



ALBERTA GYMNASTICS FEDERATION

GYMNASTICS FOR ALL

HANDBOOK

2022-2023

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1. General Information

1.1. Introduction

The Gymnastics For All Committee (GFAC) is committed to the advancement of Gymnastics For All (GFA) programming in Alberta. This handbook provides the governing policies and guidelines that were developed to assist those involved in the enhancement of the sport.

Gymnastics For All programs make up the largest group in the Alberta Gymnastics Federation's (AGF) membership and is considered as the non-competitive stream of gymnastics for participants of all ages and abilities. The GFAC is responsible for developing, facilitating, and representing GFA programming in Alberta.

1.2. Goal/Mission Statement

It is the goal of the GFAC, in conjunction with AGF, to increase and enhance the participation of Gymnastics For All in Alberta by inspiring coaches and participants to be challenged in achieving their personal best, provide opportunities and a platform for gymnastics to be demonstrated, provide opportunities for individuals to do gymnastics in a non-competitive arena, and develop guidelines and policies to provide a fair and safe environment for all participants and coaches.

2. Program Structure

2.1. Gymnastics For All Assembly

2.1.1. Role of the Gymnastics For All Assembly

- To provide direction to the GFAC.
- To consider and adopt program guidelines that will determine program conditions and participation within the community.
- To facilitate communication with AGF member clubs.
- To elect, every two years, one Chairperson and two Coordinators at the Gymnastics For All Assembly meeting.
- To elect, two Coordinators at the Gymnastics For All Assembly meeting in the year that does not elect one Chairperson and two Coordinators.

2.1.2. Notification to Annual GFA Assembly

- The AGF Gymnastics For All Manager shall request nominations at least thirty (30) days in advance of the Assembly meeting.
- Members shall forward their nominations to the Gymnastics For All Manager fifteen (15) days in advance of the All Assembly meeting.
- The list of nominees to be circulated to the members of the Federation a minimum of seven (7) days in advance of the Assembly meeting.

2.1.3. Composition/ Voting Privileges

The Gymnastics For All Assembly will be made of program representatives of AGF member clubs or any interested person affiliated with an AGF member club. All those in attendance will be eligible to participate in the discussions.

- Each club is entitled to one vote based on the club's previous registration.
- Proxy votes will not be permitted.
- Neither the GFA Chairperson nor the AGF Gymnastics For All Manager will possess a vote; however, the GFA Chairperson will vote in the event they are casting the deciding vote.
- Voting decisions will be based on majority rules (50% + 1).
- Assembly meetings will be held annually in conjunction with the AGF Annual General Meeting.

Notice

A written or electronic notice stating the day, hour and place of the meeting and if any special business is to be transacted will be circulated not less than 21 days and not more than 50 days (exclusive of the day of mailing and of the day for which notice is given).

Quorum

A quorum for the transaction of business at any meeting of members shall consist of at least one-third of the members in good standing or ten members whichever is the lesser. If a quorum for a meeting of members of the society is not present within thirty minutes of the time fixed for the meeting, those members present and entitled to vote shall constitute a quorum.

2.2. Election Procedures

Nominations

Nominations will be accepted prior to the Assembly Meeting via application to the GFA Manager but will not be accepted from the floor at the time of the Assembly Meeting. If there are enough nominees received prior to the deadline and an election is not required, the nominees will be acclaimed. If there are more nominees than positions, an election will occur. If enough nominees are not received prior to the deadline, a vote will be held for the vacant positions remaining, if two-thirds of the eligible votes cast at the AGM agree. E.g. four positions are available, three nominations received by the stated deadline (acclaimed), leaves one position open for election.

If requested the motion will be worded as follows

Motion: "To open nominations for the positions of AGF GFAC Chair/Committee from the floor"

Elections

- For the position(s) of the AGF GFAC Chair/ Committee

Ask for the Nominations (if needed)

Motion: "To close nominations for the position of AGF GFAC Chair/Committee"

The GFA Coordinator or GFAC chair will read the list of nominees.

Each nominee will be given the opportunity to speak for up to three (3) minutes. No more than one other individual may speak for the nominee for up to a maximum of two (2) minutes.

Once the nominees have had the opportunity to speak the election will begin. At the beginning of the GFA Assembly, each club will be allotted a ballot.

