



2011 - 2012

ALBERTA GYMNASTICS FEDERATION

Membership Information



GYMNASTICS ... IT'S MORE THAN JUST A SPORT!



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ALBERTA GYMNASTICS FEDERATION

MEMBERSHIP FORMAT

The AGF membership format has been designed to ensure that equity exists in the fees that are assessed to individual clubs. In order to achieve fairness the fees are calculated according to the criteria listed below.

1. The types of programs offered by the club and the number of disciplines dictates the status of your club as a competitive or recreational member.
2. The size of the club (the total number of participants).
As more and more clubs are offering programs during the spring and summer months it is becoming evident that confusion exists with regard to when participant registrations should be submitted to AGF. It is important for clubs to register all of their participants at least once in each program year (July 1st – June 30th). Failure to register participants may place a club in jeopardy in the event that an unregistered participant is injured (e.g. the insurance program requires all participants to be registered).

Enclosed in this “Membership Information Booklet” (Appendix A) is a chart that you can keep in a handy location to remind you of critical registration deadlines. If you have any questions please feel free to contact the AGF Membership Coordinator.

Please note that every participant in your club’s programs must be registered with AGF for this current year. A “RECREATIONAL PARTICIPANT REGISTRATION FORM” may be completed by each non-competitive participant and the top copy returned to the AGF office, or a club may submit a printout that includes names and addresses of your non-competitive participants. All other members must be listed on the appropriate AGF registration form(s).

Also please ensure for insurance purposes that participants are registered in the appropriate category. i.e. competitive in competitive, recreation in recreation etc. Participants registered as recreational, but training under competitive guidelines is not permitted.

CATEGORIES FOR CLUB REGISTRATION

◆ RECREATIONAL

Clubs involved with one or more of the following types of programs will be considered “Recreational”.

- any individual participating in a non-competitive program (pre-school, CANGYM, CANJUMP, etc.)

◆ COMPETITIVE

Clubs involved in operating programs for competitive athletes competing in Provincially sanctioned competitions will be considered “Competitive”.

Competitive Club consists of the following Categories:

Physical Ability Testing:

Women:	LEAP (Copper/Bronze/Silver/Gold)
Men:	P3
Trampoline & Tumbling	F.A.S.T. (Level 1 / 2 / 3)

Competitive Stream:

Women:	Provincial Level 1, 2, 3, 4 & 5 (Please refer to your AGF Handbook for further breakdown)
Men:	Provincial Level 1, 2, 3 & 4 (Please refer to your AGF Handbook for further breakdown)

Trampoline & Tumbling:	Provincial C, Provincial B, Provincial A, Provincial D (Tumbling only)
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Elite Stream:

Women:	National Pre-Novice Aspire/Elite National Novice National Open HP Novice/Junior/Senior
Men:	Youth B Open B HP (Senior/Junior/Novice/Tyro/Argo)
Trampoline & Tumbling:	Novice 10 – 14 / Novice 15+ Open Youth Senior

UP-GRADING INFORMATION

Any athlete may deem to be competitive by virtue of entering an AGF Sanctioned Competition by the deadline indicated on the meet entry form. **This form must be submitted to the AGF office along with applicable fees.** E.g.: registration fee for the competition, up-grading fee for your athlete and also the up-grading fee for your club if it is not already registered as competitive for that discipline.

FEE STRUCTURE

REGULAR PROGRAMS – ALL CLUBS

1. Basic Club Fee
 - Recreational
 - Competitiveand
2. Participant Assessments
 - Competitive Coaches
 - Recreational Coaches
 - Apprentice/Interim coaches
 - Elite athletes
 - Competitive athletes
 - Physical Ability Testing
 - Recreational Participants
3. Programs: each of the following categories are considered one discipline:
 - Competitive female athlete
 - Competitive male athlete
 - Competitive T & T athlete

The Recreational component of a Competitive Club is included with their fee.

NOTE: Many clubs offer “promotional or special activities” for which they do not charge a specific fee (“Bring-a-Friend” day, Open House, etc.). No additional registration is required for participants in promotional activities on the condition that the activity does not exceed 3 hours in total. Special situations should be brought to the attention of the AGF’s President/CEO.

