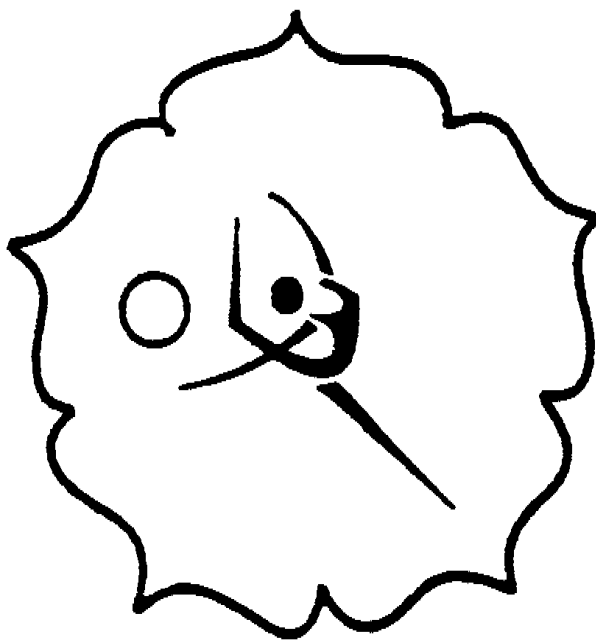


**BRITISH COLUMBIA RHYTHMIC SPORTIVE
GYMNASTIC FEDERATION**

POLICIES AND PROCEDURES MANUAL



SECTION 1: INTRODUCTION**PAGE 7**

- 1.1 Intent
- 1.2 Interpretation
- 1.3 Amendments
- 1.4 Implementation
- 1.5 Approval

SECTION 2: FRAMEWORK SECTION**PAGE 8**

- 2.1 Vision Statement
- 2.2 Values Statement
- 2.3 Goals
 - 2.3.1 Leadership Development
 - 2.3.2 Athlete Development
- 2.4 Objectives
 - 2.4.1 Leadership Development
 - 2.4.2 Athlete Development
- 2.5 Athlete Development Model

SECTION 3: BYLAWS AND OBJECTIVES**PAGE 11****SECTION 4: ZONE REPRESENTATION-****PAGE 12**

- 4.1 Positions of the Officers of the Zone Association (Board of Directors)
- 4.2 Responsibilities of the Representatives of the Zone
 - 4.2.1 General Responsibilities
 - 4.2.2 Other Responsibilities
- 4.3 Meetings
- 4.4 Voting
 - 4.4.1 Zone Representatives to the BCRSGF Board of Directors
 - 4.4.2 Other Voting
- 4.5 Clubs' Zone Affiliation
 - 4.5.1 Determination of a Club's Zone Affiliation

SECTION 5: POSITIONS AND DUTIES OF OFFICES OF THE BCRSGF MEMBERS OF THE BOARD OF DIRECTORS**PAGE 15**

- General Responsibilities
- Specific Responsibilities
- 5.1 President
 - 5.1.1 General Responsibilities
 - 5.1.2 Specific Responsibilities
- 5.2 Vice President, Finance
 - 5.2.1 General Responsibilities
 - 5.2.2 Specific Responsibilities
- 5.3 Vice President, Development
 - 5.3.1 General Responsibilities
 - 5.3.2 Specific Responsibilities

- 5.4 Secretary
 - 5.4.1 General Responsibilities
 - 5.4.2 Specific Responsibilities
- 5.5 Treasurer
 - 5.5.1 General Responsibilities
 - 5.5.2 Specific Responsibilities
- 5.6 Chairperson of the Competitive Development Committee (CDC)
 - 5.6.1 General Responsibilities
 - 5.6.2 Specific Responsibilities
- 5.7 Chairperson of the Rhythmic Gymnastics Committee (RG)
 - 5.7.1 General Responsibilities
 - 5.7.2 Specific Responsibilities
- 5.8 Judges Chairperson
 - 5.8.1 General Responsibilities
 - 5.8.2 Specific Responsibilities
 - 5.8.3 Prerequisites for Position of Judges Chairperson
- 5.9 Coaching Chairperson
 - 5.9.1 General Responsibilities
 - 5.9.2 Specific Responsibilities
- 5.10 Gymnast Development Representative
 - 5.10.1 General Responsibilities
 - 5.10.2 Specific Responsibilities
- 5.11 Gymnast Development Chair
 - 5.11 Zone Representatives
 - 5.11.1 General Responsibilities
 - 5.11.2 Specific Responsibilities
- 5.12 Chairperson of the Publicity/Fundraising Committee
 - 5.12.1 General Responsibilities
 - 5.12.2 Specific Responsibilities
- 5.13 Program Co-Ordinator
 - 5.13.1 General Responsibilities
 - 5.13.2 Specific Responsibilities
 - 5.13.3 Performance Review
- 5.14 Program Coordinator
- 5.15 Code of Business Conduct
- 5.16 Conflict of Interest

SECTION 6: ADMINISTRATION SECTION

PAGE 27

- 6.1 Provincial Office
 - 6.1.1 Location
 - 6.1.2 Purpose
 - 6.1.3 Borrowing of Videos/supplies from the Provincial Office
 - 6.1.4 BCRSGF Office Guidelines
- 6.2 Membership
 - 6.2.1 Group Memberships
 - 6.2.2 Individual Memberships
 - 6.2.3 Affiliation with Gymnastics Canada Gymnastique
- 6.3 Organizational Chart
(to be added)
- 6.4 Executive Board of Directors

- 6.4.1 Composition
- 6.4.2 Specific Responsibilities
- 6.4.3 Meetings
- 6.5 Rhythmic Gymnastics (RG) Committee
 - 6.5.1 Composition
 - 6.5.2 General Responsibilities
 - 6.5.3 Specific Responsibilities
 - 6.5.4 Meetings
 - 6.5.5 Voting
- 6.6 Competitive Development Committee (CDC)
 - 6.6.1 Composition
 - 6.6.2 General Responsibilities
 - 6.6.3 Specific Responsibilities
 - 6.6.4 Meetings
 - 6.6.5 Voting
- 6.7 Special Committees
 - 6.7.1 Purpose
 - 6.7.2 Mandat
- 6.8 Publicity/Fundraising
 - 6.8.1 Promotion
 - 6.8.2 Newsletters
 - 6.8.3 Sponsorship
- 6.9 Finance
 - 6.9.1 Financial Administration
 - 6.9.2 Fundraising
 - 6.9.3 Grants
 - 6.9.4 Expenses
 - 6.9.5 Honoraria
 - 6.9.6 Event Financing
 - 6.9.7 Insurance
 - 6.9.8 Annual Budget Development Process
 - 6.9.9 National Sport Trust Fund
- 6.10 Communication
 - 6.10.1 Internal Communication
 - 6.10.2 External Communication
- 6.11 Judging Committee
 - 6.11.1 Composition
 - 6.11.2 General Responsibilities
 - 6.11.3 Specific Responsibilities
 - 6.11.4 Meetings
 - 6.11.5 Voting

SECTION 7: LEADERSHIP

PAGE 42

- 7.1 Code of Ethics
 - 7.1.1 Introduction
 - 7.1.2 Coaches
 - 7.1.3 Judges Code of Ethics
 - 7.1.4 Athletes

- 7.1.5 Volunteers
- 7.1.6 Parents
- 7.1.7 Spectators
- 7.1.8 Procedure for dealing with Allegations of Violations of the Code of Ethics
- 7.2 Coaching
- 7.3 Judging
 - 7.3.1 Code of Points
 - 7.3.2 Judging in B.C..
 - 7.3.3 Judging at BCRSGF Sanctioned Competitions
 - 7.3.4 Remuneration
 - 7.3.5 Judges' Responsibilities
 - 7.3.6 Judges' Rights
 - 7.3.7 Selection Criteria for the Assignment of BCRSGF Officials (Judges) to
- 7.3.8 Judges Assembly
 - 7.4 Awards and Recognition
(to be added)
 - 7.4.1 Service Awards
 - 7.4.2 Appreciation Awards
 - 7.4.3 Sponsorship Awards
 - 7.4.4 Coaching Awards
 - 7.5 BC Provincial Athletic Award
 - 7.5.1 Purpose
 - 7.5.2 Eligibility Guidelines
 - 7.5.3 Program Administration
 - 7.6 Hosting/Competition Coordinating Policy
 - 7.6.1 Eligibility
 - 7.6.2 Process
 - 7.6.3 Guidelines-General
 - 7.6.4 Obligations of the Event Host to the BCRSGF
 - 7.6.5 Obligations of the BCRSGF to the Event Host
 - 7.6.6 Guidelines-Responsibility of the Event Organizers
 - 7.6.7 Responsibilities of the Meet Director
 - 7.6.8 Guidelines for Hosting a Provincial Rhythmic Gymnastics Competition/Event
 - 7.6.9 BCRSGF Hosting Agreement
 - 7.6.10 Bid form fom Hosting Provincial Competition/ Event Organizing Committee
 - 7.6.11 Host Club/Zone Responsibilities
 - 7.6.12 Map Of The Proposed Gym Layout
 - 7.7 Provincial Team Policy
 - 7.7.1 Athlete's and Coach's Agreement and Conduct Code
 - 7.8 Team Manager Policy
to be added
 - 7.9 Team Coach Policy
to be added
 - 7.10 Sanction Policy
 - 7.10.1 Types of Sanction
 - 7.10.2 Athlete and Coaching Eligibility
 - 7.10.3 Procedure for the Applicant
 - 7.11 Conflict Resolution Policy

