by or performs services for the Association the fact of his or her being a shareholder, Director or Officer of the Society or body corporate or member of the firm shall not dis-entitle such Director or Officer or such firm or body corporate, as the case may be, from receiving proper remuneration for such services.

## **Article XV - Indemnities to Directors and Others**

**15.01** Except in respect of an action by or on behalf of the Association or body corporate to procure a judgment in it's favour, the Association shall indemnify a Director or Officer of the Association, a former Director or Officer of the Association or a person who acts or acted at the Association's request as a Director or Officer of a body corporate of which the Association is or was a shareholder or creditor, and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or Officer of the Association or body corporate, if:

- (a) He or she acted honestly and in good faith with a view to the best interests of the Association;
- (b) And in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

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## **Article XVI - Officers of the Association**

**16.01** The Officers of the Association shall be and their duties should include but not limited to:

### **16.01.1 President**

General Accountability:

This position is one of high profile wherein the individual is the primary contact person for any development, advancement, and/or concerns in the sport of gymnastics throughout NL.

Specific Accountabilities:

- (a) Oversee/delegate the operating of all committees, sub-committees and activities of G.N.L.
- (b) Act as a consultant to other agencies.
- (c) Present to community groups, professional groups and organizations as required.
- (d) Attend seminars and conferences as required.
- (e) Represent GNL at the National Gymnastics Meetings.
- (f) Call and preside over all Annual and Special General as well as Board meetings of GNL.

### **16.01.2 Vice-President**

General Accountability:

This position is of high profile wherein the individual is responsible for the President's position when the President is unavailable. The Vice President shall be an assistant to the President. The Vice President will oversee the development, administration and implementation of Policies and Procedures and Risk Management. The Vice President is also responsible for human resources functions for the Executive Director Position (ie: leave requests, time sheets, etc)

Specific Accountabilities:

- (a) Act as a consultant to other agencies.
- (b) Present to community groups, professional groups and organizations as required.
- (c) Attend seminars and conferences as required.
- (d) Shall be responsible for the Constitution and its By-Laws

#### **Policies & Procedures and Risk Management**

To promote well being throughout the GNL Membership by ensuring a level of standards with current and accurate documentation regarding codes of conduct, Club standards for liability and insurance, coaching certification and the safety of athletes (including policies addressing harassment and relevant health issues such as nutrition and eating disorders, sport injury and conditioning). To review and revise existing policy and where necessary develop policy through the following:

- (a) An assessment of issues relevant to the policy manual.
- (b) Maintain appropriate documentation and identify problems and gaps within the existing policy.
- (c) Plan the development of new resources to resolve problems and meet identified needs.
- (d) Work in conjunction with all GNL Board of Directors / members to revise and develop policies and procedures for GNL.
- (e) Provide monthly activity reports.
- (f) Keep abreast of current issues in the sport of gymnastics throughout Canada in order that relevant information can be incorporated into GNL's policy manual.

### **16.01.3 Secretary**

General Accountability:

Shall take and type the minutes of monthly board meetings, executive meetings, and the Annual General and Special General Meetings of the Board, and shall be responsible for distribution of these minutes to the Board and the Member Clubs within 10 days.

Specific Accountabilities:

- (a) Ensure the accuracy of the information minuted and circulated for approval by the Board.

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- (b) Notification to the Director's of upcoming meetings.
  - (c) Compile and distribute the agenda of upcoming meetings.
  - (d) Maintain appropriate records and documentation to be filed with the Executive Director.

#### **16.01.4 Treasurer**

General Accountability:

This position is responsible to prepare realistic program plans and budgets by providing necessary cost data and proposals.

Specific Accountabilities:

- (a) Establish budget plans on a yearly basis.
- (b) Shall disburse the funds of the Association as directed by the Board.
- (c) Keep records of all monetary transactions.
- (d) Present up to date financial statements at each Board meeting
- (e) Be a signing officer on all cheques of GNL.

#### **16.01.5 Immediate Past President**

Shall act in an advisory capacity to the Board of Directors and Gymnastics Newfoundland and Labrador.

### **16.02 Qualification**

An Officer shall at the time of his or her election or appointment and throughout his or her term of office be a Registered Member of the Association. An Officer shall automatically cease to be an Officer at the time he or she ceases to be a Registered Member of the Association, provided that a person who is appointed or elected as an Officer shall have three (3) months from the time of such appointment or election to become a Registered Member.

### **16.03 Term of Office**

The term of office for Executive Officers is two years.

At any Annual General Meeting at which any election of Officers is to take place, if such election does not take place, the retiring Officers shall continue in office until Officers have been elected at a subsequent Annual General Meeting or their successors have been duly elected or appointed.

### **16.04 Consent to Election**

A person who is elected or appointed an Officer is not an Officer unless he or she was present at the meeting when he or she was elected or appointed and did not refuse to act as an Officer or, if he or she was not present at the meeting when he or she was appointed, he or she consented to act as an Officer in writing before his or her election or appointment or within ten (10) days after he or she has acted as an Officer pursuant to the election or appointment.

### **16.05 Removal**

- (a) The Full Members of the Association may by special resolution at any meeting of the Full Members of the Association remove any Officer from office on the vote of two thirds (2/3) of the Full Members present forming a quorum before the expiration of his or her term of office and may, by a majority of votes cast at a meeting, elect any person in his or her stead for the remainder of his or her term. Any Officer who fails without reason to attend three (3) consecutive meetings of the Board shall be eligible to be removed from the Board.
- (b) An Officer of the Association ceases to hold office when he or she dies, resigns, or is removed from office. A resignation of an Officer becomes effective at the time a written resignation is received by the Association, or at the time specified in the resignation whichever is later.

### **16.06 Vacancies**

If the office of the President, Vice-President, Secretary, Treasurer, shall be or become vacant by reason of death, resignation or in any other manner whatsoever, the Board shall, in the case of the President and Secretary, and may, in the case of any other Officers, appoint a Director to fill such vacancy.

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## **Article XVII - Rules of Order**

**17.01** The rules of order contained in the current edition of Roberts Rules of Order (Revised Edition) shall govern all the meetings of the Association excepting those rules or order and procedure as are adopted by the Board and approved by the Full Members at the Annual General Meeting of the Association.

## **Article XVIII - Borrowing Powers**

### **18.01 General**

The Board may from time to time:

- (a) Borrow or raise money on the credit of the Association; and
- (b) Issue, sell or pledge securities of the Association; and
- (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Society, including, without restriction, book debts, rights, powers, franchises or undertakings, to secure any securities or any money borrowed, or any other obligation or liability of the Society, provided that debentures shall not be issued without the sanction of a special resolution of the Association.

## **Article XIX - Auditors**

**19.01** The financial statements of the Association shall be audited – if requested and approved by the membership – by a recognized firm of accountants who shall be appointed from time to time by the Annual General Meeting at such remuneration as may be fixed by the Board.

## **Article XX - Cheques, Drafts, Notes Etc.**

**20.01** All cheques, drafts or orders for the payment of money and all notes, acceptances and bills of the exchange shall be signed by one Executive Officer with signing authority and the Executive Director.

## **Article XXI - Execution of Documents, Etc.**

**21.01** Contracts, documents or instruments in writing requiring the signature of the Association may be signed by the Treasurer and one (1) Director or Officer of the Association, with or without the affixing of the seal, and all contracts, documents or instruments in writing so signed shall be binding upon the Association without further authorization or formality. The Board is authorized from time to time by resolution to appoint any Officer or Officers or any other person or persons in behalf of the Association either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing with or without affixing the seal of the Association.

The corporate seal of the Association may be affixed to contracts, documents or instruments in writing signed by those authorized aforesaid or by an Officer or Officers, person or persons appointed as aforesaid by resolution of the Association.

The term 'contracts, documents or instruments in writing' as used in this By-Law shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of securities and all paper writings.

In particular, without limiting the generality of the foregoing those specifically authorized aforesaid are authorized to sell, assign. Transfer, exchange, convert or convey all securities owned by or registered in

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the name of the Association and to sign and execute (under the seal of the Association or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such securities.

The signature or signatures of any Officer or Officers, person or persons appointed as aforesaid by resolution of the Directors may, if specifically authorized by resolution of the Directors, be printed, engraved, lithographed or otherwise mechanically reproduced upon all contracts, documents or instruments in writing or bonds, debentures or other securities of the Association executed or issued by or on behalf of the Association and all contracts, documents or instruments in writing or securities of the Society on which the signature or signatures of any of the foregoing Officers, Directors or persons shall be so reproduced and shall be as valid to all intents and purposes as if they had been signed manually and notwithstanding that the Officers, Directors or persons whose signature or signatures is or are so reproduced may have ceased to hold office at the date of the delivery or issue of such contracts, documents or instruments in writing or securities of the Association.

## **Article XXII - Restrictions on Income and Asset Distribution**

- 22.01** (a) The income and property of the Association, whence-so-ever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of association; and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profit, to the members of the Association. Provided that nothing herein shall prevent the payment, in good faith, of remuneration to any Officer or servant of the Association, or to any member of the Association, in return for any services actually rendered to the Association, nor to prevent the payment of reasonable or proper rent for premises demised or let by any member to the Association, but so that no member of the Board or committees of the Association shall be remunerated for his or her services as a Director or committee member except repayment of out-of-pocket expenses. Provided further that the Association shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed upon this Association by virtue of this paragraph, provided further that the Association shall permit the privileges of membership of its Association to be open only to members of the Association.
- (b) Article XXII of these By-Laws contains conditions on which the Minister of Justice grants a certificate to the Association in pursuance of the provisions of the Corporation's Act, Chapter 12, of the Statutes of Newfoundland, 1986.
- (c) The liability of the members is limited.
- (d) If any member receives any dividend, bonus or other profit in contravention with these By-Laws, his or her liability shall be unlimited.
- (e) Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up during the time that he or she is a member, or within one (1) year afterwards, for payment of the debts and liabilities of the Association contracted before the time that he or she ceases to be a member, and of the costs, charges, and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding \$5.00, or in the case of his or her liability having become unlimited such other amount as may be required in pursuance of paragraph six (6) of this memorandum.
- (f) If upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, that same shall not be paid to or distributed among the members of the Association, but upon special resolution shall be given or transferred to some other institution or institutions, having objects similar to the objects of the Association or charitable in nature, and which shall prohibit the distribution of its and their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of ARTICLE XXII hereof, such institution or institutions to be determined by the

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members of the Association at or before the time of dissolution, or in default thereof by such judge of the Trial Division of the Supreme Court of Newfoundland as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provisions then to some charitable object.

