

Tisdale Twisters Gymnastics Club

Policy Manual

POLICIES

These policies are to be used by the Board of Directors as a guideline for the operation of the Tisdale Twisters Gymnastics Club (hereafter referred to as TTGC).

- 1 Changes, additions and/or deletions may be made to these policies at any meeting of the Board of Directors by a majority vote of the total Board Members.
- 2 Exceptions may be made to any of these policies without amendments to the policy at a meeting of the Board of Directors by a majority vote of the total members.

MEMBERSHIP, REGISTRATION AND ENROLMENT

- 1 Membership of TTGC shall commence from the date of approval by the Board of Directors of the applicants completed membership form and payment of membership fees.
- 2 Registration will include completed registration forms, consent forms, fundraising deposits (if applicable), cleaning deposits (if applicable) and payment of registration fees. Registration will be completed online using the TTGC website (tisdaletwisters.ca).
- 3 Registration for the fall session shall be held in August.
- 4 Registration for the second and third sessions (if there is one) will be held 2-3 weeks before each session.
- 5 After registration closing date, sessions and/or practices may be added, cancelled, or combined depending on the number of registrations received.
- 6 The TTGC reserves the right to cancel, combine or reschedule any session that does not reach full student enrolment by registration closing date or if enrolment changes.

- 7 The Board and Head Coach shall set the maximum enrolment in each session after registration cut-off. After maximum enrolment is reached, exceptions may be made to accept additional child(ren) in special or unusual circumstances at the discretion of the Board and the Head Coach.
- 8 Age requirements for enrolment will follow the Technical Regulations set out by GymSask for both competitive and recreational programs. Currently, competitive programs require an athlete to be six years of age to register. Intro to Gymnastics will be open to children between the ages of three and five. Parent & Tot classes will be open to children aged two to three years.
- 9 Registration shall be accepted, and sessions filled on a first come first serve basis. Within the season, classes will be offered to current, registered athletes in the immediately preceding session, then offered to the public. Factors such as age shall be taken into consideration at the discretion of the Board and Head Coach.
- 10 When maximum enrolment and/or registration deadline is reached, a waiting list will be compiled as registrations are received. Openings will be filled on a first come, first serve basis. The Board, in regard to age, availability of coaches and/or openings, may use some discretion.
- 11 At the discretion of the Board and the Head Coach, a child may be asked to withdraw for the season for reasons of just cause which may include but are not limited to:
 - 11.a Prolonged behavioural issues
 - 11.b Wilfully causing injury to another person
 - 11.c Continual lack of attendance without reasonable cause.
 - 11.d Parents/guardians or gymnasts not adhering to the TTGC rules, policies or Code of Conduct.

FEES AND EXPENDITURES

1. The membership fee shall be set and reviewed annually by the Board.
2. Registration fees shall be paid with submission of registration forms for all recreational programs unless prior arrangements have been made, for example funding from KidSport. Payments are to be made prior to commencement of gym activities.
3. Registration fees for the year-long competitive programs may be paid in entirety with registration or as a monthly payment option. Fees shall be paid via credit card.

4. In certain circumstances and with board approval, alternative payment methods can be arranged and will be considered an acceptable form of payment for those unable to utilize credit card payment.
5. Drop in fees are allowed only for specific programs, and will be outlined as such in registration.
6. The Board will review fundraising activities annually to determine if this will be a mandatory activity. If it is determined to be mandatory, all fundraising deposits will be due at the time of registration in the form of a post-dated cheque.
7. Outstanding fees will be assessed monthly. A notice of fees owing will be sent to the member after the 7th day of the month. Fees outstanding after 30 days will be brought to the Board for discussion. At the discretion of the Board, non-payment of fees shall be grounds for cancellation of membership. Alternatively, if deemed appropriate by the board, a \$40 per month late fee will be applied to delinquent accounts.
8. Members registering later in the year for any competitive programs will pay in the same manner as those members joining at the beginning of the season. For recreational programs, all fees must be paid in full prior to the child's first practise. These fees may be pro rated at the discretion of the Board.
9. In the case of non-acceptance or mandatory withdrawal of a child registration, fees will be refunded at the Board's discretion.
10. Meet fees are due prior to the athlete attending the meet.

