



Policy and Procedure Manual

<b>Gymnastics Ontario</b>	<b>NO. 04.04.01</b>
<b>SECTION:</b> Registration	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Types of G.O. Membership	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

**TYPES:** The following memberships are available in Gymnastics Ontario. See G.O. By-law 1, Section 5 (Appendix 05.01.01).

- Voting Member (includes Full Member Club and Unattached Member)
- Individual Member
- Associate Member
- Honourary Member

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<b>SUBJECT:</b> Criteria and Requirements for Full Member Club Registration	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

### REQUIREMENTS FOR FULL MEMBER CLUB REGISTRATION

#### To be a Full Member Club of Gymnastics Ontario, the club must:

- Register as a club with Gymnastics Ontario on the official Application for Club/Organization Membership Registration Form with payment included and all items fulfilled
- Register with G.O. electronically any and all members of the club (recreational gymnasts, competitive athletes, coaches, judges, supporters, club administrators and staff) within fifteen (15) days of becoming active in the club. See Registration Handbook for Electronic Registration Procedure
- Submit payment for club registration fee, club recreational program fee and individual membership fee for each member in accordance with G.O. policy
- Submit all requested accompanying documentation (Letter of Intent, Participant Waiver/Rules of Conduct/Image Release, etc.)
- A Full Member Club may offer competitive and/or non-competitive programs in one or more disciplines.
- A Full Member Club and all its members (recreational and competitive athletes, coaches, judges, supporters, club administrators and staff) must be insured under the Gymnastics Ontario insurance policies. Failure to register all individual members with payment may result in termination of the club with G.O. and loss of insurance coverage.
- All applications for club membership must be approved by the Gymnastics Ontario Board of Directors or the Executive Management Committee.
- Re-registering clubs are expected to have all files from the ending season settled or have a payment schedule approved by Gymnastics Ontario.

See G.O. By-Laws, Section 5 (Appendix 05.05.01) and policy 04.04.03 to 04.04.07 for important club membership information.

#### Member Clubs must also:

- Ensure that all club coaches are certified as required and monitor and update coaches' certification
- Update all individual registrations on an on-going basis
- Respect and abide by all Gymnastics Ontario By-laws and Policies and Procedures.
- Abide by the Corporation Act and update annually as required
- Abide by the laws of the land



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- Ensure that all required insurance is in place and reported to Gymnastics Ontario
- Understand and practice good Risk Management and abide by G.O. Ethics and Risk Management Policies and Guidelines so that risks are minimized, safety is ensured and insurance coverage is not comprised
- It is strongly recommended that G.O. Member Clubs require a Police Record Check from ALL coaches, staff, club administrators and all volunteers or individuals who have close contact with gymnasts/children or occupy a position of trust and authority, and any individual who has significant financial responsibility.

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### **CLUB MEMBERSHIP FEE:**

- Member clubs pay a club registration/membership fee annually.

### **LENGTH OF REGISTRATION YEAR:**

- The registration year for club membership with Gymnastics Ontario begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **CLUB MEMBERSHIP REGISTRATION DATE:**

- **Prospective Member Club:** A prospective member club may apply for membership at any time throughout the year.
- **Existing Club:** The registration deadline for existing clubs is July 1<sup>st</sup> of each year. See Registration Handbook for specific dates to be observed.

### **CLUB MEMBERSHIP FEE PAYMENT:**

- Payment must accompany the application form.

### **APPLICATION FORM:**

- Clubs must use the Application for Club/Organization Membership Registration Form.
- The Application for Club/Organization Membership Registration Form will be provided to prospective member clubs by the Operations Manager in the G.O. office.
- The application to renew as a member club of G.O. is done electronically through the on-line registration system.

### **CLUB RECREATIONAL PROGRAM FEE:**

- Member Clubs which offer recreational programs also pay a recreational program fee annually.
- For existing clubs, this fee is due by October 15th.
- For new clubs that are approved after September 15<sup>th</sup>, this fee is due within fifteen (15) days of club invoice.

For details on all the above, see policy 04.04.04 and policy 04.04.05.

For **Individual Registration**, see policy 04.04.10 to 04.04.27.

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### **LENGTH OF REGISTRATION YEAR:**

The registration year for club membership with Gymnastics Ontario begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **CLUB MEMBERSHIP REGISTRATION AND FEE:**

- A prospective club may apply for membership at any time during the year.
- The name of the prospective club must be submitted to Gymnastics Ontario for approval prior to applying for incorporation and G.O. club membership.
- Clubs/organizations must register on the official Application for Club/Organization Membership Registration Form.
- The Club Membership fee must accompany the application form annually.