- (g) True accounts shall be kept of the sums of money received and expended by the Association, and the matter in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the Association; and subject, to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the By-Laws of the Association for the time being, shall be open to inspection of the members. Once at least every year the accounts of the Association shall be examined, and the correctness of the balance sheet ascertained, by one (1) or more qualified auditors.

## **Article XXIII - Alteration of By-Laws**

**23.01** No amendment of or addition to the By-Laws shall be made except by a special resolution of the Full Members of the Association, and no amendment or addition shall be effective if it would cause the revocation of the Association's status as a registered charity.

## **Article XXIV - Notices**

### **24.01 (a) General**

Any notice or document required by the Act or the By-Laws (except where another method of service is required by these By-Laws) to be sent to any member or Director of the Association may be delivered personally to or sent by mail addressed to:

- (i) The member at his or her latest address as shown on the records of the Association; and
- (ii) The Director at his latest address as shown on the records of the Association.

With respect to every notice or document sent by mail it shall be sufficient to prove that the envelope or wrapper containing the notice or document was properly addressed and put into a post office or into a post office box.

### **(b) Incorrect Address**

If the Association sends a notice or document to a member and the notice or document is returned on two (2) consecutive occasions because the member cannot be found, the Association is not required to send any further notices or documents to the member until he or she informs the Association in writing of his or her new address.

### **(c) Signature of Notices**

The signature of any Director or Officer of the Association to any notice may be written, stamped, typewritten, or printed or partly written, stamped, typewritten or printed.

### **(d) Computation of Time**

Where a given number of days' notice or notice extending over any period is required to be given under any provisions of the By-Laws of the Association ( except where another time period is set by these By-Laws ), the day the notice is sent shall, unless it is otherwise provided, be counted in such number of days or other period and such notice shall be deemed to have been sent on the day of personal delivery or mailing.

### **(e) Proof of Service**

A certificate of any Officer of the Association in office at the time of the making of the certificate or of an agent of the Association as to facts in relation to the sending of any notice or document to

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any Director, Officer, or auditor or publication of any notice or document shall be conclusive evidence thereof and shall be binding on every member, Director, Officer or auditor of the Association, as the case may be.

**DATED** at St. John's, this \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1990

# **Part 3**

## Risk Management

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## **Section I - Introduction**

For many, the thought of risk management conjures negative connotations. There is a concern there will be a reflection of only negative aspects of the sport or organization. Likewise, there is a tremendous fear that giving attention to potential concerns or issues is somehow simply “asking for trouble.” However, not giving credence or consideration to prevention and safety plans is the greatest risk of all. Like everything in gymnastics, there is a challenge for constant monitoring of risk management factors. It is essential that the Gymnastics Newfoundland & Labrador Board of Directors (Board) oversee and implement guidelines, provide information and as the need arises, intervene into matters of risk. Hence, the Board has generated and adopted the idea of a Risk Management Manual.

One of the main attributes the sport of gymnastics attempts to build in its athletes is self-confidence. Knowing what to do in situations that make them feel uncomfortable or that they do not like, helps build athletes' self-confidence.

Risk Management is an effort to promote a fun and safe atmosphere and environment for all involved. There is an effort to create a “healthy” gymnastics environment where appropriate and positive behaviors are encouraged. Should inappropriate or destructive behaviors occur, the RISK MANAGEMENT MANUAL is a working strategy to minimize the impact of same.

### **Are Any of the Following Issues of Concern to You?**

- *Personal Harassment & Discrimination*
- *Sexual Harassment & Sexual Assault*
- *Codes of Ethics & Conduct*
- *Substance Abuse Tolerance for Training*
- *Sport Safety*
- *Eating Disorders*
- *Emergency Systems*
- *Retirement from Sport*
- *Record Keeping*

<b>AWARENESS - EDUCATION - REFERRAL</b>
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It is the hope that the information contained herein provides information which may explain, educate or assist you in dealing with the above issues, which are sometimes very difficult or, at the very least, bring about a reduction in the amount of risk experienced by the entire membership of G.N.L.

In this effort, the following activities may be extremely beneficial:

- Pre-season meeting forum – annual information sessions on risk management topics as a major prevention measure.
- Information regarding risk management issues; included in registration packages, newsletters, calendar of events and handbooks specifically targeted at the six major populations of Gymnastics Newfoundland and Labrador (athletes, coaches, parents, judges, course conductors and other volunteers) could address the various risk management issues.
- The board shall attempt to create awareness and provide education of risk management issues and, where necessary, provide referral sources to help in the resolution of same.
- Gymnastics Newfoundland & Labrador Inc. recommends that it would be prudent for all clubs to obtain a Certificate of Conduct for coaches and volunteers.

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## **Section II - Conflict Resolution**

The Board shall adhere to a pro-active stance, responsible for education and referral for the resolution of major conflicts. The Board shall maintain neutrality and a high profile throughout the duration of an investigation of a serious conflict.

The Board shall attempt to:

- Provide information to both the complainant and respondent on alternative actions (both formal and informal) for the resolution of their conflict.
- Educate the complainant and the respondent about potential options and strategies to alleviate difficulties, precautionary measures to avoid future incidents and resources available to them.
- Provide a list of referral services and ensuring that this list is accurate and current.
- Periodically contact the complainant and respondent to evaluate how each is coping, where referrals were made, determine if the help the individual is receiving is appropriate, and arrange additional services if needed.

### **A. Options for Conflict Resolution**

The complainant may choose to:

#### **1. Confront and Warn the Respondent**

If the person has not already done so, he/she may choose to confront the respondent face to face to discuss the concern and/or incident. For example, in a situation of harassment and/or discrimination make it clear that the alleged behaviour is unwelcome and unwanted. The complainant should then write up a brief report of the meeting documenting the time, date, place and nature of the conversation. The complainant should then keep this statement in the event it becomes necessary to seek legal counsel.

#### **2. Write to the Respondent**

Many people have successfully stopped conflicts such as harassment by writing a specific type of letter to the harasser. This letter should be polite, low key and detailed. It consists of three parts. The first part is a factual account of what has happened, without any evaluation, as seen by the writer. It should be as detailed as possible, include dates, times, places and the offending incidents. Part two describes how the writer feels and is affected by the events described. Part three consists of what the writer wants to happen next and/or what the writer wants the respondent to do next. This section may be very short since most writers usually want the behaviour to cease and/or an apology. The letter should be delivered in person or by registered mail indicating that the writer has kept a copy should further action be required.

#### **3. Confidentiality**

If the person does not wish to make a formal complaint, this is respected. All matters relating to enquiries and complaints shall be treated in the strictest confidence.

#### **4. Third Party Reporting**

Although everyone has the right to call upon G.N.L. for enquirers, the Board cannot act on someone's behalf. G.N.L. can only become involved at the request of the persons directly involved.

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## **Section III - Personal Harassment & Discrimination**

### **A. Harassment - free Sport (In Everyone's Best Interest)**

Gymnastics, at every level of participation can be a wonderful experience for the children and young adults who participate, their parents, coaches and judges. Through sport involvement, children have the opportunity to learn about themselves, enhance their self esteem and confidence, and develop life skills such as time and stress management, perseverance and teamwork. It is quite common to hear adults refer to their early sport involvement as pivotal experiences in their development. The parents, coaches and judges in gymnastics also have opportunities to enhance their own skills and to benefit from knowing

they are contributing to the development of the next generation. While sport involvement has the potential to yield many and varied benefits, it also has the potential to tarnish the experience and development of participants. This latter possibility is when harassment has been experienced.

### **B. What is Harassment?**

Harassment is about power - more specifically, the abuse of power. As such, harassment can occur whenever there is an imbalance of power between two people, whether these individuals are coaches and athletes, parents and coaches, and so on. Harassment is a health and safety issue with substantial legal implications. While there are differing degrees of harassment, all provide serious setbacks to a participant's enjoyment of gymnastics. Here are some examples of harassment:

#### **1. Physical**

Where conditioning exercises are used as punishment, or negative comments are made about a person's body or appearance.

#### **2. Sexual**

Where a person is exposed to, invited to participate in sexual contact, activity or behaviour.

#### **3. Emotional**

Where a person is criticized about herself or himself, discriminated against, or put under unrealistic pressure to perform.

#### **4. Neglect**

When an athlete's injury is not attended to, or when there is an inappropriate level of care and supervision.

### **C. The Consequences of Harassment**

The consequences of harassment are serious, ranging from undermining of self-esteem; health problems (both physical and mental) increased dropout rates, anti-social behaviour, and violence. If not addressed, unacceptable behaviours become acceptable.

### **D. Providing an Harassment-Free Environment**

Adults in sport have various sources of power including their age, position, information, access to resources, ability to give or deny rewards and expertise. Power is an integral part of leadership; it is the ability to get things done, the capacity to act and choose a course of action.

The challenge for adults in sport is to become aware of the power they possess and learn how to use it wisely. If used inappropriately, the likelihood of harassment occurring increases. Power should be used to facilitate the development of young people into independent, self-reliant individuals who are capable of making appropriate decisions inside and outside of sport.

A helpful strategy to ensure positive sport experience for all involved is to discuss boundaries and expectations at the beginning of the season. What expectations does the coach have of the athlete and his or her parents? What are the expectations around disciplinary and motivational strategies? What are the policies around travel, social events, diet and weight control and the training environment? Why is each person participating in gymnastics and what do they hope to gain from their experience?

