



NGS OPERATIONS POLICIES AND PROCEDURES MANUAL

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TABLE OF CONTENTS

CONTENT			PAGE NO.
1	NGS Safe Sport Policy		3 – 4
	Last Updated	13 December 2023	
2	Registration Policy and Procedure		5 – 10
	Last Updated	13 December 2023	
3	Competition and Travel Policy and Procedure		11 – 14
	Last Updated	13 December 2023	
4	Professional Development and Meetings Support for NGS Staff and Coaches		15 – 17
	Last Updated	13 December 2023	
5	Maximum Allowed Expense for Day-to-Day Operations and Fundraising		18
	Last Updated	13 December 2023	
6			
7			
8			
9			

1 NGS Safe Sport Policy

Policy:	NGS Safe Sport Policy
Last Updated:	13 December 2023
Approved By:	Board of Directors

1.1 NGS strives to provide athletes who are Members of NGS and/or who are participating in NGS Activities with the following:

- a. Safe, healthy, and inclusive gymnastics environments
- b. Qualified, experienced, and athlete-centered leadership that attends to the well-being and developmental needs of athletes
- c. A transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules
- d. The opportunity to feel empowered, use their voice, and share in the leadership and decision-making of their sport experience
- e. Appropriate opportunities for proper preparation for competitions
- f. Information that is important to athlete well-being and opportunities to strive for success
- g. Access to education related to the sport, participation, welfare, and safety
- h. Respect, dignity, and appropriate safeguards from abuse, maltreatment, harassment, or discrimination
- i. Mechanisms for reporting misconduct without fear of reprisal
- j. Tools to allow athletes to know, understand, protect, and advocate for their interests

1.2 ADHERENCE TO THE RULE OF 2

- a. The “Rule of Two” means as follows: That responsible adult are never alone with or out of sight with any Vulnerable Individual. Interactions between Vulnerable Individuals and persons who are in a Position of Authority should be open, observable, and/or interruptible.
- b. Two NCCP-trained or certified coaches should always be present with a Vulnerable Individual, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. When two NCCP-trained or certified coaches are not available, another responsible adult (who should be screened) can substitute.
- c. All one-on-one interactions between a coach (or a responsible adult) and a Vulnerable Individual should take place within earshot and in view of the second individual except for medical emergencies.
- d. One of the coaches (or responsible adults) must also be of the same gender identity as the athlete.
- e. In situations where an NCCP-trained or certified coach is also a Vulnerable Individual (definitions section 1.19), they must always coach with an adult present, as per section 1.5 of GBC’s Coaching Education Operations Manual.
- f. NGS recognizes that in particular during circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. NGS expects that its member clubs and the persons in a Position of Authority entrusted with the care of Vulnerable Individuals will take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

1.3 EVALUATION

NGS shall continually monitor, evaluate and amend its policies, practices, and procedures, including this Policy, at any time and without notice. It is the responsibility of each member of NGS to understand and keep up to date with current versions of its policies.

1.4 OBLIGATION TO REPORT

An adult Member is obligated to report, on a timely basis and with all relevant information, to NGS or to appropriate law enforcement or child protection services, any actual or suspected psychological misconduct, physical misconduct, or neglect involving a Vulnerable Individual. Any adult Member who fails in this duty to report may be subject to disciplinary action by NGS.

2 Registration Policy and Procedure

Policy:	Registration Policy & Procedure
Last Updated:	13 December 2023
Approved By:	Board of Directors

Purpose

The Nanaimo Gymnastics School (NGS) is a program delivery-based school. As such, participants are required to become members and register into offered classes and programs. This Policy describes how the registration process functions for every program offered, including but not limited to Recreational-based and Competitive programs.

Definitions

Member: A member is a participant that has purchased the annual membership and is therefore allowed to register for programming at the Nanaimo Gymnastics School.

Annual Membership: The Annual Membership is required for all participants who wish to register for programming within the Nanaimo Gymnastics School. The Annual Membership is valid from September 1 to August 31 of the following year and covers the gymnast's membership with both Gymnastics BC and Gymnastics Canada, including but not limited to liability insurance for practicing the sport of gymnastics.