NEW: For insurance purposes, all names of the participants must be recorded and submitted to the AGF office (upon completion of the program). Forms are available from the AGF office. Clubs should also retain a copy for their records

Rental of your facility to an independent group that is conducting its own activity do not have to be registered with AGF. However, you should ensure that a formal rental agreement is signed which stipulates that the group will provide its own Comprehensive Liability Insurance.

NOTE: PAYMENT OF LIABILITY AND SPORT ACCIDENT INSURANCE PREMIUM ASSESSMENTS (\$3.20 per participant) ARE A CONDITION OF MEMBERSHIP AND MUST BE INCLUDED ON EACH OF THE “CALCULATION OF REGISTRATION FEES” FORMS

MISSION, MANDATE AND GOALS

The Alberta Gymnastics Federation (AGF) is an organization comprised of recreational and competitive gymnastics clubs throughout Alberta. The AGF exists to provide support and services to the member clubs. The member clubs "are" the AGF.

Mission Statement

"We are dedicated to developing gymnastics and its values by encouraging participation, growth, and personal success for everyone."

Business Statement

The business of the Alberta Gymnastics Federation is to bring together the resources required to achieve its mission, in affiliation with its partners. This includes, but is not limited to, human resources, financial resources, programs and facilities.

Vision Statement

The Alberta Gymnastics Federation is committed and dedicated to its members and stakeholders. The constant growth and development of the activity and sport of gymnastics is the Federation's number one priority.

Membership recruitment in all regions, schools and communities will be actively sought and the retention of the Federations members will be attained.

Community and corporate partnerships will be established to ensure high public visibility and financial stability.

In providing the appropriate forums, the Federation will foster local, regional and provincial development. The Federation will play a leadership role by developing a strategic plan that allows it to fulfill its goals. By doing so, the intent is to encourage and foster strength between the national gymnastics body and the provincial and territorial gymnastic associations to ensure consistency and cohesiveness in gymnastics.

The Federation will provide leadership development opportunities to compliment its goal of inspiring athletes to achieve personal success. Further, the Federation will provide the support necessary for the pursuit of competitive excellence.

In providing the best possible services, the Alberta Gymnastics Federation will possess the infrastructure to lead its members into the future.

Mandate

As a not for profit, volunteer-directed agency, the Alberta Gymnastics Federation functions on behalf of its member clubs to co-ordinate activities and programs that contribute to the development of gymnastics as both a recreational activity and a competitive sport.

The primary (core) activities of the AGF include:

- Participation Development
- Athlete / Leadership Development
- Membership Development
- Services and Resources

1. Participation Development

Enhancing and expanding the membership by encouraging more people to participate in gymnastics

2. Athlete / Leadership Development: Men's, Trampoline & Tumbling and Women's

Enhancing the existing high level of athletes and coaching developmental programs to allow all levels of athletes to reach their personal best.

Expanding the coaching development to produce more and better coaches.

Expanding the judging development to produce more and better judges.

3. Membership Development

Continue to be competitive leaders of a safe and enjoyable sport that benefits everyone.

4. Services & Resources

Expanding the market thrust of Alberta Gymnastics Federation to meet the challenges of greater self-sufficiency in developing the growth of the sport.

Continue to develop the communication with our membership through the website, facebook, electronic mail, workshops, brochures, and committee/assembly meetings.

Maintain strong organizational and financial controls to ensure longevity of the organization.

Goals

- More people participating in and enjoying gymnastics
- To achieve Olympic podium performances
- Inspire athletes to achieve personal success
- More partners building gymnastics

Operations

As a volunteer directed, Not For Profit agency the Alberta Gymnastics Federation functions under the guidance of an elected Board of Directors. The Board is responsible for determining the strategic priorities of the Federation and identifying the primary organizational objectives that arise from those priorities. Responsibility for achieving objectives and conducting the day-to-day business of the Federation is assigned to the staff.

BENEFITS OF BELONGING TO THE ALBERTA GYMNASTICS FEDERATION

The primary role of the Federation is to provide administrative support in the development and delivery of programs, and competitions in Recreational Gymnastics, National Coaching Certification Programs, Women's Artistic Gymnastics, Trampoline and Tumbling, Men's Artistic Gymnastics and Special Events.

