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## **GYMNASTICS BC**

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## **SECTION 1 - GOVERNANCE**

### **1.1 CONSTITUTION**

1. The name of the Society is Gymnastics BC.
2. The objects of the Society are:
  - (a) To promote and encourage participation in gymnastics, trampoline and tumbling as a means to improve health and fitness for all participants;
  - (b) To stimulate the interest and participation of members of the Society and others in gymnastics, trampoline and tumbling and, to that end, to promote and participate in such activities as will further the objectives of the Society, including training coaches, setting standards, training and certifying officials, promoting meets, clinics and competitions, conducting and assisting in research programs, collecting and disseminating information, publicizing activities, providing guidance and supervision to clubs and organizations, adopting rules of international sports and athletic organizations, adopting rules of competitions and offering, granting and contributing towards prizes, awards and distinctions;
  - (c) To raise money to fulfill the purposes of the Society;
  - (d) To provide financial and other assistance for the participation of members in gymnastics, trampoline and tumbling programs of all kinds;
  - (e) To represent the interests of all branches of artistic gymnastics, recreational and educational gymnastics, trampoline and tumbling in the Province of BC at a national, provincial, regional and association level;
  - (f) To coordinate, promote, encourage and assist all branches of artistic gymnastics, recreational and educational gymnastics, trampoline and tumbling in the Province of BC, and
  - (g) To exercise jurisdiction over and provide leadership for all technical and administrative activities relating to artistic gymnastics, recreational and educational gymnastics, trampoline and tumbling in BC.
3. The purposes of the Society shall be carried out without purpose of gain for its members, and any profits or other accretions shall be used for promoting its purposes.
4. In the event of the dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations with similar purposes in BC, as may be determined by the members of the Society at the time of dissolution, provided that such organizations shall be registered as non-profit under the Society Act. If effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to a suitable level of local government.
5. Paragraphs 3, 4 and 5 of this Constitution are unalterable in accordance with the Society Act.

## 1.2 BY-LAWS

### 1. Members

Members shall be admitted to and removed from membership as provided in these by-laws. The rights, duties and privileges of members shall be as set out in these by-laws.

The members of the Society shall be those persons, clubs, corporations or organizations who are appointed as members or whose applications for membership in the Society are accepted by the directors of the Society.

### 2. Classes of Membership

There shall be four classes of members, as follows:

- (1) Member clubs - who shall be clubs registered as full members of the Society.
- (2) Individual members - who shall be individuals who register with the Society, such as athletes, coaches, judges or volunteers.
- (3) Associate members - who shall be corporate and other interested organizations who register with the Society or who shall be organizations/corporations registered with the Society who are covered under their organization's/corporation's insurance plan. This includes YM/YWCAs and schools, where their programmers, participants and/or coaches are involved in the recreational aspects of gymnastics.
- (4) Honorary members - who shall be individual members of the Society but shall not be required to make payment of dues. An honorary member is someone who has rendered outstanding service to the Society.

Where a member club registers competitive gymnasts, the recreational gymnasts associated with that competitive club, as indicated through operation in the same facility and the sharing of the same staff or equipment, must be registered with GBC in order for the competitive club to remain in good standing, except if the competitive club utilizes facilities in a public centre which operates an independent recreational program and the public centre is unable to charge membership fees of any kind due to policy. In this case, the competitive club must still register as a full member club and register its gymnasts, and the public centre can register as an Associate member.

### 3. Voting Rights of Members

Each member club shall have one vote on each question arising at any special or General Meeting of the Society. Individual, Associate and Honorary members shall have no vote.

### 4. Membership Fees

In order to be in good standing, a member shall pay the membership fee or fees as determined by the members at the Annual General Meeting of the Society. A member who fails to pay, within ninety (90) days of a request to do so, the membership fee or fees or any other debt, due owing and payable by the member to the Society shall cease to be a member.

### **5. Annual and General Meetings of Members**

The Annual or any other General Meeting of the members of the Society shall be held at the head office of the Society or elsewhere in BC as the Board of Directors of the Society may determine and on the day the Board appoints. The Board of Directors may, whenever it thinks fit, convene a General Meeting. Notice of a General Meeting shall be given to every member of the Society. No public notice or advertisement of members' meetings, Annual or General, shall be required, but notice of the time and place of every such meeting shall be given to each member by sending the notice by prepaid mail fourteen (14) days or more before the time fixed for the holding of the meeting. The notice shall specify the place, day and hour of the meeting and the general nature of the business proposed to be transacted.

An Annual General Meeting of the Society shall be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last preceding Annual General Meeting.

### **6. Error or Omission in Notice**

No error or omission in giving notice of any Annual or General Meeting or any adjourned meeting, whether annual or general, of the members of the Society shall invalidate the meeting or make void any proceedings taken at it, and any member may at any time waive notice of any of these meetings and may ratify any proceedings of the meeting.

### **7. Quorum of Members**

A quorum for the transaction of business at a General Meeting of members shall consist of at least 10 member clubs present, represented in person by a representative of the club.

No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a General Meeting where there is no quorum of members present. If, at any time during a General Meeting, there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until a meeting is adjourned or terminated.

If, within 30 minutes of the time appointed for a General Meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated. In any other case, the meeting shall stand adjourned to the same day in the following week at the same time and place. If at the adjourned meeting, a quorum is not present within 30 minutes of the time appointed for the meeting, the members present constitute a quorum.

### **8. Chairperson at General Meeting**

The president shall preside as chairperson at all meetings of the members of the Society. If, at a General Meeting, there is no president, vice-president or other director present within 15 minutes of the time appointed for holding the meeting, or if the president and all of the other directors present are unwilling to act as chairperson, the members present shall choose one of their number to be chairperson.

### **9. Adjournment**

A General Meeting may be adjourned from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left at the

meeting at which the adjournment took place. Where a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given.

### **10. Voting of Members**

Each member club shall, at all meetings of members, be entitled to one vote. Every question shall be decided by a majority of the votes of the member club representatives voting in person. Every question shall be decided by a show of hands, with the exception of the election of directors, which shall be by secret ballot. In the case of an equality of votes at any General Meeting, the chairperson of the meeting is not entitled to a casting or second vote and the proposed resolution shall not be passed.

A member club may vote at a General Meeting by its authorized representative, who is entitled to speak and vote, and in all other respects is entitled to exercise the rights of a member. The representative shall be regarded as a member of the Society for all purposes with respect to the meeting.

No resolution, except a special resolution, proposed at a meeting is required to be seconded. The chairperson may move or propose a resolution.

Proxy votes are not permitted at a General Meeting of members.

### **11. Board of Directors**

The affairs of the Society shall be managed by a Board of Directors. The number of directors shall be ten (10) or such greater number as may be determined at a General Meeting.

The Board of Directors shall consist of:

- (1) a president and vice-president, who shall be elected;
- (2) the chairpersons of the Men's, Women's and T&T Technical Committees and the chairperson of the Recreation & Education Committee, who shall be ex-officio directors; and
- (3) four (4) Directors-at-large who shall be appointed.

### **12. Election of Directors**

Elected directors shall hold office for two years until the end of the Annual Meeting after election, at which time the term of office terminates, or until a successor has been duly elected and qualified. Separate elections shall be held for each office of president and vice-president on a staggered basis. The president shall be elected every even numbered year and the vice-president shall be elected every odd numbered year. If the vice-president successfully ran for president, he/she would have to step down from his/her current role and that position would come open for one year.