Program Fees: Program fees are the fees associated to the delivery of programming. All athletes are required to pay Program Fees, for a session or year enrolment. Total fees are divided by the number of months the program is running resulting in equal monthly payments.

Club Service Hours: Hours donated to the club by competitive parents and/or athletes, required as part of their family commitment upon joining a competitive program.

Fundraising: Fundraising amount required to be fundraised by competitive parents and/or athletes, required as part of their family commitment upon joining a competitive program.

Policies and Procedures

1. Annual Membership

A General Policies:

- A.1 The Annual Membership is required for every participant of the Nanaimo Gymnastics School and cannot be combined for family members.
- A.2 The Annual Membership fee is non-refundable, regardless of withdrawal of athlete from Nanaimo Gymnastics Programs.
- A.3 The Annual Membership is non-transferable to another gymnast for any reason.
- A.4 The Annual Membership fee is not pro-rated if a parent delays the start of their athlete's training or re-registration.
- A.5 The Annual membership fee is due upon registration into any program, prior to the start of the program.
- A.6 Athletes will not be allowed to enter the gymnastics facility without the Annual Membership fee being fully paid.

B Recreational Programs

- B.1 Payment of Annual Membership fees will be due upon registration into a class in order to secure registration spot.
- B.2 Annual fees are currently set at \$60/gymnastics year for any recreational programs.
 - B.2.1 GymBC membership fee = \$43 | NGS membership/admin = \$17 | TOTAL FEE = \$60
- C Drop-in Programs
 - C.1 Payment of Annual Membership fees will be due on the first visit of the year to the Drop-in class.
 - C.2 If the athlete also attends regularly scheduled classes, proof of Annual Membership fee payment must be provided.
 - C.3 Annual fees are currently set at \$60/gymnastics year for any recreational programs.
 - C.3.1 GymBC membership fee = \$43 | NGS membership/admin = \$17 | TOTAL FEE = \$60
- D Summer Camps
 - D.1 Payment of Annual Membership fees will be due upon registration into a camp in order to secure registration spot.
 - D.2 Annual fees for athletes joining NGS solely for summer camps are reduced to \$43/summer, as the membership renewal date is September 1st.
 - D.2.1 GymBC membership fee = \$43 | NGS membership/admin = \$0 | TOTAL FEE = \$43
- E Competitive Programs
 - E.1 Payment of Annual Membership fees will be due upon registration into the competitive group assigned.
 - E.2 Annual fees are currently set at \$100 for Intro-Competitive athletes
 - E.2.1 GymBC membership fee = \$43 | NGS membership/admin = \$57 | TOTAL FEE = \$100
 - E.3 Annual fees are currently set at \$100 for Interclub athletes
 - E.3.1 GymBC membership fee = \$43 | NGS membership/admin = \$57 | TOTAL FEE = \$100
 - E.4 Annual fees are currently set at \$220 for Artistic Gymnastics Competitive athletes
 - E.4.1 GymBC membership fee = \$165 | NGS membership/admin = \$55 | TOTAL FEE = \$220

2. Program Fees:

- A General Policies:
 - A.1 Program fees are based on the following:
 - A.2 Recreational Programs are based on a 20-week session.
 - A.2.1 The Fall Session runs from September to January.
 - A.2.2 The Spring Session runs from February to June.
 - A.3 Competitive Programs are based on a year long session running from July to June.
 - A.3.1 Intro Competitive Programs are based on a 10-month session running from September to June.
 - A.4 Fees are not adjusted for missing portions of training as groups and budgets are based on full classes and attendance.
 - A.5 Program fees for competitive athletes may also include additional fees, such as Sport Psychology fees. All explanation of fees is included in the Registration Handbook.
 - A.6 Nanaimo Gymnastics allows program fees to be equally divided and paid monthly.
 - A.7 Fees are due in full at the beginning of the session or monthly on the first business day of the month.
 - A.8 The first month's fee is due upon registration into our programs and ensure participants are committed to the enrolment, as they are taking a spot that cannot be accessed by another athlete.
 - A.9 Monthly payments may be made by cash, cheque, Mastercard, E-transfer or Visa.
 - A.10 It is the responsibility of the family to ensure accounts are up to date and paid on a monthly basis.
 - A.11 If fees are in arrears for more than one month, athlete participation in the program in question will be suspended until fees are paid in full.
 - A.11.1 For example: If April begins and March has yet to be paid.