### **CLUB RECREATIONAL PROGRAM FEE:**

- Member Clubs which offer recreational programs also pay a recreational program fee annually. This fee is due on October 15<sup>th</sup>; for new clubs that are approved after September 15<sup>th</sup>, this fee is due within (15) days of club invoice.
- Penalties for late payment will be assessed as outlined in policy 04.02.06.

### **ADDITIONAL LOCATIONS:**

- All existing additional locations must be included on the Application Form.
- Clubs must report the opening of any additional locations in writing to G.O. prior to its opening. The name, location and estimated number of members for the site must be included.
- If there are separate corporations operating within the same gymnastics facility or club for the purpose of gymnastics, each corporation must be registered separately and must register all its individual members with G.O.

For Sharing/Renting a Facility to a Gymnastics Club/Co-habitation Policy, see 04.04.07

For additional information regarding membership registration, see G.O. By-laws, Section 5 Appendix 05.01.01.

### **APPLICATION FORM:**

- The Application for Club/Organization Membership Registration Form must be completed and dated. This form is available from the Operations Manager in the G.O. office.



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**DOCUMENTATION:**

- Copies of the documentation as required must be attached to the registration (see the Application for Club/Organization Membership Registration Form).
- **By-laws:** Each not-for-profit club/organization must have by-laws. The By-laws must indicate the current date of approval and must be signed by two (2) directors/officers of the club/organization.
- **Articles of Incorporation:** All clubs/organizations must be incorporated as a not-for-profit or a for-profit organization and provide proof of incorporation to be a member of the Federation or provide proof of registration as a sole proprietor.
- **Board of Directors:** Not-for-profit clubs must provide a list of their Board of Directors.
- **Club Logo:** A copy of the logo used by the club/organization must be provided by any new club applying for membership.
- **Additional Locations:** The name, location, mailing address and estimated membership numbers of all additional locations must be included on the Application Form.
- **Coaching Staff:** A list of all coaches in all program areas must be provided giving the full name of the coach, the NCCP number, all levels of NCCP Certification and Risk Management Course date. At least one coach must be NCCP Level 2 fully certified as a minimum.
- **Insurance:** All new clubs must provide proof of insurance for non-gymnastics activities/programs not covered by Gymnastics Ontario insurer.
- **Equipment:** A complete list of all equipment including equipment that has not been manufactured by a recognized supplier must be provided to Gymnastics Ontario.
- **Club Name:** The name of any new club/organization must be included on the Application Form after the name has been approved by G.O. (see 04.04.06)
- **Facility:** New clubs must provide an Occupancy Permit or a Lease Commitment, if applicable.
- **Screening Program:** It is strongly recommended that G.O. Member Clubs require a Police Record Check from ALL coaches, staff, club administrators and all volunteers or individuals who have close contact with gymnasts/children or occupy a position of trust and authority, and any individual who has significant financial responsibility (see Screening Policy 03.01.07).



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### **APPROVAL:**

- All applications for club/organization membership are reviewed and approved by the Gymnastics Ontario Board of Directors or the Executive Management Committee.
- Membership is provisional for one (1) year to be reviewed and renewed.

### **INDIVIDUAL REGISTRATION:**

- By the required dates, all individuals (athletes, coaches, judges, supporters club administrator and staff) who are members of a Full Member Club must be individually registered with Gymnastics Ontario (see 04.04.10 to 04.04.27).

### **G.O. RULES AND REGULATIONS:**

- Clubs must adhere to the G.O. Rules and Regulations and Policies and Procedures.

### **MAILING ADDRESS:**

- All necessary documentation and fees shall be forwarded to Gymnastics Ontario (see 01.02.01 for address).

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### **LENGTH OF REGISTRATION YEAR:**

- The registration year for club membership with Gymnastics Ontario begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **CLUB MEMBERSHIP REGISTRATION AND FEE:**

- Full Member Clubs pay a G.O. registration/membership fee annually.
- Club membership for existing clubs is due on July 1<sup>st</sup> each year. See the Registration Handbook for specific dates to be observed.
- Clubs that are re-registering are required to have all outstanding files and fees from the ending season settled or have a payment schedule approved by G.O.
- Clubs must register on-line using the official Application for Club/Organization Membership Registration Form
- The Club Membership fee must accompany the application form.
- A late penalty of \$200.00 applies if the club membership fee is not paid by July 1<sup>st</sup>.
- If renewal payment and penalty are not received by July 1<sup>st</sup>, the renewal period closes and the club ceases to be a member and must register as a prospective member club following policy 04.04.04. To be considered, the club must submit the membership fee, the late fee, full payment of any outstanding fees and all the documentation required when applying as a new club.

**\*\* Exception: Clubs that do not open until September should contact the G.O. Registrar for payment options.**

### **SOCAN FEE:**

- The annual SOCAN Fee for use of music in the gym or the completed SOCAN Form declaring exemption is due upon registration each year.