REFUNDS

1. No refunds will be made for registration fees of recreational programs, except under extraordinary circumstances and at the discretion of the board. If the board deems a refund appropriate, TTGC will charge an administrative fee of \$40.
2. There will be no cash refunds issued for any drop-in programs. If a gymnast withdraws from these programs, a credit will be issued only for those giving 48 hours notice (ie: 48 hours prior to the start of the drop-in class). This credit will be usable for future TTGC programs.
3. Refund of monthly fees for the competitive program is at the discretion of the Board.

4. All refunds of fees must be presented and approved by the Board at an executive meeting prior to payment.
5. All insurance fees are non-refundable.

BOARD PROCEDURES

1. Whenever possible, all fundraising monies should be counted by two members of the executive at the fundraising venue immediately after the fundraising event.
2. Expenses that are time sensitive may be paid in advance at the discretion of the Treasurer and will then be reported on during the subsequent executive meeting. This includes, but is not limited to, monthly rent and payroll (including government remittances).
3. Expenses pertaining to the purchase of equipment and supplies for the daily operations of TTGC must be presented and approved by the Board at an executive meeting prior to payment.
4. Employee expense claims must be submitted in detail to the Treasurer using the designated reimbursement form. TTGC agrees to provide reimbursement to employees in accordance with the following:
 - All courses and training must have prior approval by the board to qualify for reimbursement. If a coach's employment with the TTGC is terminated, in any manner whatsoever, within 12 months following the date such expenses were incurred, an amount of $(12-x) / 12$ [x being the number of full months elapsing from the date such expenses were incurred] multiplied by the total amount of reimbursed expenses shall be withheld from the coach's final paycheque (net) as partial repayment of the reimbursed amount. If the coach's final paycheque (net) is insufficient to extinguish the amount owing the to TTTC, the coach will be required to repay the TTGC by cheque or e-transfer.
 - Where virtual courses are not available/applicable, the TTGC will reimburse mileage. Car-pooling is encouraged; if multiple coaches are attending the same course and choose not to carpool, the mileage to be reimbursed by the TTGC for that course, in aggregate, shall not exceed one round-trip (i.e., the mileage would be split among the coaches). If coaches are unable to carpool due to medical or other unforeseen reasons, there may be an exception made at the discretion of the Board.
 - Mileage will be calculated based on the CRA-posted maximum reasonable allowance rate for the applicable year. (ie: for 2025: 56 cents/km)
 - Hotel accommodation cost (room cost and required fees, no additional costs) will be fully reimbursed provided a receipt is submitted showing the rate/night is for a standard double occupancy room. It is the responsibility of the coach to request this rate when booking a hotel room. If there are no rooms available at the standard rate, coaches are required to receive advance approval from the Board to receive a full refund. If advance approval is not requested, the room will be reimbursed at the amount of \$100/night. If multiple coaches of the same gender are attending, room sharing (provided 2 beds available in room) is

required. If coaches are unable to share a room due to medical or other unforeseen reasons, there may be an exception made at the discretion of the Board.

- Meal reimbursement will be based on the CRA-posted maximum reasonable allowance rate under the simplified method (eg: 2025 = \$23/meal to a maximum of \$69/day). There will be no reimbursement for meals that are included with hotel fees or as part of the course (i.e., if hotel provides included breakfast, no reimbursement is provided for breakfast).

OPERATING PROCEDURES

- 1 TTGC has adopted a Safe Sport Policy that outlines many recommendations and guidelines specific to Codes of Conduct, Medical Protocols, Screening Policies, Equity/Inclusion, Harassment/Discrimination and Anti-Doping. See policy for more details.
- 2 Vulnerable sector record checks are required for:
 - All adult coaches.
 - All Board members that are in **direct contact** with any athlete who are not a member of their household.
 - All volunteers that are in **direct contact** with any athlete who are not a member of their household.
- 3 Vulnerable Sector record checks will be reimbursed for coaches once they are approved and are hired.
- 4 Criminal Record checks are required for board members who are responsible for the financial responsibilities of the Club.
- 5 If an Assistant Coach is unable to attend s/he shall be responsible for informing the Head Coach as soon as possible, so an appropriate substitute who has been previously approved by the Head Coach and the Board can be found.
- 6 If the Head Coach is unable to attend a practice due to illness or prior commitments, practice will be rescheduled to a later date or, if a qualified person is available, the Head Coach may find a suitable replacement.
- 7 Parents are required to participate in other volunteer activities necessary for the satisfactory operation of the TTGC. Such activities may include, but are not limited to:
 - Phoning other gym member and/or parents