A.12 Athletes of full-time staff (defined as staff working a yearly average of 25+hours/week) will receive a 35% discount on program fees.

B Program Withdrawal:

B.1 A one-month written notice to the office is required if your athlete is wishing to withdraw from any of our programs.

B.2 Recreational:

B.2.1 The first four (4) weeks of programs are trial based and athletes can withdraw without the one-month written notice as long as it is communicated to the office in writing in the first four weeks.

B.2.2 Withdrawals will not be accepted after Week 10 of programming, as no more registrations are accepted after this date.

B.3 Competitive:

B.3.1 All efforts will be made to ensure the correct placement of athletes into groups that are both appropriate and challenging. Athletes will be transferred into a different competitive group by the Club Head Coach if it is deemed a better fit and more appropriate, and if there is room within this group. This is preferred over the complete withdrawal of an athlete from our programs.

B.3.2 Withdrawals will not be accepted after March 1 of the competitive year. If an athlete wishes to withdraw past this date, fees will be due for the remainder of the competitive year.

B.3.3 Some exceptions will be considered, including major injuries and family relocations.

B.3.3.1 The request for an exception must be submitted in writing to the office for approval.

B.3.3.2 If the request is granted, a one-month written notice is still required.

C Absences:

C.1 Fees will not be adjusted for classes missed due to family vacations, minor illnesses or other absences except allowed under medical absences (next section).

D Medical Absences:

D.1 Fees will be adjusted if an injury or long-term illness occurs, as long as a doctor's note stating the nature of the problem is presented to the office.

D.1.1 Fees will not be adjusted unless it affects training for a period of 2 weeks or more.

D.1.2 In the event of serious injuries, including concussions and broken bones, a doctor's note clearing the athlete for Return to Play will be required before training can begin. Return to Play protocols will be adhered to.

D.2 Fees will be adjusted based-on doctor's note is presented to the office.

D.3 If fees have already been paid, a credit will be issued to the athlete's account.

D.4 Competitive athletes that are able to do continue training, albeit at a reduced amount of hours, will be charged a monthly fee based on their competitive hourly fee times the hours completed.

D.4.1 It is the responsibility of the athlete's family to keep track of hours and submit them to the office at the end of each month.

D.4.2 Athletes who do not hand in their training hours by the 5th of the following month will be charged their full monthly amount.

E Cancelled Classes:

E.1 Although every effort will be made to give as much notice as possible for schedule changes, it is understood that class cancellations will occur, sometimes on very short notice (ex: snow or coaching illness).

E.2 Communication of changes will be distributed through every possible avenue, including website, social media and email when possible.

- E.3 Fees will not be adjusted when classes are cancelled due to circumstances beyond Nanaimo Gymnastics School's control, including extreme weather.
 - E.3.1 Classes will only be cancelled if conditions make it unsafe for staff and families to travel.
- E.4 Cancellations lasting more than 2 weeks will result in credits being issued when possible.
 - E.4.1 Refunds will be issued if a credit is not possible.