### **CLUB RECREATIONAL PROGRAM FEE:**

- Member Clubs which offer recreational programs also pay a recreational program fee annually. For existing clubs, this fee is due by October 15<sup>th</sup>.
- Penalties for late payment will be assessed as outlined in policy 04.02.06.

### **BIRTHDAY CLUB FEE:**

- Clubs which offer birthday parties must pay a Birthday Club Fee. See Registration Handbook.

### **ADDITIONAL LOCATIONS:**





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- All additional locations must be included on the application form.
- Any additional location must be reported in writing to G.O. prior to its opening. The name, location, mailing address and estimated number of members for the site must be included.
- If there are separate corporations operating within the same gymnastics facility or club for the purpose of gymnastics, each corporation must be registered separately and must register all its individual members with G.O.

For Sharing/Renting a Facility to a Gymnastics Club/Co-habitation Policy, see 04.04.07.

For additional information regarding membership registration, see G.O. By-laws, Section 5, Appendix 05.01.01.

### **CHANGE OF INCORPORATION STATUS:**

- A club/organization must inform G.O., in writing, of any change of incorporation status, within thirty (30) days of the change. Change of status would include:
  - i) Club name change (see 04.04.06)
  - ii) Change from non-profit to profit status or vice versa
  - iii) An addition of another corporation
  - iv) Change of ownership

### **FORM:**

- For Member Clubs who are renewing their membership, the Application for Club/Organization Membership Registration Form must be completed electronically through the on-line registration system.

### **DOCUMENTATION:**

- Any changes in By-laws, Articles of Incorporation, Board of Directors or Club Logo must be submitted (see Application for Club/Organization Membership Form).
  - **Club Name:** Any changes in club name must be submitted (see 04.04.06).
  - **Coaches:** All coaches must be re-activated through Individual Registration (see 04.04.17) and at least one (1) coach must be NCCP Level 2 fully certified as a minimum.
  - **Insurance:** Clubs must provide proof of insurance for non-gymnastics activities/programs not covered by Gymnastics Ontario insurer.
  - **Additional Locations:** The name, location and estimated membership numbers of all additional locations must be included on the Application Form.



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- **Screening Program:** It is strongly recommended that G.O. Member Clubs require a Police Record Check from ALL coaches, staff, club administrators and all volunteers or individuals who have close contact with gymnasts/children or occupy a position of trust and authority, and any individual who has significant financial responsibility (see Screening Policy 03.01.07).

### **APPROVAL:**

- All applications for club/organization membership are reviewed and approved by the Gymnastics Ontario Board of Directors or the Executive Management Committee.

### **INDIVIDUAL REGISTRATION:**

- By the required dates, all individuals (athletes, coaches, judges, volunteers including club board members, club administrators and staff) who are members of a Full Member Club must be individually registered with Gymnastics Ontario with payment (see 04.04.10 to 04.04.27.)

### **MAILING ADDRESS:**

- All necessary documentation and fees shall be forwarded to Gymnastics Ontario (see 01.02.01 for address).

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The club/organization must submit the new or revised name for approval by the G.O. Board of Directors/EMC prior to the application for incorporation and G.O. club membership. Once the name has been approved by Gymnastics Ontario, the application may be sent.

**RESTRICTIONS:** The Board of Directors/EMC will restrict acceptance of a NEW member club/organization or deny a request to change an existing club/organization name if the proposed name:

- Duplicates an existing club/organization name.
- Presents confusion with an existing club/organization name.
- Includes the word “training”, as G.O. reserves the right to identify training centres.

**CRITERIA:** If the proposed name includes a town, city, borough, etc., the club must include a descriptive term that will differentiate them from any other gymnastics club/organization wishing to use the same town, city, borough, etc. name. This descriptive term should be included in the club/organization’s name provided to the media.

The proposed name should not include a descriptive term commonly used in the gymnastics field such as those indicated below:

- International
- Champion
- National
- Elite
- Olympic or any variation or derivative

### PROCEDURE

**New Club:** When completing the Application for Club/Organization Membership Form, enter the proposed club/organization name in full in the appropriate field on the form.

**Changing An Existing Name:** To change an existing club/organization name, the club/organization Executive must submit in writing, using club/organization letterhead, the approved resolution requesting the name change to the Operations Manager of G.O for approval by the Board of Directors or the Executive Management Committee.

The letter must be signed by the club/organization President.



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**Approval:** After approval by the Executive Management Committee or the Board of Directors, the club/organization will be contacted in writing regarding the decision.

If the proposed name is not approved, a second choice must be re-submitted for approval.

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- A registered member club who rents its facility to another organization/club for the purpose of gymnastics activities must ensure that the organization/club is a registered member club of G.O.
- The organization/club who is renting must ensure that the club who operates/rents out the facility is a G.O. member club.
- Two or more organizations/clubs that share a gymnastics facility for the purpose of gymnastics must all be member clubs of G.O.

