

2019 - 2020 CLUB REGISTRATION & RENEWAL PACKAGE

THE FOLLOWING PAGES CONTAIN IMPORTANT INFORMATION REGARDING THE ALBERTA GYMNASTICS FEDERATION REGISTRATION PROCESS.

PLEASE RETAIN A COPY OF THE REGISTRATION PACKAGE FOR YOUR RECORDS. A COMPLETE PACKAGE AND FULL PAYMENT MUST BE SUBMITTED TO THE AGF OFFICE BY **4:00 P.M. ON MONDAY, SEPT 30TH, 2019.**

NOTE:

- ALL FORMS MUST BE COMPLETED IN FULL
- INCOMPLETE FORMS WILL BE RETURNED
- **UNCOMPLETED REGISTRATION PACKAGES WILL DELAY APPROVAL AND LATE FEES WILL BE APPLIED**

CLUB REGISTRATION & RENEWAL PACKAGE INFORMATION

Any new club wanting to be recognized as a member club with the AGF, must submit a club registration package and the AGF Board of Directors will review and approve membership.

How to Register as a NEW Member Club:

For your club to become an AGF Member Club, the following must be submitted for consideration by the AGF Board of Directors in addition to the requirements of this package:

1. Copy of certificate of incorporation, business license
2. Completed AGF member club application form
3. Payment of Club Membership fee

Member Club Renewal

- To continue receiving AGF membership benefits, member clubs who wish to re-register must submit their club registration package and payment to the AGF office by 4:00 p.m. on Monday, September 30th, 2019.
- Registration forms and payments received after September 30th will be charged a late fee, as per the schedule below. Failure to receive registration forms and payment past 60 days will result in the **withdrawal of insurance coverage** for the club and other membership benefits.

REGISTRATIONS POSTMARKED LATER THAN THE STATED DEADLINE WILL BE INVOICED FOR LATE FEES AS NECESSARY.

Late Fee Charges:

- 1-30 days past due: 20% of club fee, minimum of \$53.40
- 31-60 days past due: 40% of club fee, minimum of \$106.80
- 61+ days past due: Insurance coverage and member benefits are withdrawn.

Forms of Payment Accepted:

VISA, MASTERCARD, AMERICAN EXPRESS, CHEQUE, DIRECT DEPOSIT

PLEASE NOTE:

Credit Card Payments that are \$1,000.00 or higher will be charged a 2% transaction fee.

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. Please ensure that the contact(s) you provide are informed of this responsibility.

PLEASE READ AND FOLLOW CAREFULLY

STEP 1 Complete the **Club Membership Registration Form for 2019 – 2020**
(see pages 5 & 6 of this package)

STEP 2 Presidents or Owners of Clubs must sign the following:

- **Notice & Declaration of Validity form** (see page 7 of this package)
- **Compliance Statement form** (see page 9 of this package)
- **Canadian Anti-Spam Legislation Consent form** (see page 11 of this package)

Please keep a copy of these forms for your records.

For the following steps, please refer to the “**Categories Info Sheet for Coach & Athlete Registrations**” to help you identify which category each athlete and coach falls into and the corresponding fees.
To download the form, [click here](#) or visit abgym.ab.ca/membership/registration.

STEP 3 Complete the **AGF Coach and Athlete Registration Excel Spreadsheet**
([click here](#) or visit abgym.ab.ca/membership/registration to download the spreadsheet)

- This spreadsheet is used to track important information about your coaches and athletes. The tabs at the bottom of the spreadsheet categorize coach and athlete information by program type. Complete these as appropriate.

Once complete, upload the spreadsheet to your club's sync.com link

- If you are unsure of your club's sync.com link, please email membership@abgym.ab.ca.

STEP 4 Complete the **AGF Coach, Athlete and Club Registration Form for 2019-2020**
([click here](#) or visit abgym.ab.ca/membership/registration to access the form)

- Enter total numbers for each category
- Select **ONE** box under Club Registration to obtain your AGF Club Fee
- This is an online form. Once you're done, click “Complete” in the top right corner to submit the form.

STEP 5 **Submit payment to the AGF office** by credit card (Visa, MasterCard, AMEX), cheque or direct deposit.

Please note: Membership information will not be processed until all required forms are completed and full payment has been received.

SUBMISSION DEADLINES

Club Registration or Renewal:

- September 30, 2019

Coach & Athlete Registration:

- Summer: September 30, 2019
- Fall: November 15, 2019
- Winter: February 14, 2020
- Spring: May 15, 2020

REGISTRATIONS POSTMARKED LATER THAN THE DEADLINE WILL BE INVOICED WITH LATE FEES.