3. Club Service Hours – Family Commitment

- A.1 Each member of the Nanaimo Gymnastics School Competitive Program (Competitive, Pre-Competitive and Interclub) is required to complete Club Service Hours.
 - A.1.1 Staff athletes must complete club service hours as per their group requirement.
- A.2 Club service hours required are dependent on the number of hours per week an athlete trains. The hours required are equal to the number of hours an athlete trains in a normal week.
 - A.2.1 Example: Interclub athletes training 6 hours/week are required to complete 6 hours a year of Club service hours. Competitive athletes training 12 hours/week are required to complete 12 hours a year of Club service hours.
 - A.2.2 If an athlete increases the number of hours of training per week partway through the year, the increase in hours will be automatically applied to the number of hours due as Club service hours. This will not be prorated.
 - A.2.3 For those families with more than one child in the Competitive Program, Club service hours are capped at 40 hours per year.
 - A.2.4 Club Service Hours deposit amounts are capped at \$500 per athlete (20 hours/week)
- A.3 Hours cannot be carried forward into a next competitive year. They must be performed within the year the program is taking place, from July 1st to June 30th.
 - A.3.1 Hours cannot be donated to another member. Each family is responsible for completing their own hours.
 - A.3.2 Hours completed over and above the requirement cannot be converted to fulfil the fundraising dollars requirement.
- A.4 Families pay a deposit per athlete and commit to completing their Club service hours.
 - A.4.1 The deposit is based on the hourly rate of \$25/hour.
 - A.4.2 Deposits can be provided by a cheque post-dated to June 30th of the competitive year or by providing a credit card number on file.
 - A.4.3 At the end of the season the post-dated cheque shall be returned and service hours shall be resolved.
 - A.4.4 Families that opt out of Club service hours will have their deposit automatically retained.
- A.5 Incomplete hours will be charged at a rate of \$25/hour.
 - A.5.1 If a competitive member withdraws from their program, hours due will be prorated to the months of training completed:
 - A.5.1.1 Example: If an athlete completes 9/12 months of training and is required to do 20 hours of Club service hours, their prorated hours owing to the club equals 15 hours (20 / 12 x 9).
 - A.5.2 The balance of Club service hours fees must be reconciled within 2 weeks of programs ending or before the athlete begins training for the next year.
- A.6 It is the responsibility of each competitive family to keep track of their Club service hours and email the NGS Office after each assignment to update their file.
 - A.6.1 Club service hours must be tracked back to the NGS office within one week of completion in order to receive credits.

A.7 Exceptions

A.7.1 Individuals that serve on the NGS Board shall be exempted from requiring to complete Club Service Hours.

A.7.1.1 Refer to the policy located in the NGS Board of Directors Policies and Procedures Manual.

4. **Fundraising**

A.1 Each member of the Nanaimo Gymnastics School Competitive Program (Competitive, Pre-Competitive and Interclub) is required to fundraise a certain amount per competitive year to support their fundraising dollars requirements.

A.1.1 All fundraising events are directed towards purchase or upgrade of new equipment or maintenance of current equipment that benefits the NGS membership.

A.2 Athletes of Staff must fundraise as per their group requirement.

A.3 Fundraising amounts are dependent on the number of hours per week an athlete normally trains. The fundraising amount is equal to the number of hours a week an athlete trains multiplied by \$25.

A.3.1 Example: Interclub athletes training 6 hours/week are required to fundraise $6 \times \$25 = \$150/\text{year}$. Competitive athletes training 12 hours/week are required to fundraise $12 \times \$25 = \300 .

A.3.2 If an athlete increases the number of hours of training per week partway through the year, the fundraising amount will also immediately increase. This will not be prorated.

A.3.3 Fundraising amounts are capped at \$500 per athlete (20 hours/week).

A.3.4 For those families with more than one child in the Competitive Program, fundraising amounts are capped at \$600 per year.

A.4 Fundraising amounts cannot be carried forward into a next competitive year. They must be completed within the year the program is taking place, from July 1st to June 30th.

A.4.1 Fundraising cannot be donated to another member. Each family is responsible for completing their own fundraising amounts.

A.4.2 Fundraising completed over and above the requirement can be converted to fulfil the Club Service Hours requirement at \$25/hour.

A.5 Families pay a deposit per athlete or family and commit to completing their Fundraising amounts.

A.5.1 The deposit is the yearly amount required to fundraise by the member.

A.5.2 Deposits can be provided by a cheque post-dated to June 30th of the competitive year or by providing a credit card number on file.

A.5.3 When all fundraising amounts are completed, the deposit is returned.

A.5.4 Families that opt out of fundraising will have their deposit automatically retained.

A.6 Incomplete fundraising will be charged at the end of the year the difference remaining.