The Alberta Gymnastics Federation is comprised of member clubs throughout the Province. The AGF has two general areas of responsibility. One area is the coordination of gymnastics activities that are Provincial in nature such as leadership development, the recreation development program and the competitive program. The other area is that of the provision of services to clubs, particularly services that would not otherwise be available to the clubs.

The following is a list of some of the advantages that a club receives with membership to the AGF:

SERVICES AND RESOURCES:

- A comprehensive liability insurance package to protect club directors, coaches and supervisors from potential lawsuits as well as a sports accident insurance policy that compensates participants for sport related injuries.
- Access to program resources..
- Leadership Development (i.e. coaching and judging clinics and certification). Access to NCCP Courses
- Eligibility for grants that are available through various government agencies.
- Provincial support – grant/funding support letters.
- Voting privileges at the Annual General Meeting and opportunity to nominate individuals for positions on the Board of Directors. Direct input into AGF's operation and policy development.
- Access to national "CANGYM" badge program.
- Access to various fundraising initiatives (including AGF sponsored casino)
- Access to National CanJump Badge Program
- Right to participate in sanctioned, safe competitions, events and interclub activities.
- Provincially and nationally regulated coaching standards.

- Knowledgable and dedicated staff.
- Comprehensive coach and volunteer screening procedures.
- “Respect in Sport” – required harassment and abuse education for coaches, parents, athletes, judges and other volunteers.
- Subsidized travel for athletes, coaches and officials for sanctioned events.
- Comprehensive AGF Communication Binder updated yearly containing all information pertaining to hosting events, policies and procedures, technical regulations, etc.
- Regular mailings on upcoming events, educational course listings, etc.
- Use of the Alberta Gymnastics Federation website to advertise positions available at your club or equipment that you may want to find or sell.
- Your club can also establish a link from the AGF website that can take people directly to your club in an easy step.
- Enhancement Grant totaling \$80,000.00
- Sport Promotion
- Member of a National sporting body.

INSURANCE PROGRAM

The Alberta Gymnastics Federation provides a comprehensive insurance package for its member clubs. Participation in the program is mandatory as it covers all of the club directors and representatives of the AGF, coaches, volunteers and athletes.

The Program has two components:

- i. Comprehensive General Liability Policy, which provides 5 million dollars worth of coverage for litigation costs and settlements arising from negligence which results in personal harm.
- ii. Sports Accident Policy, which provides cash payment for specific types of injuries. Costs such as ambulance charges, and immediate “out of pocket” expenses related to an injury may also be provided through this coverage.

Making a Claim:

Contact: Mr. Dirk Moerkens
Toole Peet and Co.
Calgary, Alberta
(403) 245-1177 Toll Free 1-888-838-6653

Please note that Toole Peet and Co. also offer a wide range of supplementary optional coverage that individual clubs may wish to purchase. They offer preferred rates to AGF member clubs for these supplementary policies. Clubs may wish to consider coverage such as, building contents, business interruption, or increasing their own Directors and Officers Liability.

For further information regarding Insurance please refer to the Insurance Bulletin in your Membership package.

FREQUENTLY ASKED QUESTIONS REGARDING “REGISTRATION AND INSURANCE”

1. Who should be registered with the Alberta Gymnastics Federation?

It is a clear requirement that all Member Clubs register all individual members with Alberta Gymnastics including recreation gymnasts, athletes, coaches, support staff, judges, together with directors, executive and supporters who provide the full member club with volunteer help and services on a regular basis. Failure to register all members will be considered an act of misrepresentation and will have adverse effects on the Club's membership status and more importantly, there will be no insurance coverage for unregistered individuals.

2. Do we have to register all of our members/participants with the AGF?

YES. It is a condition of membership in the AGF that clubs register all of their competitive athletes and recreation participants. Insurance coverage could be jeopardized if an individual who is not registered is injured. However, each participant need only be registered once per season (July-June).

3. If we rent our facility to another organization or group do we require any additional insurance coverage? (eg. Birthday Parties, Aerobic classes)

NO, not usually. Assuming that your club has obtained adequate Tenants Liability insurance you should be able to sub-let your premises without concern. We do recommend, however, that you execute a written rental agreement with the group in which you stipulate that they must obtain their own General Commercial Liability Insurance coverage. You should also check with your landlord to ensure that there are no restrictions in your lease that would prevent you from renting it out.

