

## NEW CLUB REGISTRATION PACKAGE

**THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING THE ALBERTA GYMNASTICS FEDERATION (AGF) NEW CLUB REGISTRATION PROCESS.**

**A COMPLETE PACKAGE, FULL PAYMENT AND DEPOSIT MUST BE SUBMITTED TO THE AGF OFFICE TO BE CONSIDERED FOR MEMBERSHIP.**

The following club membership categories are available:

- |  |          |
|--|----------|
| • GYMNASTICS FOR ALL (GFA)                       | \$300.00 |
| • GFA + DEVELOPMENTAL                            | \$400.00 |
| • GFA + DEVELOPMENTAL + 1 COMPETITIVE DISCIPLINE | \$525.00 |
| • GFA + DEVELOPMENTAL + 2 COMPETITIVE DISCIPLINE | \$650.00 |
| • GFA + DEVELOPMENTAL + 3 COMPETITIVE DISCIPLINE | \$775.00 |

\*Plus GST and applicable service fees

**As a new club, you are required to submit a deposit based on your planned programming as per below. This amount will be held for the first season of membership and credited to your account for the following season.**

- |                                     |            |
|-------------------------------------|------------|
| • GYMNASTICS FOR ALL (GFA)          | \$500.00   |
| • GFA + DEVELOPMENTAL               | \$1,000.00 |
| • GFA + DEVELOPMENTAL + COMPETITIVE | \$1,500.00 |

**To be considered fully registered a club must:**

- Complete the online Club Membership Application on Uplifter
- Remit Club membership fee payment

Any new club wanting to be recognized as a member club with AGF, must submit a club registration package. Once a completed package including payment has been submitted, it will be reviewed for approval by the AGF Board of Directors at their next scheduled meeting.

A club that has not received approval or is waiting for approval on becoming an AGF member **CANNOT** collect or charge AGF membership fees. **If the club is collecting fees without AGF approval they will be denied membership.**

### **How to Register a NEW Member Club:**

To register to become an AGF Member Club, the following must be submitted for consideration by the AGF Board of Directors:

1. Business licences
2. For profit - a copy of certificate of incorporation
3. For non-profit – verification of registration with Alberta Societies
4. Club's tenant/lease agreement
5. Coach's information
  - NCCP Numbers – include certification level
  - Police Check
  - Vulnerable Sector Check (if born prior than 1986)
  - Intervention Record Check
  - Respect in Sport completion certificate
  - Making Ethical Decisions completion certificate
6. Owners and/or Club Operators
  - Police Check
  - Vulnerable Sector Check (if born prior than 1986)
  - Intervention Record Check
  - Respect in Sport for Activity Leaders completion certificate
7. Completed New Club Registration
8. Payment of Club Membership fee and deposit
9. Arrange a site visit with AGF Staff member

### **Forms of payment accepted:**

VISA, MASTERCARD, American Express, Cheque, Direct Deposit  
(Amounts exceeding \$1,000.00 will be charged a 2.5% transaction fee if paid by credit card)

Payments will not be processed until AGF Board approval of application.

### **Alberta Gymnastics Federation Communications**


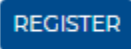
A minimum of one club contact must be designated to receive all club communications. This person is expected to distribute AGF communications to the appropriate club personnel.

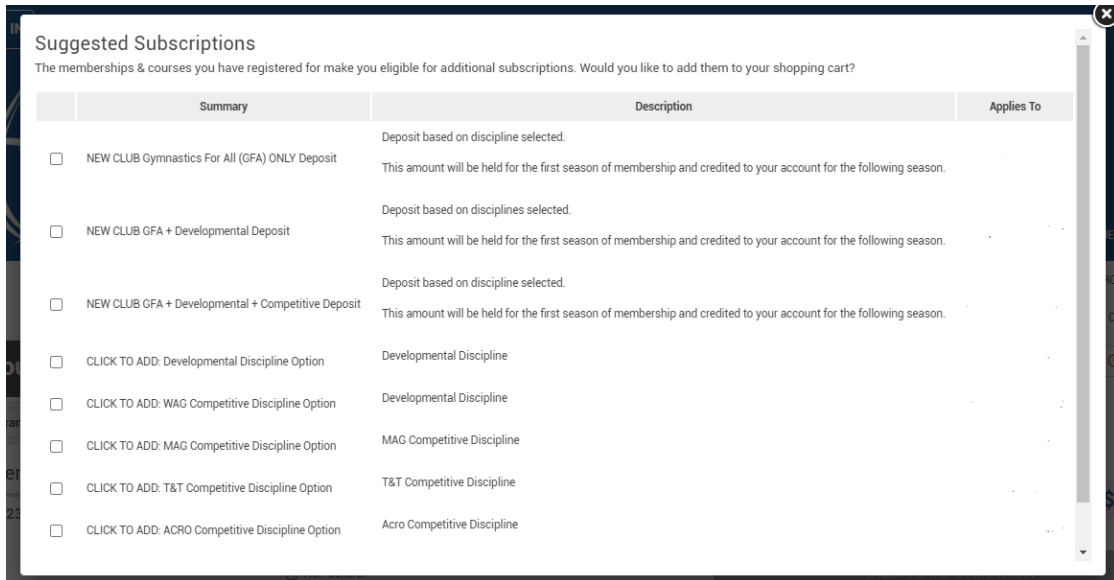
**THE FOLLOWING IS A STEP-BY-STEP GUIDE FOR COMPLETING YOUR CLUB'S REGISTRATION. PLEASE READ AND FOLLOW CAREFULLY.**