A.6.1 If a competitive member withdraws from their program, fundraising amounts due will be prorated to the months of training completed:

A.6.1.1 Example: If an athlete completes 9/12 months of training and is required to fundraise \$200, their prorated fundraising amount owing to the club equals \$150 ($\$200 / 12 \times 9$).

A.6.2 The balance of the fundraising amounts must be reconciled within 2 weeks of programs ending or before the athlete begins training for the next year.

A.7 Any family owing an amount of under \$5.00 for fundraising/club service totals will have the outstanding balance waived.

- A.8 Fundraising Dollars Requirements – Earned
 - A.8.1 Fundraising Events that NGS earns a percentage of profits from sales.
 - A.8.1.1 The percentage PROFIT amount NGS earns from the sales; the athlete’s total purchase divided by the NGS percentage profit; is the amount the athlete shall earn towards their fundraising dollars requirements.
 - a) EXAMPLE: If athlete purchases \$100.00 worth of products from a particular fundraiser event and NGS earns 25% profit from the purchases, then \$25.00 shall be applied towards the athlete’s fundraising dollars requirements.
 - A.8.2 Annual Cash Raffles Tickets
 - A.8.2.1 Overall total tickets sold, minus expenses and prizes, the profit percentage divided by the total dollar amount the athlete sells, is the amount that the athlete shall earn towards their fundraising dollars requirements.
 - a) EXAMPLE: A total of 800 tickets were sold = \$8,000, minus the \$2,000 in prizes and \$200 in expenses = \$5,800 in overall profit percentage 58%. If an athlete sells 10 tickets = \$100, then the athlete shall earn \$58.00 towards their fundraising dollars requirements.
 - A.8.3 Bottle Depot Drop-off
 - A.8.3.1 An athlete shall earn the full dollar amount when dropping-off recyclables at the Bottle Depot and credited towards the NGS account.
 - A.8.3.1.1 The athlete shall email a copy of the receipt to NGS to earn fundraising dollars.
 - A.8.4 Bottle Drive
 - A.8.4.1 The profit amount NGS earned divided by the total number of volunteer hours that all athlete volunteered, multiplied by the number of hours the particular athlete volunteered, shall earn towards their fundraising dollars requirements.
 - A.8.4.1.1 EXAMPLE: NGS made \$1,000 divided by 20 total volunteer hours multiply by 2 hours the athlete volunteered. Therefore, the athlete shall earn \$100 towards their fundraising dollars requirements.
- A.9 The General Manager shall manage the spreadsheet listing profits to the club and fundraised amount per member. After each campaign the Office shall update member files.
- A.10 Athletes shall not be granted any exemption towards earning Fundraising dollars commitment.

3 Competition and Travel Policy and Procedure

Policy:	Competition and Travel Policy and Procedure
Last Updated:	1 July 2020
Approved By:	Board of Directors

Purpose

The Nanaimo Gymnastics School (NGS) employees and volunteers may be required to attend competitions and other events. This Policy describes how employees and volunteers may be reimbursed for incurred expenses related to approved competitions and events, as well as defines recording of hours and adjustments to schedules.

Definition

Claimant: A claimant includes employees and volunteers who make necessary travel for competitions and events. Expenses for anyone other than claimants will not be covered.

Coaching Costs: Costs associated for employees and volunteers who attend events on behalf of NGS. Total estimated coaching costs are divided equally by the number of athletes attending the event to determine the cost per athlete. Estimated coaching cost per athlete will be communicated to all athletes in the Participation Agreement and invoiced within a month after the completion of the competition or event.

Chaperone or Team support:

- a. Must have CRC and must be 19+ years of age.
- b. Having a Chaperone or Team Support shall be at the discretion of the NGS Management Staff.
- c. 100% of expenses are potentially covered at the discretion of the NGS Management Staff.

Event Expense Form

Event Expense Forms must be completed with necessary receipts and submitted within 2 weeks of the completion of each competition or event.

Policy

Travel expenses will be reimbursed to employee/s for expenses incurred while away at approved competitions or events. It is expected that the most economical travel is booked. Personal entertainment, sightseeing or other personal expenses are not covered.