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Every member of G.N.L. has a responsibility to ensure that the G.N.L. sport environment is free from harassment. This means not engaging in, condoning or ignoring harassing behaviour. Being aware of the power you hold, using it wisely, and communicating boundaries and expectations with those you work with, can go a long way to enhancing sport experience for all.

(Adapted from article by Gretchen Kerr, Ph.D.)

## **1. What you can do to help avoid being accused of personal or sexual harassment**

By showing respect for other people and by being willing to modify words and actions when they offend others. All of us can contribute to the improvement of the teaching and working environment of G.N.L.

- Becoming aware of how your own attitudes, behaviour or lack of action condones harassment.
- Object to harassment, assume that people want to treat each other well and will respond to your constructive observations.
- Be an ally to anyone who is being harassed. Refuse to laugh at harassment that is disguised as humour.
- Offer supportive comments if someone complains about behaviour you also find objectionable
- Reaffirm simple courtesy as the first line of defense against harassment. Common sense and respect, rather than policies are the real key to resolving the problem of and discrimination

Harassment has direct and indirect victims. This serious violation attacks people's self respect and their dignity and is counterproductive to everyone in G.N.L. Everyone works and trains better in an atmosphere of mutual understanding and respect and everyone has that right.

In matters of harassment and discrimination, G.N.L.'s policies and procedures do not restrict the right of the individual to bring the matter to the Human Rights Commission or to take legal action.

## **Section IV - Sexual Harassment**

While there is no universally accepted definition of sexual harassment, it is generally interpreted to mean any objectionable or offensive emphasis on the sex of an individual. Sexual harassment is the unwanted sexual attention linked to a threat, reward or behaviour that is coerced, unethical and intrusive intimacy. It is deliberate or repeated behaviour of a sexual nature that is unwelcome and unreturned. In a broad sense, sexual harassment is any behaviour that tends to make people uncomfortable in a sexual context.

Sexual harassment is illegal discrimination covered by the Canadian Human Rights Act and the Canada Labour Code. G.N.L. deems sexual harassment to be totally unacceptable.

A wide range of behaviour constitutes sexual harassment. It can be broken down into non-verbal or non-contact, verbal, and physical contact forms. Sexual harassment may include but is not limited to the following:

### **A. Non-verbal or non-contact**

- Suggestive or insulting sounds, obscene gestures or signals
- Ogling, leering and other gestures
- Displaying of pornographic, offensive or derogatory depictions, materials, pictures or graffiti

### **B. Verbal**

- Sexual innuendo
- Suggestive or unwelcome sexual comments
- Humour, jokes, practical jokes and catcalls which reasonably ought to be known to cause awkwardness and embarrassment

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- Sexual propositions or invitations for intimacy whether indirect, through intimidation and manipulation, or explicit
  - Sexually oriented taunts, gossip, or insults about one's body, attire, age, sexual orientation, or marital status
  - Demands for sexual favours

### **C. Sexual Contact**

- Unnecessary or "accidental" touching, grasping, poking, stroking, pinching, patting and pushing
- Blocking one's path or cornering
- Forced embraces under the guise of "hugging" which reasonably ought to be known to cause awkwardness and embarrassment.

### **D. Sexual Assault**

Physical attack, or coerced sexual intercourse, often referred to as acquaintance/date rape, is the most extreme form of sexual harassment. The importance of seeking immediate medical attention cannot be overemphasized. Victims are encouraged to notify the appropriate legal authorities immediately.

The sexual harassment policy applies to anyone in the community (ie. athletes, coaches, judges) who feel they are being harassed by any member of G.N.L. membership. Persons who think they are being harassed should please see the section on conflict resolution in dealing with a harassment complaint on an informal basis. The policy allows for settling complaints through various informal procedures. While most complaints may be resolved through informal procedures, there will be occasions where it may be necessary for an individual to seek legal consultation.

### **E. What you can do if you are Sexually Harassed or Sexually Assaulted**

#### **1. Know your rights**

Canadian law prohibits sexual harassment. Sexual harassment is illegal discrimination covered by the Canadian Human Rights Act and the Canada Labour Code. Federal, provincial, and territorial Human Rights Commissions are responsible for investigating and resolving harassment complaints. Employers have been held accountable for sexual harassment in the workplace. As a result, many large companies, unions, universities, professional bodies, and other institutions have adopted their own policies against sexual harassment.

#### **2. Speak up at the time!**

Be sure to say "NO!" clearly, firmly, directly and without smiling. This is not a time to be polite or vague. State the behaviour is offensive and unacceptable to you and that you want it to stop immediately. State for example: "I don't like what you are doing, please stop! You are making me feel very uncomfortable." There is a chance that the respondent did not realize that his or her behaviour was offensive to you.

#### **3. Keep records**

Keep a journal of any notes or letters received, messages on an answering machine, and so on. Carefully document the times, dates, places, witnesses and the nature of the harassment - what the person said and did and how you responded.

#### **4. Tell someone**

Remaining silent about sexual harassment allows it to continue. Sharing your concerns helps to avoid isolation and the tendency to blame yourself which may lead to depression. Whether or not you have attempted to handle it yourself, you may wish to discuss the problem and your feelings about it to someone such as a fellow athlete or coach. Any one of a number of contacts can offer information and support. Find out if others have been harassed by the same person and if they will support you should you decide to take action. When sex is equated with abuse, fear and silence is part of the equation. Additionally, not telling anyone encourages feelings of learned helplessness.

Speaking up can protect other persons from also becoming victims.

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**5. Take assertiveness training**

**6. Take a self-defence course**

**7. Do not blame yourself or feel guilty**

Sexual harassment is not something that people bring on themselves by something they say, do or wear. Sexual harassment cannot be excused in this way. It is the action the other person decides to take. It is not the victim's fault. Blaming yourself only turns anger inward and can lead to depression. You need to turn the anger into something more productive.

**8. Do not delay**

Don't pretend it is not happening. It won't go away. If you ignore, dismiss or delay action when someone harasses you, it is likely to intensify. In fact, it is estimated that sexual harassment escalates in a great proportion of sexual harassment cases when it is left alone and goes unreported. If you intend to file a formal complaint against someone for example, the Human Rights Commission has a six month time limit.

**9. Do not minimize**

A frequent reaction to sexual harassment is that of minimizing. Minimizing in order to cope denies the reality of the violence that has been experienced. It is the result of the predominant cultural meanings that define sexual harassment as not serious. In this complex process, victims tend to discount their perception of the incident as yet another lesson of what could have happened. However, minimizing seldom prevents victims from the affects of what is described as 'not serious'.

Remember that there is no one right way to handle sexual harassment. The individual should seek advice, find out about the options, and then make an informed decision about how to proceed. Only the individual can know what is best for the situation in question.

## **Section V - Guidelines for Responding to a Disclosure**

These are guidelines for staff and coaches responding to an athlete's disclosure. In adherence to the Child Welfare Act, it is imperative that if an athlete, 16 years of age and younger, discloses child abuse (either mentally, physically, and/or sexually) and/or it is suspected, that the Department of Social Services be contacted immediately.

### **A. Allow the person to describe his or her experience**

Remember, it takes a lot of courage and trust for a person to share his or her experience with you. Often a person will reach out to someone with whom they feel safe before consulting with someone more official, such as a counselor or therapist. It is extremely important that we realize our limitations and always encourage referral.

**1. Listen**

Listen non-judgmentally, with empathy. Do not interrupt. Let the person know you want to listen. It does not matter what you say as much as it does how you listen. Try to avoid unnecessary interruptions during his or her immediate disclosure. If possible, put on your answering machine, forward calls, place a do not disturb sign on your door etc. Interruptions may allow the person to regain composure superficially and discontinue the disclosure. It may be along time, if again, before that person attempts to disclose.

**2. Show Interest**

Show interest in what the person is saying by sitting close, face-on, and looking at them. Nod your head occasionally to let him or her know you are still listening. You may feel nervous about delays or silences. That's okay just let them happen. If the person needs help to continue talking, try repeating some of what they have been saying. Paraphrasing encourages the person to make a clearer picture for him or herself

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### 3. **Normalize but do not minimize the experience**

Let the person know that he or she is not the only one who has experienced this, that they have done nothing to solicit the situation (e.g. dating violence, sexual harassment, sexual assault). If you have had a similar experience, it is not always appropriate to self-disclose, it will take the focus away from the person's experience.

**i) Do not imply criticism or doubt about the experience.**

The person expects that no one will believe them, so they need you to be positive in your response.

If you have any doubts, keep them to yourself. You may be the first person to whom someone has disclosed their experience. Your immediate reaction may determine how he or she follows through. For example, a positive experience may enable someone to seek counseling, while a negative reaction may cause further self-blame, shame, guilt, depression, and decreased self-confidence. It is therefore crucial that regardless how irrational or illogical the situation described may appear, you do not express this to the person. It is important to note that few persons fabricate incidents of sexual harassment or sexual assault because there is a great risk of public scrutiny and victimization.

**ii) Never express shock or surprise at any of the details someone may offer about the situation or themselves. This may not only intensify their feelings that they are isolated in their experience, but it may also increase their fear.**

**iii) It is essential to provide validation and support. Let the person know that you believe them and that you care. Give whatever expression of empathy you are comfortable with while ensuring that you do not become drawn into a rescuer's role.**

**iv) Let the person be in control of who knows about the discloser. Keep the person's information confidential. Encourage referral services and if you are uncertain about what is appropriate, consult each office, describing the scenario.**

**v) Discuss the person's immediate safety.**

**NOTE:** Take care of yourself. If you feel that you are not able to deal with a disclosure, be up front. The person does not need another person to fall apart in front of them. Hearing the disclosure may be upsetting. Sometimes, as they are healing people reject those in whom they have confided. They may avoid confronting you because you are a clear reminder of the fact that they disclosed. Do not take this personally. Give the person the time and space that they require.

## **Section VI - Indicators of Potential Child Abuse**

The most important aspect in the awareness to child abuse is the question, ' how can you spot an abused child'. The most obvious symptoms of physical abuse are those of physical signs. These include a variety of possibilities:

### **A. Physical Characteristics**

**1. Unexplained and repeated injuries**

- Such as burns, cuts, broken bones, bruises or bites

**2. Clustered injuries**

- Injuries which are clustered or show the shape of an article such as a belt or a rope.