Legal Club Name:		
Physical Club Address:	City/Town:	Postal Code:
Mailing Address: <input type="checkbox"/> Same as above	City/Town:	Postal Code:
Club Telephone #:	Club Email:	Website:
Facebook	Twitter	Instagram
Incorporation: <input type="checkbox"/> Private Business <input type="checkbox"/> Private Business with independent, non-profit advisory board <input type="checkbox"/> Non-profit <input type="checkbox"/> Non-profit parent advisory board		Club set-up (select one) <input type="checkbox"/> Set-up and tear-down <input type="checkbox"/> Full-time set-up <input type="checkbox"/> Set-up for part of the year <input type="checkbox"/> Other: _____
Club Contact Information The contact(s) below will receive all AGF communications. Club contact person below is expected to distribute AGF communications to appropriate club personnel		
1. Full Name:	Phone number:	Email:
2. Full Name:	Phone number:	Email:
3. Full Name:	Phone number:	Email:
Competitive Programs Offered:		
<input type="checkbox"/> Women's Artistic <input type="checkbox"/> Men's Artistic <input type="checkbox"/> Trampoline <input type="checkbox"/> Acrobatic		
Developmental Program Offered: (Reference Coach & Athlete Registration Categories)		
<input type="checkbox"/> ATDP <input type="checkbox"/> CanJump <input type="checkbox"/> Demo <input type="checkbox"/> Gymnaestrada <input type="checkbox"/> Interclub <input type="checkbox"/> JO 1-3* JO 3 athletes not attending Alberta Compulsories		
Gymnastics for All Programs Offered: (Reference Coach & Athlete Registration Categories)		
<input type="checkbox"/> Active Start <input type="checkbox"/> CanGym <input type="checkbox"/> Parent & Tot <input type="checkbox"/> Camps <input type="checkbox"/> Adult Gymnastics <input type="checkbox"/> Special Needs <input type="checkbox"/> Drop-In <input type="checkbox"/> Birthday Parties		
NAME OF TWO ELECTED OFFICERS (President/Treasurer/Vice Chair/Secretary/Owner/General Manager. etc)		
1. Full Name:	2. Full Name:	
Position: Owner / President	Position:	
Phone Number:	Phone Number:	
Email:	Email:	

Main Club Personnel

By completing the information below, the club is providing consent for AGF to send communication as indicated below.

Legal Club Name:		
President/Owner:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
Club Administrator:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
Registrar:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
MAG Competitive Coordinator/Head Coach:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
WAG Competitive Coordinator/Head Coach:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
T&T Competitive Coordinator/Head Coach:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
Acro Competitive Coordinator/Head Coach:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
Gymnastics for All Coordinator/Head Coach:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO
Finance Coordinator/Treasure/Bookkeeper:	Phone #	Email: Receive AGF electronic communication about: <input type="checkbox"/> General <input type="checkbox"/> GFA <input type="checkbox"/> NCCP <input type="checkbox"/> WAG <input type="checkbox"/> MAG <input type="checkbox"/> T&T <input type="checkbox"/> ACRO



NOTICE

This Notice is to ensure the following:

1. THAT YOUR COACHES ARE CERTIFIED UNDER THE ALBERTA GYMNASTICS FEDERATION CURRENT REQUIREMENTS. THIS FORM MUST BE COMPLETED AT THE TIME OF YOUR REGISTRATION. FAILURE TO COMPLY WILL AFFECT YOUR INSURANCE COVERAGE IN THE EVENT THAT A FILE GETS OPENED DUE TO AN ACCIDENT.
2. FAILURE TO SUBMIT ALL MEMBERS/PARTICIPANTS WHO HAVE PURCHASED AN ALBERTA GYMNASTICS MEMBERSHIP OR FAILURE TO PROVIDE REQUIRED INFORMATION OF PARTICIPANTS LIST WILL BE CONSIDERED AN ACT OF MISREPRESENTATION AND MAY ADVERSELY AFFECT THE CLUBS MEMBERSHIP. INSURANCE COVERAGE WILL NOT BE PROVIDED FOR CLUB MEMBERS/PARTICIPANTS THAT ARE NOT REGISTERED WITH AGF.
3. ENSURE YOUR CLUB CONTACT INFORMATION IS CORRECT AND UP TO DATE AT ALL TIMES. IF ALBERTA GYMNASTICS FEDERATION DOES NOT RECEIVE ANY CHANGES TO MEMBERSHIP@ABGYM.AB.CA, THIS MAY RESULT IN YOUR CLUB NOT RECEIVING PERTINENT COMMUNICATIONS.
4. RESPECT AND ABIDE BY ALL ALBERTA GYMNASTICS FEDERATION BY-LAWS AND POLICES. IT IS EXPECTED THAT MEMBER CLUBS WILL MAKE AN EFFORT TO FAMILIARIZE THEMSELVES WITH THESE BY-LAWS AND POLICIES.