Ex-officio directors shall hold office for a term of two years.

Member clubs may by special resolution remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.

### **13. Vacancies, Board**

The directors may at any time appoint a member as director or officer to fill a vacancy. In the event of a resignation of a director, the remaining directors shall appoint a member to take the place of the former director.

A director or officer appointed to fill a vacancy holds office until the conclusion of the next following Annual General Meeting of the Society but is eligible for re-election at the meeting. No act or proceedings of the directors is invalid by reason only of there being less than the prescribed number of directors in office.

### **14. Quorum and Meeting, Board**

The Board may hold its meetings at the head office of the Society or at any place or places as it may, from time to time, determine. No formal notice of any such meeting is necessary if all of the directors are present or if those absent have signified their consent to the meeting being held in their absence. Meetings of the Board may be formally called by the president, vice-president or by any two directors. Notice of such meetings shall be delivered, telephoned, or mailed to each director not fewer than five (5) days before the meeting is to take place. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and of such regular meetings no notice need be sent.

A meeting of the Board may also be held, without notice, immediately following the Annual Meeting of the Society. The Board may consider or transact any business, either special or general, at any meeting of the Board.

The directors may determine the quorum necessary for the transaction of business. Unless so determined, a quorum shall be a majority of the directors in office.

### **15. Error in Notice, Board**

No error or omission in giving the notice for a meeting of the Board shall invalidate the meeting or invalidate or make void any proceedings taken or had at the meeting and any director may, at any time, waive notice of the meeting and may ratify and approve any or all proceedings taken or had at the meeting.

### **16. Voting, Board**

Questions arising at any meeting of the Board shall be decided by a majority of votes. In the case of an equality of votes, the chairperson of the meeting shall not have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand is made, the vote shall be taken in the usual way by a show of hands.

A declaration by the chairperson of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favor of or against such resolution. No resolution proposed at a meeting of the Board need be seconded and the chairperson of the Board may move or propose a resolution. If all regulations and by-laws are followed, then a resolution passed by the Board meeting by

teleconference call or acceptable electronic means and placed with the minutes of the directors is valid and effective, as if regularly passed at a meeting of the Board.

### **17. Powers of Directors**

The Board shall have full power with respect to all affairs of the Society and no resolution passed by the Board or any other action taken by the Board requires confirmation or ratification by the members of the Society in order to become valid or to bind the Society.

Without limiting the generality of the powers of the Board as set out in this paragraph 17, the Board shall have the power to pass, without any confirmation by the members necessary, rules and regulations related in any way to the operation of the Society, including, without limitation, conduct of members, officials and coaches, rules of order for meetings and all other aspects of the operation of the Society.

### **18. Executive Director & CEO**

The Board may, from time to time, appoint and employ an executive director & CEO and may delegate to that person the authority to manage and direct the business and offices of the Society as the Board may, from time to time, determine (except for the matters and duties as must, by law, be transacted or performed by the Board or by the members). The executive director & CEO shall report on the affairs of the Society as may be required, from time to time, by the Board.

### **19. Committees**

The Board may establish committees, determine the duties of those committees and delegate authority to them.

### **20. Powers of Committees**

Committees appointed by the Board shall exercise those powers and duties as so authorized from time to time by the Board.

### **21. Membership on Committees**

Members of committees shall be appointed by and hold office at the pleasure of the Board. The Board may in its discretion appoint a person to be the chairperson of a committee and authorize the chairperson to select the members of the committee.

### **22. Reports of Committees**

Each committee shall submit to the Board such reports as the Board may, from time to time, request, but, in any event, each committee shall submit an annual report to the Board at such time as the Board may, from time to time, determine.

### **23. Officers of the Society**

There shall be a president, a vice-president and such other officers as the Board may determine from time to time. No person may hold more than one office.

### **24. Duties of President and Vice-President**

The president shall, when present, preside at all meetings of the members of the Society and the Board. The president, subject to the authority of the Board, shall have general

supervision of the affairs and the business of the Society. The president shall be, ex officio, a member of all committees. The president shall perform such other duties as may, from time to time, be determined by the Board. During the absence or inability of the president, the president's duties and powers may be exercised by the vice-president or such other director as the Board may, from time to time, appoint for the purpose.

### **25. Duties of Other Officers**

The duties of all other officers of the Society shall be such as the terms of their engagement call for or the Board requires of them. Three directors-at-large will be appointed by the Board as a whole, primarily for the financial and professional needs of the organization. The Board may add additional duties to any officer or transfer duties among officers.

### **26. Execution of Documents**

Licensees, contracts and engagements on behalf of the Society shall be signed by either the president or the vice-president.

Contracts in the ordinary course of the Society's operations may be entered into on behalf of the Society by the executive director & CEO or any person authorized by the Board.

The Board may at any time, by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Society shall be executed.

### **27. Seal**

The directors may provide a common seal for the Society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution or, if no persons are prescribed, in the presence of the president and Director a Large-Finance.

### **28. Borrowing**

The Board shall have the power from time to time to borrow or raise money when necessary for and on behalf of the Society, for the furtherance of its objects and to secure repayment thereof, and for the said purpose may, on behalf of the Society, make, draw, accept, or endorse promissory and other negotiable instruments, chattels or other mortgages, and all instruments creating indebtedness or collateral security, and generally shall have power on behalf of the Society to make and complete all necessary banking arrangements, including loans.

The Board may also, for the purpose of carrying out the objects of the Society, borrow, raise or secure the payment of money by the issue of debentures, subject to the provisions of Section 35 of the Society Act of BC.

### **29. Auditor**

Where the Society is required or has resolved to have an auditor, the Society, at each Annual General Meeting, shall appoint an auditor to hold office until re-elected or a

successor elected at the next Annual General Meeting. The auditor may be removed by ordinary resolution. No director or employee of the Society shall be auditor. The auditor may attend General Meetings.

### **30. Notices to Members**

Notice of a General Meeting shall be given to all members of the Society and the auditor, if so appointed. Notice may be given to a member either personally or by depositing it in a post office or letter box, in a pre-paid, sealed envelope addressed to the member at the address as it appears on the books of the Society. A notice or other document sent by post shall be held to be sent at the time when it was deposited in a post office or letter box. Any person entitled to receive any notice may waive the notice either before or after the meeting to which the notice refers.

### **31. Conflict of Interest**

A member club or its authorized representative shall abstain from any vote where a commitment of funds administered by the Society will benefit an individual not at arm's length from the member club or its authorized representative. This provision also applies to directors. This provision does not apply to a vote on membership fees.

### **32. Parliamentary Authority**

Any rules respecting meetings of the Society for which express provision has not been made shall be determined in accordance with the Society Act of BC and, if no provision is found therein, the latest edition of "Robert's Rules of Order" shall apply.

### **33. Zones**

For the purposes of the administration of the Society, the Province shall be divided into geographical areas referred to as Zones. The member clubs in each Zone shall be the members of the Zone. The Zone shall be responsible for the organization of all activities in the Zone area.

### **34. Boundaries**

The boundaries of the geographical Zones shall correspond to the BC Games Zone boundaries and shall be named as follows:

- Zone 1 - Kootenays
- Zone 2 - Thompson-Okanagan
- Zone 3 - Fraser Valley
- Zone 4 - Fraser River-Delta
- Zone 5 - Vancouver-Squamish
- Zone 6 - Vancouver Island-Central Coast
- Zone 7 - North West
- Zone 8 - Cariboo-North East

### **35. Rules**

The Board may make rules for the governing of the Society and its members. The rules may provide for procedure for proceedings before the Board, discipline committee and any other committees established by the Board.