**3. Immersion burns**

- Such as glove-like on the hand, sock-like on the foot or doughnut shaped on the buttocks

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where the child has been forced to stay in unbearable hot water perhaps even at bath time.

**4. Seizures and losses of consciousness**

**5. Defects in ambulation**

- Where the child does not learn how to walk properly or is “always falling over”. Hence, bruising is interpreted as a result of this falling tendency. The reality may be that the child is so weak that he or she finds it difficult to stand or remain standing. This situation is called being “punch drunk” and is a direct result of abuse. Some children will subsequently feel safer sitting down rather than being knocked down. Others, especially toddlers may be injured while escaping from blows running up or down stairs.

**B. Social Characteristics**

**1. Acting out; younger or older behaviour**

- Acting out behaviour you would expect of a younger child such as thumb sucking, temper tantrums, and loss of bladder control.

**2. Destructive, hyperactive and aggressive tendencies**

- An abused child may be destructive, hyperactive or aggressive. Children who are bullied at home may vent their hostility by bullying other children.

**3. Exceptionally quiet and/or abnormally unresponsive**

- The child may be unusually or exceptionally quiet, abnormally unresponsive, sad or withdrawn. The child is frequently a loner.

**4. Frequent absence from school/day care program**

- The child may be frequently absent from school and then appear with fading bruises or he/she may refuse to participate in gym classes for instance for no valid reason in an attempt to conceal injuries. The child may be reluctant to go home after school.

**5. Poor adult relationships**

- There may be poor adult relationships as the child is overly rigid in conforming to instructions or otherwise fearful of authority.

**6. Antisocial behaviour**

- In older children, displays of antisocial behaviour such as aggression, disruption or obvious “delinquent behaviour”. Drug abuse and/or vandalism are common outlets.
- The abused child’s social reality may be a “stance of frozen watchfulness” toward the world.

**C. Emotional Characteristics**

**1. Clinging behaviour**

- Clinging to adults for emotional support.

**2. Passive and compliant**

- The child may be passive or too compliant. In school, some abused children daydream so often they appear never to pay attention.

**3. No signs of pain or emotion**

- Similar to an autistic child, the abused child may show no signs of pain or emotion.

**4. Depressed and apathetic**

- The child may be very depressed and apathetic.

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**5. Fears and/or obsessions**

- Child may have numerous fears and fetish-like obsessions similar to a security blanket only perhaps more extreme.

**D. Intellectual Characteristics**

**1. Failure to thrive**

- The child may not be thriving in general and unable to perform normally learned functions for a given age.

**2. Developmental Difficulties**

- Problems may be interpreted as developmental difficulties and child abuse possibilities may be overlooked.

**3. Art Symbolism**

- The turmoil of physical child abuse can be represented in such things as children's art.

(The above information re: indicators of potential child abuse provided by MUN School of Social Work)

## **Section VII - Eating Disorders**

**A. Introduction**

Should a club become aware that an athlete is considered at risk of an eating disorder, it is extremely important to advise the athlete's parent(s)/guardian(s) immediately. The club should assist to remedy personal problems resulting from the eating disorder by providing a referral list for counseling.

Disordered eating refers to the spectrum of abnormal patterns of eating, including behaviours such as; bingeing and purging or both; food restriction; prolonged fasting; use of diet pills, diuretics, or laxatives; and/or thought patterns such as preoccupation with food, dissatisfaction with one's body, fear of becoming fat, and distorted body image. Anorexia nervosa and bulimia nervosa are at the extreme end of the spectrum of disordered eating.

**B. Factors**

Factors in the gymnastics experience that might exacerbate disordered eating include:

- The fact that most gymnasts are young.
- Gymnasts, especially elite level gymnasts, tend to have personality traits including striving for perfection, obsessive behaviour, and attention to detail that correlate with the personality traits of adolescents who tend to have disordered eating problems.
- Gymnastics is a subjectively judged sport where the athlete's anxiety about performance can be misplaced on body size and image. While nothing in the Code of Points or other judging regulations relate to body size, gymnasts perceive that having a body type similar to the existing champions will increase chances of success. In many cases it simply is not possible for the gymnast to have the body size believed to be necessary for success.
- Coaches, parents or officials providing information about appearance or weight control issues can inadvertently and unintentionally trigger obsessive pre-occupation with weight and body image and a tendency to gain control by developing disordered eating patterns. For some athletes a breakdown in communication between the coach and parent or between the athlete and coach or parent and athlete makes it difficult for the athlete's concerns to be properly addressed.
- In elite athletics, including elite gymnastics, environments can be created that are highly evaluative and characterized by negative feedback in the event of poor performance. Research has shown that such environments can put athletes at risk.

Summary:

Gymnasts, their families, coaches, medical practitioners and the media consistently believe that gymnasts are judged not only on how they perform but also on how they "look" with smaller or tiny gymnasts

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perceived to be more successful (i.e. get marked higher). Gymnastics is commonly referred to by the media and medical specialists as one of the “appearance” or “aesthetic” sports where how you look is important or as important as how you perform.

(Bibliography to be added)

### **C. Signs that a problem may exist**

The following physical and social signs of disordered eating patterns may help you recognize the disorders in a friend or relative. A combination of these symptoms may indicate a problem.

- Unusual redness and puffiness around the eyes caused by purging after meals.
- Irritation and swelling of the salivary glands in the neck, caused by purging, binge eating and overeating.
- Poor dental hygiene, bad breath, dryness of the mouth area and cracked lips, caused by purging and the inability to replenish the body with liquids, resulting in dehydration. Teeth become a greyish colour.
- Abnormal sleeping patterns.
- Erratic or absent menstrual cycles, referred to as amenorrhea.
- Coldness or numbness, even in warm temperatures whereby poor circulation and menstrual arrest result when the body slows its metabolism and enters the starvation mode.
- Hyperactivity
- Sudden weight loss not due to illness.
- Obsessive tendencies concerning body weight, overtraining, denying feelings of hunger, constantly weighing oneself, etc.
- Behaviour changes.
- Constant questions/approval seeking behaviour.

### **D. Could you be at risk?**

If you suspect you may be having a problem, ask yourself the following questions. More than one “yes” answer indicates that you may suffer from an eating disorder.

- Do you tend to avoid situations where there will be food?
- Have you experienced depression and withdrawal from family or friends because of your eating habits?
- Do you tend to let your weight determine your feelings of self-esteem?
- Do you experience erratic mood swings?
- Do you find yourself rationalizing your eating habits to yourself and others?
- Are your eating habits over-restrictive or otherwise clearly unsafe? For example, do you eliminate entire food groups from your diet, using diet trends to rationalize your behaviour?
- Do you find yourself eating alone, or hiding food so that no one knows that you are eating then feeling guilty?

### **E. Consequences**

- Irreversible effects of delayed puberty and growth.
- Amenorrhea, resulting from prolonged undernourishment.
- Stress fractures
- Osteoporosis or bone loss
- Ongoing struggle with low self-esteem.
- Distorted body image.

Thus, the consequences of eating disorders are at the least, an affect on a gymnast’s physical and emotional health over the short and long term; at worst, may lead to death.

### **F. Prevention**

- Ensure that athletes are aware of the importance of proper nutrition and the risk of eating disorders in any artistic sport including gymnastics through educational presentation and circulation of resource materials on a regular basis. There should be an emphasis on the gymnast’s overall wellness - nutrition, sleep schedule and fitness level. While body awareness is the central theme for gymnasts it should be taught with an emphasis that “junk food” will not build

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- strong muscles and not that it may build fat cells.
  - In conjunction with Eating Disorders Awareness Week (1<sup>st</sup> week of February) awareness flyers and other educational venues could be implemented.
  - One consideration may be that gymnasts train in the clothes that they will be expected to perform in so that a gymnast doesn't have to suddenly reveal his/her body. Gymnasts need to become confident in their appearance recognizing that many shapes and sizes a gymnast make.
  - The integration of Special Olympics athletes emphasizes the social and recreational aspects of gymnastics.

## **Section VIII - Retirement**

Retirement from the Sport of Gymnastics is not a topic generally addressed, however, it is a very real concern. Former gymnasts report experiencing marked declines in self-esteem or an identity crisis and consequently such things as disordered eating, substance abuse or other lifestyle concerns, at the completion of their competitive careers, when the structure, goal setting and hours devoted to gymnastics and the recognition derived from the sport ceases to exist for them.

### **A. “Healthy Retirement”**

...prepares retiring athletes for the physical and emotional changes and the lifestyle adjustment of retirement.

With an effort to integrate the retiring athlete into the sport of gymnastics through involvement in another capacity such as Power Tumbling or Display Team Programs or the development of programs focused on future volunteering, coaching and/or judging involvement, GNL will maintain valuable resources and knowledge and benefit from these.

#### **1. Goodbye Ceremony**

Athletes who are retiring could be recognized formally through a goodbye ceremony.

#### **2. A Final Performance**

Participation in a gymnaestrada or year-end display.

#### **3. Alumni Association**

Development of an alumni association for former athletes to stay connected and involved in the sport, including encouraging a transition to coaching and judging.

**A focus on healthy retirement** strengthens moral within the sport.

**A focus on healthy retirement** enhances the image of gymnastics in the community.

## **Section IX - Safe Sport**

### **A. Incident reports**

Incident reports shall be completed for every injury that occurs within the individual club whether the incident occurs within the physical boundaries of the club's facility or while cross-training/competing at another facility. The coach and/or supervisor at the club at the time of the incident shall discuss the incident with the athlete's parent(s) / guardian(s).

### **B. First Aid Certification**

As a matter of risk management G.N.L. suggests that all active coaches and supervisors have a thorough knowledge of First Aid so that they are able to act responsibly should an accident occur during their coaching/supervisory activities. Most communities offer, through St. John Ambulance or the Red Cross, First Aid Courses and CPR regularly to the public. GNL could be of assistance should a group of individuals need the course as group courses can be scheduled upon request for a reduced rate.