SECTION 8: ATHLETES' PROGRAM SECTION**PAGE 89**

- 8.1 Sport Outreach and Talent Identification
 - 8.1.1 Objectives
 - 8.1.2 Administration
 - 8.1.3 Talent Identification
 - 8.1.4 Objectives
 - 8.1.5 Administration
- 8.2 High Performance Athletes--Elite Team
 - 8.2.1 Purpose
 - 8.2.2 Objectives
 - 8.2.3 Composition of the Elite Team
 - 8.2.4 Eligibility
 - 8.2.5 Selection
- 8.3 Excellence Development Team
 - 8.3.1 Purpose
 - 8.3.2 Objectives
 - 8.3.3 Composition of the Excellence Development Team
 - 8.3.4 Eligibility
 - 8.3.5 Selection
- 8.4 Administration and Funding Program
 - 8.4.1 Elite Team
 - 8.4.2 Excellence Development Team
 - 8.4.3 Funding Assistance Program
- 8.5 Provincial Competitions
 - 8.5.1 Zone Competitions
 - 8.5.2 Provincial Championships
- 8.6 National Competitions
 - 8.6.1 Western Regional Championships
 - 8.6.2 National Championships
 - 8.6.3 Elite Canada
- 8.7 Invitational and Regional Competitions
 - 8.7.1 Invitational Meets
- 8.7.2 Western Canada Summer Games
 - 8.7.3 BC Summer Games
- 8.8 GYMNAESTRADA
 - 8.8.1 Provincial Gymnastrada
 - 8.8.2 National Gymnastrada
- 8.8.3 Responsibility of the event organizer for a Gynaestrada
- 8.9 Club and zone Gymnaestradas
- 8.10 Provincial Gymnaestrada
 - 8.10.1 Funding for the Provincial Gymnaestrada
 - 8.10.2 Gymnasts and Coaches Workshop
 - 8.10.3 Provincial Large Group Routine(s)
- 8.11 National Gymnaestrada
- 8.12 International (World) Gymnaestrada
- 8.13 B.C. Provincial Display Team

SECTION 9: DISSOLUTION**PAGE 104**

SECTION 1: INTRODUCTION

1.1 Intent

This Policy Manual is intended to provide the BCRSGF membership and staff with consistent operating guidelines re: - lines of communication - roles and responsibilities - policies and procedures for operating within the authorities of the BCRSGF.

1.2 Interpretation

All inquiries regarding interpretation of the contents of this manual should be directed to the President and/or Vice President of Finance or upon instruction of either of those two individuals, interpretation may be directed to the staff person of the BCRSGF.

1.3 Amendments

1.3.1 Amendments/revisions to this Policy Manual may be made at any Board of Directors meeting, passed by a simple majority vote.

1.3.2 Procedure: The amendment/revision must be submitted in writing duly moved by a member of the Board of Directors, and duly seconded by another member of the Board of Directors and submitted to the President and Vice President Finance, postmarked at least 30 days prior to the meeting or with the majority consent of the Directors at a meeting of the Board. Proposed amendments/revisions received in advance by the President and Vice President Finance are duly circulated to the Board of Directors prior to the meeting, to be voted on at the Board of Directors meeting.

1.4 Implementation

It is the responsibility of all BCRSGF members and staff to be familiar with and to abide by the Policy Manual.

1.5 Approval

This Policy and Procedures Manual was originally adopted in 1991 by the Board of Directors and is regularly revised.

SECTION 2: FRAMEWORK SECTION

2.1 Vision Statement

The British Columbia Rhythmic Sportive Gymnastic Federation (BCRSGF) is dedicated to foster and encourage participation and the development of excellence in rhythmic gymnastics.

2.2 Values Statement

The British Columbia Rhythmic Sportive Gymnastic Federation is the provincial governing body for rhythmic gymnastics. The Federation administers and delivers a variety of programs designed to encourage participation and develop excellence in rhythmic gymnastics. BCRSGF members include competitive athletes, developing athletes, recreational enthusiasts, coaches, officials, administrators and supporters of the sport.

2.3 Goals

2.3.1 Leadership Development:

- a) To promote the sport with regard to member clubs, active groups and the general public.
- b) To increase the numbers of coaches, judges and officials within the sport.
- c) To increase the skill levels, technical knowledge and expertise of coaches and judges within the sport.
- d) To develop a network of competent officials to assist in the necessary administration and hosting of events at all levels.

2.3.2 Athlete Development:

- a) To increase the number of gymnasts of all ages within the sport.
- b) To promote a system of opportunities for the advancement of the recreational gymnasts to participate in higher skill level events and broader base events such as National and World Gymnastradas.
- c) To promote a structured system for the advancement of the competitive athlete to an elite level or high performance status, taking into consideration national and international guidelines.

2.4 Objectives

2.4.1 Leadership Development:

- a) To assist communities, clubs and educational institutions in establishing programs within the sport, and when possible, provide administrative guidelines.
- b) To make available knowledgeable clinicians, resources and promotional material to interested clubs, communities, and educational institutions according to requests.
- c) To provide training opportunities for coaches through workshops, guest coaching sessions and other means specific to needs on an annual basis.
- d) To provide NCCP programs specific to needs on an annual basis
- e) To provide workshops and other training for judges specific to needs on an annual basis.
- f) To provide appropriate educational seminars and other training opportunities for administrators.
- g) To set objective criteria for the selection of coaches, judges, team managers and other officials to participate in provincial, inter-provincial, and national events or other major workshops and training opportunities.
- h) To set objective criteria for the selection of provincial team managers.
- i) To select host clubs and/or coordinators for BCRSGF sanctioned events and competitions, whether provincial, national or international in scope.
- j) To consider and provide sanctioning of British Columbia teams, individuals and groups to compete or display outside the province.
- k) To consider hosting national level competitions and events as requested by the CRSGF.

2.4.2 Athlete Development:

- a) To provide beginner, intermediate and advanced recreational gymnast with opportunities for skill development and a progressive system of advancement toward higher levels through specific workshops and/or events.
- b) To host regional, provincial and/or national displays such as Gymnastradas.
- c) To provide opportunities for recreational gymnasts to participate in local, regional, provincial, national and international events, such as Gymnastradas.
- d) To provide competitive gymnasts with opportunities for skill development and a progressive system of advancement toward elite levels through specific workshops and through the continued development of the BC levelized program.
- e) To provide high performance gymnasts with opportunities to attend elite training camps (provincially, nationally, and internationally) conducted by guest or master coaches of international caliber.
- f) To select and sanction athletes and coaches to represent British Columbia in regional, national and other competitions and events.
- g) To host specific selection training camps and meets as required for team selection in order to represent British Columbia nationally and/or internationally (when sanctioned by the CRSGF).
- h) To sanction registered clubs in each Zone to hold Zone Competitions.

- i) To sanction the hosting of two annual Provincial Championships: one for the Provincial Stream athletes and one for the National Stream athletes.
- j) To encourage registered member clubs to host inter-club or invitational competitions for all levels of gymnasts.

2.5 Athlete Development Mode

Entry Level Rhythmic Gymnastics:

R1)Recreational	C1) Pre Competitive
R2)Performance	C2)Interclub Competitive
R3)Gymnastrada	C3)Provincial Competitive (Lv. 1-3 & 4-6)
R4)National Gymnastrada	C4)Regional /National Level Competitive
R5)International Gymnastrada	C5)National Team/Internat. Competition

SECTION 3: BYLAWS AND OBJECTIVES

The Constitution (Purposes and By-laws of Operation) originally passed at the June 1991 Annual General Meeting and amended at the June 1992 AGM and the Special General Meeting in June 1995 and 1997 is added herein. Note that this is a separate document and the page numbering is therefore different.

SECTION 4: ZONE REPRESENTATION

Zone Representation to the BCRSGF Board of Directors is determined at an Annual Zone Meeting held prior to June 15th each year wherein all clubs registered in the Zone will provide a delegate member who will cast a vote to elect two Zone Directors to represent their Zone on the BCRSGF Board.

The club delegate member will carry the following weighted vote:

- 1) One vote for every 10 recreational gymnasts registered in the Club and with the BCRSGF.
- 2) One vote for every 1 competitive gymnasts registered in the Club and with the BCRSGF

This system of Zone Representation will replace the current By-law 2 (Zone Association) of the By-laws of Operation of the BCRSGF

4.1 Positions of the Officers of the Zone Association (Board of Directors)

4.1.1 Elected Club Delegate from each BCRSGF Registered Club in each Zone that has a minimum of 10 BCRSGF Registered athletes.

4.1.2 The elected club delegates as set out above will elect two Zone Representatives who will represent the interest of their Zone and the BCRSGF as a whole as Directors on the BCRSGF Board.