AGF BYLAW 6.9

6.9.1 Votes at meetings of Members shall be given personally. Every question submitted to any meeting of Members shall be decided on a show of hands except when a ballot is required by the chair of the meeting or is demanded by a voting delegate, as determined in accordance with AGF Bylaw Section 6.9. A delegate may demand a ballot either before or on the declaration of the result of any vote by show of hands. At every meeting at which he is entitled to vote, every voting delegate, other than the chair of the meeting, present in person shall one vote. The chair of the meeting shall not have the right to vote unless there is an equality of votes, in which case the chair will have the casting vote.

Motion: "To conduct the entire AGF election procedures using a closed ballot."

The GFAC Chair or AGF Gymnastics For All Manager will read the results.

"The following individuals were elected by secret ballot (listed in random order):"

Motion: "To destroy all ballots"

3. Gymnastics For All Committee (GFAC)

3.1. Scope

The members of the GFAC (Chairperson, Coordinators, and Members at Large) will work to establish the necessary framework to support the discipline of Gymnastics For All and the ideal pathways for participants (athletes, coaches, and clubs) to be involved in successful programming (performance, workshops, etc.) that fosters the development of physical literacy and long-term development (LTD), at all levels and develop a strong sense of community.

3.2. Authority

The members of the GFAC will work to operate on a consensus model. The group will work collaboratively and maintain a global perspective optimal for the development of Gymnastics For All within Alberta in conjunction with the strategic plans of both Gymnastics Canada (GymCan) and Alberta Gymnastics Federation (AGF). Any recommendations will be subject to approval by the AGF Gymnastics For All Manager and the AGF CEO/President.

3.3. GFAC Roles and responsibilities

3.3.1. Responsibilities

- Provide guidelines for programming that fosters physical literacy, long term development, and is consistent with Gymnastics Canada programs such as CanGym.
- Provide information and educational opportunities for Gymnastics For All coaches and administrators.
- Host events that enhance Gymnastics For All participants and coaches, providing opportunities to demonstrate and perform skills.
- Facilitate communication with AGF and the Gymnastics For All Assembly.
- Facilitate the election for the Assembly Meeting and Committee.

3.3.2. GFAC Chairperson

- Work with the AGF Gymnastics For All Manager to ensure timelines, programming and events are in reflection of the organization.
- Attend all GFAC meetings, assemblies, Gymnastics For All events, AGF AGM, and (if required) GymCan AGM.
- Chair all GFAC meetings with the assistance of the Gymnastics For All Manager.
- Present the Gymnastics For All Awards at the AGF Awards Banquet.
- Emcee Gymnastics For All events when required.
- Assist the AGF Gymnastics For All Manager with developing agendas for the Gymnastics For All Assembly and Committee meetings.
- Prepare and present reports at Assembly meetings, AGF Board of Directors meetings, and the AGF AGM.
- When required, participate in various AGF Board of Directors sub-committees.
- Attend and volunteer at all AGF Gymnastics For All Gymnastics events.
- Advise and assist the AGF Gymnastics For All Manager in providing leadership for the Gymnastics For All Program.
- Assist in the development of annual goals and objectives and implementing long-term plans.
- Assist in the development of regulations, practices, and procedures with the GFAC and AGF.
- Inspire others by being a positive role model.

- Actively promote and advocate Gymnastics For All programs in Alberta.
- Facilitate communication internally and externally (communicate regularly with AGF and GFAC).
- Maintain the position for a 2-year commitment.

3.3.3. GFAC Coordinators:

- Attend all GFAC meetings, assemblies and events.
- Act as the GFAC representative at the AGF Board meetings should the Chairperson be unable to attend.
- Advise and assist the AGF Gymnastics For All Manager in providing leadership for the Gymnastics For All Program.
- Assist in the development of annual goals and objectives and implementing long-term plans.
- Assist in the development of regulations, practices and procedures with the GFAC and AGF.
- Act as a lead on working groups identified within the deliverables to ensure the completion of projects in the identified timelines.
- Report and update the GFAC on the progress of working groups.
- Assist with presentations at AGF events if required.
- Attend and volunteer at all AGF Gymnastics For All Gymnastics Events.
- Inspire others by being a positive role model.
- Actively promote and advocate Gymnastics For All in Alberta.
- Communicate regularly with AGF and GFAC.
- Maintain the position for a 2-year commitment.

3.3.4. Members at Large:

Members at Large are those individuals interested in assisting in the development of Gymnastics For All and not given specific responsibilities but are tasked by the committee as needed.

*It should be noted that if the Chairperson or one of the Coordinators are unable to fulfill their volunteer commitments that they are to find a Member at Large to fill in their place.