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## C. Sport Safety Control Program

As implemented by G.N.L., has several advantages:

- Provides a safer sport environment for all participants through the development of safety guidelines.
- Demonstrates to the public an intense commitment to program safety for all participants.
- Assists in the establishment of minimum educational standards for coaches, thereby enhancing public credibility.
- Provides a framework for program and facility evaluation and with proper record keeping, defence in case of litigation.
- Records all accidents, injuries and incidents to permit constant evaluation of program operation, effect of rules and regulations and performance of equipment.

## D. Prevention of incidents measures

### 1. Personnel

- All coaches shall be appropriately certified and experienced, regularly updated and maintained.
- All gymnastics activities shall be sufficiently supervised - supervisor minimum 19 yrs.
- Coach/athlete ratios based on age and ability of both.
- Volunteers shall be completely aware of their roles.
- Spectators shall be adequately separated from participants.
- Officials shall be qualified.

### 2. Equipment

- Equipment shall be checked regularly for wear & tear and maintained.
- All protective equipment shall be approved, used correctly and maintained.
- First aid kits shall be on-site and checked regularly to ensure that they are up to date.

### 3. Facilities

- Training venues shall be safe.

### 4. Administration

- Fire drills shall be enforced and escape routes known.
- Athletes shall be warmed up sufficiently prior to training.
- Training progressions shall be safe.
- Operating procedures shall be in place for a variety of conditions.
- Minimum safety standards shall be in place.
- Coaches & athletes shall be aware of club safety policies and procedures, as well as enforced.
- Emergency systems shall be in place.
  - For seeking medical assistance.
  - A delegated person to take charge.
  - Replenished first aid equipment accessible.
- There shall be suitable use of warnings and waiver liability forms.
- There shall be suitable insurance coverage.
- There shall be suitable claims procedures in place.

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## **Section X - Universal Precautions to Prevent Transmission of Blood Borne Diseases**

(Canadian Child Care Federation in Partnership with Health Canada)

Did you know that the hepatitis virus can live outside the body for 5 days. Clean your equipment with 1 part bleach & 9 parts water regularly.

Weekly equipment cleaning with 4 parts vinegar & 1 part water can guard against other infectious diseases.

- Wash your hands for 30 seconds after contact with blood and other body fluids contaminated with blood.
- Wear disposable latex gloves when you encounter large amounts of blood, especially if you have open cuts or chapped skin. Wash your hands as soon as you remove your gloves.
- Discard bloodstained material in a sealed plastic bag and place in a lined, covered garbage container.
- Cover cuts or scratches with a bandage until healed.
- Use disposable absorbent material like paper towels to stop bleeding.
- Immediately clean up blood-soiled surfaces and disinfect with a fresh solution of one part bleach and nine parts water.
- Put bloodstained laundry in sealed plastic bags. Machine wash separately in hot soapy water.

## **Section XI - Code of Ethics**

Coaching Code of Ethics.

Insertion: Canadian Professional Coaches Association

## **Section XII - Code of Conduct**

A list of coaches in good standing shall be kept by G.N.L. All coaches should have undergone a screening process including a recent Certificate of Conduct from the R.N.C.

The standard of care for gymnastics coaches should be just above the “careful parent” level:

- Ensuring the activity is suitable for the age and condition of the athlete
- That the athlete is progressively trained
- That the equipment is safe and suitably arranged
- That the activity is properly supervised

### **A. Duties**

Coaches generally have duties in three important areas:

#### **1. Instruction**

Require an accurate and technical knowledge of the skill/activity

Athletes must be warned of dangers of an activity, the coach must have a knowledge of risks, the types of injuries that may occur, how they occur, and how they can be avoided.

It is essential that the athlete, or the parent/guardian must know, understand and appreciate the risk (in order to use the assumption of risk doctrine).

#### **2. Supervision**

The primary duty to athletes by coaches is to supervise activities in a sufficiently diligent manner so as to prevent athletes from confronting unreasonable risks of injury.

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The coach must have immediate accessibility to athletes (never leave unattended) and must be able to observe all parts of the instruction area.

Must be alert to potentially dangerous situations and taking reasonable action to prevent injury. Unsafe facilities, inability to observe all athletes, overcrowding, defective equipment, lack of discipline and pushing athletes beyond their ability.

Coaches must have first aid training and follow proper procedures.

The level of supervision to increase with the degree of difficulty, danger and activity.

### **3. Equipment Safety**

Coaches must ensure that equipment is regularly checked for wear and tear, safety, and is maintained.

Also, ensure that equipment is approved, arranged suitably and used correctly.

### **4. Code of Conduct**

- G.N.L. expects it's coaches, gymnasts and officials to act in a professional and mature fashion, whether in training, competition, or meetings of administration. Failure to comply may result in loss of membership or it's privileges, at the discretion of the Board.
- Members are expected to treat coaches, judges, meet officials, and each other with courtesy and respect at all times.
- Coaches, judges, athletes and meet officials committing any act which is a criminal offence, including the use of illegal substances, will not be tolerated by G.N.L., and will immediately have their membership revoked.

### **5. Coaching Certification Standards**

#### **i. NCCP Policy**

Participants of any NCCP Course must be a minimum 16 years of age, and meet the prerequisites in order to be certified. Participants under 16 years of age may attend the clinic, but will not be certified and must attend another complete course after they reach 16 years of age. In each case they must pay the registration fee as stated in the Policy Manual, Page 18. This policy applies to coaches of all disciplines; Artistic, Rhythmic Sportive, Trampoline and Power Tumbling.

In order to register with G.N.L., Recreation coaches must be minimum Level 1 Technical and attain their Level 1 Theory and Level 1 Practical components within (6) six months of registration with G.N.L. Competitive Coaches must have minimum Level 1 Technical and Level 1 Theory with 6 months thereafter to complete 50 hours Level 1 Practical. Persons not meeting the criteria cannot register with G.N.L. as coach and therefore may not be eligible for insurance coverage or any other benefits of membership.

During gymnastics classes, all disciplines, a supervisor should be present who is a minimum of 19 years of age and must be aware that they are responsible for the activities taking place. The supervisor should not be responsible for coaching any classes at the time of supervision.

#### **ii. G.N.L. Coaching Policy: (Insurance Coverage)**

##### **a. Artistic/Power Tumbling Coaches**

Coaching Development:

Prospective coaches 13-16 years of age may learn to coach, assisting a Level 1 Certified coach, under the tutelage of that coach. The Level 1 coach must be minimum 19 years of age or if under 19 years, must be supervised by a supervisor, minimum 21 years of age, who supervises only. The 19 year old Level 1 Certified coach or, under-age coach with supervisor, must supervise the coach-in-training and use the Development Leader 1 Manuals. Upon successful completion of the Leader 1 Workbook, completed Workbook submitted to G.N.L., and at 16 years of age the coach-in-training shall assist only and must participate in the next Level 1 Theory and Level 1 Technical courses

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available to ensure continued insurance coverage. Upon completion of the Level 1 Technical Course, the coach is permitted to coach independently as a recreation coach but within 6 months of completion of the Level 1 Technical Course must complete the Level 1 Theory and Level 1 Practical components of Level 1 to ensure continued insurance coverage. Upon Level 1 certification, the coach may coach in the competitive programs.

**NOTE: G.N.L. Resource Catalogue - Development Leader 1 Manuals Level 1 Practical Form - Back of Level 1 Coaching Manual. Use for both Artistic and Trampoline**

Persons, 16 years and over, registering with G.N.L., who have not participated in and successfully completed the Development Leader Program, must have participated in the Level 1 Theory and Level 1 Technical Courses and are permitted 6 months to complete their Level 1 Practical to be insured with G.N.L. as competitive coaches. Coaches must complete Level 1 Technical to be considered recreation coaches and have 6 months thereafter to complete Level 1 Theory and Level 1 Practical.

**b. Trampoline**

In order to coach Trampoline a coach must be minimum Level 1 Certified for Trampoline. A coach who coaches a Trampoline Program must be Level 11 certified in Trampoline to coach inverted skills ( saltos ). A coach, Level 1 Certified Trampoline and minimum Level 11 Artistic, may coach inverted skills on Trampoline as skill progressions for the Artistic Programs only.

**c. Rhythmic Sportive**

Coaches must be minimum 16 years of age Level 1 Technical Rhythmic to coach in the Competitive programs. Persons registering with GNL as coaches are permitted 6 months thereafter to complete their Level 1 Theory and Level 1 Practical to be insured with GNL. Recreation/Pre-NCCP coaches, minimum 14 years of age, must be supervised by a minimum Level 1 Certified coach for 6 months while being responsible for a group. Upon the age of 16 years, the Recreation coach is encouraged to take the Level 1 Technical Course. There must be a minimum 19 year old supervisor supervising any under 19 year old coach.

**6. Status of membership**

Clubs & Individuals are not considered "Members in Good Standing" if they breach any G.N.L. Policy as documented in the current Policy Manual & By-Laws. G.N.L. reserves the right to act upon breaches in Policy by its Members/Clubs and impose sanction on individuals on an individual basis.

## **Section XIII - Substance Abuse**

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## **Section XIV - Children's Resource List**

Most children will approach someone they trust before going to someone in a position of authority. Children may be embarrassed/afraid to approach parents immediately.

If YOU need help please contact one of the following:

- TRUSTED ADULT IN SCHOOL, CHURCH, A COACH OR LEADER IN EXTRACURRICULAR ACTIVITIES.
- SCHOOL GUIDANCE COUNSELOR
- FAMILY DOCTOR
- KIDS HELP PHONE 1 800 563-5636
- RNC/RCMPOLICE 911 or Local Phone #
- NAOMI CENTRE (709) 579-8641
- RAPE CRISIS CENTRE (709) 726-1411
- HARASSMENT & ABUSE PREVENTION GUIDE & WEBSITE  
www://harassmentinsport.com  
CAAWS 613-748-5793

**IF YOU ARE IN TROUBLE AND DO NOT KNOW WHO TO CALL - DIAL 911**

*The Risk Management Manual was researched and prepared by the Board of Directors of G.N.L. 1997,  
with the assistance and expert guidance of  
Novalee Coates-Drover BSW, RSW  
Darryl Drover BA, LLB  
whom we thank sincerely.*

(Bibliographies for contents to follow-Novalee)

**Part 4**  
Appendix

# CERTIFICATE OF RECEIPT AND COMPLIANCE



Re: Insurance Policy  
To: Gymnastics Newfoundland & Labrador (GNL)

From: \_\_\_\_\_  
Name of Club

I, \_\_\_\_\_, a duly authorized director and/or representative of the above noted gymnastics club, a member of GNL, hereby acknowledge receipt of a copy of insurance policy number \_\_\_\_\_ and policy number \_\_\_\_\_.