**36. Discipline Committee**

The president may appoint a discipline committee from among the directors consisting of a chairperson, vice-chairperson and such other director or directors, as the president may determine, for terms of office determined by the president. The president may remove any person appointed.

**37. Powers of Discipline Committee**

The discipline committee may inquire into the conduct of a member of the Society to determine whether the member has acted in a manner unbecoming a member, has engaged in conduct contrary to the best interests of the Society or has contravened a rule or any term of any code of conduct in effect from time to time. The discipline committee shall provide the member with a hearing, a notice with respect to the hearing and the particulars of the conduct being inquired into. The discipline committee shall further provide the member with the nature of the penalty available to be imposed by the discipline committee in the event of a finding by a committee adverse to the member.

**38. Action after Hearing**

The discipline committee may, after a hearing,

- (1) dismiss the complaint;
- (2) determine that the member has done one or more of the following:
  - (i) acted in a manner unbecoming a member;
  - (ii) acted in a manner contrary to the best interests of the Society
  - (iii) contravened a rule of conduct or any term of a code of conduct or
- (3) make any other disposition that it considers proper.

**39. Adverse Determination**

Where the discipline committee has made a determination under Section 39(2), the committee may do one or more of the following:

- (1) reprimand the member;
- (2) fine the member in an amount not exceeding \$200.00;
- (3) impose conditions on the member's membership;
- (4) suspend the member;
- (5) expel the member.

In addition to the powers above, the committee may make any other order and declaration, either on terms or otherwise, that it considers just.

**40. Appeal**

The Board of Directors shall establish an appeal committee as necessary. A member may, within fourteen (14) days after a disciplinary decision has been made against the member, apply in writing to the appeal committee for a review. Upon receipt of an application for review, the appeal committee shall provide the appellant with the date, time and location of the review hearing.

On a review, the appeal committee may, after hearing the appellant and any evidence that the appeal committee, in its discretion, may permit the appellant to adduce, do any of the following:

- (1) dismiss the appeal;
- (2) allow the appeal in whole or in part;

- (3) confirm or decrease the severity of the action taken under paragraph 42 or make any other order, declaration or determination that it considers just, and
- (4) award, in its discretion, costs to an appellant not exceeding \$200.00.

**41. Natural Justice**

At all stages of the disciplinary and appeal procedure, a member shall be afforded natural justice and procedural fairness.

### 1.3 Core Ideology

#### Core Values

- Fun, fitness and fundamentals.
- Trust, support and a positive life experience.
- Self-esteem, self-motivation, commitment, focus and discipline.
- Quality programs providing education, wellness, safety and prevention.
- Encouragement of participation at all ages, levels of interest and ability.
- Excellence, the highest standards of conduct and accountability at all levels.
- Open communication.

#### Purpose

Helping British Columbians move through life.

### 1.4 Envisioned Future

#### Stretch Goals

- Become the #1 amateur sport organization in B.C.
- Become one of the top 5 sports in the BC market place by 2010.
- Become a \$2,000,000 operation with 100,000 members by 2010.
- Qualify teachers in every B.C. school to teach gymnastics (basic movement).
- Fully fund Team B.C. athletes and personnel to all selected competitions.
- Become the leader in coaching development for all sport organizations in Canada.
- Become the leader in volunteer development, including officials and event managers, for all sport organizations in Canada.
- Foster and develop partnerships with all sport organizations entrenching gymnastics as a foundation for every sport.

#### Vivid Description

In ten years, Gymnastics BC will be the leading provincial sport organization in BC. It will be comprised of seven divisions including women's gymnastics, men's gymnastics, trampoline & tumbling, sports aerobics, rhythmic gymnastics, recreational and educational gymnastics and performance (including circus arts). In addition to 100 full member clubs with 50,000 members, there will be 300 Rec-Ed club affiliates with another 50,000 participants and total activity of 150,000. GBC will be the leading gymnastics organization in Canada with fully developed and integrated recreational, competitive, performance and health programming for all its divisions. An annual fund raising campaign will generate \$100,000, which will be added to endowment funds for each competitive division. In addition, GBC will play host to an annual international event, which generates a surplus of \$100,000 per year. Finally, GBC will provide services to gymnasts of all ages and abilities, regardless of socio-economic status, in order to continue to help them move through life.

### 1.5 Mandate

Gymnastics BC is an autonomous, formally constituted, non-profit, volunteer society responsible for the regulation of all areas and levels of gymnastics participation within B.C. and for the

governance of the Province-wide development of all gymnastics' disciplines. GBC is the provincial voice for gymnastics on behalf of its full member clubs and affiliated recreation & education members.

### 1.6 Mission

Gymnastics BC is an association of clubs and affiliate members which has as its mission:

To provide, promote and guide positive lifelong gymnastics experiences by:

- Directing the development and delivery of quality, comprehensive provincial programs.
- Promoting the benefits of gymnastics as a foundation for human movement, sport, health, wellness and enjoyment.
- Coordinating, supporting and promoting programs in the pursuit of national and international excellence in consultation with Gymnastics Canada Gymnastique.

### 1.7 GBC STRATEGIC PLAN

#### 1.7.1 Recreation and Education

By 2010, GBC will have increased involvement in the sport at all levels by adding diverse opportunities for participation and public awareness of the benefits of gymnastics.

#### Goals

- 1) To continue to provide and to enhance training, education and resources for all members of GBC

##### *Measurable Objectives*

- Provide educational opportunities for recreational coaches and coordinators
- Provide guidance and resource materials to clubs regarding the management of recreational events and how to enhance opportunities for recreational athletes.
- Promote awareness and utilization of GBC and club resources including the GBC resource library.

- 2) To increase participation in gymnastics by 10% each year.

##### *Measurable Objectives*

- Communicate the benefits of participation in gymnastics through GBC's relationship with schools.
- Strengthen GBC's relationship with the sports system including schools and other PSO's.
- Support clubs in broadening the appeal of gymnastics to include men and women's artistic gymnastics, Trampoline and Tumbling with additional programs designed specifically for adults, pre-schoolers and individuals with special needs.
- To promote the participation of recreational athletes in intra-club, inter-club or zone activities.
- Coordinate an annual, province-wide Gymnastics Week in conjunction with National Gymnastics Week.

### 1.7.2 Leadership and Human Resources

By 2010, GBC will have a full complement of certified coaches, judges, trained volunteers and professional staff to meet the needs of the BC gymnastics community.

#### Goals

1) Ensure that all participants are coached by qualified coaches

*Measurable Objectives*

- Continue to develop qualified coaches at all levels
- Increase the number of NCCP courses at each level
- Require mandatory NCCP Level 1 certification for all recreational coaches
- Require mandatory NCCP Level 2 certification for all competitive coaches
- Utilize the coaching expertise within BC to inspire, educate and mentor developing coaches
- Provide specific high level coaching opportunities/training
- Continue to develop and enhance a comprehensive recognition program for all coaches
- Financially assist Level 4 coaching candidates

2) Ensure that all participants are evaluated by qualified judges

*Measurable Objectives*

- Continue to develop provincial, national and international level judges
- Provide judging educational programs in all zones of the province
- Utilize the judging expertise within BC to inspire, educate and mentor developing judges
- Continue to develop and enhance a comprehensive recognition program for all judges
- Financially assist international judging candidates

3) Develop trained volunteers to effectively meet the needs of the organization

*Measurable Objectives*

- Utilize the volunteer expertise within BC to inspire, educate and mentor new volunteers
- Provide training to all volunteers for effective performance and leadership
- Provide education to volunteer boards and owners regarding their roles as employers and/or board members at the club level (ie: Business of Gymnastics)
- Continue to develop and enhance a comprehensive recognition program for all volunteers

4) Recruit, retain and recognize professional staff to meet the needs of the organization.