3.3.5. Membership term: 2 years

The Chair and Gymnastics For All Coordinators may remove any members of the group by a majority vote who, at any time, fail to comply with the outlined terms of reference. In the event of a vacancy, the GFAC Chair and the AGF Gymnastics For All Manager will request a Member at Large to fill the vacated position for the remainder of the term.

3.4. Expectations of Individual Members:

- Attend all scheduled meetings, review materials in advance, be punctual, actively participate in meetings, contribute to ongoing group work and notify the Gymnastics For All Manager of any absences.
- Contribute and participate in email correspondence and working documents in a timely manner (expected response is within 3 business days.) Exceptions for extenuating circumstances must be communicated to the AGF Gymnastics For All Manager.
- Represent the Gymnastics For All community.
- Chair and Committee members will be required to act as a team lead for each of the sub-working groups focused on the key GFAC deliverables:
 - Each sub-working group will consist of a minimum of one GFAC Chair and or Committee member(s) and members at large will be encouraged to aid individual teams.
 - GFAC Chair and or Committee member(s) will work with their individual sub-working group to complete components and checklist items for the deliverables listed within the agreed-upon timelines for completion (outlined in the following document.)
 - GFAC Chair and or committee member(s) will be responsible for giving a report at each meeting/conference call.
- Demonstrate a willingness to collaborate and contribute to initiatives and projects pursued by the GFAC.
- Commit to be an advocate for the decisions and directions recommended by the GFAC and the AGF Board of Directors and demonstrate ongoing support to the community.
- Maintain a professional and respectful relationship with all members of the group.
- Work with the AGF Gymnastics For All Manager, GFAC Chair, GFAC Coordinators and Members at Large to inform the membership of plans and initiatives.

Additionally, each member must be familiar with:

- The most up to date version of the AGF GFA Handbook
- The most current version of the AGF strategic plan
- The current state and needs of the gymnastics community within Alberta
- The GymCan and Sport Canada LTD model

3.5. Working Methods and Meetings

The GFAC and Members at Large will meet primarily through teleconferencing but may be requested to meet in person. The GFAC will also be required to actively participate in email communication.

3.6. Composition and Voting

The GFAC will consist of one elected Chairperson, 4 elected Coordinators (all positions will be two-year terms), one non-voting AGF Gymnastics For All Manager, and any number of Members at Large.

3.6.1. Voting Privileges:

- Each elected member is entitled to one vote, with the Chairperson voting only if they are casting the deciding vote.
- Members at Large receive one vote when requested to participate.
- Proxy votes shall not be permitted.
- Majority rules (50% + 1) will be followed on all voting issues.

All elected members, chairperson, and members at large must be registered members in good standing with the AGF.

A director or officer of the Society who is a party to a material contract or proposed material contract with the Society 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 Society shall disclose fully the nature and extent of his interest. No such director of the Society shall vote on any resolution to approve such a contract. If a material contract is made between the Society and one or more of its directors or officers, or between the Society and another person of which a director or officer of the Society is a director or officer or in which he has a material interest, (i) the contract is neither void nor voidable by reason only of that relationship, or 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 (ii) a director or officer or former director or officer of the Society to whom a profit accrues as a result of the making of the contract is not liable to account to the Society for that profit by reason only of holding office as a director or officer, if the director or officer disclosed his interest in accordance herewith and the contract was approved by the directors or the members and it was reasonable and fair to the Society at the time it was approved.

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4. Programs

4.1. Gymfest/Canadian/World Gymnaestrada Travel Fund

This program is to provide support for Gymfest/Canadian/World Gymnaestrada teams from Alberta. Financial support will be provided annually for Gymfest and Canadian Gymnaestrada via the Alberta Gymnastics Federation. Throughout the four-year cycle of World Gymnaestrada, funding will be reviewed annually in correlation to the actual date of World Gymnaestrada. The AGF Gymnastics For All Manager will coordinate application forms with teams as each event occurs and distribute funding accordingly.

4.2. Mentorship

This program was developed to promote and foster coaching and club excellence by providing Gymnastics For All Coordinators/Supervisors/Programmers the opportunity to learn from Mentors throughout Alberta for a one-year period. Individuals interested in participating in this program must apply and are chosen by the GFAC based on their application. Mentors are also required to apply or are requested to assist the GFAC in facilitating this program. Applications forms can be obtained by contacting the Gymnastics For All Manager at rec@abgym.ab.ca.