4.2 Responsibilities of the Representatives of the Zone

4.2.2 General Responsibilities

a) All members should strive to attend all Board Meetings however if one representative cannot attend with a valid reason, the other Zone Director from the same Zone may carry both of the votes for their Zone.

b) In the case of out of town clubs, it is understood that due to costs of travel, the BCRSGF may encourage one Director only to attend Meetings to represent their Zone.

c) Adhere to the Policy of required regular representation for all Zones at each meeting of the Board of Directors meeting (unless prevented by emergency or medical reason)

d) Subscribe to and support the policy of removal of Directors from Board for violation of the Board non participation rule

e) Work actively in public to promote the Zone's and the BCRSGF's aims and objectives

f) Actively represent the interest of rhythmic gymnastics in British Columbia in all Board decisions.

g) Conduct all business of the Zone and the BCRSGF in an exemplary manner, both in private and in public, and never act in a manner detrimental to the dignity and responsibility of the elected office of Director.

h) Will be prepared to take an active part in the specific tasks of governance and fund raising.

- i) Will be prepared to attend all necessary functions and events as a representative of the Zone when so designated by the Board.
- j) Each Zone must host one Zone Competition per year.

Board Zone Non Participation Rule:

Since the BCRSGF's ability to conduct the business of the Federation is negatively compromised when a Zone does not provide representation to BCRSGF Board Meeting due to the "quorum" requirements, the BCRSGF Board of Directors to suspend Zone Representation at the Board Level for any Zone who does not provide a minimum of one representative at any two meeting during the Registration year.

4.2.2 Other Responsibilities

- a) Be prepared to perform the duties incumbent upon such specific positions as each Officer of the Board shall occupy according to the Constitution and By-laws.
- b) Will be prepared to take a fully active part in any Zone or BCRSGF Committee Meetings of which she/he is a member.
- c) Each Officer of the Board is responsible within her/his position to support, administer and distribute pertinent information to the general membership in each Zone.

4.3 Meetings

4.3.1 One Annual Meeting per year to elect two Zone Directors is required as set out above prior to June 15th of each year.

4.4 Voting

4.4.1 Zone Representatives to the BCRSGF Board of Directors

- a) Elections of Zone Representatives shall be held in accordance with By-law 2 of the by-laws of Operation of the BCRSGF.

4.4.2 Other Voting

- a) Motions are carried by a simple majority.

4.5 Clubs' Zone Affiliation

Each new club that Registers with the BCRSGF from July 2009 forward will be affiliated with the Zone training facility registration address of the Club. Any Clubs registered with the BCRSGF prior to July 2009 will be accepted as representing the Zone in which they have a longstanding and accepted history of Zone affiliation.

4.5.1 Determination of a Club's Zone Affiliation

- a) A new club's zone affiliation shall be determined by the BCRSGF, each year within thirty days after the registration.

- b)** The BCRSGF will make this determination based on which zone the club has declared its training facility.
- c)** In the case where a club has training facilities in more than one zone, the club's zone affiliation shall be deemed to be in the zone with the greatest number of registered athletes (50%+1) training in that zone. (The BCRSGF makes no distinction between R.G., Special Olympics and R.S.G. athletes when determining zone affiliations.)
- d)** Only when a club moves their training facility to another Zone will the BCRSG accept an application to have a Club affiliate in another Zone. This process to apply to switch Zones must not disrupt the competitive season and zone or trial competitions and their results. Once a club competes in a zone competition they must remain in that zone for the remainder of the competitive season. Applications will be accepted up until 30 days prior to the first zone competition. Applications received after this day will become effective for the following competitive season provided they meet the criteria as set out.

SECTION 5: POSITIONS AND DUTIES OF OFFICES OF THE BCRSGF

MEMBERS OF THE BOARD OF DIRECTORS

General Responsibilities

- a) Attend all Board Meetings
- b) Work actively in public and in private to promote the BCRSGF's aims and objectives
- c) Actively represent the interest of rhythmic gymnastics in British Columbia in all Board decisions
- d) Conduct all business of the BCRSGF in an exemplary manner, both in private and in public, and never act in a manner detrimental to the dignity and responsibility of the elected office of Director
- e) Oversee and govern the operations of the BCRSGF as reported and carried out by the Staff working committees and Board Members during Board Meetings
- f) Be prepared to take on an active role and responsibility on the BCRSGF Board of Directors either as an Officer or as a Director At Large
- g) Be prepared to attend all necessary functions and events as a representative of the BCRSGF when so designated by the Board

Specific Responsibilities

- a) Be prepared to perform the duties incumbent upon such specific positions as each Board Member shall occupy according to the Constitution and By-laws
- b) Be prepared to take a fully active part in any Committee Meetings of which she/he is a member

5.1 President

5.1.1 General Responsibilities:

As the chief executive officer of the BCRSGF, the President shall be directly responsible to the general membership and the Board of Directors to provide motivation and leadership in the areas of policy, planning, implementation and administration and ensure that the Constitution and Bylaws of the Federation are adhered to.

The President shall be a member of the Board of Directors, elected annually.

5.1.2 Specific Responsibilities:

- a) Chairs all General and Board Meetings of the BCRSGF
 - prepares agendas with the assistance of staff
 - calls special meetings

- Casts a vote to break a tie
- b) Oversees that all orders and resolutions of the Board and General Meetings are carried out
 - provides direction to professional staff within the guidelines of the Board
 - supervises the Provincial Office
- c) Shall monitor the progress of all committees and programs of the BCRSGF and shall act as an ex-officio member of all committees and attend meetings where necessary and feasible
- d) Shall represent or cause to be represented the BCRSGF at all functions requiring representation
 - GCG Board of Directors and Presidents' Meetings
 - British Columbia Provincial Government
 - British Columbia "Sport BC"
 - Media/Public Relations Meetings
- e) Has co-signing authority on
 - cheques with the Treasurer and Vice President Finance
 - official documents with another member of Board of Directors
- f) Maintains an up-to-date file of all correspondence/documentation pertinent to her/his portfolio and ensures that the Provincial Office is in possession of same
 - transfers files to successor
- g) Presents a written report of activities at the AGM
- h) Is responsible for any financial venture undertaken and ensures budget preparation and any profile documentation is completed
- i) Shall be the person responsible for speaking on behalf of the BCRSGF.
- j) Shall submit relevant information to the newsletter.

5.2 Vice President, Finance

5.2.1 General Responsibilities

The Vice President Finance shall be responsible for assisting the President in carrying out the responsibilities of that position and shall be responsible for the financial affairs of the BCRSGF.

The Vice President Finance shall be a voting member of the Board of Directors and is responsible to the Board of Directors. The Vice President Finance is elected annually.

5.2.2 Specific Responsibilities:

The Finance Committee is comprised of the VP Finance, the President, and the Treasurer. Other officers may be invited to give specific information at Committee meetings.

- a) Assumes presidential duties in the absence of the President or at the President's request.

- b) Chairs the Finance Committee and is responsible for Ensuring the filing of documents for the provincial government and other sport governing bodies.
- c) Ensures that proper submissions are made to Consumer and Corporate Affairs to maintain registration as a non-profit society
 - Ensures that Form 11 of the Registrar of Companies is filed within 30 days of the AGM which includes all annual reports, a list of all directors, minutes of the AGM, and the audited financial statement.
 - Ensures that Form 7 of the Registrar of Companies is filed if there is a change of directors other than at an AGM.
- d) Ensures that appropriate changes to BCRSGF Bylaws as may from time to time be required are presented to the Board of Directors for approval and then to a Annual General Meeting of the membership.
- e) Chairs any revisions to the Policy and Procedures Manual ensuring that changes are presented to the Board of Directors in the appropriate form and that approved changes are circulated to the membership through the zone representatives.
- f) Coordinates fund raising with Fundraising Chair
- g) Prepares quarterly and year-end reports to all Board Members and resents a written report of activities at the AGM
- h) Maintains an up-to-date file of all correspondence/documentation pertinent to her/his portfolio
 - transfers files to successor
- i) Is responsible for any financial venture undertaken and ensures budget preparation is completed.
- j) Assumes special assignments as designated by the Board of Directors.

5.3 Vice President, Development

5.3.1 General Responsibilities

The Vice President Development shall be responsible for assisting the President in carrying out the responsibilities of that position.

The Vice President Development shall be a voting member of the Board of Directors and is responsible to the Board of Directors. The Vice President Development is elected annually.

The Vice President, Development shall coordinate activities between Rhythmic Gymnastics and Rhythmic Sportive Gymnastics and promote development of all aspects of the sport.

5.3.2 Specific Responsibilities

- a) Assumes presidential duties of the President or Vice President Finance as required
- b) As liaison with technical and recreational, coordinates the Zone, Provincial and/or National Gymnastrada with the RG Chairperson
- c) Maintains a record of BCRSGF volunteers

- d) Presents a written report of activities at the AGM
- e) Maintains an up-to-date file of all correspondence/documentation pertinent to her portfolio
 - transfers files to successor
- f) Assumes special assignments as designated by the Board of Directors.
- g) Is a member of the Nominating Committee and the Membership Committee.
- h) Liaises with Coaches' Chairperson and the RG Chair
- i) Is responsible for any financial venture undertaken and ensures budget preparation is completed.