Our club has reviewed the provisions and hereby confirm that we are in material compliance with the conditions, terms and requirements contained in the policies, and we agree to abide by such conditions, terms and requirements.

DATED at \_\_\_\_\_, in the Province of Newfoundland and Labrador, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year).

Club \_\_\_\_\_

\_\_\_\_\_  
Signature Representative  
(Indicate Position)

# ACKNOWLEDGMENT OF RISK & CONSENT TO MEDICAL TREATMENT



Re: \_\_\_\_\_  
Name of Athlete

To: \_\_\_\_\_ Gymnastics Newfoundland & Labrador (GNL)

And to: \_\_\_\_\_ (the "Club")  
Name of Club

I, \_\_\_\_\_, am the above noted athlete, and I certify that I am at least nineteen (19) years of age.

I acknowledge that there is a potential risk for injury involved in training and participating in any sport. Both GNL and the Club have tried to create a safe and controlled environment for participation. Rules have been established for participation and conduct in and around the gymnastic area that MUST be followed.

Should I require any emergency medical treatment and neither of my parents or spouse are present or able to provide consent to medical treatment, I hereby consent to an authorized representative of GNL or the Club to authorize any necessary emergency medical treatment.

I understand that I may revoke this consent at any time.

DATED at \_\_\_\_\_, in the Province of Newfoundland and Labrador, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

# **ACKNOWLEDGMENT OF RISK & CONSENT TO PARTICIPATE & MEDICAL TREATMENT**



Re: \_\_\_\_\_  
Name of Athlete

To: Gymnastics Newfoundland & Labrador (GNL)

And To: \_\_\_\_\_ (the "Club")  
Name of Club

I, \_\_\_\_\_, a parent or legal guardian of the above noted minor child, hereby consent to such child participating in a competitive or recreational gymnastics program with the above noted Club, as well as any associated gymnastic activities.

I acknowledge that there is a potential risk for injury involved in training and participating in any sport. Both GNL and the Club have tried to create a safe and controlled environment for participation. Rules have been established for participation and conduct in and around the gymnastic area that MUST be followed.

Should my child noted above require any emergency medical treatment, and neither I nor another parent or legal guardian of the above noted minor child are present, I hereby consent to an authorized representative of GNL or the Club authorizing any necessary emergency medical treatment.

I understand that I may revoke this consent at any time.

DATED at \_\_\_\_\_, in the Province of Newfoundland and Labrador, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year).

Signature of Parent or Legal Guardian:

\_\_\_\_\_

**TRAVEL SANCTION FOR OUT-OF-PROVINCE  
INVITATIONAL MEETS/CAMPS**



- a) Travel outside of Canada may require extra insurance coverage. This coverage is optional. Contact GNL for information. The cost of this Insurance is the Club's responsibility.
  - b) GNL will make every effort to contact the media of the event.
- 

Detach and return to GNL  
**APPLICATION FOR TRAVEL SANCTION**

**CLUB:** \_\_\_\_\_

**TEAM COACH:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**TEAM CHAPERONE/MANAGER:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

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

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

**DATE OF TRAVEL:** \_\_\_\_\_

**TEAM MEMBERS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# CLUB VISITATIONS APPROVED BY GNL



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

Type of Clinic: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Total hours @ \$10.00 per hour = \_\_\_\_\_

Signature of Clinician: \_\_\_\_\_

Signature of Club Representative: \_\_\_\_\_

Signature GNL Representative: \_\_\_\_\_

Gymnastics Newfoundland and Labrador  
P.O. Box 21248  
RPO MacDonald Drive  
St. John's, NL  
A1A 5B2

PH: (709) 576-0146 FAX: (709) 576-7493

E-mail: [gymnastics@sportnl.ca](mailto:gymnastics@sportnl.ca)





# MEDICAL RELEASE FORM



\*(Judges, Coaches & Athletes under 19 years traveling without parent/guardian to GNL sanctioned activities.)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_(H)\_\_\_\_\_ (B)

BIRTH DATE: \_\_\_\_\_

MCP #: \_\_\_\_\_

MEDICAL INSURANCE # (FOR OUT OF COUNTRY): \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_(H)\_\_\_\_\_ (B)

I HEREBY AUTHORIZE \_\_\_\_\_ TO SIGN FOR MEDICAL /  
HOSPITAL ATTENTION FOR MY CHILD/WARD: \_\_\_\_\_

IF YOUR CHILD/WARD REQUIRES MEDICATION OR HAS A MEDICAL PROBLEM,  
PLEASE INDICATE:

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

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

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

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E-mail: [gymnastics@sportnl.ca](mailto:gymnastics@sportnl.ca)



(7) Has the individual suffered previous injuries related to any of the gymnastic disciplines? If so, please indicate which, when, and the nature of previous accident(s):

YES: \_\_\_\_\_

NO: \_\_\_\_\_ UNKNOWN: \_\_\_\_\_

(8) Does the individual suffer from any disability or medical conditions? YES NO UNKNOWN

If YES, please specify: \_\_\_\_\_

(9) How long has the individual been active in this sport? As a gymnast? \_\_\_\_\_ Years As a coach? \_\_\_\_\_ Years

(10) Level of athletic achievement: \_\_\_\_\_

(11) Immediate effects and symptoms of injury:

\_\_\_\_\_

(12) Long term effects of injury:

\_\_\_\_\_

(13) Where and by whom was the individual treated?

\_\_\_\_\_

(14) Recommendations re; Prevention:

\_\_\_\_\_

\_\_\_\_\_

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**IF POSSIBLE, PLEASE ATTACH DESCRIPTION OF ACCIDENT, BY INDIVIDUAL & MEDICAL REPORT.**

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_ Club/Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESS: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**An incident report must be completed for all incidents and a copy sent immediately via the GNL office to the Insurance Company within 30 days and completed Claims via GNL within 90 days. Claims must be supported by the initial Incident Report. Claims not supported by Incident reports will not be considered.**

Gymnastics Newfoundland and Labrador  
P.O. Box 21248  
RPO MacDonald Drive  
St. John's, NL  
A1A 5B2  
PH: (709) 576-0146 FAX: (709) 576-7493  
E-mail: [gymnastics@sportnl.ca](mailto:gymnastics@sportnl.ca)

# LETTER OF AGREEMENT RELEASE/RESPONSIBILITY OF ATHLETES PARTICIPATING IN GNL SANCTIONED EVENTS



Name of Athlete: \_\_\_\_\_  
Name of Event: \_\_\_\_\_ Dates of Event: \_\_\_\_\_  
Athlete's Alternate Travel Arrangements & Reason: \_\_\_\_\_  
To: \_\_\_\_\_ From: \_\_\_\_\_

## **Assignment of Responsible Adult by the parent/Guardian**

Name of Parent/Guardian: \_\_\_\_\_  
Name of Assignment Adult Responsible for Athlete: \_\_\_\_\_

## **TRAVEL TO THE EVENT**

Point of Convergence of Parent/Guardian or Assigned Adult, Athlete & Team Manager:  
Place: \_\_\_\_\_ Date & Time: \_\_\_\_\_

## **TRAVEL FROM THE EVENT**

Point of Convergence of Parent/Guardian or Assigned Adult, Athlete & Team Manager:  
Place: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Adult, assigned by Parent/Guardian, who will travel with Athlete:  
\_\_\_\_\_

Signature of Team Manager: \_\_\_\_\_

## **Release of Responsibility of the Athlete to the Manager by the Parent/Guardian or Assigned Adult:**

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

Signature of Parent/Guardian or Assigned Adult: \_\_\_\_\_

Signature of Team Manager: \_\_\_\_\_

## **Release of the Athlete from the Manager to the Parent/Guardian or Assignment Adult:**

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

Signature of Team Manager: \_\_\_\_\_

Signature of Parent/Guardian or Assigned Adult: \_\_\_\_\_

# **Notice of Intent to Participate in GNL Out-of- Province Sanctioned Events**



Please select those competitions that you will be attending if selected to the Provincial team.

\_\_\_\_\_ Atlantic Championships – Place: Moncton, New Brunswick Date: April 25-26, 2008

\_\_\_\_\_ Eastern Championships – Place: Montreal, QC Date: May 9-12, 2008

\_\_\_\_\_ National Championships – Place: Calgary, AB Date: June 1-7, 2008

Athletes Name: \_\_\_\_\_

Club Affiliation: \_\_\_\_\_ Category \_\_\_\_\_

Competition Level I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_ V \_\_\_\_\_ National \_\_\_\_\_

## **Parents, please answer the following questions:**

Do you plan on attending the competition? \_\_\_\_\_

Are you aware of and have you read the GNL Team Travel Code of Conduct?  
\_\_\_\_\_ Aware \_\_\_\_\_ Read

Will you be trying to book your child's plane ticket on points/air miles? \_\_\_\_\_  
If you answered yes, please contact the office at 576-0146 for approval.