See G.O. By-laws, Section 5, (Appendix 05.01.01) for important membership information.

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**Full Member Club**

- Full member clubs may vote at the G.O. Annual General Meeting or special meetings of the members. The number of votes permitted is determined by the total number of individuals registered as members of the club/organization. Refer to G.O. By-law 1, 5.2.1 (Appendix 05.01.01)

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There are seven geographic regions that have been determined by Gymnastics Ontario. All clubs are members of the region in which they are geographically located (see 02.01.02).

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### REQUIREMENTS

All members of a Full Member Club must be registered individually with Gymnastics Ontario (see 04.04.11 to 04.04.27).

All individuals who are accepted as members of Gymnastics Ontario must abide by the By-laws and Policies of the Federation.

Individuals register using the following criteria.

**Role:** Each individual must be registered in the role(s) in which they are involved:

- Coach
- Competitive Athlete
- Judge
- Recreational Gymnast (includes Parent and Tot, Kindergym, recreational gymnasts, demo and showcase athletes; ODP ages 5 and 6 and camper (after 3 days))
- Supporter
- Drop-in member
- Facilitator
- Life Member

**Discipline:** Each competitive athlete, coach and judge must be registered in the discipline(s) of their involvement:

- Artistic (Women's, Men's)
- Rhythmic Gymnastics
- Trampoline/DMT
- Tumbling
- Aerobic Gymnastics
- Acrobatic Gymnastics

Individual membership in Gymnastics Ontario includes membership in Gymnastics Canada Gymnastique (GCG).

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### **LENGTH OF REGISTRATION YEAR:**

Gymnastics Ontario's registration year for Individual Members starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

Individuals who wish to access G.O. sanctioned activities (i.e. camps, clinics, courses) must be registered with payment for the current season prior to participating.

### **FORM:**

- Individual registrations are done electronically. See the Registration Package for Electronic Procedure.

### **HOW INDIVIDUAL REGISTRATION FEES ARE DETERMINED:**

- Fee Schedules to determine the individual registration fees for each season are available on the website and in the Registration Package.
- An individual must register in all the categories in which he/she is involved.
- If an individual is registered in more than one (1) category, Gymnastics Ontario assigns only the highest fee applicable per registrant rather than charge on a per registration basis.

### **DATES, DEADLINES AND PAYMENTS FOR INDIVIDUAL REGISTRATION:**

- All coaches (competitive and recreational), recreational gymnasts, judges, club administrators, staff, supporters and club board members must be registered within fifteen (15) days of becoming active in a member club or in the Federation each year and must make payment within fifteen (15) days of being invoiced.
- **Competitive Athletes:** Competitive athletes must register and declare their category within fifteen (15) days of becoming active in a member club each year. They will be invoiced for the insurance + any special assessment + HST. Payment will be due within fifteen (15) days of being invoiced. Any time until October 15<sup>th</sup> a club may make adjustments to the athletes' levels. On October 16<sup>th</sup> clubs will be invoiced for the athletes' competitive program fees. Payment of their competitive program fees will be due on October 30<sup>th</sup>. No athlete may compete unless their fees are paid in full to G.O.
- Any individual of a member club who is not registered with G.O. according to G.O. policy, is not eligible for membership services and privileges, including insurance.
- Summer campers are part of the NEW SEASON'S registration and must be registered accordingly.
- Penalties for late payment will be assessed based on policy 04.02.06.



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- Late filing of membership fees may result in a late filing penalty fee, loss of privileges or suspension of individual or club/organization.
- Clubs are responsible for reporting any changes in status of coaches and gymnasts during the year.

*For additional information regarding specific Individual Registration, see policies 04.04.13 to 04.04.27.*

### **INVOICES AND PAYMENTS:**

- It is the club's responsibility to maintain records of their payments.
- Gymnastics Ontario will be issuing invoices/statements to ensure that clubs stay reconciled. Payment is due within fifteen (15) days of receipt of an invoice.
- The club may also request an invoice after it has completed a set of registrations.
- Prompt payment will facilitate timely registration. Due to the volume of registrations, G.O. cannot guarantee that invoices can be available on demand
- Clubs are encouraged to submit payment prior to receiving an invoice.

For **Club Registration** see 04.04.02 to 04.04.09

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All Club and Individual Registrations are done electronically.

For Electronic Registration Procedures, please refer to the Registration Handbook.