4. Is our club insured for promotional/special activities such as “Bring-a-Friend” Day and “Open House”?

YES, assuming that the club charges no additional fee. These types of activities are held within the normal operating parameters and are considered “promotional”. Note however, that the event cannot involve more than three (3) hours of instructional time.

New: For insurance purposes, all names of the participants must be recorded and submitted to the AGF office (upon completion of the program). Forms are available from the AGF office.

5. Is our Club insured for “drop-in-classes” on a regular basis throughout the year with an NCCP (National Coaching Certification Program) certified coach as the instructor.

YES, providing the same person is not attending more than three consecutive times. A total of three hours is permitted for each participant (child/youth/adult) on a one-time basis. For insurance purposes, all names of the participants must be recorded and submitted to the AGF office (upon completion of the program). Forms are available from the AGF office.

6. Can athletes and chaperones travel to a gymnastics competition outside of Canada?

YES, they are insured as long as they have requested sanction and obtained approval from Gymnastics Canada to participate in the competition that they wish to attend outside of Canada.

7. Is anyone covered under the AGF insurance policy that is not a direct member of a registered club?

Yes, AGF’s insurance coverage always extends to parents of registered members, as well as the board of directors of the club. Parents acting as chaperones are also covered providing they are involved in an activity related to the member club.

* A Parent or Guardian of a minor whose name is contained in the register of members of a Member Club shall be considered a member of the Society. A member so associated shall, subject to the discretion of the Board of Directors have the same rights and obligations as an Associated Member.

8. AGF’s Refund Policy – At what point do you accept a refund?

COMPETITIVE: If a competitive or elite athlete has trained for a period of 30 days (one month) or less, the club would be eligible for a refund of ½ the registration fee, no GST or insurance fee would be included.

RECREATIONAL: If a recreational member has trained for a period of 14 days (2 weeks) or less, the club would be eligible for a refund of ½ the registration fee, no GST or insurance fee would be included.

9. Is the use of “Jumpy Tents” covered under the AGF Insurance coverage?

“Jumpy Tents” are in fact covered under the AGF Policy as long as they follow a set format, established rules and guidelines to ensure kids are kept safe and being taught in a secure manner. Acceptable skills include safety stops, tucks, straddles, seat drops, hand and knee drops.

PLEASE FEEL FREE TO CONTACT THE AGF OFFICE IF YOU HAVE ANY
QUESTIONS WITH REGARD TO SPECIFIC SITUATIONS.

COACHING CERTIFICATION REQUIREMENTS

ALBERTA GYMNASTICS FEDERATION

COACH: CERTIFIED NCCP (National Coaching Certification Program) COACH

To be considered a certified artistic gymnastics coach, coaches must have all four components of Gymnastics Foundations Artistic certification (introduction, theory, sport specific – artistic and evaluation) or all three components of NCCP Level 1 (theory, technical and practical).

To be considered a certified trampoline coach, coaches must have a minimum four components of Gymnastics Foundations Trampoline certification (introduction, theory, sport specific – trampoline and evaluation) or all three components of NCCP Level 1 (theory, technical and practical).

COACH: REGISTERED COACH

Registered gymnastics coaches must have a minimum, NCCP Level 1 Gymnastics theory and technical or Gymnastics Foundations introduction (If trampoline or double mini-trampoline is used anywhere in the program, trampoline certification is also required).

Registered trampoline coaches must have a minimum NCCP Level 1 Trampoline certification theory and technical or Gymnastics Foundations Trampoline (introduction, theory, and trampoline).

Only certified coaches may work independently with their own groups. (Independently referring to a coach having sole responsibility of a group of athletes).

PRE-COACH IN TRAINING PROGRAM (PRE-CIT)

Coaches in Training are between the ages of 13 and 15 years.

What is the Pre-Cit Program?

The pre CIT program is a one or two year program that introduces young teens to the various aspects of coaching gymnastics sports, and prepares them for entry into the “Foundations 1” component of the GCG National Coaching Certification Program when they reach sixteen (16).

The Pre-CIT program includes individual study, mentorship and hands-on coaching experience, under the supervision of a Tutor Coach.