Procedure

1. Competition Details

- A A competition and event calendar shall be created by the Club Head Coach annually as to take into consideration overlapping competitions and/or events and gym staffing needs.
- B A list of designated events will be presented to all competitive group athletes in the Fall. Any changes or updates will be communicated immediately to the athletes and their families accordingly.
- C For each competition or event scheduled, an estimated budget will be drafted by the NGS Management Staff, based on travel and accommodation requirements. This budget will be utilized to inform members of tentative coaching costs and must take into consideration the following:

- C.1 Vehicle transportation costs and mileage
- C.2 Transportation expenses (ferries, planes, buses)
- C.3 Accommodation
- C.4 Meal Expenses

2. Car transportation costs and mileage

- A Personal vehicle
 - A.1 If more than one claimant is attending the same competition, all measures must be taken to lower costs and share a personal vehicle.
 - A.2 Kilometers will be paid at the CRA prescribed rate at the end of the year and its automatically adjusted in July. This rate takes into account all actual expenses including fuel, oil, maintenance, insurance, vehicle breakdown or damage incurred.
 - A.3 To be reimbursed for travel, kilometers driven must be submitted on the Event Expense Form, recording the actual number of kilometers driven to and from the competition or event. Google Maps can be used to get accurate information. Mileage will be calculated based on the starting point of NGS and will exclude any overseas portion.
 - A.4 NGS is not liable for any deductibles, and all claims for vehicle damage will go through ICBC.
 - A.5 Employees are responsible to ensure their vehicles with adequate insurance to cover travel to and from the competition or event.
- B Parking
 - B.1 NGS will reimburse any parking charges related to the event the claimant incurs while away by attaching the original parking receipt to the Event Expense Claim Form.
- C Fines or violations
 - C.1 NGS will not reimburse any parking or speeding violations or other fines incurred while driving a rented or personal vehicle to attend competitions or events.
- D Rental vehicle
 - D.1 NGS cover the cost of the rental vehicle for employees or chaperone or team support staff for travel to and from competitions at the discretion of the NGS Management Staff.
- E Parent vehicle
 - E.1 As a cost saving measure, an employee or volunteer may be approved to travel with an athlete and their parent.
 - E.2 In this instance, mileage will not be reimbursed.
 - E.3 The Gymnastics Canada “Rule of 2” must be obeyed at all times and the athlete must never be alone with the employee or volunteer.

3. Transportation Expenses

- A Ferries
 - A.1 All ferry receipts must be submitted with the Event Expense Form in order to receive reimbursement
 - A.2 In the event that an employee is traveling to a competition or event in a parent vehicle, the employee’s fare portion shall be re-imbursed-
- B Buses
 - B.1 NGS shall cover the cost of buses for travel to and from competitions or events with prior approval at the time when the estimated budget is drafted.
 - B.2 All receipts must be submitted with the Event Expense Form for reimbursement.

C Planes

- C.1 In the event that a competition or event requires air travel, NGS will work in coordination with the employees and volunteers involved to book an appropriate travel option.

4. Accommodation

- A An employee needs to travel more than one (1) hour to a venue, NGS will offer the option to stay at a hotel.
- B NGS will book accommodations.

5. Meal Expenses

- A Meals for each employee is reimbursed per government of British Columbia per diem rate and shall be reviewed in June of each year. The current approved meal expenses are \$15 for breakfast, \$15 for lunch and \$30 for dinner.

6. Safety

Claimant’s safety is of the utmost importance. All travel is contingent on world situations and weather conditions and is at the discretion of the NGS Management and employee.

- A Weather Conditions
 - A.1 When there is a severe weather warning and the road conditions are not favorable, the claimant may not leave to attend the competition or event. Alternatively, the claimant may need to stay at the destination for additional day(s).
- B World Situations
 - B.1 If there are unforeseen world crises the claimant will follow reasonable steps to stay safe. This may mean: not attending, an immediate return home, or remaining at the destination for longer than anticipated.
 - B.2 If NGS cancels the employee’s attendance due to safety, all measures will be taken to inform the parents/guardians and athletes as soon as possible.
 - B.3 Any additional costs related to keeping the claimant safe when they attend competitions and events will be absorbed by NGS upon approval.
- C Driving Safety
 - C.1 Employees and volunteers are expected to drive defensively, be alert at all times and obey posted speed limits.
 - C.2 The driver and vehicle must follow the Provincial Guidelines.