DECLARATION OF VALIDITY

I, _____, as President/Owner of _____, confirm that I have reviewed the registration information submitted to the Alberta Gymnastics Federation for the 2019-2020 season and hereby verify that, to the best of my knowledge, all coaches have been registered and are in compliance with the Federation's coaching certification requirements. As well as all members/participants have been registered or will be registered for 2019-2020 year. I further verify that having reviewed the club's contact information, that it is correct as of this date.

Signature

Date



Compliance Statement

I, _____, at the _____ declare as follows:
(Club President/Owner/Executive Name) (Club Legal Name)

1. _____ is in compliance with the Personal Information Protection Act (PIPA)
(Club Legal Name)
2. _____ has obtained Notification of Risk and PIPA forms with written consent from all
(Club Legal Name)
registered members for the collection, use and disclosure of personal information to Alberta Gymnastics Federation (AGF) and / or Gymnastics Canada (GymCan) for the following purposes:
 - Receiving information and communication from AGF and GymCan in order to provide the members with the programs, services, products and information required as a member of AGF and/or GymCan including newsletters, email bulletins, donation requests, invoices, notification of future programs, events, activities, fundraising and merchandise sales;
 - Establishment and management of trust funds and distribution of honorariums;
 - Processing merchandise orders, registration, and travel administration;
 - Athlete registration, outfitting uniforms, monitoring eligibility and team selection;
 - In the case of medical emergencies;
 - Media relations and media publications; and
 - Publishing sports information
3. Failure to not register individual members who have purchased an AGF membership or provide a required summary of participants list will be considered an act of misrepresentation and may adversely affect the club's membership. Insurance coverage will not be provided for unregistered members or participants.
4. _____ will retain Notification of Risk and PIPA forms with written consent/no consent
(Club Legal Name)
given and signatures for the 2019-2020 membership year.
5. _____ will indemnify, release, hold harmless and forever discharge AGF and/or
(Club Legal Name)
GymCan, and their directors, officers, employees, volunteers and representatives for any claims, actions or costs that may arise out of, or in relation to, the collection, use or disclosure of personal information which was disclosed by _____ to AGF and/or GymCan, and others. Such indemnification will
(Club Legal Name)
include any amount paid by AGF and /or GymCan with respect to liability and all legal fees and disbursements incurred by AGF and/or GymCan.
6. AGF MUST be notified of any person(s) not wanting to disclose personal information as per the above mentioned.

Name : _____ Position: _____
(please print)

Signature: _____ Date: _____



Canadian Anti-Spam Legislation Consent

ALBERTA GYMNASTICS FEDERATION
207, 5800 2 STREET SW,
CALGARY, AB T2H 0H2

The new Canadian Anti-Spam Legislation (CASL) came into effect on July 1, 2014. In order to comply with this law, AGF requires your consent to continue communicating with your club electronically.

AGF would like to continue sending your club Commercial Electronic Messages (CEM), via the emails provided on the club membership registration form and the main club personal form.

Please check the appropriate box with your response:

-
1. **YES**, I give consent Information that pertains to AGF such as membership renewals, newsletters, training opportunities, funding updates, programming information, special events and any other information pertinent to business and operations, including information from Gymnastics Canada.
- NO**, I refused consent

-
2. **YES**, I give consent Information via AGF from affiliates such as 3rd Level Consulting, Boulevard Travel, AAI, Skyline Athletics, Ultimate Fundraising, GK Elite Sportswear, etc.
- NO**, I refused consent

Dated: _____, 2019 Club: _____

Name: _____ Position: _____

You may UNSUBSCRIBE from our electronic mailing list at any time by sending an email to us at online@abgym.ab.ca or by clicking on the "unsubscribe" link within the email itself.

You're Almost Done!

Let's just double check that your registration is complete.

- All forms within the **Club Registration Package** have been fully completed and signed.
- All coach and athlete information has been entered into the **AGF Coach and Athlete Registration Excel Spreadsheet**.
- The completed **Excel spreadsheet has been submitted via sync.com**.
- Total numbers have been entered into the **AGF Coach, Athlete and Club Registration Form for 2019 – 2020** and submitted via the online form.
- Payment for registration has been submitted to AGF.

Please contact the AGF office should you possess any additional questions.

Thank you!