Pre-CIT candidates may only assist a certified coach with programs for preschoolers or for children aged 6 – 8. Pre-CITs must **never** be given sole responsibility for a group of children.

*These guidelines apply to those coaches 16 years and older that have not yet or are just starting their coach education courses.

In the first year of the Pre-CIT program, candidates will complete 15 hours of tutorials, covering 10 topic areas, and assist in the gym for 10 hours. In the second year, candidate will complete an additional 15 hours of tasks related to coaching, officiating and administration.

Over the course of the two years, it is also expected that the Pre-CIT will remain an active gymnastic participant, completing a minimum of 15 hours of “gymming” time. 13 year old Pre-CITs **MUST** complete the program over **two** full training years.

Each club may use its own discretion regarding the employment vs volunteer status of Pre-CITs. However all Pre-CIT candidates and Tutor Coaches must enter into a written agreement that stipulates their roles and responsibilities. This is a generic agreement that is included in the Pre-CIT Tutor’s Guide and in the Coach Workbook.

Who can be a Pre-CIT Tutor Coach?

Tutor coaches must be a NCCP Level 1 certified coaches (or above) and members of the club and P/T Gymnastics Association. The Tutor Coach must have a sound knowledge of the club and of recreational or preschool gymnastics, be a minimum of 18 years old, and mature enough to supervise and mentor young teens. The Tutor Coach must work closely with the Pre-CIT, both in tutorials and during coaching time.

HEAD COACH/PROGRAM DIRECTORS OF COMPETITIVE CLUBS

In competitive clubs, the gymnastics Head Coach or the gymnastics Program Director must be certified NCCP Level 2 Gymnastics (theory, technical and practical). Head coaches or program directors of a trampoline/tumbling program must be certified NCCP Level 2 Trampoline (theory, technical and practical).

HEAD COACH/PROGRAM DIRECTORS OF RECREATIONAL CLUB

In recreational clubs the gymnastics Head Coach or the gymnastics Program Director must be certified NCCP Level 1 gymnastics (theory, technical and practical), to instruct the Cangym Program for Levels; Burgundy through Silver, and certified NCCP Level 2 Gymnastics to instruct the Cangym Program for Levels; Orange through Gold. (See chart)

PLEASE FEEL FREE TO CONTACT THE AGF OFFICE IF YOU HAVE ANY QUESTIONS WITH REGARD TO SPECIFIC SITUATIONS.

PLEASE NOTE:

All AGF member coaches must be certified in the Respect in Sport Course.

All appointed Team Alberta Judging Officials are encouraged to be certified in the Respect In Sport Course.

All Alberta NCCP Course Conductors must be certified in the Respect in Sport Course.

The Chef de Mission and Manager(s) named to an Alberta team must also be certified in the Respect in Sport Course.

All coaches are strongly urged to be certified in standard first-aid and CPR Certification.

Any Coach, on an Alberta Team must be certified in standard first aid and CPR.

Chef de Mission, and Managers on Team Alberta are strongly urged to be certified in standard first aid and CPR.

Any club with concerns regarding certification of their coaches are encouraged to present in writing, the details of their special situation to AGF's NCCP Coordinator.

Coaches may only coach competitive athletes in the discipline in which they are certified.

Coaches who are certified in more than one discipline are required to pay only one coaches registration fee.

COACHES OF COMPETITIVE CLUBS

WOMEN Provincial 1 and higher level Competitions - All coaches who wish to participate on the floor of any AGF sanctioned event (Provincial 1, 2, 3, 4 & 5 and also Trials to Westerns) are required to have full certification at Level II (theory, technical and practical). In order to coach on the floor during Trials to Canadian Championships coaches must be fully certified at NCCP Level III. Coaches with only NCCP Level III Technical must apply to the WPC for exemption.

MEN Qualifications for AGF Sanctioned Events
All competitive coaches wishing to be on the training and/or competition floor at any AGF sanctioned event must have their NCCP Level 1 Gymnastics Certification (theory, technical and practical).
Coaches coaching Levels 1 - 6 athletes at Provincial Championships must have NCCP Level 1 Gymnastics Certification for Men. All other age categories require NCCP Level II or higher.