- Providing monthly housekeeping/janitorial duties
 - Participating in fundraising events
- 8 Parents may also be asked to serve on special ad-hoc committees or on the Board, as necessary.
 - 9 A pre-season meeting should be held with outgoing Executive, incoming Executive, and the Head Coach.
 - 10 A planning meeting for the upcoming season should be held with the Head Coach and the Board, no later than July 31st of the current season.
 - 11 Parents and children will be notified, prior to season start, of the official starting date, time, and location. A monthly calendar will be made available advising of practice dates and times. E-mails will be used to keep all members up to date.
 - 12 Coach to Athlete ratio should be maintained as per GymSask guidelines. TTGC will strive to comply with the Rule of 2, which requires at least 2 coaches or 1 coach and 1 adult present in the gym.
 - 13 All reasonable measures shall be taken to ensure the safety of the children during the gymnastics season.
 - 14 No one is to be on the gymnastics equipment without a coach's permission.
 - 15 An emergency information master sheet shall be made available to coaches and kept in an easily accessible area.
 - 16 A file with emergency information shall be kept of all children.
 - 17 A first aid kit with necessary supplies shall be at the gym at all times.
 - 18 It is the responsibility of the executive to ensure that equipment, athletes, and coaches are adequately insured. Executive, Judges, Coaches, and Athletes are covered by Sask. Gymnastics General Insurance. Insurance fees for Executive, Coaches and Judges are paid for by the TTGC. Athlete insurance fees are part of the assessed registration fee.
 - 19 Only parents or responsible adults approved by the Board shall transport children to and from meets.
 - 20 Parents must sign consent forms for the child to be transported on excursions if they do not accompany them.

- 21 Team members will be registered with the Saskatchewan Gymnastics Association. Part of the membership fee includes insurance coverage.
- 22 A yearly check of equipment shall be made and results of said equipment check recorded and filed with executive meeting minutes.
- 23 All equipment shall be inventoried yearly for insurance purposes, including any in storage.
- 24 Parents, coaches and board members shall refer to the current TTGC Dispute Resolution Policy for conflicts.

EMERGENCY PROCEDURE

1. The Coach and/or Assistant Coach is/are in charge during practice and competitions. If an accident or illness occurs, it must be reported to him/her immediately.
2. The TTGC will follow the club's Emergency Action Plan in cases of serious injury or emergency. This plan must be updated at least twice yearly, or when changes to the building, staff or board members occur.
3. When a gymnast is injured, a TTGC incident form must be completed by the coach and submitted to the board for review.

BOARD OF DIRECTORS

- 1 Responsible for the hiring of a Head Coach. A minimum of 1 executive member must be present with the Head Coach when interviewing and hiring assistant coaches.
- 2 Nominations and elections for new executive for the next season shall be carried out by June 30th of the current season.
- 3 The Board of Directors will hold an Annual General Meeting every year.
- 4 The Officers of the Board of Directors shall be President, Vice-President, Fundraising Coordinator, Secretary, Treasurer, Competitive Co-ordinator and Recreational Co-ordinator. The

Executive Board will be responsible for the daily operations of the TTGC according to policies and procedures. Positions can be combined or shared as deemed appropriate by the board.

- 5 The TTGC Board of Directors shall have full power to make changes, additions, and deletions to TTGC rules as it may deem necessary from time to time, prior to the start of any season or competition.
- 6 The Board may establish any committee it deems necessary.
- 7 Signing officers shall be any three of the following: President, Vice President, Treasurer or Secretary.
- 8 **The duties of the Officers shall be as follows:**

President

- 1 To be generally responsible for the organization of the TTGC.
- 2 To work in liaison with Head Coach and with Gymnastics Saskatchewan.
- 3 To preside over executive and general meetings.
- 4 To work with executive members and assist with duties, as necessary.
- 5 To insure the following:
 - 5.a Repair of equipment
 - 5.b Ordering and purchasing of equipment
 - 5.c Supervising the building of equipment
 - 5.d Scheduling work bees when necessary
- 6 Revise the Policy Manual as necessary detailing the General Operation and Policies of the TTGC.