Does your child have any special needs that have to be taken into consideration? \_\_\_\_\_  
If yes, please provide details:

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

Would you be interested in applying for the position of Manager for: Atlantic's \_\_\_\_\_ Eastern's \_\_\_\_\_  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If so please provide contact information (email address if possible)

\_\_\_\_\_

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**Please return to GNL office on or before January 11, 2008**

## **Team Travel Policy and Code of Conduct**

### **Section 1: General Information**

- GNL Provincial Team will attend the Atlantic Canadian Championships, Eastern Canadian Championships and the Canadian Championships where applicable. Team members, once selected, are expected to attend all competitions they are eligible for.
- The NL CWG athletes, coaches & managers will be governed by this policy.
- The coach/manager becomes responsible for the athlete as soon as it is time to check in at the airport counter. Should athletes have different travel arrangements, the safety of the athlete is completely with responsibility of the parent/guardian, until arrival with the team.
- Should an athlete be permitted to travel other than with the team, a "Letter of Release/Responsibility" shall be signed by the athlete's parent / guardian / adult responsible and team manager prior to departure.
- All travel arrangements will be administered by GNL; as travel information is available it will be passed on to all clubs and parents will be informed. Athletes are required to travel with the team and all athlete accommodations shall be hotel, with the other gymnasts and coaches. An athlete may stay with their parents where permission is granted for special occasions. However, for the goals of each trip, it is highly recommended that all athletes stay with the team. Athletes will be accommodated four to a room unless otherwise stated.
- Should the athlete travel alone a letter from the parent/guardian will be required by GNL releasing GNL of all responsibility for the athlete until the points of convergence with the team manager are mutually agreed upon. Unless "special travel arrangements" are made by the parent/guardian with the airlines for example, where the athlete is under the supervision of the airline during travel, GNL shall not enter into any agreement with regard to responsibility of the athlete. There must be a point of convergence and release/acceptance of responsibility between the parent/guardian and the manager/GNL.
- All provincial team athletes are required to cost-share the expenses of team officials where GNL funding is not available. Cost-sharing shall include, but not limited to, the cost of registration, travel, ground transportation, per diem (when applicable) and accommodations as arranged by GNL.
- Athletes must wear team tracksuits for travel and at the competition venue. Provincial competition wear must be worn on the competition floor.
- Coaches shall be informed of any special consideration for the gymnasts that are in their care and control. Such information includes medications and schedules, medical conditions, allergies, religious practices, etc.
- All Participation Waivers and Medical Release forms for travel competition's, must be submitted to GNL with selection meet registration.
- All monies owed to GNL for travel to competition, will be paid in full two weeks prior to team departure. Clubs will notify GNL of any unpaid travel fees at this time and GNL will inform the athlete(s) that they will not be permitted to travel.
- All athletes must follow the Athletes Code of Conduct. Failure to do so may result in the athletes being expelled from the team and returned home at the parent's expense

### **Section 2: Individual Expenses**

- All provincial team athletes shall be responsible for their own expenses: registration, travel, ground transportation, meals and accommodations as arranged by GNL
- All provincial team athletes traveling together shall equally cost-share the cost of travel when the team is charged a group expense such as bus, ferry, air charter and ground transportation for example.
- All provincial team athletes shall equally cost-share the cost of group accommodations as arranged by GNL.

NOTE: For some events accommodations and meals are provided for and there is a set fee per participant.

- 
- If an athlete is returned home from competition due to gross misbehavior or illness, the parents of the athlete shall be solely responsible for any additional costs associated with this early return, including any property damages that have occurred. The parents of the athlete will be contacted with particulars of the circumstances before final arrangements are made
  - Parents will be responsible for any additional expenses incurred by their child, such as in-room movies, long distance charges, etc. Whenever possible such services will be “locked out” by the coach/manager upon arrival at the hotel.

### **Section 3: Athletes Code of Conduct**

- Athletes are to recognize that they represent the Province of Newfoundland & Labrador as well as Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or be disruptive to those around them.
- Smoking is not permitted.
- The consumption of alcohol is NOT permitted at any time while traveling with the Provincial team..
- The use, consumption, and/or possession of drugs are forbidden unless prescribed by a medical doctor and with the knowledge and consent of the coach.
- In competitions where drug testing is to take place (National or International events), drugs are extended to include caffeine, Sudafed, or many other over-the-counter medications, which may result in a positive drug test. It is your responsibility to know the boundaries or inform the coach of any medications to be taken.
- Athletes are to remain within the competition complex, hotel, or restaurant. The coach/chaperone must always be aware, and approve of, your location at all times.
- The authority and decisions of the Chef/Manager/Coach is final and the athlete agrees to abide by this at all times
- When not competing themselves, the athletes shall remain within the competition site in support of their teammates, unless otherwise authorized.
- Athletes shall remain within their own hotel room after curfew and in bed after lights-out.
- Athletes shall have available and wear the GNL team suit for all official walk-ons, medal presentations, and when traveling with GNL
- Athletes shall at all times demonstrate appropriate respect for officials, coaches, chaperones, and other competitors. Failure to adhere to these guidelines may result in disciplinary action including, but not restricted to, a reprimand, restriction of privileges, removal from the competition, being sent home from the competition, and/or suspension from the GNL team.
- Athletes shall be respectful of teammates with whom they are sharing a room. The floor is to be kept clear of clothes and debris. Clothes should be kept in the dresser & closets provided at all times and suitcases should be neatly stored in the closet. Regular room checks will take place to ensure this is being adhered to.
- Any complaints by other hotel patrons concerning a member of our team will be dealt with immediately. Depending on the severity of the matter, the athlete may be withdrawn from the competition.
- The use of foul language and or offensive behavior will not be tolerated
- The door to an athlete’s room will remain open at all times if there are any visitors.
- Be respectful of property. Athletes/parents are responsible for any willful damage and or theft of property from the hotel, competition venue, and transportation facilities.

### **Section 4: Coaches Code of Conduct**

- GNL is committed to providing an environment in which all individuals are treated with dignity and respect. All team members will show respect for their team members and support staff as well as officials, athletes from other provinces and territories and the host of the competition and the staff & volunteers.
- Coaches are to recognize that they represent the Province of Newfoundland & Labrador and Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or be disruptive to those around them.
- Coaches must have completed the National Respect in Sport Program to be considered as a team coach.
- Coaches will follow the Coaches CODE of CONDUCT at all times.
- The team coach has the full responsibility of the athletes during the entire travel period unless otherwise decided by the team Chef/Manager.
- Smoking in the presence of team members is not permitted.
- Coaches shall not consume alcohol at any time while they are performing their official duties as a member of team NL.
- The use, consumption and /or possession of drugs are forbidden unless prescribed by a medical doctor.

- The use of foul language and or offensive behavior will not be tolerated
- Coaches shall have available and wear the GNL team suit for official walk-ons, medal presentation and when traveling with GNL.
- The authority and decisions of the Chef/Manager is final and the coach agrees to abide by this at all times.
- Coaches will know and ensure that athletes follow the GNL Members Manual and will report any infractions to the Chef/Manager in a timely manner.
- Failure to abide by these guidelines may result in disciplinary action including, but not limited to, reprimand, being sent home at your own expense and or suspension from GNL in addition to any sanctions or penalties imposed by law or other agents.

## **Section 5: Discipline System – General**

To help Team NL members understand the code of conduct, the following Carding system will be implemented.

### **Yellow Card**

Members who have a minor infraction will receive a yellow card from the support staff. Three Yellow cards automatically equal 1 red card

### **Red Card**

Members who have major infractions will receive a red card from the support staff. Athletes can receive a red card for a first offense.

### **Types of Infractions**

Examples of minor infractions - “misconduct” which will not be tolerated

- Failing to follow the dress code
- Disturbances or disruption after quiet time at the residence
- Unbecoming conduct such as arguing, rudeness, or disrespect
- Use of tobacco products, including snuff, by minors
- 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 quiet time at the residence
- Leaving hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol by a minor at any time
- Use of illegal drug substances
- Giving accreditation to another individual
- Other similar infractions of major severity

### **Group or Team Infractions**

If a situation infraction has occurred where one or more members of a group violate the code, but it is not clear who is responsible, the entire group will receive a card. An example of this is when there is a mess that no one will own up to (Yellow) or damage to a room (red).

### **Carry over between Team NL Events**

Athletes who receive a Card at a competition, will continue to have that card at the next event. For example: An athlete receives 2 yellow cards at Eastern’s. They begin their trip to the Canadian Championships with two yellow cards. Their first minor infraction at the Canadian Championships will earn them a third yellow card and elevate them to a red card. Discipline proceedings will follow immediately.

### **Range of Discipline**

Minor infractions

- Verbal/written apology
- Loss of privileges/early curfew
- Written reprimand
- Contact parents
- Repeated infractions become Major infractions (see “Carding” explanation)

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#### Major Infractions

- Automatic loss of banquet privileges
- Returned to NL 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 NL for a specified time frame (max. 1 year recommended)
- Removal of athlete from official competition results

#### **Specific examples of Discipline ranges:**

Disciplinary ranges – are suggestions only and the disciplinary committees are not limited to these suggestions. These examples are not necessarily in order of severity.

#### Breach of Curfew

- Suspension from activities and privileges
- Removal from a portion of or remainder of the competition
- Return of the offender to Newfoundland & Labrador at their own expense

#### Dress Code

- Suspension from certain activities and privileges
- Verbal or written reprimand
- Formal verbal apology to the Chef/ Manager
- Formal written apology to the Chef/ Manager
- Sanction from future events

#### Unbecoming Conduct

- Verbal or written reprimand
- Formal verbal apology to appropriate parties
- Formal written apology to appropriate parties
- Suspension from activities and privileges
- Suspension from competition
- Suspension from future competitions
- Return of the offender to Newfoundland & Labrador at their own expense

#### Disturbance after Curfew

- Early curfew
- Verbal or written reprimand
- Request for formal verbal apology to appropriate parties
- Request for formal written apology to appropriate parties
- Re-allocation of room assignments – charged to the athlete
- Suspension from team activities and or return offender to Newfoundland & Labrador at their own expense

#### Any Repeat offence

- Suspension from certain team activities and privileges
- Removal of accreditation or banquet ticket or social activities
- Removal from a portion of or remainder of competition
- Return of offender home at their own expense

#### Use of Alcohol/Tobacco by a team member

- Removal of accreditation
- Removal from a portion of or remainder of the competition
- Return of the offender home at their own expense

### **Section 6: Discipline System - Procedural**

#### **Relevance of Cards for athletes**

1 yellow card 1st warning – athlete will meet with team coach and support staff

2nd yellow card 2nd warning – parents will be contacted

Athlete will meet with team coach and support staff

Some privileges may be revoked

3rd yellow card 3rd offence – Parents contacted again

Athlete may not attend banquet

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Social functions may be restricted

Status is automatically raised to a Red card (see below)

1st Red card Major infraction: Discipline procedure will take effect.