*Measurable Objectives*

- Provide all necessary resources to meet the needs of the organization's growth and development
- Continue to develop and enhance the employee environment and packages
- Provide training and education to all staff for effective performance and leadership
- Continue to develop and enhance a comprehensive recognition program for all staff

### 1.7.3 Competitive and Performance

By 2010, GBC will increase its representation on National Teams, with BC athletes competing at major international events including World Championships and Olympic Games. All athletes, coaches and judges in BC, from beginner to high performance, will be guided in their pursuit of personal excellence through provincial and national programs aiming to provide lifelong positive gymnastics experiences in a safe and healthy environment.

All Team BC members will enjoy a strong support network and cohesive team environment. All athletes will have a place to participate and gain personal success

#### Goals

- 1) To ensure that athletes from BC are among the best in Canada and the world by providing high quality programs from beginner to high performance.  
*Measurable Objectives*
  - Produce National team members in all technical disciplines.
  - Ensure development of competitive programs outside the Lower Mainland through the support of Regional Centre programs.
  - Work with GCG and the Canadian Sport Centre – Vancouver to build the best training environment and provide needed services for our athletes
  - Support and provide leadership with integrated national / provincial level programs.
  - To increase the number of athletes in provincial and national programs.
  - To increase the number of high performance athletes.
- 2) To continue to provide financial and other assistance for participation of members in competitive programs  
*Measurable Objectives*
  - Continue to provide 70% of Canadian Championships, 60% of Westerns and 100% of carded athlete funding.
  - Provide 50-75% (to a maximum of 100%) funding for other domestic and international competitions as agreed in technical committees.
  - Provide uniforms to Team BC coaches and support staff at 25% of cost by 2006.
- 3) To provide a competition setting that provides a more positive experience for spectators and to provide a chance for athletes to perform in areas outside the traditional gymnastics competition model.  
*Measurable Objectives*
  - Offer different competition formats that will provide a more positive experience for athletes, coaches, officials, organizing committees and spectators.
  - Entertainment audience – produce shows with sound and lighting
  - Parent/family events – make shows accessible and enjoyable for family entertainment (Gymnaestrada and competitions).

### 1.7.4 Governance, Finance and Strategy

By 2010, the Board of Directors will consist of a diverse directorship of both corporate and community leaders. The Business of Gymnastics program will continue to evolve and be

fully implemented to ensure appropriate governance at all full member clubs. Each technical discipline will have a full-time coordinator to work with the best technical committees in Canada. GBC will have a reserve to cover operations.

### Goals

- 1) Provide leadership to members in all areas of management and governance.  
*Measurable Objectives*
  - Develop and maintain a comprehensive Risk Management program
  - Ensure GBC's managerial and technical policies and procedures are current and comprehensive through an annual review.
  - Employ an Executive Director & C.E.O. to manage the affairs of the organization.
  - Annually review GBC's Constitution and By-Laws to ensure they are current.
  - Improve the management of gymnastics in BC by providing clubs with tools to professionally manage their operations (eg. Business of Gymnastics program)
  - Develop a package to assist club volunteer Boards and Managers to provide professional employment environments
  - Employ sufficient staff to carry out the goals of the Society in a timely and cost-effective manner.
  
- 2) To ensure that Gymnastics BC is a leader in governance both provincially and nationally  
*Measurable Objectives*
  - Revise GBC's Board structure to add Directors at Large to better represent the general community
  - Form a Provincial Advisory Committee representing all zones
  - Have representation on all GCG committees.
  - Combine all gymnastics organizations under the auspices of GBC by 2006
  - Develop and annually revise a Strategic Plan for GBC.
  - Develop a model Strategic Plan for GBC zones and clubs to assist them with their own strategic planning process
  - Be the top ranked PSO in BC as measured by Sport BC's Vision process.
  
- 3) To enhance financial stability to reduce dependency on government funding  
*Measurable Objectives*
  - Increase membership to 35,000 by August 31, 2007.
  - Increase members' reserve to cover 2 months of operating costs and the replacement cost of assets by March 31, 2006.
  - Ensure all GBC programs (except technical programs) are self-sustaining and special events generate a profit.
  - Have sufficient revenue by 2006 to
    - provide a total of \$10,000 to gymnasts
    - rebate \$20,000 annually from joint sponsorships to GBC clubs
  
- 4) To continue to host special events yearly to generate additional revenue  
*Measurable Objectives*
  - Host an annual or biennial T&T event the surplus of which goes to the T&T Legacy account.

- Host an annual national/international event which generates a surplus of \$25,000

### 1.7.5 Marketing and Communications

By 2010, GBC will have further enhanced a corporate and competitive image, which promotes the organization and its members. GBC will continue to expand its communication methods to internal, external and non-traditional markets. Innovative processes in both marketing and communication tools will be ongoing. GBC member clubs will be provided with tools and support to assist them with increasing their community images and ensuring their image is linked with GBC and GCG.

#### Goals

- 1) To consistently increase media exposure.

##### *Measurable Objectives*

- Increase media coverage by 10% each year
- Submit stories to newspapers and television on gymnastics and develop relationships with key media personnel.
- Maintain a media kit with key communications contacts in each zone/club, GBC information, and bios of top athletes

- 2) To provide members with exceptional service and products.

##### *Measurable Objectives*

- Establish a systematic flow of media information stemming from Gymnastics Canada to GBC to GBC's clubs.
- Increase the use of the internet and email as a main facet of communications with the clubs and individual members
- Develop and enhance a comprehensive annual recognition program for all key participants
- Provide and promote the value in membership to both clubs and individual members. Include both tangible and intangible.
- Advocate the development and subsidy of gymnastics facilities through a facility task force.

- 3) To develop an image for gymnastics in BC that is identifiable to all involved.

##### *Measurable Objectives*

- Create a positive, healthy image of gymnastics to our members and the community at large.
- Raise the profile of gymnastics in the community at large.
- Develop a selection of merchandise to build pride and promote the brand of gymnastics, while developing revenue.

- 4) To build relationships with members of the community to increase sponsorship and awareness of gymnastics.

##### *Measurable Objectives*

- Develop and maintain strategic partnerships with other sport associations.
- Position gymnastics for generating revenue through reciprocal business arrangements.

5) To increase revenue sources.

*Measurable Objectives*

- Identify the nature of special events and design and promote them according to the target audience to increase attendance
- Develop revenue generating opportunities through the web site.

## **1.8 COMMITTEE STRUCTURES AND GUIDELINES**

### **1.8.1 Attendance Policy**

Voting members for all committees will be expected to attend all scheduled meetings. Any member missing three (3) meetings will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.

## **1.9 PROVINCIAL ADVISORY COMMITTEE (PAC)**

### **1.9.1 Purpose**

The PAC will foster the growth of gymnastics in British Columbia by focusing on regional strategies to strengthen member clubs, developing inter-zone cooperation, and communicating regional technical and administrative issues.