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<b>SUBJECT:</b> Individual Registration of Recreational Gymnast	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

### CRITERIA:

- Recreational gymnasts are those gymnasts participating in a recreational program.
- The following also are considered recreational:
  - Demo and showcase athletes.
  - ODP ages five (5) and six (6) years

### PROCEDURE FOR INDIVIDUAL REGISTRATION:

- Each recreational gymnast must be registered electronically (for Electronic Registration Procedures, see the Registration Handbook).
- Recreational gymnasts may register at any point in the season; however, they must be registered within fifteen (15) days of becoming active in a member club and must make payment within fifteen (15) days of being invoiced.
- Invoices will be issued by G.O. based on registration. Invoices will be sent on the 1<sup>st</sup> and 16<sup>th</sup> of the month and are payable within fifteen (15) days of the date the invoice is issued.
- Any gymnast, who is not registered with G.O. according to G.O. policy, is not eligible for membership services and privileges, including insurance.
- Penalties for late payment will be assessed based on policy 04.02.06.

For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.

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The assistant/parent/guardian who is assisting children/participants in the gym (i.e. Parent and Tot, Special Needs, etc.) must be registered with Gymnastics Ontario (in order to be covered by the Sport Accident Insurance) under the Assisting Adult category. There is no fee for these types of registration.

The assistant/parent/guardian shall be involved only in a non-coaching/non-teaching role. He/she is there to support the participant in what the coach is asking the participant to do. The assistant and the participant must remain under the direct supervision of the coach at all times.

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<b>SECTION:</b> Registration	<b>PAGE:</b> 1 of 2
<b>SUBJECT:</b> Individual Registration of Competitive Athlete	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

**COMPETITIVE ATHLETE**

**CRITERIA:**

- Competitors are to be registered in their discipline, category and level of training and competition.
- Up/downgrades are acceptable but are subject to eligibility as specified in the Technical Rules & Regulations through the Program Manager.
- Please consult the supplemental document “Competitive Athletes Levels Specification Sheet” (see G.O. website under Services – Registration) which outlines what categories are available under each discipline. For further explanation of Competitive Categories, please consult the appropriate Program Manager.

**PROCEDURE FOR INDIVIDUAL REGISTRATION:**

- Application for Individual Membership Registration must be done electronically (see Electronic Registration Procedures in Registration Handbook).
- Competitive athletes must register and declare their category within fifteen (15) days of becoming active in a member club each year. They will be invoiced for the insurance + any special assessment + HST. Payment will be due within fifteen (15) days of being invoiced. Any time until October 15<sup>th</sup> a club may make adjustments to the athletes’ levels. On October 16<sup>th</sup> clubs will be invoiced for the athletes’ competitive program fees. Payment of their competitive program fees will be due on October 30<sup>th</sup>. No athlete may compete unless their fees are paid in full to G.O.
- Fee Schedules to determine the individual registration fees for each season are available on the website and in the Registration Handbook.
- An individual must register in all the categories in which he/she is involved but shall pay only the highest fee applicable.
- Late registrants’ eligibility will depend on the dates set out by each discipline’s Technical Rules and Regulations. Please contact the Program Manager.
- Any athlete who is not registered with G.O. according to G.O. policy, is not eligible for membership services and privileges, including insurance.
- No athletes may compete unless their fees are paid in full to Gymnastics Ontario.
- Penalties for late payment will be assessed based on policy 04.02.06.

Clubs are responsible for reporting any change in status of coaches or gymnasts during the year.

*For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.*



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### **DOCUMENTATION:**

- **Proof of Age:** Each new competitive athlete registration must have the athlete's age verified by the Head Coach. Clubs should verify all ages prior to registering athletes.
- **Participant Waiver/Rules of Conduct/Image Release Form and Medical Form:** All competitive athlete registrations must complete a Participant Waiver/Rules of Conduct/Image Release Form and a Medical Form (see G.O. website under Services/Registration). For procedure, see below.

### **Instructions for Competitors Signing Forms**

#### **Image Release/Participant Consent/Rules of Conduct Form:**

- This form is to be completed by all competitors and kept on file at the club.
- A signed copy of the form is to be kept by the competitor (to ensure that he/she has a reference to the agreement).

#### **Medical Form:**

- This form is to be completed for all competitors and kept on file at the club.
- The form should be easily accessible for the coaches in the event of an injury during practice/training.
- All coaches should have a copy of the form in their possession during all competitions and training camps that their athletes are attending (in the event that an injury occurs when the parent is not present).

**Note:** This form is not required to be submitted to Gymnastics Ontario. In the event that an athlete qualifies to represent Ontario in any event, including the Eastern Canadian Championships, Canadian Championships or on a Tour, a package will be distributed that includes a Medical Form – the Medical Form in the package must be completed and submitted to Gymnastics Ontario – to be forwarded to the host club/province.