5.4 Secretary

5.4.1 General Responsibilities

The Secretary shall be a voting member of the Board of Directors and the Executive Council and is responsible to the Board of Directors. The Secretary is elected annually.

5.4.2 Specific Responsibilities

- a) Shall ensure the minutes of all Board of Directors and Executive Meetings to be properly recorded, circulated and archived.
- b) Shall maintain an up-to-date roster of the Board of Directors including addresses, phone numbers and postal codes.
- c) Shall maintain an up-to-date calendar of events with input from the BCRSGF, CRSGF and clubs.
- d) Maintains file of duplicate reports from Chairpersons, Executive, Coaches and others.
- e) Is responsible for transferring all files to successor and to provide support and assistance as required.
- f) Is responsible for any financial venture undertaken and ensures budget preparation is completed.

5.5 Treasurer

5.5.1 General Responsibilities:

The Treasurer shall be a voting member of the Board of Directors and the Executive Council. The Treasurer reports to the President but is ultimately responsible to the Board of Directors. The Treasurer is elected annually.

5.5.2 Specific Responsibilities:

- a) Shall be accountable for the funds and securities of the BCRSGF and shall ensure that accurate accounts of all receipts and disbursements are kept
 - General chequing Account
 - Casino Chequing Account
 - Any other accounts deemed necessary

- b) Assists in preparation of the annual budget together with the Finance Committee with input from various Chairpersons for approval by the entire Board of Directors
- c) Conducts all banking business.
- d) Is responsible for the preparation of financial statements required for the annual grant submissions.
- e) Issues all cheques, which are co-signed by either the President or Vice President Finance.
- f) Maintains accounting reports for all workshops, clinics, competitions and Gymnastradas
- g) Ensures the preparation of an annual financial statement giving the financial position of the Federation for presentation at the AGM
- h) Issues receipts for cash received except for membership registration
- i) Assumes other duties relating to the office as may from time to time be assigned by the Board of Directors
- j) Is responsible for any financial venture undertaken and ensures budget preparation is complete
- k) Sits on Membership Committee and Finance Committee

5.6 Chairperson of the Competitive Development Committee (CDC)

5.6.1 General Responsibilities:

The CDC Chairperson is a voting member of the Board of Directors and is responsible to the Board of Directors. The CDC Chairperson is responsible for providing leadership and motivation in program areas and services that are directly related to the competitive aspect of rhythmic gymnastics. The CDC Chairperson is elected annually.

5.6.2 Specific Responsibilities:

- a) Chairs the CDC Technical Committee Meetings
- b) Ensures that all technical material is distributed to competitive clubs within the Province
- c) Is responsible for all competitive camps and workshops
- d) Assists the Judging and Coaching Chairpersons with organizing clinics and workshops in these respective areas.
- e) Initiates the hosting coordination of all Zone and Provincial Competitions
- f) Ensures that all CDC activities are taking place within the terms of the BCRSGF By-laws and Policies and Procedures Manual
- g) Represents the BCRSGF at the GCG Program Assembly should President request.
- h) Ensures budget preparation is complete for technical programs offered by BCRSGF in conjunction with Staff.
- i) Develops yearly budget submissions, receives Judging Budget from the Judges Chairperson by January 31 and submits them to the Vice President Finance, President, Treasurer and Staff.
- j) Presents a written report of activities at the all meetings and at AGM
- k) Implements selection and funding policy for provincial teams

- l) Maintains a file of all correspondence/ documentation pertinent to her portfolio and ensures that the Provincial Office is in possession of same
 - transfers files to successor

5.7 Chairperson of the Rhythmic Gymnastics Committee (RG)

5.7.1 General Responsibilities:

The RG Chairperson is a voting member of the Board of Directors and is responsible to the Board of Directors. The RG Chairperson is responsible for providing leadership and motivation in program areas and services directly related to AGG and the recreational aspect of rhythmic gymnastics. The RG Chairperson is elected annually.

5.7.2 Specific Responsibilities:

- a) Chairs the RG Technical Committee Meetings.
- b) Is responsible for ordering and distributing all RG correspondence and materials to all RG coaches, groups, and clubs in the Province
- c) Is responsible for the Red Ribbon and AGG Programs
- d) Initiates the coordination of Zone and Provincial Gymnastradas and AGG Programs with the Vice President Development
- e) Coordinates, with the Coaching Chairperson, clinics and workshops in RG
- f) Ensures that all RG activities are taking place within the terms of the BCRSGF and the CRSGF Constitution, By-laws and Policies and Procedures Manual
- g) Represents the BCRSGF at the CRSGF RG Assembly
- h) Is responsible for any financial venture undertaken and ensures that budget preparation is complete.
- i) Develops yearly budget submissions and submits same to Vice President Finance
- j) Provides regular submissions to the BCRSGF newsletter
- k) Presents a written report of activities at all meetings and at the AGM
- l) Maintains a file of correspondence/documentation pertinent to her portfolio and ensures that Provincial Office is in possession of same
 - transfers files to successor

5.8 Judges Chairperson

5.8.1 General Responsibilities:

The Judges Chairperson is a member of the Competitive Development Committee and is responsible to the Board of Directors. The Judges Chairperson is responsible for providing leadership and motivation in program areas and services directly related to the judging of RSG. The Judges Chairperson is elected annually by the BCRSGF member judges at the Judges Assembly and the Committee election is approved by the Board of Directors.

5.8.2 Specific Responsibilities:

- a) Chairs the Judging Committee and the Judges Assembly
- b) Initiates the coordination of all provincial judging workshops and coordinates the upgrading of judges' qualifications in British Columbia
- c) Maintains a current roster of judges in British Columbia including their levels and qualifications
- d) Arranges a judges attendance schedule for competitions in the province, nationally, and internationally
- e) Submits information on Judges and judging for the newsletter
- f) Recommends to the Competitive Development Committee applicable candidates for attending RSG events, workshops, and meetings with the GCG and/or BCRSGF. Funding shall be determined as designated in the Policies and Procedures Manual section on budget development.
- g) Develops yearly budget submissions and submits it to the CDC Chairperson for approval who forwards same to the President VIP Finance, Treasurer and Staff. The CDC Chairperson is responsible for the Judging Budget.
- h) Is the central contact person between the BCRSGF and GCG in matters relating to judging
- i) Maintains a file of all correspondence/documentation pertinent to her portfolio and ensures that the Provincial Office is in possession of same
 - transfers files to successor
- j) Presents a written report of activities at the AGM and at all CDC meetings.
- k) Coordinates the training of new judges under the "RSG Judges Training Program" according to the current BCRSGF rules in conjunction with current GCG and FIG rules and regulations.
- l) Maintains an up to date list of all current BC Registered and Certified Judges and recommends the level that all applying judge candidates will enter the BCRSGF system of certification.
- m) Recommends to GCG visiting Brevet Judges from other Provinces or countries to enter the Canadian system. *Note: All other Levels of new judges (apart from Brevet) will enter the BC Judging system at the Trainee level and will progress through the BC Judging system to the National level according to the BCRGF Judging Advancement Rules.

5.8.3 Prerequisites for Position of Judges Chairperson

- a) Be registered with BCRSGF and GCG
- b) Be a member in good standing.
- c) Currently certified as minimum Brevet Level Judge.

5.9 Coaching Chairperson

5.9.1 General Responsibilities:

The Coaching Chairperson is a member of the CD Committee and is responsible to the Competitive Development Committee and to the Board of Directors. The Coaching Chairperson is responsible for providing leadership and motivation in program areas and services directly related

to coaching of both recreational and competitive rhythmic gymnastics. The Coaching Chairperson is elected by the Competitive Development Committee and approved by the Board of Directors based on the recommendation of the Competitive Development Committee

5.9.2 Specific Responsibilities:

- a) Is responsible for coordinating coaches' workshops with the Vice President Development, CDC and RG Chairpersons.
- b) Coordinates the upgrading of coaches' qualifications in British Columbia - serves as the NCCP coordinator in conjunction with the Staff.
- c) Maintains a current roster of coaches in British Columbia, their levels and qualifications
- d) Organizes clinics, workshops to follow-up Sport Outreach Clinics
- e) Submits information on coaching matters to the newsletter
- f) Recommends, to the CD Committee, candidates for attending events, workshops, meetings with the CRSGF and/or BCRSGF funding as designated in the Policies and Procedures Manual
- g) Ensures together with the Staff that all coaching information is distributed to member coaches
- h) Develops yearly budget submissions and submits it to the CDC Committee

5.10 Gymnast Development Representative

5.10.1 General Responsibilities:

The Gymnast Representative is a member of the Competitive Development Committee and is responsible to the CDC and CDC Chairperson and ultimately to the Board of Directors of the BCRSGF. The Gymnast Representative is responsible for providing leadership and motivation in program areas and services directly related to both provincial and national competitive level athletes. The Gymnast Representative has competed for BC as a National Level athlete for a minimum of three years at the Senior Level and elected annually in the Fall by the members of the CDC. Annual confirmation of the Gymnast Representative is given by the Board of Directors of the BCRSGF based upon the results of the CDC's annual election.