4.3. CanGym

As stated by Gymnastics Canada, the CanGym program is intended for use with participants of varying abilities aged six and older, including beginner level participants through to entry-level competitive gymnasts. Utilizing the CanGym badge program allows participants, coaches, and parents to monitor progress in addition to be a motivational tool for athletes.

The CanGym program includes three levels (Bronze, Silver & Gold) of skill progressions based on Gymnastics Canada's Fun, Fitness, and Fundamentals Educational Philosophy, which helps to create a friendly and stimulating environment for all participants.

Each level consists of four badges for a total of 12 different coloured badges that participants receive upon successful completion of that badge. Within the Bronze level, there is a focus on mastering fundamental movement patterns. Within the Silver level, the focus is on mastering fundamental skills on men's and women's artistic apparatus, while the Gold level focuses on mastering the identified target skills.

4.4. CANJUMP

The CANJUMP Program is intended for use with participants of varying abilities to teach trampoline and tumbling in a fun, challenging, and rewarding atmosphere. Trampoline and Tumbling (T&T) consist of three disciplines; Trampoline, Double Mini-Trampoline, and Tumbling. The CANJUMP program teaches children the basics of this sport.

Participants are provided with reports to track their progress specific to Trampoline, Double Mini-Trampoline, and Tumbling.

The CANJUMP Program is committed to delivering a high-quality Trampoline and Tumbling program for athletes across Canada and is recommended by AGF to supplement introductory trampoline programs.

5. Events

5.1 Gymfest

Gymfest is a fun and educational event that serves at the capstone for many Gymnastics For All participants within Alberta. This event provides coaches and athletes with the opportunity to participate in workshops and performance groups to demonstrate their skills in a non-competitive setting while following a central theme that changes annually. All clubs and organizations from across the province are welcome as it provides a platform for athletes and coaches preparing for Canadian or World Gymnaestrada and is an exciting time for all who participate. Team travel funding opportunities exist for Gymfest teams via AGF, and application forms can be found and submitted to the AGF Gymnastics For All Manager.

5.2 Western, Canadian and World Gymnaestrada

Western, Canadian, and World Gymnaestrada are themed events that celebrate gymnastics and movement with groups from regional, national, and international levels of participation. Participants will take part in several workshops and non-competitive performances throughout the event, centralizing the ideas of teamwork, education, and fun. It is a GymCan requirement for teams planning to participate in World Gymnaestrada to first participate at the Canadian Gymnaestrada leading up to World Gymnaestrada.

The Gymnastics For All Committee (with the assistance of AGF) may provide financial assistance for teams regarding preparation costs and travel expenses when applicable.

5.3 Event Entry Fee Refund Policy

- If the Entry Fee refund form is submitted 9 business days prior to the event, a full refund will be issued minus a \$25 administration fee
- If the Entry Fee refund form is submitted between 5 and 8 business days prior to the event, a full refund will be issued minus a \$35 late administration fee
- If the Entry Fee refund form is submitted less than 5 business days prior to the event, no refund will be issued
- Exception: Full Entry Fee will be refunded for medical reasons at any time prior to the start of the event (Program Coordinator may request additional information up to and including a medical doctor's certificate)

6. Coaching

6.1. NCCP Certification requirements

Head Coach/Program Directors

Competitive Clubs

In competitive clubs, the Head Coach or the Program Director **must** be CERTIFIED NCCP Level 2 /Competition 1 (C1) in your gym sport. If trampolines are used, the head coach **must** also be minimum Gymnastics Foundations Trampoline Certified. Please note that coaches **must** coach within the scope of what they have been formally trained. (E.g. A coach must be C1 Artistic/Level 2 Trampoline Certified to independently coach inversions on the trampoline).

Gymnastics For All Clubs

In Gymnastics For All clubs, the Head Coach or the gymnastics Program Director **must** be certified NCCP Level 1 Gymnastics/Gymnastics Foundations CERTIFIED. If trampolines are used, the Head Coach **must** also be minimum Gymnastics Foundations Trampoline CERTIFIED.

Active Start Programs

To coach children ages 5 years and under (Active Start), coaches **must** be NCCP Active Start trained. For coaching children 6 years and over in a Gymnastics For All program, the instructor **must** be Artistic Gymnastics trained. Please note: NCCP suggests that Trampolines are not a developmentally age-appropriate activity for children under 3 years of age, and caution should be exercised by using more appropriate springing devices.