Vice President

- 1 To preside over TTGC business and meetings during absence or illness of the President.

- 2 To assist the President with any or all of his/her duties.
- 3 To assist Administrator in duties of a Registrar:
 - 3.a to accept applications for membership and enrolment.
 - 3.b to keep up-to-date team rosters.
 - 3.c to keep a record of new applications and a waiting list based on the order of applications.
 - 3.d to keep record of withdrawal of members.
4. Investigate potential funding options through sponsorship and grants. Apply for grants, in co-operation with the Treasurer.

Secretary

- 1 .Keep records of executive, general, or other meetings.
2. Keep permanent records of the TTGC.

Treasurer

1. Collect and deposit all monies for the club.
2. Collect the mail for TTGC.
3. Make all payments for expenses on the approval of the Board.
4. Keep accurate records of receipts and disbursements.
5. To provide financial reports at executive and general meetings.
6. To render a financial report at the Annual General Meeting.
7. Prepare and present a budget for the upcoming season by May 15th of the current season.
8. Communicate and provide needed documentation to the accountant who is in the employ of the TTGC, as well as serve as liaison between the accountant and the executive of the TTGC.
9. To work in co-operation with the president to collect all outstanding fees.

10. Act as signatory for grant proposals.

Fundraising Co-ordinator(s)

- 1 Identify, organize, and implement all fundraising activities, with co-operation of the Board.
- 2 Ensure work schedules and information regarding fundraising activities is posted to keep parents informed.
- 3 Collect fundraising money from members and give balance and detailed outline of expenditures and earnings to the Treasurer.
- 4 Consult with and make recommendations to the Executive regarding the need for changing existing fundraising activities.

Competitive Coordinator(s)

- 1 Works in partnership with the Coaches and Executive to organize and implement athletic and procedural aspects of the club.
- 2 Arrange for publicity after each meet and before local meets and provincials using social media and/or local news outlets.
- 3 Host annual parent information session to explain processes and expectations for the season.
- 4 Oversee organizational aspects of TTGC meets. Collect meet fees and waivers and submit attendance roster at meets.
- 5 Ensure all gymnasts have proper attire for meets (warm-up suits and competition suits).
- 6 Distribute meet information to competitors.
- 7 Co-ordinate judges and judging chairperson for any hosted meets.
- 8 Assist head coach in organizing our annual mock meet, including awards and prizes.

Recreational Coordinator

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- 1 Work in partnership with the Coaches and Executive to plan and organize recreational classes for each session.
 - 2 Ensure programming issues are effectively communicated to families.
 - 3 Act as liaison between recreational parents and the coaches and/or the board.

Head Coach (Minimum 18 years of Age and Comp 1 certified)

- 1 The Head Coach is responsible for the development and training of athletes and assistant coaches and ensuring assistant coaches are meeting all Gymsask requirements.
- 2 The Head Coach may attend suitable clinics, conferences, and workshops in agreement with the Board, as well as recommend assistant coaches do the same.
- 3 The Head Coach shall attend all practices and competitions.
- 4 Hold coaching meetings with all coaching staff.
- 5 Present a coaching report at executive meeting when necessary.
- 6 Concerns identified by coaches are to be presented to the Head Coach who in turn will inform the executive if necessary.
- 4 Ensure competitive coaches are certified prior to any competitions.
- 7 The Head Coach is encouraged to appoint a Lead Assistant Coach when a qualified person is available (minimum 18 years of age and Foundations certified).

Lead Assistant Coach (Minimum 18 years of Age and Foundations certified)

- 1 The Lead Assistant Coach should be familiar with all programs and be able to coach at all levels.
- 2 Assist the Head Coach and the Board with scheduling.
- 3 Supervise and assist other assistant coaches when the Head Coach is not present.

Administrator

- 1 Manage communication and inquiries from members and the general public. This can be through various means: email, social messaging, telephone calls, etc.
- 2 Manage the club email account and forward emails out to coaches/board members as appropriate.
- 3 Manage and update social media accounts and websites.
- 4 Assist the Head Coach and the Board with scheduling and registration.
- 5 Manage online registration for all TTGC programs and update website.
- 6 Ensure registration fees are accurate and up to date with GymSask.
- 7 Manage bookings for birthday parties and other specialized programs.
- 4 Maintain an emergency information checklist of each gymnast for Coaches and Assistants to use when required.