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<b>Gymnastics Ontario</b>	<b>NO. 04.04.16</b>
<b>SECTION:</b> Registration	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Transferring a Competitive Athlete to a New or Different Club / Organization	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

- An Athlete Transfer Form is not required for athletes transferring from one club/organization to another between July 1 and August 31 of the same registration year.
- An Athlete Transfer Form is required for athletes transferring from one club/organization to another outside the July 1 to August 31 periods.
- A minimum of fifteen (15) days is necessary for processing the transfer. Athletes transferring within the fifteen (15) day period will compete as “Unattached”. In the event that there is a competition within the fifteen (15) day period which is a selection opportunity for coaches – points are not awarded to the coach of the “Unattached” athlete.

### PROCEDURE

- Completed forms are to be submitted to Gymnastics Ontario to the attention of the discipline specific Program Manager.
- The appropriate Program Manager will confirm the receipt of the form/transfer with the new club/organization.
- A copy of the Transfer Form is forwarded to the Membership Services Coordinator for updating the database.
- Where it is a Gymnastics Canada National Team member that is transferring – Gymnastics Canada will be notified by the discipline specific Program Manager.
- Athlete transfers cannot be contested.
- The Athlete Transfer Form is utilized as a communication tool for verification and registration purposes only.
- The Athlete Transfer Form can be found on the G.O. website under Forms.

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<b>SUBJECT:</b> Individual Registration of Coach	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

**COACH**

**CRITERIA:**

- The coach must meet the eligibility requirements as set out in the NCCP Requirements for Ontario Coaches (see G.O. website under Coaching) and the G.O. Risk Management Requirement (see 04.07.13) and must be registered accordingly.
- Coaches must be affiliated with a member club.
- Coaches need register only at the level they will be coaching in the current season.
- Each individual must be registered in the specific categories which pertain to him/her in order to coach.
- If a G.O. coach is coaching at a non-member club, he/she is not covered by G.O. insurance for what happens there.

**a) Untrained Recreational Pre-Coach in Training ( Pre-CIT)**

**13-15 year olds**

- If a person (minimum thirteen (13) years old) becomes involved in a coaching capacity but has not yet participated in an NCCP Course, he/she must be registered as a Pre-Coach in Training (Pre-CIT).
- These individuals must be under direct supervision of a G.O. registered NCCP Level 1 fully Certified or NCCP Gymnastics Foundations Trained coach in a non-competitive teaching situation.
- The ratio for Pre-CITs to Certified/Trained Coaches must be no greater than 2:1. A Pre-CIT cannot have their own group.

**b) Untrained Recreational Pre-Coach in Training ( Pre-CIT)**

**16+ year olds**

- If a new coach is over the age of sixteen (16) but has not yet participated in an NCCP Level 1 Technical Course or Foundations Program, he/she belongs in this category.
- At sixteen (16) years of age, an uncertified/untrained individual will be granted a three (3) month grace period in which to complete Foundations Introduction Course. Proof of completion must be provided to G.O.
- Uncertified (sixteen (16) years old or older) individuals must be under direct supervision of a G.O. registered NCCP Level 1 fully Certified or NCCP Gymnastics Foundations Trained coach in a non-competitive teaching situation.
- Coaches registered in this category are required to submit a letter of intent which outlines that they have a three (3) month period to obtain credit for NCCP Foundations Introduction Course.

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- Failure to meet these requirements will result in the coach's membership being revoked. Reinstatement requires proof of completion of NCCP Foundations Program and an administration fee.

**c) Recreational Coach in Training (CIT)**

**16+ years old (or 15 years with approval)**

- A Coach in Training refers to anyone who has begun the NCCP Foundations Program but has not yet completed all the components including the Risk Management Parts A and B. The individual is therefore considered untrained until all the required components are complete. Once all requirements are complete, the coach will be considered a fully trained NCCP Level 1 Gymnastics Coach and can be upgraded to a Recreational Coach.
- An individual who is fifteen (15) years old and has completed a GCG or G.O. approved Pre-CIT program may enter the NCCP Foundations Program before turning sixteen (16) years old.

**d) Recreational Coach**

- A Recreational Coach is a coach who has completed all the required components of NCCP Foundations including the Sport Specific Course for the discipline that he/she is coaching, as well as Risk Management Part A and B (within sixty (60) days of being registered with G.O.). The coach is a fully trained NCCP Level 1 Gymnastics Coach and may register with G.O. as a Recreational Coach.

**e) Coach of a Competitive Athlete**

- Any coach who trains competitive athletes or attends competitions with competitive athletes shall be registered as a Coach of Competitive Athlete.
- All Competitive Coaches must be fully certified/trained NCCP (minimum) Level 2 in the discipline they are coaching and must have current Risk Management certification.
- Rhythmic Coaches must further distinguish what level of athlete they are coaching for GCG fee purposes (Interclub/Provincial/National). Please note that AGG is considered Interclub.
- Aerobic Competitive Coaches must have completed NCCP Level 2 Technical in Artistic or Rhythmic and must be Level 1 certified in Aerobic Gymnastics and must have current Risk Management certification.