AGF requires all active coaches to have all three components of NCCP Level 1 Certification. Head coaches or the Gymnastics Program Directors of all competitive clubs are to be certified NCCP Level II Gymnastics (technical, practical and theory). Head Coaches or Program Directors of the trampoline program must be certified NCCP Level II Trampoline (technical, practical and theory).

Exceptions from this requirement (for all disciplines) include: dance, choreography or exercise specialists.

Coaches are encouraged to only coach athletes at their present level of certification or below.

TRAMPOLINE & TUMBLING

F.A.S.T. Only coaches that have their full Level 1 Certification in trampoline are allowed to coach athletes on trampoline or double-mini trampoline. Coaches must have at least their Level 1 Certification in Artistic Gymnastics to coach athletes in tumbling. A coach must be present when an athlete is warming up or competing.

Provincial: In addition to the above FAST requirements, Provincial coaches must have completed NCCP Level 2 Trampoline in order to coach athletes on trampoline and double-mini trampoline. Coaches must also have NCCP Level 2 technical in Artistic Gymnastics and/ of Trampoline to coach athletes in Tumbling.

National: Only coaches that have their technical certification in Level 3 Trampoline are allowed to coach athletes on Trampoline and DMT. Coaches must also have at least their technical certification in Level 3 Trampoline and/or Artistic Gymnastics to coach athletes in tumbling. A coach must be present when an athlete is warming up and competing.



The Alberta Gymnastics Federation (AGF) continues to sell the CANGYM Manual.

The updated (2009) version of the program is very coach and parent friendly. For coaches, the content includes clear illustrations of the skills and teaching tips for each. For parents, the Progress Reports clearly illustrate the skills that the child is evaluated on. This gymnastic skill based program has 12 levels and every level has 20 skills. Badge levels white and grey have been removed from the program. Another exciting component to the manual is the addition of a CD with electronic copies of the Progress Reports, Evaluation Sheets and Certificates. This way your documents can be personalized to include your clubs' logo and participant names!

This manual will continue to evolve.

The CANGYM Manuals are available for purchase from the Alberta Gymnastics Federation today! The CANGYM Program Manual is \$100.00 (plus Shipping, Handling & GST) for Members and \$125.00 (plus Shipping, Handling & GST) for Non Members. Please complete attached order form with payment to receive your copy.

If you have any questions regarding the CANGYM Program please contact AGF at 1-800-665-1010.



What is the Play Factory CANJUMP Program?

- A grass roots, recreational Trampoline and Tumbling program for all abilities, ages 4 and up.
- A new approach to traditional badge programs.
- Individually paced program. No Pass or Fail.
- A program that will provide you with exceptional support and service.
- A program supported by Gymnastics Canada Gymnastique and Alberta Gymnastics Federation.
- A Program sponsored by Play Factory Inc. The Trampoline Specialists.

Play Factory CANJUMP Program. It's about *Quality*

The Play Factory Canjump Program is an innovative recreation program dedicated to teaching trampoline and tumbling to children in a fun, challenging, and rewarding atmosphere. Samples of Reward Posters: [DMT, Trampoline, Tumbling](#)

Trampoline and Tumbling (T&T) consists of 3 disciplines; Trampoline, Double mini-trampoline (DMT) and Tumbling. CANJUMP has developed a quality program that teaches the children the basics of this sport.

Individual **trampoline** focuses on combinations of skills performed one after the other with no breaks or jumps in between. **Double Mini- Trampoline** takes place on a smaller, narrower trampoline with the participant running up to jump onto the trampoline, performing 1 or 2 skills which land back on the trampoline, and performing a dismount skill on a landing mat. **Tumbling** consists of performing a series of tumbling skills along a 40 to 80 foot long, 6 foot wide sprung or rod floor, or by simply using a line of mats.

The Play Factory CANJUMP Program is safe, fun, motivational, and allows participants to track their progress throughout their classes.

The Play Factory CANJUMP Program is committed to delivering a high quality Trampoline and Tumbling program for Canada. We're confident that once your club uses the CANJUMP Program, you (and your participants) will be glad you did.

The Playfactory CANJUMP Program manual is available through www.abgym.ab.ca. For more information and materials please contact: AGF at 403-259-5

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