7. Competition Travel

- A All travel time associated with an employee traveling to a competition or event beyond Nanaimo, their wages shall be covered based on the following guidelines:

Competition or Event Location	Time Allocation (per way)
Port Alberni	Up to 1 hour
Courtenay / Comox / Victoria	Up to 1.5 hours
Lower Mainland	Up to 3 hours
Kamloops / Kelowna	Up to 6 hours
Air Travel	To be approved prior to the competition or event

8. **Club Athlete Funding**

- A A \$10 non-refundable levy will be applied to every Participation Agreement and placed into the NGS Athlete Competition Fund.
- B These funds will be applied to offset coaching cost up to \$100 per athlete per event to attend competitions within BC.
- C Athletes that qualify for Team BC event/s or Gymnastics Canada event/s or BC Winter Games, shall not be charged coaching cost for the NGS coach to attend the event/s and shall be funded through the NGS Athlete Development Fund.
- D Athletes that qualify for Team BC event/s or Gymnastics Canada event/s or BC Winter Games, NGS shall provided financial support up to \$500 per year to cover the cost of mandatory uniforms for competitions through the Staff and Team BC Clothing fund.
- E NGS Athlete Development Fund shall be used to offset and coaching cost for events at the discretion of NGS Management.

4 Professional Development and Meetings Support for NGS Staff and Coaches

Policy:	Professional Development and Meetings Support for NGS Staff and Coaches
Last Updated:	13 December 2023
Approved By:	Board of Directors

Purpose

The purpose of this policy is to provide NGS Staff and Coaches with professional development opportunities that increase their skills and enhance their contributions to the organization. A staff and coach work performance are vital to the success of our association. Providing professional development to our staff and coaches is an investment in their careers and the association's future.

Policy

This policy covers financial support for NGS staff to attend:

- a. Meetings, courses, seminars, conferences, workshops, certifications and evaluations
 - i. This includes: registration fees travel, meals, reimbursement process and authorization to attend professional development activities and meetings on behalf of the association.
- b. To support NGS Staff (Administrators and Coaches) to attend professional development opportunities to upskill their own personal and professional development and growth, that improves the NGS association's operations.
- c. To support NGS Staff to attend in-person meetings that is required to fulfil NGS association's operational expectations.

Definition

Claimant: A claimant includes NSG Staff and Coaches.

Course: Shall include any certification, workshops, clinics and evaluation.

Meeting: Shall include any meeting, seminars and conferences.

1 Eligibility

- 1.1 Claimant must be employed with the Club for at least 6 months to be eligible for personal development opportunities and pursuing coaching certification courses that benefits NGS.
 - 1.1.1 Exception – Where a claimant would need to obtain a particular certification to be able to perform their duties effectively.
 - i. Claimant will need to receive approval from the Head Coach (for Technical) or General Manager (for Administration) prior to registering for a course.

2 Procedure

- 2.1 TECHNICAL
 - 2.1.1 Coaches interested in attending a coaching course, shall:
 - i. Communicate with the Club Head Coach for the desire to attend a particular course.
 - ii. The Club Head Coach shall approve or decline the coach to attend the particular course.

- 2.1.2 If the Club Head Coach approves for the coach to attend the course, the Club Head Coach and/or the Coach shall source courses offered within the city of Nanaimo or closest location as the first option.
- 2.1.3 Once the particular course has been sourced, the coach shall register for the course.
- 2.1.4 The Club Head Coach shall provide the coach with a Professional Development and Meetings (PD&M) Expense Form to complete and submit with all receipts to the Club Head Coach who then submits it to the General Manager to sign-off.