5.10.2 Specific Responsibilities:

- a) To serve the interests of all registered competitive level gymnasts and be their voice on the CDC Committee.
- b) To commit to ongoing work on the CDC to improve the competitive environment in BC for all its competitive athletes
- c) To assist the CDC Chair, the VP Development and the Staff in keeping all competitive athletes in BC informed and updated on all matters important to their competitive goals in BC and Canada.
- d) To act as a resource person in rule changes or selection criteria this will affect the competitive athletes of BC

- e) To assist the CDC Chair and/or VP Development with any development projects or opportunities which may be made available for both current and retired competitive team athletes of BC.
- f) To keep abreast of the rules and regulations surrounding the competitive sport in BC.

5.11 Gymnast Development Chair

5.11.1 The Coaching Chairperson is a member of the CD Committee and is responsible to the Competitive Development Committee and to the Board of Directors. The Coaching Chairperson is responsible for providing leadership and motivation in program areas and services directly related to coaching of both recreational and competitive rhythmic gymnastics. The Coaching Chairperson is elected by the Competitive Development Committee and is approved by the Board of Directors based on the recommendation of the Competitive Development Committee.

Specific Responsibilities:

- a) Is responsible for coordinating gymnasts workshops, camps and events in conjunction with the CDC and RG Chairpersons and with the VP Development.
- b) Organizes clinics, workshops to follow-up Sport Outreach Clinics
- c) Submits information on gymnasts to the newsletter
- d) Recommends, to the CD Committee, proposals to provide opportunities for performance and displays for registered gymnasts outside of the scope our BCRSGF existing program.
- f) Develops yearly budget submissions for any enhancement programs and submits it to the CDC Committee

5.12 Zone Representatives

5.12.1 General Responsibilities:

The Zone Representatives from the officers of the Federation and are voting members of the Board of Directors. The Zone Representative shall represent the interests and needs of member clubs located in their Zone to the BCRSGF. There shall be two Zone Representative for each designated zone according to the BCRSGF Policy and Procedures and its bylaws. The Zone Representatives are elected annually at the Zone Meeting.

5.12.2 Specific Responsibilities:

- a) Distributes information from the BCRSGF to the Zone members specifically advertising clinics, workshops, competitions and other pertinent information.
- b) Assists and Coordinates zone events with members of the zone.
- c) Gathers materials from the Zone for the provincial newsletter
- d) Contacts member clubs to provide support, information and assistance as needed or requested.

- e) Maintains a file of all correspondence/documentation pertinent to her portfolio and ensures that the Provincial Office is in possession of same
 - transfers files to successor
- f) Presents a written report of activities at the AGM
- g) Is responsible for notifying each zone member of the date of the zone's annual meeting for the election of the two zone representatives. If a meeting is deemed unnecessary in a zone, each member will receive the names of the two zone representatives appointed.

5.13 Chairperson of the Publicity/Fundraising Committee

5.13.1 General Responsibilities:

The Publicity/Fundraising Chairperson is a voting member of the Board of Directors and is responsible to the Board of Directors. The Publicity/Fundraising Chairperson is responsible to promote and publicize the activities of the BCRSGF and its athletes. The Chairperson is responsible for seeking out sponsorships, developing fundraising strategies and coordinating fundraising campaigns on behalf of the entire Federation. The Publicity/Fundraising Chairperson is elected annually.

5.13.2 Specific Responsibilities:

- a) Solicits articles and photographs from BCRSGF members on activities of interest to other members
- b) Edits and distributes the BCRSGF newsletter to all members
- c) Coordinates publicity of BCRSGF sponsored events, including Gymnastrada, Competitions, Workshops and other pertinent events.
- d) Maintains an up-to-date file on members, media, advertisers and other pertinent information.
- e) Communicates regularly with media contacts to promote BCRSGF programs, activities and events
- f) Maintains a file of correspondence/ documentation pertinent to her/his portfolio and ensures that the Provincial office is in possession of same transfers files to successor
- g) Presents a written report of activities to the AGM
- h) Is responsible for any financial venture undertaken and ensures that budget preparation is complete.

5.14 Program Co-Ordinator

The Program Co-Ordinator is hired under contract by the Board of Directors and works directly through the President. This position is funded to the amount of hours per month as of October 2004.

5.14.1 General Responsibilities

The Program Co-Ordinator is responsible for the implementation and delivery of programs of the BCRSGF under the direction of the Board of Directors.

5.14.2 Specific Responsibilities

- a) To assist in the coordination of BCRSGF sanctioned events under the leadership of the respective Chairpersons and/or Board.
- b) To ensure that all information received at the Provincial Office is distributed to the appropriate individuals. A distribution list will be drawn up and maintained.
- c) To attend BCRSGF Board Meetings and other meetings as required.
- d) To ensure the smooth operation of the Provincial Office.
- e) To assist the President, VP Finance and the Treasurer in the keeping of program accounting.
- f) To publish a calendar of BCRSGF and GCG events by the Fall of each year.
- g) To oversee, co-ordinate and facilitate all administrative work of the BCRSGF organization.

5.14.3 Performance Review

The scope and time allotted to the position of Program Co-Ordinator will be evaluated annually in September of each year. The current Program Coordinator and the Board of Directors will submit reports with evaluations and recommendations for the position.

Annual employee evaluation is the responsibility of the Finance Committee and the Committee will recommend and report to the Board of Directors.

5.15. Code of Business Conduct

Members of the BCRSGF Board of Directors, other persons in positions of responsibility, and employees, are expected to arrange their personal and private affairs in a manner that will prevent conflicts of interest from arising, or appearing to arise. They should not place themselves in a position where they are under an obligation to any person, or organization, that might benefit from special consideration of favor on their part, or seek in any way to gain special treatment from them.

5.16 Conflict of Interest

5.16.1 It is impossible to list all possible circumstances that have the potential to be considered conflict of interest. Without being restrictive to the general guidelines, the following are areas to be avoided by persons in positions of responsibility within the BCRSGF.

- a) Investments in a supplier or a partnership, corporation or entity that has a significant present or prospective business arrangements with the BCRSGF.
- b) Indirect interests are considered to be of the same significance as direct ownership.
- c) Contracts or agreements with a subsidiary or associated company that has a significant present or prospective arrangement with the CRSGF.

- d) Seeking or accepting, from the previously mentioned, services, payments, commissions, excessive entertainment, gifts of more than nominal value, and monies of any amount.
- e) Serving as a director, officer, employee, or consultant of the previously mentioned, where such service could place demands on individuals inconsistent with their usual duties, raises the question of their ability to remain objective, or be so time consuming as to prevent proper performance of duties.
- f) Using or appearing to use or reveal, without proper authorization to persons outside the BCRSGF for personal gain, any information which is not generally available to the public.
- g) Using, or permitting others to use, BCRSGF property, equipment or materials for personal gain.
- h) According preferential treatment beyond usually accepted business courtesies to organizations in which the individual or relatives or friends have an interest.
- i) Using the BCRSGF name or position with the BCRSGF to lend weight or prestige to sponsorship of a political party, or endorsement of a product or service without proper authorization of the CRSGF.
- j) If an individual is involved in decision making which he/she or his/her relations stands to gain or lose from the decision, in any way, financial or otherwise, then he/she shall remove himself/herself from that decision making process.

5.16.2 Recommended action where conflict could be occurring:

- a) Divestment of interest
- b) Verbal or written disclosure
- c) Avoidance of involvement in particular items of business
- d) Request for resignation
- e) It is understood that fourth action will be taken only in the most severe cases, and then only as a last resort.

SECTION 6: ADMINISTRATION SECTION

6.1 Provincial Office

6.1.1 Location

A Provincial Office for the BCRSGF is maintained at:

The Sport BC building on Cessna Drive in Richmond, BC
230-3820 Cessna Drive
Richmond, BC
V7B OA2.
E-Mail bcrsgf@rhythmicbc.com

WWW home page www.rhythmicBC.com

6.1.2 Purpose

- a) The Program Co-Ordinator for the BCRSGF is housed at the Provincial Office and at a home office.
- b) All minutes of BCRSGF meetings are kept in the Provincial Office.
- c) The financial records of the BCRSGF are located in the Provincial Office other than the current working files of the Treasurer and the Vice President, Finance.
- d) The trademark and designs of the BCRSGF are on file in the Provincial Office.
- e) All mail-outs to the membership are coordinated through the Provincial Office.
- f) Loaning out of videos, manuals and other such supplies to members and non-members is coordinated through the Provincial Office
- g) Files will be kept for three (3) years except for files concerning legal, technical or historical issues.

6.1.3 Borrowing of Videos/supplies from the Provincial Office

- a) Registered BCRSGF members and non-members are entitled to borrow videos, manuals and supplies from the Provincial Office for a determined fee.
- b) Videos, manuals and supplies are due back in the Provincial Office fourteen (14) after they were borrowed.
- c) The member wishing to borrow an item must sign a borrowing card and a damage deposit must be retained at a determined amount and will be returned in exchange for the undamaged item.
- d) The member and non-member borrowing an item are responsible for that item and any damages that might occur to the item.
- e) Borrowers will assume all shipping expenses.