**STEP 1**

**How to Register for an Annual Club Membership**

To create your club account on Uplifter and register for one of the club membership categories, follow the steps below:

1. [Click Here](#) to go to Uplifter
2. **Create** your club's account. Select First Time Registering, enter all the required information, Click on 
3. Navigate to the AGF Club Registration tab on the top navigation menu.
4. Click on New Club AGF General Club Membership (This membership includes the GFA discipline)
5. Select 
6. Select the applicable deposit based on membership discipline and select discipline options your club will be wanting to use for the season.



7. Additional information required. Fill out everything in the **Additional Information** area. The information below is required and you will not be able to continue with the purchase of club renewal if it is not completed:

- Legal Club Name
- Club Name
- Physical Club Address
- City/Town
- Postal Code
- Club Email
- Main Club Contact
- Main Club Contact Phone Number
- Main Club Contact Email
- 1. Name of President/Owner
- 1. Email of President/Owner
- 1. Phone number of President/Owner
- Incorporation
- Club Set-Up
- Facility
- What is the square footage of the facility?
- Do you offer Active Start programs?
- Do you offer Adult Gymnastics?
- Do you offer CanGym program?
- Do you offer CANJUMP program?
- Do you offer Parkour program?
- Do you offer Camps?
- Do you offer Special Needs?
- Do you offer Birthday Parties?
- Do you offer Drop-in?

8. **In the Billing Information.** Read and accept the terms for each of the attached **Policies**.

9. Select **3. Payment Information**

10. Choose a payment option: **“Pay by Cheque”, “Pay by E-transfer”, “Pay by credit card”**

11. An “Invoice” receipt will confirm the registration. The invoice will also be posted to the club’s account. To view the invoice status, navigate to My Account by clicking on your name on the top right.

**STEP 2** Complete the **NEW Club Membership Registration on Uplifter as per Step 1 and submit all requested supporting documents into the AGF office via [membership@abgym.ab.ca](mailto:membership@abgym.ab.ca).**

**STEP 3** **AWAIT AGF APPROVAL**

**STEP 4** **Once approved please follow the steps below.**

Complete the Excel Spreadsheet template and upload it to your Club’s Uplifter Account.

- All members (coaches/competitive athletes/demo team/GFA athletes) must be listed on the appropriate tab in the excel template. **(Excel Template located at [abgym.ab.ca](http://abgym.ab.ca)> Membership> Registration> AGF Coach and Athlete Registration & Upgrading Forms > Excel Spreadsheet Template).**
- Contact [online@abgym.ab.ca](mailto:online@abgym.ab.ca) if you require assistance.

**STEP 5** Submit coach, and athlete registration fees to the AGF office by credit card, cheque or direct deposit.

# Important!

**Please review to ensure your club's registration package is complete.**

- The New Club Registration Package has been completed and all supporting documents listed below have been submitted to the AGF office:
  - Certificate of incorporation, business license
  - Verification of registration with Alberta Societies (if you are a non-profit)
  - Tenant/lease agreement
  - Information for each coach: NCCP numbers including certification level, police check, vulnerable sector check, intervention record check, and certificates of completion for Respect in Sport and Making Ethical Decisions training.
  - Information for each Owner and/or Club Operator: police check, vulnerable sector check, intervention record check, and certificate of completion for Respect in Sport for Activity Leaders training.
  
- The New Club Membership Fee Registration has been submitted online.
  
- Await approval from AGF.
  
- Once approved you will be required to submit your club's:
  - Coach and athlete information using the AGF Excel template via your Club's Uplifter account.
  - Payment for coach and athlete registrations.

**Please contact the AGF office should you have any additional questions.**

***We look forward to you joining our Gymnastics Family!***