**PROCEDURE FOR INDIVIDUAL REGISTRATION:**



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<b>SUBJECT:</b> Individual Registration of Coach	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

- Application for Individual Membership Registration must be done electronically (for Electronic Registration Procedures, see Registration Handbook).
- All coaches may register at any point in the season; however, they must be registered within fifteen (15) days of becoming active in a member club each year and must make payment within fifteen (15) days of being invoiced.
- Any coach, who is not registered with G.O. according to G.O. policy, is not eligible for membership services and privileges, including insurance.
- A competitive coach, who is not certified and registered according to G.O. policy, will not be allowed on the competitive floor.
- An individual must register in all the categories in which he/she is involved but shall pay only the highest fee applicable.
- Penalties for late payment will be assessed based on policy 04.02.06.

Clubs are responsible for reporting any change in status of coaches or gymnasts during the year.

For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.

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<b>SUBJECT:</b> Individual Registration of Judge	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

**CRITERIA:**

Judges are required to select the discipline and the highest level they are eligible to judge.

**PROCEDURE FOR INDIVIDUAL REGISTRATION:**

- Judges must be registered by October 15<sup>th</sup> so that the disciplines can determine the availability of judges for competitions.
- Judges who register through a Member Club will be considered an affiliated member and will be registered electronically. Judges may register at any point in the season; however, they must be registered within fifteen (15) days of becoming active in a member club each year and must make payment within fifteen (15) days of being invoiced.
- Judges register as Unattached Members if they are not affiliated with a Member Club (see 04.04.20 for procedure) and must register with G.O. each year prior to participating in a gymnastic activity.
- An individual must register in all the categories in which he/she is involved but shall pay only the highest fee applicable.

*For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.*

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<b>Gymnastics Ontario</b>	<b>NO. 04.04.19</b>
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<b>SUBJECT:</b> Individual Registration of Supporter	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

### **CRITERIA:**

This registration category includes the club/organization's Directors, Executive, administrators, staff and volunteers who provide help and/or services on a regular ongoing basis.

### **PROCEDURE FOR INDIVIDUAL REGISTRATION:**

- Each supporter must be registered each year electronically through the Member Club (for Electronic Registration Procedure, see Registration Handbook).
- Supporters in a club may register at any point in the season; however, they must be registered within fifteen (15) days of becoming active in a member club each year and must make payment within fifteen (15) days of being invoiced. The fee through a Member Club will be assigned on the club invoice.

*For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.*

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<b>Gymnastics Ontario</b>	<b>NO. 04.04.20</b>
<b>SECTION:</b> Registration	<b>PAGE:</b> 1 of 1
<b>SUBJECT:</b> Individual Registration of Unattached Member	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

### **CRITERIA:**

- An unattached member is an individual who provides help and/or service to Gymnastics Ontario and is active in the federation but he/she is not affiliated with a club.
- A judge, facilitator or a supporter may register without club affiliation.

### **PROCEDURE FOR INDIVIDUAL REGISTRATION:**

- Each unattached member must be registered each year.
- Unattached members may register at any point in the season, however they must be registered prior to participating in a gymnastic activity and becoming active in the federation.
- Unattached members must complete a paper form for registration accompanied by the appropriate fee and forward it to the G.O. Membership Services Coordinator. (See 01.02.01 for address)

### **FORM:**

- The Judge/Supporter Registration Form is available on the G.O. website.

*For additional information regarding Dates, Deadlines and Payments, see policy 04.04.11.*

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<b>SUBJECT:</b> Drop-In Member	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

This policy refers to participants of all ages who pay for individual classes (pay as you go) as compared to paying for a set number of classes.

A drop-in individual can attend classes at more than one club, however, at the first visit, the individual must pay the G.O. membership fee and the club must register him/her with Gymnastics Ontario. Proof of payment must be provided to the participant.

### **Regulations**

- The club must keep accurate attendance lists (names, address, and telephone number) at all drop-in sessions.
- Participants must be supervised at all times by G.O. registered coaches who are NCCP certified at the level and in the discipline required.

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<b>SUBJECT:</b> Individual Registration Criteria for Foreign Athlete, Ontario Residency, Athlete Affiliation	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

### Definition of a Foreign Athlete (out of Ontario and Canada)

#### a) Athlete: For Training Purposes Only

This registration category is reserved for athletes who train and compete primarily outside of Ontario. These athletes train more than one time in an Ontario club but are not active in the Ontario competitive system. These athletes must be registered with an Ontario club through normal G.O. registration procedures. Registration must be in duality with an existing registration with their respective gymnastics federation/organization. We also require that this individual be a member in good standing with their own federation to be considered eligible. Membership with Gymnastics Ontario expires each year on June 30<sup>th</sup>. Fee is set annually.