6.1.4 BCRSGF Office Guidelines

- a) The Program Co-Ordinator of the BCRSGF is scheduled to work a specific number of hours per week on specific designated days of the week as determined annually. Eighty hours per month.

- b) The Program Coordinator will indicate hours of work via the telephone answering machine to assist members in accessing information from the office Program .

6.2 Membership

Refer to **Bylaw 3: Membership (Chapter 3 of Policies and Procedures)** for further information regarding membership

Membership in the BCRSGF is open to any individual within the province who supports the objectives of the Federation, who meets the criteria of a membership category and who pays the required fees as set at the Annual General Meeting. For individuals immigrating to Canada, the BCRSGF assumes that the individual has met all immigration requirements set by the Federal Government and the Program Co-Ordinator may request to see them in order to assure that they are in order for doing volunteer work for the Federation. All persons immigrating to Canada and wishing to be a registered Coach in British Columbia must become an officially certified coach (appropriate to the level of athletes being coached) under the National Certification Program before being afforded the rights, opportunities and privileges of a registered Coach in British Columbia.

6.2.1 Group Memberships:

- a) Club membership: A group of persons organized to promote and participate in the sport of rhythmic gymnastics in BC and who provide proof of certification through the Canadian National Certification Program appropriate to the level of athletes they are undertaking to coach.
- b) School membership: A group of persons associated with an official academic school within the province of British Columbia and organized to promote and participate in the sport at the recreational level of rhythmic gymnastics

6.2.2 Individual Memberships:

- a) Officials - a Judge who registers with the BCRSGF for the purpose of actively promoting and assisting in the sport. The BCRSGF pays the GCG fees for members of the Board of Directors.
 - Judges and coaches with prior experience in another country or province will present their resume and credentials upon registering to the Program Director. For judges and coaches with national or international level experience, the Program Director will forward her registration and credentials to the CRSGF Judges or Coaches Representative for determination of her level of certification. For judges or coaches with provincial level experience, the Program Director will forward her credentials to the BCRSGF Judging or Competitive Development Committee for determination of her level of certification.
 - Level of certification shall not determine membership. A person wishing to become registered as a judge may be registered while her level of certification is being determined.

- The Program Director will keep the coaching chairperson and the judges chairperson apprised of all activity relating to coaching and judging registrations.
- b) Volunteer Supporter - person other than those mentioned in the above categories who is interested in promoting and assisting in the sport.
- c) Board Member - individual who is elected at the zone level to fill a portfolio on the BCRSGF Board. BCRSGF fees are waived for Board members.
- d) Event volunteer--a special ad-hoc category for non-members who volunteer at events for insurance purposes.

6.2.3 Membership Year:

The membership year in the BCRSGF shall be from September 1st to August 31st of the same year.

6.2.4 Affiliation with Gymnastics Canada Gymnastique

All categories of membership are, upon registration with the BCRSGF also registered with the GCG.

The GCG fees for BCRSGF Board Members will be paid by the BCRSGF.

6.3 Organizational Chart

(to be added)

6.4 Executive Board of Directors

According to By-law 5, 6 and 7 of the by-laws of Operation of the BCRSGF, the business of the Federation shall be conducted by a Board of Directors; from amongst whom there will be elections to the following executive offices:

6.4.1 Composition

- President
- Vice President, Finance
- Vice President, Development
- Secretary
- Treasurer
- Chairperson of the Competitive Development Committee
- Chairperson of the Rhythmic Gymnastics Committee
- Chairperson of the Publicity/Fundraising Committee

6.4.2 Specific Responsibilities

See By-law 7 (Duties of Officers) of the by-laws of Operation and the appropriate heading under Section 5 (Positions and Duties of officers of the BCRSGF) of this Policy and Procedure Manual.

6.4.3 Meetings

Meetings are held in accordance with By-law 6 Proceedings of Directors. Visitors are allowed to attend and observe these meetings at the discretion of the Board of Directors. They are required to advise their Zone Representative one week in advance of the meeting who will forward their name to the President. Visitors will not interfere in the conduct of the meeting requested.

6.5 Rhythmic Gymnastics (RG) Committee

6.5.1 Composition

- A Rhythmic Gymnastics Committee shall be formed consisting of one RG person per registered RG Club/Group and with the RG Chair designated as the Chairperson.

6.5.2 General Responsibilities

The RG Committee is responsible for the development, implementation and evaluation of all programs and services of the Federation which relate to the recreational aspects of the sport.

6.5.3 Specific Responsibilities

- a) To initiate the coordination of Zone, Provincial and National Gymnastradas.
- b) To administer the Red Ribbon and AGG Programs.

- c) To provide for the improvement and advancement of coaches by coordinating clinics and workshops in RG.
- d) To recommend the yearly RG budget to the Vice President, Finance by the 1st of March.
- e) To resolve all appeals relating to RG matters. Where the resolution requires a change to existing Rules and Regulations this recommended action must be ratified by the Board.

6.5.4 Meetings

The RG Committee will meet a minimum of one time per year and will be chaired by the RG Chairperson.

Notification of committee meetings will be circulated 21 days in advance in writing. All agendas and applicable attachments will be received by all members 7 (seven) days before the meeting.

6.5.5 Voting

Motions are carried by a simple majority of the members present at the time of the meeting. The Chairperson shall cast a vote only in the case of a tie, such vote being decisive and final.

6.6 Competitive Development Committee (CDC)

6.6.1 Composition

- CDC Chairperson
- Vice President, Development
- Judging Chairperson
- Coaching Chairperson
- 1 Representative from each Zone
- Gymnasts Development Chairperson
- Program Co-Ordinator and President (ex officio)

6.6.2 General Responsibilities

The Competitive Development Committee is responsible for the development, implementation and evaluation of all technical programs and services of the Federation which relate to competitive aspects of the sport.

6.6.3 Specific Responsibilities

- a) To initiate the coordination of Zone and Provincial Championships.
- b) To select compulsory or required programs at the provincial level and to disseminate and interpret these for all interested clubs.
- c) To develop, implement and evaluate the technical rules and regulations.
- d) To develop programs for the certification, upgrading and evaluation of judges and coaches.
- e) To circulate articles and literature of an RSG technical nature.

- f) To recommend the yearly CDC budget to the Vice President, Finance by the 1st of March.
- g) To coordinate individual grant applications for the athletic awards
- h) To develop and coordinate the implementation of the provincial talent identification program.
- i) To be aware and consider sanctioning of Provincial athletes to out of province competitions.
- j) To resolve all appeals relating to CDC matters. Where the resolution requires a change to existing Rules or Regulations, this recommended action must be ratified by the Board

6.6.4 Meetings

The Competitive Development Committee will meet a minimum of two times per year and will be chaired by the CDC Chairperson.

Notification of committee meetings will be circulated 21 days in advance in writing and it is recommended that such meeting will be scheduled to co-inside with scheduled Board of Directors Meeting whenever convenient.. All agendas and applicable attachments will be received by all members 7 (seven) days before the meeting.

6.6.5 Voting

Motions are carried by a simple majority of the members present at the time of the meeting. The Chair shall cast a vote only in the \ case of a tie, such vote being decisive and final.

Email voting may be conducted by the Chairperson when time constraints or financial constraints prevent a full in person meeting however this will only be in the event that all members have email addresses. Motions will be carried by a simple majority unless decided otherwise and outcomes will be delivered to members via the CDC Chair and the Staff person.

6.7 Special Committees

6.7.1 Purpose

The President may from time to time appoint committees to carry out specific tasks on behalf of the BCRSGF.

6.7.2 Mandate

- a) The Committee shall exist only to conduct business within the area for which it was appointed and shall cease to exist upon completion of the assigned duties.
- b) The Committee Chairperson may either be appointed by the President or chosen from among the Committee members.
- c) The Committee Chairperson shall report to the President.
- d) The Committee shall keep appropriate records covering the administration of activities, including any pertinent financial statements, under its jurisdiction. These records must be in a form to be filed at the Provincial Office after presentation to the Board.

- e) Notification of committee meetings will be circulated 7 days in advance in writing. All agendas and applicable attachments will be received by all members 7 (seven) days before the meeting.

6.8 Publicity/Fundraising

6.8.1 Promotion

- a) Strategies shall be implemented to obtain as much media and related exposure for the BCRSGF, its athletes and its programs as is possible
- b) The BCRSGF shall maintain media contact lists.
- c) The BCRSGF shall attempt to circulate copies of press releases and clippings to the Board. BCRSGF members are requested to forward any such information to the Provincial Office.

6.8.2 Newsletters

- a) The BCRSGF shall publish a newsletter three times yearly, to be coordinated by the Publicity/Fundraising Chairperson.
- b) Distribution:
 - to all BCRSGF members.
 - to any persons who have requested such to encourage their future involvement in our sport.
 - to Provincial Rhythmic Gymnastics Presidents
 - to British Columbia "Sport BC" and British Columbia Recreation and Parks consultants
 - to CRSGF
- c) All member clubs will be solicited for articles for the newsletter.
- d) A notice will be sent to all clubs, coaches, judges and individual members to let them know that the newsletter has been posted to the website

6.8.3 Sponsorship

- a) The BCRSGF Board of Directors must approve general sponsorship, which is solicited on behalf of the BCRSGF or a British Columbia provincial team.
- b) Specific sponsorship in relationship to hosting a BCRSGF event can be arranged by the BCRSGF appointed Coordinator for that event as long as it is not in conflict with any previously committed sponsorship arrangements.