### **1.9.2 Roles and Responsibilities**

To achieve its goal, PAC's roles and responsibilities will include:

- Review and recommendation of zone structure
- Development of zone policies and procedures
- Development of zone terms of reference
- Development of zone Strategic Plan
- Facilitating communications between GBC and member clubs
- Development of inter-zone communications and cooperation
- Advocating and facilitating municipal relations
- Advocating and facilitating relations with other sport organization such as PacificSport
- Developing awareness of gymnastics-orientated capital projects
- Identifying and recruiting membership for GBC provincial committees
- Reviewing proposals from other GBC committees for zone implications Identifying efficiencies and opportunities in delivering zone services
- Facilitating zone financial structure
- Advocating best practices put forth by GBC in the zones (for example: risk management, PIPA)

### **1.9.3 Composition of the Committee**

The PAC will be composed of 11 members.

- GBC's Vice President – Chairperson
- GBC's Technical Director – non voting
- Chairperson from each zone (8 zones as defined in the By-Laws, art. 35)
- Recording secretary will be an assigned staff member (non voting).

### **1.9.4 Quorum**

The quorum for meeting is five members. The same quorum will apply for electronic consultation.

### 1.9.5 Frequency of Meetings

A minimum of two meetings will be held annually. There will also be regular consultation with members by electronic means.

### 1.9.6 Procedure for Meetings

Members will submit agenda additions to Chairperson two weeks in advance. The Chairperson will set the agenda and forward it to the Technical Director for circulation to members one week prior to meeting date.

Committee members are to submit a written report at the meeting to be included with the minutes.

The recording secretary will forward the minutes to the Chairperson within one week after the meeting and with the Chairperson's approval circulate the minutes to the members within the next week.

### 1.9.7 Reports

The PAC Chairperson will report to the Gymnastics BC Board of Directors on the committee's activities.

What	When	Presented to whom	Exact Dates
Verbal Reports for PAC Meetings	PAC meetings	PAC	Oct, Feb, June
Written Report for the GBC Annual Report	GBC – AGM	GBC Marketing and Communication Director	May 15
Financial Report, zones 3, 4, 6 and 7 only	GBC – AGM	Executive Director & CEO	May 15
Analysis and Future Projections	GBC – AGM	PAC Chairperson GBC Technical Director	June 15
Zone Calendar	GBC – AGM	GBC Technical Director	June 15

## 1.10 ZONE COMMITTEE

Each zone may determine the number of members that are part of their zone committee. The committee may include a Chairperson, secretary, treasurer, zone judging chairperson, zone / regional coach, competition and award coordinator and committee representative.

Each zone will be responsible to draw up a long-term strategic plan. This plan should be reviewed annually so that each zone's needs be clearly identified in each of the following areas:

#### Recreation and Education

- Clinics especially suited for Recreational gymnastics (Pre-school Programs, Special Needs, School Programs)
- Organization of a regional Gymnaestrada

#### Leadership and Human Resources

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- Courses / Clinics Coaching and Judging Education
- Courses / Information on Business of Gymnastics
- Risk Management Seminars
- Provide Grants to coaches, administrators, judges or athletes to attend GBC Congress or other provincial activities such as training camps

### Competitive and Performance

- Hosting of a zone meet or bidding for a provincial event
- Draw up a policy for BC Winter Games (needed every 2 years)
- Incorporation of all gymnastics disciplines programs
- Link with PacificSport in the zone

### Governance, Finance and Strategy

- Review budget and zone fees
- Review of the PAC section in the Policies and Procedure Manual
- Establish funding for coaches, judges, administrators and athletes to attend training camps, meets, BC Championships or other events that will help further their development

### Marketing and Communications

- Media Plan: use of media (print, radio, TV) by clubs to promote the zone's activities
- Use of the GBC Website and publications to promote the zone's activities and athletes.

## 1.11 WOMEN'S TECHNICAL COMMITTEE (WTC)

### 1.11.1 Composition of the Committee

- Chairperson; the Chairperson is also a member of the GBC Board of Directors and of the Joint Tech Committee
- Provincial Judging Chairperson
- National and High Performance Director
- Coaching Director
- Provincial Programs Director
- Member at large
- Past Chairperson (non elected and non voting member)
- GBC Women's Program Coordinator (non elected and voting member)
- GBC Technical Director (non elected and non voting member)

A club may have more than one representative on the WTC but will be limited to one vote.

### 1.11.2 Vote and Quorum

Each voting member may cast one (1) vote. All motions will be decided by majority vote. The quorum for meetings is 50 percent of the voting members.

### 1.11.3 Election

Members of the WTC are elected at the GBC Technical AGM, except for the Judging Chairperson who is elected at the Judging AGM. The GBC staff members are not elected.

The WTC Chairperson and Judging Chairperson are elected on even numbered years for a 2-year term. All other members are elected for a 1-year term.

### 1.11.4 Duties of the WTC

- Determine and implement the goals and objectives for the development of the women's gymnastics in BC;
- Justify to the GBC Board of Directors and to the GBC Women's Technical Assembly all decisions made by the WTC;
- Adopt and make sure that technical policies are respected;
- Monitor, regulate and evaluate all activities related to the women's program;
- Adopt and manage the WTC budget;
- Work with the Board of Directors on applying the policies coming from the Board;
- Assist, as necessary, the GBC staff;
- Make sure that the decision process and line of communication are established, respected and maintained;
- Approve members of BC Teams;
- Name ad-hoc committees for special projects;
- Hold at least 5 meetings per year;
- Promote sound risk management practices;
- Follow guidelines respecting PIPA and risk management.

### 1.11.5 Changes to the regulations

The GBC Assembly will provide the general direction of the program for the following years.

## 1.12 MEN'S TECHNICAL COMMITTEE (MTC)

### 1.12.1 Composition of the Committee

- Chairperson; the Chairperson is also a member of the GBC Board of Directors and of the Joint Tech Committee.
- Provincial Judging Chairperson
- Assistant Judging Chair
- Coaching Chairperson
- Assistant Coaching Chair / Athlete Rep
- One Member at large
- Past MTC Chairperson (non elected and non voting member)
- GBC Men's Program Coordinator (non elected and non voting member)
- GBC Technical Director (non elected and non voting member)

There will be a maximum of two (2) voting committee members from any club so that no one club has 50% of the voting power.

### **1.12.2 Vote and quorum**

Each voting member may cast one (1) vote. All motions will be decided by majority vote. The quorum for MTC meetings is 50 percent of the voting members.

### **1.12.3 Election**

The MTC Chairperson, Judging Chair and Coaching Chair are elected for a 2-year term by the Coaches Assembly at their annual meeting. The MTC Chair and Judging Chair are elected on odd numbered years. The coaching Chair is elected on even numbered years. Other members of the MTC are elected by the Coaching Assembly at their annual meeting for a 1-year term.

### **1.12.4 Duties of the MTC**

- Determine and implement the goals and objectives for the development of the men's gymnastics in BC;
- Justify to the GBC Board of Directors and to the GBC Men's Technical Assembly all decisions made by the MTC;
- Adopt and make sure that technical policies are respected;
- Monitor, regulate and evaluate all activities related to the men's program;
- Adopt and manage the MTC budget;
- Work with the Board of Directors on applying the policies coming from the Board;
- Assist, as necessary, the GBC staff;
- Make sure that the decision process and line of communication are established, respected and maintained;
- Approve members of BC Teams;
- Name ad-hoc committees for special projects;
- Hold at least 5 meetings per year.
- Promote sound risk management practices
- Follow guidelines respecting PIPA and risk management

### **1.12.5 Changes to the regulations**

The GBC Assembly and Coaches Assembly will provide the general direction of the program for the following years.