#### b) Athlete, Coach, Judge: For Competition Purposes Only

This registration category is reserved for athletes, coaches and judges who reside outside of Canada but will be attending a competition in Ontario. These individuals are not required to be registered through an Ontario club but must be members in good standing of their respective gymnastics federation. These individuals are required to complete the Foreign Athletes, Coaches and Judges Membership Request for Competition Purposes Form (page 2) and submit with the required fee, a minimum of two (2) weeks prior to competition. Membership with Gymnastics Ontario expires each year on June 30<sup>th</sup>. Fee is set annually.

### POLICY FOR ONTARIO RESIDENCY

#### Criteria:

**Ontario Resident:** Any individual wishing to become a member of G.O. as an athlete, coach of athlete or judge must have his/her principal residence in and/or be residing in Ontario during the competitive season.

**Non-Ontario Resident:** Any individual wishing to access the G.O. competitive system who is from out of province or from out of the country, other than a landed immigrant must apply in writing for approval to G.O.

**Eligibility to Represent Province:** All individuals wishing to represent Ontario and G.O. in any capacity as an athlete, coach, judge or supporter, must be a Canadian citizen or have appropriate Landed Immigrant Status.





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### **POLICY FOR ATHLETE AFFILIATION**

**Out Of Province:** Any former G.O. athletes attending an out-of-province institution of higher learning must register through a member club and may compete as a representative of that club or as an unattached member.

**Within the Province:** Any G.O. athlete attending an Ontario institution of higher learning must register through a member club and may compete as a representative of that club or as an unattached member.

**NOTE:** Should the institution be a G.O. member and have a G.O. program, the athlete may not represent both the club and the institution simultaneously.

The athlete may represent the institution at meets not sanctioned by G.O.

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<b>SUBJECT:</b> Associate Membership	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

**ASSOCIATE MEMBERSHIP**

This policy is currently under review.

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<b>SUBJECT:</b> Honorary Membership	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

Honorary Members are appointed by the G.O. Board of Directors for such reason and such periods of time as the Board of Directors sees fit, and shall have such privileges and benefits of membership as the Board of Directors determines from time to time.

Honorary Members shall be deemed registered without payment of fees and shall have no vote. Refer to By-law 1, 5.2.4 (Appendix 05.01.01).

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<b>SUBJECT:</b> G.O. Life Membership	<b>APPROVAL/REVISION DATE &amp; SIGNATURE</b> <i>A. Crossman</i> <b>February 2017</b>

**G.O. LIFE MEMBERS:**

- Members who have been given the G.O. Life Membership Award are granted complimentary membership in Gymnastics Ontario which includes membership in Gymnastics Canada Gymnastique (GCG).

**Note:**

- GCG Life Members who are not G.O. Life Members are required to pay their own G.O. membership if they wish to be members of Gymnastics Ontario.

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<b>SUBJECT:</b> Birthday Parties	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

Birthday Parties are included as sanctioned activities under the G.O. Insurance Master Policy.

**The definition of a sanctioned gymnastics birthday party is:**

“A gymnastics activity as per G.O. recreational standards and requirements with possible consumption of ‘party food’ in a supervised environment with certified coaches in attendance within the member club facility”.

**The following regulations must be followed:**

- Participants must be supervised at all times by a coach certified at the appropriate level required: registered “Coach of Recreational Gymnast” minimum.
- For insurance reasons, a record of attendance is mandatory. G.O. does not require the club to register each participant but it is required that the names, addresses and telephone numbers of the individuals who participated, and the date must be recorded for each party and must be kept on file at the club and be available on request.

See Registration Handbook for additional information.

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<b>Gymnastics Ontario</b>	<b>NO. 04.04.27</b>
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<b>SUBJECT:</b> Promotional Visitor / Trial Member	<b>APPROVAL/REVISION DATE</b> <i>A. Crossman</i> <b>February 2017</b>

This policy is for promotional activities only and not for participation in any form of regularly scheduled programs.

To increase clubs' promotional efforts and services for their community, clubs may offer three (3) promotional visits to an individual for activities such as:

- School visits
- "Bring A Friend Day"
- Trying out a scheduled class
- Camp for 1-3 days

G.O. membership fees are not required for these three (3) promotional visits, however, for insurance purposes, the club must keep an accurate attendance list (name, address, telephone number) for each visit. These lists must be filed at the club and must be available upon request.

- After the third visit, the participant must be registered with G.O. and must pay the appropriate G.O. membership fee.

*Note: This policy does not apply to drop-in members.*

### **Regulations:**

- Participants must be supervised at all times by G.O. registered coaches certified at the appropriate level required.

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