6.9 Finance

6.9.1 Financial Administration

- a) The BCRSGF shall strive to end each fiscal year in a non-deficit position. In the interest of good management, the BCRSGF shall strive to maintain a reserve level of accumulated surplus of at least 10% of its annual operating budget. Any excess above this level, which the BCRSGF may accumulate from time to time, shall be used to meet the objectives as stated in the By-laws.

- b) All matters pertaining to the finances of the BCRSGF shall come under the direct supervision of the President and the Vice President, Finance, who is responsible to report regularly to the Board of Directors and the President.
- c) The fiscal year of the BCRSGF shall be from April 1 to March 31.
- d) BCRSGF funds shall be kept in such registered financial institution(s) as the BCRSGF signing officers may determine.
- e) Deposits can be made by the Program Co-Ordinator but withdrawals of BCRSGF funds shall be made by the BCRSGF signing authorities. A minimum of two signing officers shall be required for all transactions. The signing authorities are the Treasurer, Vice President, Finance and the President.
- f) An audited financial statement shall be presented to the Board of Directors and Provincial Office no later than ninety (90) days after the end of the fiscal year.
- g) Provincial Government Grant submissions shall be submitted each year in accordance with the guidelines of the Sport Services Branch.
- h) The BCRSGF budget will be presented to the Board of Directors at the Annual General Meeting for approval.
- i) The allocation of funds to budget items may be altered during the course of the year or transferred between items providing it meets with the approval of the Board of Directors and the BCRSGF objectives, and providing that the overall planned budgetary expenditure is not exceeded.
- j) Authority to commit funds for expenditures not within the Final Budget rests with the Board of Directors.
- k) Day-to-day operation of the administration and financial recording will be the responsibility of the Staff Person under the supervision of the Finance Committee.

6.9.2 Fundraising

- a) The BCRSGF will incorporate methods of fund raising that prove to be successful in raising funds for the BCRSGF.
- b) In the event of a large fundraising undertaking, the Fundraising Chairperson will appoint a committee to coordinate the venture.
- c) Financial statements will be kept on all fund raising endeavors.
- d) The BCRSGF will consider sharing the profits from its fund raising with member clubs who actively participate in the endeavors.

6.9.3 Grants

- a) All requests for provincial government grants shall be made only through the BCRSGF.
- b) The BCRSGF will file on time all necessary documentation for the processing of the Annual Grants.
- c) The basis for the Grant submissions will be the specific strategies and evaluations presented by Board members in their respective areas.

6.9.4 Expenses

- a) All official Board of Director, CDC Committee, RG Committee meeting delegates are eligible to claim for expense reimbursement.
- b) Accommodation and Travel Policy: An allowance of \$0.30 per kilometer over 50 kilometres will be paid for the total mileage for automobile expenses. Every attempt should be made to share travel expenses with other participants. The Federation will reimburse only for costs actually incurred by the volunteer: If a spouse, relative, or friend travels or stays with a volunteer overnight in a hotel room, the Federation will pay only that portion of the bill that belongs to the volunteer. Ground or air transportation may be used however reimbursement will be limited to the lesser of the two.
- c) Meal expenses will be reimbursed with original receipts up to the total allowable amount of \$25 per day where meals are not provided or \$15 per day without receipts for three meals.
 - a full day's allowance is considered to be eligible when the event plus travel time has involved more than 12 hours.
- d) Copy Policy: Since the Federation has a copy machine in the office, the Federation will not reimburse for more than \$.03 per copy. We encourage all volunteers to have the copying done in the office under the supervision of the Program Coordinator
- e) Faxing Policy: The Federation will pay for long distance charges only, neither line charges nor fees collected by a private business for faxing. The program Co-Ordinator is available to do your faxing from the office upon request.
- f) Tender Policy: Whenever a volunteer or a committee buys anything over \$300, a tender will be required including three quotes from providers and the Program Co-Ordinator will be asked to review tender and authorize the expenditure to the lowest bidder. Also, note the conflict of interest policy Section 5.16 as it relates to purchases made from members or relations.
- g) All cheque requisition forms must be completed to include the GST paid in the space provided. This is to assist in recovering the BCRSGF annual GST refund.

6.9.5 Honoraria

In many instances, the BCRSGF is not in the financial position to pay Honoraria. Should the financial resources be available and a decision to pay honoraria arrived at, they will be paid BCRSGF sanctioned events according to the following schedule: should this be tied to level of certification? However, for Judges at Provincial Competitions, the Honarium Policy prevails.

<u>Number</u>	<u>Position</u>	<u>Rate</u>
1	Head coach	\$25/hr
1	Assistant coach	\$15/hr
1	Instructor	\$20/hr
1	Judge(for workshops)	\$20/hr

6.9.6 Event Financing

- a) Events and clinics are financed according to the proposed and approved budgets. Any deviations from the total amounts must receive prior approval of the BCRSGF Board of Directors.
- b) Zone Competitions are funded by the Zone. There will be no advance to the Zone and no financial statement is required.
- c) Provincial Championships are planned to be self-sustaining. Host clubs should submit a budget for approval when applying to host a competition and the budget will be approved by the Competitive Development Committee and ratified by the Board of Directors. The Provincial Gymnastrada are planned to be self-sustaining.

6.9.7 Insurance

- a) The BCRSGF holds an insurance policy with All Sport. Registered clubs will receive a proof of Insurance coverage annually. The BCRSGF holds an insurance policy for Liability Insurance, which covers Commercial General Liability, Tenants Legal Liability, Directors and Officers (Wrongful Act) Errors and Omissions Liability, Medical Expense and Bodily injury/Property damage coverage.
- b) The Liability Insurance covers all currently registered members of the BCRSGF at any Federation event, including all workshops, and competitions sanctioned by the BCRSGF. The policy includes a Negligence contract - monetary policy - which covers the costs of a legal suit for money. As well, the Errors and Omissions coverage for the Board of Directors covers any Board member if sued for a monetary amount.
- c) The BCRSGF holds an Insurance Policy which covers all Amateur Members of the BCRSGF participating as athletes, managers, coaches, trainers, executives, general members and officials. The policy includes coverage for practices and competitions, transportation to and from practices or competitions, including airline travel. The policy also includes out of province medical.
- d) Members of the BCRSGF who are also members of the GCG are also covered by the insurance policies held by the GCG.

6.9.8 Annual Budget Development Process

- a) Annual goals are determined through r planning meetings held throughout the year.
- b) Budget development supervision is the responsibility of the VP Development, VP Finance, Program Co-Ordinator, and the President. The VP Finance and the Staff are also responsible for insuring that deadlines are met.
- c) Chairpersons, their committees and individual officers are instructed to prepare their individual budgets by January 31. The VP Finance is responsible for assuring that these are completed punctually.
 - Judging budget receives input from the Judging Committee, the judges' chairperson, the VP Development, the CDC Chairperson, the Executive Director and the executive of the CRSGF. The Judging Budget is forwarded to the CDC Chairperson by January 31 and forwarded to the VP Finance by March 1.

- Coaching and athletes development budget receives input from the CDC, the VP Development, the Executive Director, and the Gymnast Development Chairperson.
 - Administration budget is prepared by the Treasurer in conjunction with the President and the Program Co-Ordinator..
 - Rhythmic Gymnastics (recreational) budget is prepared the RG Chairperson in consultation with the committee and is presented to the CDC Committee..
 - Fundraising budget is prepared by the Fundraising Chairperson.
- d) Individual budgets are forwarded to the office for entry into the budget program on our computer with the assistance of the President or VP Finance who are overseeing the automating of our data. The VP Finance, VP Development, the Program Co-Ordinator, and the President carry out oversight of the entire budget at this time. Other officers are not at this time involved in the overall supervision of the budget.
- e) The amalgamated budget is forwarded in February to the Finance Committee, which includes the Treasurer, the VP Finance, and the President. The Finance Committee meets and analyses the budget for financial soundness and prepares a final draft budget for submission to the Board of Directors.
- f) The Board of Directors in March reviews the draft budget, offers modifications and votes to approve or disapprove the final document. This must be done prior to the end of our fiscal year, 31 March.
- g) The Budget is presented at our Annual General Meeting in June and is voted on by our membership.
- h) The officers and members of the Board of Directors continue throughout the fiscal year to monitor our financial situation and make changes accordingly to our Budget following the guidelines in Section 6.10 of this Policy and Procedure Manual.

6.9.9 National Sport Trust Fund

Definition and value for participating clubs-need statement here.