## **1.13 TRAMPOLINE & TUMBLING TECHNICAL COMMITTEE (TTTC)**

### **1.13.1 Composition of the Committee**

- Chairperson; the Chairperson is also a member of the GBC Board of Directors.
- Recreational Chairperson
- Athlete Representative (must be 16 years or older by Dec 31 of the year elected)
- Club Representative
- Coaching Chairperson
- Judging Chairperson
- GBC T&T Program Coordinator (non elected and non voting)
- GBC Technical Director (non elected and non voting)

### 1.13.2 Vote and Quorum

Each voting member may cast one (1) vote. All motions will be decided by majority vote. The quorum for TTTC meetings will be a minimum three (3) represented clubs

### 1.13.3 Election

Elections will be held at the GBC T&T Technical Assembly held during the GBC AGM. The Chairperson is elected on odd numbered years for a 2-year term. All other members are elected for a 1-year term. The Athlete Representative will be nominated and elected by the National Stream athletes at each National Championships.

Club Representatives are appointed by each registered club. They hold the position for 1 year. Club representatives are appointed to the Technical Committee at the GBC T&T Technical Assembly as approved by the committee to a maximum of one representative for each competitive T&T club. It is strongly recommended that club representatives should have some technical background in the sport (i.e. coach, judge, former athlete).

### 1.13.4 Duties of the TTTC

- Determine and implement the goals and objectives for the development of Trampoline and Tumbling in BC;
- Justify to the GBC Board of Directors and to the GBC T&T Technical Assembly all decisions made by the TTTC;
- Adopt and make sure that technical policies are respected;
- Monitor, regulate and evaluate all activities related to the T&T programs;
- Adopt and manage the TTTC budget;
- Work with the Board of Directors on applying the policies coming from the Board;
- Assist, as necessary, the GBC staff;
- Make sure that the decision process and line of communication are established, respected and maintained;
- Approve members of BC Teams;
- Name ad-hoc committees for special projects;
- Hold at least 5 meetings per year;
- Promote sound risk management practices;
- Follow guidelines respecting PIPA and risk management.

### 1.13.5 Changes to the regulations

The GBC Assembly will provide the general direction of the program for the following years.

## 1.14 REC-ED COMMITTEE

### 1.14.1 Composition of the Committee

- **Chair**
  - Provides the required leadership, coordination and supervision of all Rec-Ed programs
  - Prepare agenda with GBC staff person and chairs meeting

- File reports and attend all GBC Executive and Board meetings
- **Secretary**
  - Take minutes
  - Forward minutes to chair and GBC staff person for review within 1 week of meeting-GBC staff person will forward to the committee
- **Preschool PCCP**
  - Correspond with GBC and GCG on updates of the Preschool NCCP program
  - Assist with setting up courses
- **Special Needs**
  - Correspond with GBC and GCG on the progress of a Special Needs coaching course
  - Correspond with Special Olympics and help to set up courses through them, until a NCCP Special Needs Program has been developed
  - Assist clubs with programming for Special Needs
- **Gymnaestrada**
  - Work with the Host club and GBC to organize Gymnaestrada
- **Congress**
  - Be the Rec-Ed rep on the Congress Committee
  - Assist with arranging sessions and finding speakers for the Rec-Ed sessions
- **Interclub**
  - Gather feedback on Interclub and share with committee
  - Make suggestions for improvement
- **Member at large**
- **GBC staff person (non elected, non voting member)**

### 1.14.2 Vote and Quorum

Each voting member may cast one (1) vote. All motions will be decided by majority vote.

The quorum for Rec-Ed committee meetings will be a minimum three (3) represented clubs.

### 1.14.3 Election

The Chairperson is elected for a 2 year term by the Rec-Ed committee at their annual meeting. All other members are elected by the Rec-Ed committee at their annual meeting for a 1 year term.

### 1.14.6 Duties of the Rec Ed committee

- Determine and implement goals and objectives for the development of Red-Ed in BC;
- Justify to the GBC Board of Directors and to the GBC General Gymnastics Council all decisions made by Rec-Ed;
- Adopted and make sure all technical policies are respected;
- Adopt and manage the Rec-Ed budget;
- Work with the Board of Directors on applying the policies coming from the Board;
- Assist as necessary, the GBC staff;
- Hold a minimum of 5 meetings per year;
- To plan and organize several special events each year including Gymnaestrada and Coaches/Teachers Conferences.

### **1.14.5 For all committee members:**

- Elected at AGM for a 1 year term;
- Establish goals for the sub committee to obtain;
- Make contributions to Layout (1 per year);
- Provide the required leadership and encouragement in the delivery of the outlined goals and objectives for their sub committee;
- Report at each rec/ed meeting on their area;
- Attend all meetings-if a committee member misses 3 or more meetings, he/she loses his/her voting rights-extenuating circumstances will be taken into consideration (from GBC's Policies & Procedures Manual);
- Act as a contact for specific questions in their area.

### 1.16 GBC RECOGNITION PROGRAM

Nominations for all awards must be received in the GBC office by September 15 for the previous season. Artistic, volunteer and recreational awards will be presented at the annual GBC recognition banquet that takes place along with the Fall Congress. Judging recognition, event hosting, life member and member of distinction awards are presented at the AGM. The T&T Athlete of the Year Award will be presented at Fall Congress. All other T&T awards will be presented at First T&T Trials.

The GBC Annual Recognition Program handbook (includes nomination forms) will be sent to each registered club in August.

### 1.17 VOLUNTEER AWARDS

#### 1.17.1 Investors Group Community Sport Administrator Award - *(Nomination required)*

This award recognizes the contribution to a community sport program made by a volunteer in an administrative capacity (non-coaching). The recipient must have worked to ensure that all coaches and athletes can enjoy the benefits of well organized sport. This award is intended for a volunteer whose primary employment is not in the field of gymnastics. A sub-committee of the GBC Board of Directors will make the selection.

#### 1.17.2 Gymnastics BC Volunteer of the Year - *(Nomination required)*

This plaque is awarded to the GBC volunteer who has demonstrated the most outstanding volunteer contribution(s) to GBC over the past year. Volunteer experience which extends beyond the club level is eligible. A sub-committee of the GBC Board of Directors will make the selection.

#### 1.17.3 Outstanding Volunteer Contribution

All persons nominated for the Volunteer of the Year award will receive a certificate to recognize their efforts. Zone Directors are encouraged to submit nominations. Each Zone may submit as many nominations as it wishes. The selection committee is the same as above.

#### 1.17.4 Retiring Committee and Board Members

A gift is given to members of MTC, WTC, T&T, Recreational and Educational Gymnastics and GBC Board of Directors who are retiring after having completed a minimum of a two year term.

#### 1.17.5 5/10/15/20/25 Year Volunteer Service Awards

Awarded to those persons who have volunteered on a continuous basis at the Zone level or higher. (Please note: Judging will be recognized under "Judging Awards"). All applicants will be verified by each relevant GBC committee. An association data base will track all volunteer nomination submissions from year to year.

### **1.17.6 Gymnastics BC Member of Distinction - (*Nomination required*)**

The Member of Distinction Award recognizes the long time contributions of those persons who have been involved with Gymnastics BC for a minimum of 25 years. The recipient(s) must have worked/volunteered in the gymnastics community and provided a lasting legacy. All Members of Distinction are then eligible for selection as a Life Member of Gymnastics BC.