Parents will be contacted

Likely removal from the competition

Likely sent home at parent's expense

Review of eligibility and funding from GNL for a time period to be determined (max.1 year recommended)

2nd Red Card Major infraction: Automatic removal from the competition

Automatically sent home at parents expense

Review of eligibility and funding from GNL for a time period to be determined (max. 1 year recommended)

## **Definitions**

### **Local Carding Committee (LCC)**

Team Manager and 1 additional team NL member appointed by the manager for minor infractions (Yellow cards).

### **Local Discipline Committee (LDC)**

Team manager, 1 additional team member appointed by the manager, and head of the delegation, for major infractions (Red Card)

### **Appeal Committee (AC)**

Executive Director of Gymnastics NL may be contacted to strike an appeal committee.

### **Gymnastics NL discipline committee (GNL-DC) –**

Will be defined according to GNL's policy and procedures

**Hearing** – a meeting with the athlete in question and the appropriate committee.

Chef or Head of the Delegation may be used interchangeably

For the purpose of the discipline procedures, the word coach can replace athlete if the discipline is directed at a coach's behavior.

### **Scope of Discipline**

Infractions or disciplines with immediate consequences will be dealt with by the LDC.

For infractions with long term implications such as future funding or future team eligibility, the LDC will make recommendations that will be followed up by the GNL-DC.

### **Issuing Cards**

Any adult Team NL member can request that the Team manager consider issuing a card.

If the Team manager feels the complaint is valid, the LCC or LDC will meet with the athlete and hear his/her side (hearing). The LCC or LDC will excuse the athlete. The LCC or LDC will determine if a card will be given and the consequences. If a card is to be given, the Team manager will meet with the athlete, and the team (or personal) coach, to explain that the card has been given. The Team manager will follow up with related requirements, such as notifying the head of the delegation, contacting the parents, or booking flights home.

The head of the delegation will be notified of all Cards that are issued.

### **Principles**

All infractions whether minor or major, have a procedure in place to be followed. This allows for consistency in the handling of all disciplinary matters. All participants have the right to a fair hearing. All disciplinary matters will be handled in a fair and consistent manner. In both types of infractions, the individual in question will have an opportunity to respond to the allegations.

The individual in questions will:

- Be given notice of the hearing and shall have an opportunity to address the committee
- The individual in question may be accompanied by an Advocate / coach or other adviser
- The hearing shall be held in private with the discipline committee and the individual
- The committee may request that witnesses to the incident be present at the hearing to provide evidence or act as a witness
- Time sensitive issues (which affect participation in competition), will be addressed at the Chef's discretion
- Written decisions will be given to the individual and copied to GNL

### **Appeals**

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For time sensitive issues, appeals must be requested within 2 hours of the decision. (or a reasonable time frame, depending on the situation)

- Appeals for minor infractions (Yellow cards) will be handled by the LDC
- Appeals for major infractions (Red Cards) will be handled by the AC.
- Appeals for long term consequences will be handled according to the Gymnastics NL appeal procedures.

Costs associated with the appeal, legal or otherwise, may be charge to the appellant, if the appeal is not successful.

### **Removing Cards**

Following the Canadian Championships or the end of the discipline period, whichever is later, athletes or coaches may apply to have cards removed.

Cards maybe removed by 2 of the following: Team Manager / Chief De Mission, Technical Chair or Senior GNL staff member.

## **Section 7: Information for Support Team**

### **Relevance of Cards for Coaches:**

Minor infraction (Yellow Card)

- Changing team decisions without consulting Team manager (curfew or meal times)
- Failing to train or supervise all athletes on your assigned team
- Putting club athletes ahead of team responsibilities
- Wearing club tracksuits on the competition floor
- Rude or disrespectful treatment of others

Major infraction (Red Card)

- Failing to supervise athletes when assigned to do so.
- Appearing intoxicated in the presence of athletes

For Coaches/Chaperones/Managers

- Written reprimand
- Loss of privileges/accreditation
- Loss of privilege to travel or participate with Team NL for a specified time frame
- Loss of funding, present or future (max. 1 year recommended)

### **Coaches**

- Will follow the Code of Conduct.
- Will assist in chaperoning duties of the athletes as directed by the Team Manager / Chef.
- Will attend all awards ceremonies and banquets and, will attend all team meetings and team activities.
- Coaches will submit a written report within one week of the conclusion of the competition.

### **Managers/Chaperones**

- Will follow the Team Travel Policy and Code of Conduct
- Must attend team meetings and Team activities
- May not leave the "group" without first checking with the Team Manager or Chef.

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## Section 8: Information for Parents

### Information for Parents:

It is a requirement of these Rules and Regulations that the parent and coach bears the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by GNL.

Please know the Code of Conduct. Please review and explain it to your child.

Team Travel can be both challenging and rewarding. Our goal is to build as much team cohesion as possible in a short time. It is very feasible to manage several teams of athletes.

It becomes very difficult, if not impossible, to manage 50 individuals. With that in mind, we are asking you to support us in managing your child as a member of Team NL.

We do not want to restrict you from accessing your child. However, we are asking you to limit visiting with your child during Team NL trips.

### Please observe the following requirements

- Parents are invited to attend the team meeting prior to team NL travel for a Code of Conduct orientation with the Team Chef/ Manager.
- Athletes will sit as a team, eat as a team, travel as a team and observe the competition as a team.
- Athletes will stay in the host hotel with members of their team. Athletes are generally housed 4 per room. Whenever possible, athletes are grouped with other athletes from their team in their room. With some of the younger athletes, an adult, or older athletes will be sharing a room with them.
- Prior to competing, the athletes will remain as part of the team and are not able to participate in extra curricular activities (dinners, shopping or tourism) with their family.

Following competitions please check with the team manager to see if arrangements for extra curricular activities can be made. You may not take your child from the competition site/residence without first discussing it with the Team Chef / Manager.

- Parents are not to spend time in athlete's hotel rooms and are asked to contact the team manager before coming to the room. It is feasible to meet with your child in the lobby of the hotel or dormitory. Please make those arrangements with the team manager so they know where your child is at all times.
- Please let the team manager know how to contact you so you can be reached if your child requests it. Please remember that they will be very busy managing the teams and we would like to minimize the requests if possible.
- Breaches of the Code of Conduct by parents, or as a result of parents will result in sanctioning against the athlete following the procedure as set out in the Code of Conduct

### The following information will help make the trip more enjoyable for your child

Your child will be entering a new environment and will have to adapt to some changes. They will experience different coaches, meals, and sleeping environment. Since it is not possible for us to replicate each child's home environment, we need to help the children to adapt.

#### Athlete pre-requisites

In order for athletes to be prepared for this type of trip, they should have experienced some activities where they have been away from their family overnight (a sleep over with friends).

If this is the first time the athlete has ever been away from their parents, they are not likely ready to participate and enjoy the event. Please help athletes to come prepared.

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## Code of Conduct Declaration of Understanding for Athletes

Athletes or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL or the Team Coach. **Forms must be received with the team selection competition registration.** Please make sure that you have read and understood the Code of Conduct. Here are the most important rules that all athletes must remember.

- Team NL is an environment where no alcohol or drugs will be tolerated. Any violator will be sent home immediately, at their family's expense.
- At no time is it permitted for an athlete to go in the room of an athlete of the other sex.
- All athletes must request permission from their chaperone / manager to leave the group, gym or residences. In other words, the chaperone / manager must know at all time where you are.
- Athletes may not be alone at any time. Always have a buddy with you. Your buddy must be from NL (not an athlete from another province). Depending on your age, your manager / chaperone may approve that you leave the group by yourself.

Athletes must respect curfew time below (time when they must be in their room) or as set by manager. In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at the family's expense).

### Athlete declaration:

I, \_\_\_\_\_, declare that I have read and understood, and agree to be bound  
(athletes name)

by, the Rules of Conduct for NL Team Representatives while attending the Name of Competition

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

### Parent or Guardian declaration:

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(parent or guardian) (athletes name)

declare that I have read and understood the Rules of Conduct for N.L. 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 / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Code of Conduct – Declaration of Understanding for Coaches and Judges

Judges or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL by the set deadline. **Forms must be received with the team selection competition registration.**

As a coach, the rules below must be observed.

- The supervision of the athletes is a joint responsibility shared by the coaches and manager / chaperones. Coaches must cooperate with Team NL Staff to ensure that all athletes follow the rules of the Code of Conduct. Coaches may be asked to supervise athletes during the day or at night; it is part of their duty as funded coaches.
- Coaches must meet with the Manager to discuss any changes to the next day's schedule (medical appointments, extra training time, etc.).
- Team NL is an environment where no alcohol or drugs will be tolerated. Coaches are not permitted to consume alcohol at any time while traveling with the Provincial team. Any violator will be sent home immediately.
- Coaches and Judges must act responsively and respect the athletes' right to get a good night sleep. Noise and disturbance in hotel rooms or corridors will not be tolerated.
- Team NL Coaches and Judges must demonstrate a high sport ethic and collaborate with each other. In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at own expense).
- Team NL is an environment where drugs or display of drunkenness will not be tolerated. Judges that are of age (in the province where the competition is being held) are allowed to drink in moderation.

### Coach / Judge Declaration:

I, \_\_\_\_\_ declare that I have read and understood, and  
(coach / judge)

agree to be bound by the Rules of Conduct for Team NL representatives. I agree to work with the Chef/Manager and or Chaperone to make this competition, a safe and successful trip for all Team NL athletes.

I further declare that I have assisted my athletes in understanding the Rules of conduct and will require them to abide by these regulations.

**Coach's / Judge's Signature:** \_\_\_\_\_

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