IMPORTANT: To be a supervisor or to work independently coaches **must** be 18 years of age AND certified. “Trained” coaches **must** be indirectly supervised by a certified coach.

TRAMPOLINE USAGE

Under any circumstance that trampoline is used, a minimum **Gymnastics Foundations Trampoline** Certified coach must be present, and all coaches must coach within the scope of what they have been formally trained.

Any clubs with concerns regarding the certification of their coaches are encouraged to contact the AGF Education Program Manager at education@abgym.ab.ca.

6.2. Gymnastics For All Coaches – Qualifications for Canadian and World Gymnaestrada

All Gymnastics For All coaches participating in Canadian and World Gymnaestrada must be **CERTIFIED** NCCP Competition 1 or NCCP Level 2 in at least one discipline (MAG, WAG, Trampoline, or Rhythmic) and possess a valid Police Report & Intervention Record Check to have access to training and performance gyms.

6.3. Guidelines and Procedures

6.3.1. Coaching Code of Ethics

It is the responsibility of AGF members to understand the definitions of ethical practice and ensure that each core principle is upheld. Please visit the “Coaching Code of Ethics” document in the “Gymnastics For All” section of AGF’s website for a full reference (as outlined by the Coaching Association of Canada).

6.3.2. Interclub Guidelines

The Purpose of the Interclub Program is to provide Gymnastics For All Participants throughout the province the opportunity to showcase their personal ability in gymnastics events and perform routines. The Alberta Interclub Program is performance-based and is meant to focus on the opportunity to perform rather than the content of the routine. Please visit the “Interclub Program” document in the “Gymnastics For All” section of AGF’s website for a complete reference to the Interclub Guidelines.

6.3.3. Inclusion Guidelines

This document has been developed to provide information regarding the integration and inclusion of special and adaptive needs participants in modifying programs to make accommodations regarding medical considerations, coaching considerations and facility considerations. The Inclusion Guideline also references resources that your club can reach out to in further supplementing participants with special and adaptive needs. Please visit the “Inclusion Policy” document in the “Gymnastics For All” section of AGF’s website for a complete reference to the Inclusion Policy.

6.3.4. Alcohol, Tobacco, & Cannabis

Alberta Law defines a minor as a person under the age of 18 years. This is also the legal age in Quebec and Manitoba. The legal age in the rest of the country is 19 years of age.

Minors shall not consume alcohol, nor use any tobacco or cannabis products, including snuff, at any time during team travel to or from the event. Minors found possessing any alcohol, tobacco, or cannabis products will have these items confiscated and may be subjected to further discipline.

6.3.5. Consumption of Alcohol, Tobacco, and Cannabis in Public Spaces

All Team AGF members will refrain from consuming alcohol, tobacco, or cannabis except for alcohol purchased and consumed in accordance with a license that permits consumption in a public place (i.e. open-aired patio), a person must not, in a public place, consume alcohol or possess alcohol in an open container.

All Team AGF members who are of legal age (provincial legislation) will not consume alcohol, tobacco, or cannabis in the presence or vicinity of minors. All AGF members are encouraged to take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events and should make every attempt not to consume alcohol, tobacco, or cannabis in the presence of athletes.

7. Recognition and Awards

7.1. CanGym Gold Badge

Gymnastics For All athletes who earn a Gold Badge in the CanGym program are entitled to receive a gold medal, a letter of recognition for their accomplishment from the AGF Gymnastics For All Coordinator, and an invitation to AGF's Gala Dinner in celebration of their accomplishments. Gold badge recipients can be submitted, at any time, to the AGF Gymnastics For All Coordinator via the application form under the "Gymnastics For All" section of AGF's website.

7.2. Gymnastics For All Awards

These awards recognize and acknowledge excellence within the Gymnastics For All discipline in coaching, athleticism (individual and group) and volunteerism. The candidates for these awards are submitted by their peers within the Gymnastics For All community, and there is no limit on the number of recipients for each category. GFA Achievement Awards are presented at the AGF Awards Banquet and can be nominated using the application form under the "Gymnastics For All" section of AGF's website.

7.3. Scott Whiteside Award

The award was developed as a legacy and tribute to the namesake of this award. It was established to honour individuals with tireless enthusiasm for the sport of gymnastics and their commitment as an active member and volunteer in various areas within the AGF community. AGF dictates that there will be only one Scott Whiteside Award recipient per year, and all nominees can be applied for via the application form under the "Gymnastics For All" section of AGF's website.