### **1.17.7 Lifetime Achievement/Service Awards**

Individuals who provided long term service to Gymnastics BC and/or represented Canada at the Olympics and/or World Championships shall be eligible for consideration for Life Membership. Gymnastics in BC should have benefited from the special contribution made by this individual. Up to two Life Memberships per year may be selected by the Board of Directors. The Board of Directors will recommend the appropriate site for presentation of Life Membership(s).

Specific Selection Criteria shall include:

- Years of involvement - represented Canada at the Olympics and/or minimum fifteen years of involvement.
- Level of involvement - International, National and Provincial, Regional, Club.
- Service in one or more of the following roles: Coach, Judge, Athlete, Volunteer, GBC Representative (GCG, MPA, WPA, etc.), GBC Board or Committee Member, etc.

## **1.18 JUDGING AWARDS**

### **1.18.1 5/10/15/20/25/30 Year Judging Pin**

Awarded to judges in recognition of their continued commitment to the sport of gymnastics in BC.

## **1.19 ARTISTIC WOMEN'S PROGRAM AWARDS**

### **1.19.1 Kate Richardson Outstanding Female Athlete of the Year**

This award recognizes the highest ranked HP Junior or Senior female athlete in the country who is training in and competing for BC. Athlete will be nominated for the Sport BC Athlete of the Year Awards.

### **1.19.2 Sandra Hartley National Stream Athlete of the Year**

Awarded to the highest ranked National Novice or Open gymnast who trains in and competes for BC. The gymnast must show outstanding qualities as a leader and sportswoman and abide by the guidelines of fair play within the sport.

### **1.19.3 Karen Kelsall Provincial Stream Athlete of the Year**

Awarded to the highest ranked Provincial Level 4 female gymnast who trains in and competes for BC. The gymnast must show outstanding qualities as a leader and sportswoman and abide by the guidelines of fair play within the sport.

### **1.19.4 The Sev Heiberg National Stream Coach of the Year**

Based on all criteria for the GCG award, this award is presented on an annual basis to the individual BC coach who is nominated for the GCG award.

### **1.19.5 Gladys Hartley Coach of the Year**

This award is given to a coach who:

- has been active in Provincial programs (divisional or higher)
- has made contributions to program development in BC
- has demonstrated volunteer commitment and committee involvement
- is a role model for coaches, exemplifying the spirit of sportsmanship and fair play

### **1.19.6 High Performance Coaching Recognition**

Awarded in recognition of the accomplishments of High Performance Coaches. Awards will be based on the success of the coaches (up to four per club) whose athletes have the highest Canadian standings.

## **1.20 ARTISTIC MEN'S PROGRAM AWARDS**

### **1.20.1 Owen Walstrom Outstanding Male Athlete of the Year**

This award recognizes the highest ranked HP Junior or Senior male athlete in the country who is training in and competing for BC. Athlete will be nominated for the Sport BC Athlete of the Year Awards.

### **1.20.2 Bill Mackie Outstanding HP Age Group Athlete of the Year (Argo to Novice)**

Awarded to the highest ranked High Performance male gymnast (Argo to Novice) who trains in and competes for BC. The gymnast must show outstanding qualities as a leader and sportsman and abide by the guidelines of fair play within the sport.

### **1.20.3 Richard Ikeda Outstanding National Athlete of the Year (Level 4-6)**

This award goes to the highest ranked National male gymnast who trains and competes for BC. The gymnast must demonstrate outstanding qualities as a leader and sportsman and abide by the guidelines of fair play within the sport.

### **1.20.4 John Tutte National Level Coach of the Year**

Awarded to the highest ranked coach based on the success of the club's national level athletes (Levels 5-6, High Performance) throughout the season.

### **1.20.5 Stan Wilkes Provincial Level Coach of the Year**

Awarded to the highest ranked coach based on the success of the club's provincial level athletes (Levels 1-4) throughout the season and who is also:

- Active in the development of men's gymnastics programs in BC (ie: offers ideas and comments about BC programs, attends provincial level training camps)
- Demonstrated volunteer commitment and committee involvement at the Provincial level (i.e.: sits on MTC or judges' committee or is active with their committees)

- Demonstrates good leadership abilities, sportsmanship and fair play (ie: lead coach during training camps, works with gymnasts from any and all clubs and levels)

### **1.20.6 High Performance Coaching Recognition**

Awarded in recognition of the accomplishments of High Performance Coaches. Awards will be based on the success of the coaches (up to four per club) whose athletes have the highest Canadian standings.

## **1.21 TRAMPOLINE & TUMBLING AWARDS**

### **1.21.1 Trampoline and Tumbling Athlete of the Year**

This award is presented to the athlete who has achieved the top results nationally or internationally in the previous competitive season.

The winner must:

- be a member in good standing with GBC
- have competed for the applicable competitive season
- not have had any disciplinary actions in the competitive season
- have shown good sportsmanship at all times
- have shown interest in other GBC activities, clinics, coaching, judging, etc.
- have demonstrated a dedication to the sport
- be a good role model for the sport

### **1.21.2 Trampoline and Tumbling Athlete Recognition Award (One award for National level and one for Provincial level)**

The athlete recognition award is an annual award presented at the first full competition of the current competitive season. The TTTC shall vote on the nominations submitted by the designated deadline. Evaluation of each nominee is based entirely on the written submission. Therefore, in order to ensure that the evaluation is as fair as possible, it is important that each area listed contains a response.

The criteria is as follows:

- Each club is invited to nominate one athlete in both the provincial and national categories
- The award is based on the previous competitive year
- Eligibility is based on the athlete's highest competitive level
- An athlete may be nominated, even if they are no longer involved with the club

## **1.22 RECREATIONAL AWARDS**

### **1.22.1 Recreational Leader of the Year - (*Nomination required*)**

Awarded to the coach/administrator who has worked at the Provincial level to assist in the overall growth and development of recreational gymnastics in BC. The recipient must have demonstrated volunteer commitment and made significant contributions to recreational program development.

### **1.22.2 Recreational Recognition Awards**

These awards recognize recreational coaches who strive for continuing excellence in coaching. They are presented to coaches in any disciplines of recreational gymnastics at the club/facility level. The coach will have contributed to and demonstrated great enthusiasm for the development of recreational gymnastics at his/her facility, worked as an integral part of his/her coaching team as a recognized leader and provided exceptional gymnastics classes. The number of awards which may be given is unlimited.

## **1.23 RECOGNITION AWARDS**

### **1.23.1 BC Gymnastics Championships Recognition**

A certificate is mailed to those athletes who finish in the top three in each category at the BC Provincial Championships.

### **1.23.4 Team BC Recognition**

A certificate is mailed to all athletes, coaches, judges and support staff who represent BC at the Western Canadian and Canadian Championships each year.

## **1.25 GYMNASTICS BC PERSONNEL POLICY**

This policy will apply to all personnel employed by GBC.

### **1. Employment Standards**

*Equal opportunity employer* – GBC is an equal opportunity employer and abides by the provisions of the Human Rights Code of British Columbia.

*Nepotism* – It is the GBC policy not to employ more than one member of any family. For this purpose, family is defined as spouse, brother, sister, parents, or children. As a general policy, the staff of the GBC is to act as facilitators for the volunteer efforts of the Society members. The volunteer members are primarily responsible for the successful operation of the GBC, and to that end the Board of Directors are the ultimate decision-makers of the Society.