2.2 ADMINISTRATION

- 2.2.1 Office staff interested in attending a professional development course or meeting, shall:
 - i. Communicate with the General Manger for the desire to attend a particular course or meeting.
 - ii. The General Manager shall approve or decline the staff to attend the particular course or meeting.
- 2.2.2 If the General Manager approves for the staff to attend the course or meeting, the staff shall source courses offered within the city of Nanaimo as the first option.
- 2.2.3 Once the particular course has been sourced, the staff shall register for the course or the meeting.
- 2.2.4 The staff shall complete Professional Development and Meetings (PD&M) Expense Form to and submit with all receipts to the General Manager to sign-off.

2.3 SENIOR STAFF

- 2.3.1 Where the Club Head Coach requires to attend a course or meeting, shall register for the course or meeting and complete the PD&M Expense Form and submit the form and all receipts to the General Manager for sign-off.
- 2.3.2 Where the General Manager requires to attend a course or meeting shall communicate with the President for approval and then register for the course or meeting and complete the PD&M Expense Form for President sign-off.

3 Reimbursement Amount

3.1 TECHNICAL (for all NGS waged coaches)

- 3.1.1 For all women's Artistic Gymnastics and Trampoline evaluations for all levels per evaluation.
 - i. Up to and a maximum of \$500, which includes:
 - i. Registration Fees
 - ii. Accommodation
 - iii. Travel
- 3.1.2 50% reimbursement towards the Registration Fees for the following courses:
 - i. NCCP Foundations Course
- 3.1.3 50% reimbursement towards the Registration Fees and accommodation up to a maximum of \$600 for the following courses:
 - i. NCCP Introduction to Competition
 - ii. NCCP Competition Two
- 3.1.4 50% reimbursement towards the Registration Fees, travel and accommodation up to a maximum of \$1,000 for the following courses:
 - i. NCCP Competition Three
 - ii. NCCP Competition Four

3.2 TECHNICAL (for all NGS salaried coaches)

- 3.2.1 100% reimbursement of all professional development including, registration fees, accommodation, travel and meal expenses up to \$2,500 per person per year.

3.3 ADMINISTRATION (for all NGS waged staff)

3.3.1 50% reimbursement of all professional development for registration fees.

3.3.2 Meetings on behalf of NGS, 100% of total cost, which includes:

- i. Registration Fees
- ii. Accommodation
- iii. Travel
- iv. Meals

3.4 SENIOR STAFF (Club Head Coach & General Manager)

3.4.1 Professional Development opportunities and courses shall be reimbursed at 100% including, registration fees, accommodation, travel and meal expenses up to \$2,500 per person per year.

3.4.2 Meetings on behalf of NGS:

i. 100% of total cost, which includes:

- v. Registration Fees
- vi. Accommodation
- vii. Travel
- viii. Meals

5 Maximum Allowed Expense for Day-to-Day Operations and Fundraising

Policy:	Maximum Allowed Expense for Day-to-Day Operations and Fundraising
Last Updated:	13 December 2023
Approved By:	Board of Directors

Purpose

For NGS Office Staff to purchase items for Day-To-Day operations and for Fundraising expenses to a maximum approved amount, without requiring approval from the Board.

Policy

This policy covers the maximum allowable expenses for day-to-day operations and fundraising expenses and authorization process to ensure that accountability and appropriate tracking is in place.

1. Day-to-Day Operations Expenses

- 1.1. A maximum of \$500.00 per item or items per purchase shall be allowed without requiring Board approval.
 - 1.1.1. The General Manager shall approve any purchases prior to spending being made by any Administration Staff.
 - 1.1.2. The Club Head Coach shall approve any purchases prior to spending being made by any coaches.
- 1.2. Prior to any expenses incurred by the:
 - 1.2.1. Club Head Coach, shall be approved by the General Manager.
 - 1.2.2. General Manager, shall be approved by the President.
- 1.3. An Expense Form shall be completed with receipts and signed off by the appropriate Supervisors before submitting for processing.

2. Fundraising Expenses

- 2.1. A maximum of \$250.00 per item or items per purchase shall be allowed without requiring Board approval.
 - 2.1.1. The General Manager shall approve any purchases prior to spending.
- 2.2. Prior to any expenses incurred by the:
 - 2.2.1. General Manager, shall be approved by the President.
- 2.3. An Expense Form shall be completed with receipts and signed off by the President before submitting for processing.