### **2. Pay Period**

Employees are paid twice per month on the 15th and last day of each month. If the pay day falls on a weekend or statutory holiday, the pay day will be moved to the last working day before the holiday.

Payment will be made either by cheque or by direct payment to the employee's bank account. Payment covers the pay period up to and including payday.

If an employee takes his/ her vacation during a payday, he /she may request an advance of the bi-monthly pay to be received on the payday preceding the holiday.

To receive an advance in this manner, the supervisor must inform the Sport BC payroll department (6) days before the payday when the advance is to be made.

### **3. Hours of work**

The standard week of work consists of 7.5 hours per day, Monday to Friday.

The regular hours of work are scheduled between 8 a.m. and 5 p.m.; changes to these daily hours must be approved by the Executive Director & CEO. Lunch is one hour and should be taken between 11:30 a.m. and 2:00 p.m.

### **4. Overtime**

Overtime shall be defined as any time worked by an employee in excess of the employee's standard week of work. All overtime must be authorized in advance by the Executive Director & CEO.

Equivalent compensation as leave with pay will be accumulated for overtime worked and is to be taken within a reasonably short period after accumulation. Time "in lieu" may be carried over to the following year to a maximum of ten (10) working days.

A logbook will be maintained and all time off must be recorded.

For certain designated employees (generally management positions), required work hours may demand significant flexibility.

## 5. Probationary Period

The first three months an employee is considered on probation. During this three-month period, GBC may, in its sole discretion and for any reason, terminate the employee without notice.

## 6. Employment Review

An annual performance and compensation review by the Executive Director & CEO for office staff and by the Board of Directors for the Executive Director & CEO will be conducted. Adjustments to compensation will usually be in conjunction with the start of the fiscal year (April 1<sup>st</sup>).

## 7. Supplemental Benefits

After three full calendar months of employment an employee is eligible to join Sport BC's group plan. Certain costs of this plan are borne by GBC and the other costs are paid by the employee by way of payroll deduction. Supplemental benefits will be approved by the GBC Board at the recommendation of the Executive Director & CEO. Variations may exist in the percentage of contribution from employee to employee but it will be no less than 50 % of said costs.

## 8. Statutory Holidays

The following holidays are observed as statutory holidays and will include:

New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day  
Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

Statutory holidays falling on a Saturday or Sunday will be taken on the following Monday or as prescribed the Employment Standards Act.

## 9. Vacation

Employees are entitled to the following paid vacation:

<b>Employment Tenure</b>	<b>Entitlement</b>
Year 1 (From joining to April 1)	5/6 day per month
Year 2	5/6 day per month (i.e. 10 days/year)
Year 3	1 1/4 days per month (i.e. 15 days/year)
Year 4 - 10	1 2/3 days per month (i.e. 20 days/year)
Year 11 onwards	2.08 days per month (i.e. 25 days/year)

An employee who is on an unpaid leave of absence for more than 10 working days in a month does not accrue vacation entitlement during that month.

The vacation schedule for employees is arranged to coincide with GBC's fiscal year, April 1<sup>st</sup> to March 31<sup>st</sup>.

Vacations should be taken during the year in which they are earned. Generally, vacation may be taken at any time during the year so long as it does not leave the office understaffed. GBC has complete discretion over vacation scheduling.

Requests for vacation should be submitted in advance to the employee's supervisor. Vacation will not normally be allowed until an employee has completed six months of continuous employment.

Effective January 1, 2003, holidays and overtime must be used in the year they are accumulated.

Employees with accrued holidays and overtime as of March 31<sup>st</sup> of one year must arrange for the appropriate time off before March 31<sup>st</sup> of the next year or risk losing accrued time. The accrued time is redeemable as time off only. It is non-redeemable as a cash payment.

Employees will be able to carry forward 5 unused holidays into the next fiscal year. The carry forward time is not accumulative in subsequent years.

### **10. Sickness**

Sick leave is accumulated at a rate of 5/6 day per month to a maximum of 10 working days. An employee who is unable to work because of sickness should inform the GBC office by 9:30 am. Entitlement to sick pay may only be claimed due to sickness.

### **11. Jury Duty**

Should an employee be called for Jury Duty, GBC will pay full salary to a maximum of 5 working days net of the stipend received during those working days. Any subsequent period will be regarded as Leave of Absence – Without Pay.

### **12. Bereavement**

Employees are entitled to three days leave with pay when a death occurs in the immediate family. Immediate family means spouse, parent, grandparent, brother, sister, step-parent or step-child.

### **13. Special Leave**

Leave of absence without pay may be granted in situations, which are deemed by the GBC Board of Directors to be reasonable. The granting of such leave is entirely at the discretion of the Board. Leave of absence for more than five working days must be approved by the Executive Director & CEO.

### **14. Maternity & Parental Leave**

Evidenced by doctor's certificate stating the estimated date of delivery, an employee is entitled to maternity leave without pay for a period up to 18 consecutive weeks. Maternity leave may commence up to 11 weeks before the estimated date of delivery upon giving four weeks notice.

Parental leave without pay will be granted to either parent to a maximum of 12 weeks. If parental leave is requested some time after the maternity leave, the time must be mutually agreed to by both the employer and the employee. If parental leave is requested, with four weeks notice, to directly commence after maternity leave, it will be given.

### **15. Expenses**

Expenses incurred by employees on behalf of GBC will be reimbursed.

Prior approval for any expense must be obtained from management.  
Travel expenses will be reimbursed based on the following schedule:

Meals:	Breakfast	max \$7
	Lunch	max \$9
	Dinner	max \$14
Private Auto:		\$.30/ km
Air Fare:		Economy / best fare available
Hotel:		Best rate Possible
		Max. \$85 + tax in low season (Oct – April)
		Max. \$105 + tax in high season (May – Sept)

All variations from the standard policies must be approved by the Executive Director & CEO prior to expenditure. Business meals will be reimbursed to manager level staff when related directly to GBC promotion and goodwill.

### **16. Termination**

Covered under item #6 of the official employment document.

### **17. Educational Development Programs and Tuition Reimbursement**

If an employee wishes to attend a course, which will improve the skills used in his or her job, he/ she may apply to the Executive Director & CEO for reimbursement of the cost or a percentage of the cost of the course.

### **18. Dress and Appearance**

A dress code will not be instituted, however, employees are expected to dress suitably for the type work they are involved in.

### **19. Employee Conduct / Attitude**

All employees must remember that their duties include assisting and working with volunteer committee members. All employees should display a positive attitude towards GBC at all times. All employees are expected to attain the goals and objectives of the GBC and the policies of the Board of Directors of the Society.

### **20. Other Employment**

Employees are not permitted to work during GBC's hours on non-GBC business, or on their own time using GBC equipment or materials without prior approval from the Executive Director & CEO. Approval may be revoked at any time at GBC's discretion.

### **21. Asset Ownership**

Assets of GBC, including inventory, stationery, equipment, furniture, files, promotional material, customer lists, forms, reports, manuals, books, artwork, computer hardware, software and data and other items purchased by GBC or produced by employment duties, are the sole property of GBC and must not be removed from GBC premises, copied for personal use or given to another party.

**22. Suspension**

GBC, at its discretion, may suspend employment, without pay, due to work shortage.

**23. Grievance Procedure**

An employee who is dissatisfied with any procedures or treatment should first take the matter up with the Executive Director & CEO.

Employees may not advocate personal issues with any individual member of the Board of Directors, other than the President, without the consent of the Executive Director & CEO.