- 6.9.9.1** The BCRSGF will forward donations on behalf of our member clubs, sponsors and donators to the National Sport Trust Fund.
- a) Donations must be a minimum of \$100.00.
 - b) A signed donor letter specifically stating the unconditional intent of the donation must accompany donations. A clear knowledge of the intent of the donation rests with the donor.
 - c) Donations received from a club must come under one cover letter, and be signed by the Club's NSTF administrator. Club donations sent directly to the BCRSGF without a Club cover letter shall be treated as non-club specific and will not be processed..
- 6.9.9.2** The BCRSGF has no guarantee that we will receive donations back from the NSTF.
- 6.9.9.3** Should the BCRSGF receive a donation back from the NSTF, the BCRSGF will donate an equal amount of money back to the

donating club for club development less any NSTF service charges and a BCRSFS service charge of 5%.

6.9.9.4. Donations can-not be made with any predetermined benefit to the donator. Donations must be made unconditionally. This ultimately benefits a club in its overall purpose to promote amateur athletics. .

6.9.9.5 The BCRSGF aims to distribute donated funds in a timely fashion and upon receipt from the NSTF

6.10 Communication

6.10.1 Internal Communication

The majority of the internal communication is now handled through the Provincial Office; however, the responsibility for ensuring that such communication occurs is as outlined below:

- a) BCRSGF President:
 - shall ensure that the Board of Directors receive all pertinent information and documentation from the BCRSGF and GCG
 - shall set and circulate all agendas for Board Meetings
 - shall ensure that the Provincial Office is in possession of copies of all pertinent correspondence/documentation
- b) BCRSGF Secretary or Staff Person:
 - shall ensure that each member of the Board receives all minutes from the Board meetings within thirty (30) days of the meeting
 - shall ensure that all minutes of the AGM are given to all Board members no later than the next Board following the AGM for distribution to the Zones via the Zone Representative.
 - shall ensure that the Provincial Office is in possession of copies of Board of Directors and AGM minutes.
 - shall ensure that the BCRSGF Calendar of Events is current.
- c) Chairpersons:
 - shall ensure that the President and the Provincial Office are in possession of copies of all minutes and pertinent correspondence/documentation for programs and responsibilities within their program area
 - shall ensure that all appropriate members are informed of programs/events which relate to them
- d) Program Co-Ordinator
 - shall ensure that all the necessary information and documentation from the BCRSGF and GCG is circulated to the appropriate individuals and/or clubs as it is received in the office or upon request of a member of the Board of Directors
 - shall ensure that all copies of pertinent information and documentation received in the Provincial Office are filed for future reference
- e) Club President

- shall ensure the appointment of an individual within the club to serve as club contact to which all the information from the BCRSGF will be sent.
 - Club Contact: shall ensure that appropriate club personnel receive all the necessary information and documentation from their BCRSGF Zone Representative.
- f) Zone Representatives:
- shall receive any pertinent information from clubs in their respective zones relating to the requirements of those clubs.
 - shall communicate any special needs for their zones at the Board of Directors meetings.
 - shall report back to their respective zones any pertinent information from Board meetings.
- g) Event Coordinators:
- shall ensure that all necessary documents (registration lists, post program summary, financial report, cheque requisitions) are sent to the Provincial Office within thirty (30) days of the completion of the event if the event has received BCRSGF funding.
- h) Requests for Provincial Government Grants:
- shall be made only through the BCRSGF
 - all requests for local or city grants shall be made only through the clubs.
- i) Reports
- Block Grant proposal to Sport BC is made in accordance with Sport BC requirements.
 - Annual Report materials (Status Report, Performance Measures Report, year-end financial report [unaudited]) submitted in accordance with Sport BC requirements
 - Annual reports, audited financial statement, list of Board members, minutes of the AGM to be filed within thirty (30) days of the AGM to Registrar of Companies.
 - Audited financial statement to Sport BC in accordance with their requirements.
 - Minutes of AGM and reports of officers annually
 - Minutes of Board of Directors meetings.
 - Newsletter to be circulated three times yearly to membership
 - Minutes of meetings to be circulated to appropriate individuals within thirty (30) days of the meeting
- j) Other
- Calendar of events to be prepared in September and to be circulated to Board Members, Zone Representative, and club contacts.
 - Updates to Calendar of Events to be maintained monthly by Program Co-Ordinator
- k) Methods of Communication:
- Conference calls: to be used as an emergency tool and the President should be involved in such calls

- Long distance telephone calls must be properly logged if made at the Provincial Office or must be recorded properly by the Board member if made from home.
- BCRSGF Forms: all existing BCRSGF forms must be used when applicable (cheque requisitions, post program evaluations, etc.).

6.10.2 External Communication

It is important that in its relationship with external organizations, the BCRSGF speak as a unified body with one voice.

- a) GCG: Each respective member of a body of the National Federation (RG Program Assembly or Judges Committee) shall ensure that they are on the GCG mailing list for information concerning their portfolio and that such information is also sent to the Provincial Office. The Provincial Office and the President will be the primary contacts with the GCG.
- b) Sport BC, The President and Program Co-Ordinator will be the principle liaisons between the BCRSGF and this branch.

6.11 Judging Committee

6.11.1 Composition

- Judges Chairperson, Brevet Level elected annually
- One currently certified and active Brevet Judge (or highest level available) from each active Zone with registered regional or national level competitive athletes
- One currently certified Judge at large with Provincial or National certification level.

6.11.2 General Responsibilities

To provide direction and assistance for the preparation, implementation, monitoring and evaluation and to provide education and leadership for BCRSG Judges.

6.11.3 Specific Responsibilities

- a) Provides leadership and direction in technical development of RSG i.e. Code of Points interpretation and implementation
- b) Develops, revises and implements judging certification standards up to the highest Provincial Level of Judging.
- c) Develops and revises judging rules and regulations up to the provincial level.
- d) Develops, revises and implements judges' evaluation procedures up to the provincial level and provides feedback and recommendations to National Judging Committee.
- e) Co-ordinates judging aspects of zone and provincial level competitions.
- f) Develops and publishes fair and objective selection criteria for assigning judges to zone, provincial, and national competitions prior to the start of each competitive season.

- g)** Assigns judges to zone and provincial competitions and forwards recommended assignments for provincial, national and international competitions as well as courses and workshops to the Board of Directors for approval.
- h)** Develops and publishes fair and objective selection criteria for assigning judges to attend national and international courses.
- i)** Researches and circulates literature and information of a RSG judging nature.
- j)** To recommend the yearly Judging Budget to the CDC Chairperson by the January 31st.
- k)** All Zones will receive communication from the Judging Committee Chairperson with respect to events, rules, assignments annually.

6.11.4 Meetings

- a)** The Judging Committee will meet a minimum of two times per year and will be chaired by the Judging Chairperson. Minutes of the meetings will be recorded and circulated to all BCRSGF judges, CDC members, and members of the Board of Directors. The original minutes of each meeting will be filed promptly at the BCRSGF office with applicable attachments.
- b)** Notification of committee meetings will be circulated 21 days in advance in writing. All agendas and applicable attachments will be received by all members 7 (seven) days before the meeting.

6.11.5 Voting

Motions are carried by a simple majority of the members present. The Chairperson will cast a vote only in the case of a tie, such vote being decisive and final.

SECTION 7: LEADERSHIP

7.1 **Code of Ethics** (separately passed by the Board of Directors as follows in headings)

7.1.1 **Introduction**

Ethics is defined as "the discipline dealing with what is good and bad and with moral duty and obligation, and the principles of conduct governing an individual or a group."

The goals and objectives of the BCRSGF are to promote the positive development of Rhythmic Gymnastics in British Columbia for all wishing to participate. Whether it is at training or at competition, it is the hope of the BCRSGF that all participants will act responsibly and make mature decisions based on reason and compassion.

Rhythmic Gymnastics is a very demanding sport, both physically and mentally, and it is for this reason that attention is placed on the need for all to learn to cope with stressful and uncomfortable situations.

Coaches, gymnasts, judges, volunteers and parents therefore will only be ready to participate in Rhythmic Gymnastics when they are aware of their need to:

1. Handle frustration and anxiety maturely and logically
2. Respect others' opinions, judgments and thinking without undue criticism
3. Recognize the subjectivity of the sport of Rhythmic Gymnastics
4. Accept and react to success and failure intelligently
5. Be able to disagree with one another without becoming disagreeable

7.1.2 **Coaches**

7.1.2.1 **Coaches Code of Ethics involves being:**

Responsible for the education, care and well being of our athletes.

Responsible role models for athletes and other coaches.

A team working together to enhance the development of our sport in British Columbia and Canada.

Respectful of each other and the individual differences we bring to the sport.

Communicative in an open, honest manner that includes active listening, positive reception of feedback, sharing of information and confidentiality.

Aware of situations and conflicts and approach them with a problem solving focus that works towards resolution in a positive, constructive manner.

Ambassadors of British Columbia, Canada, BCRSGF and the sport of Rhythmic Gymnastics.

Committed to fulfilling our duties and obligations for the betterment of the sport.

7.1.2.2 Coaches Ethical Behaviour

Whereas the BCRSGF was established for the purpose of positive development of gymnastics, and realizing to that end, it is necessary for all members of the BCRSGF to abide by certain rules of ethical behaviour and personal presentation, the following guidelines are suggested:

Rules:

Coaches are expected to treat gymnasts, judges, meet officials, and each other with courtesy and respect at all times.

Coaches are to refrain from malicious gossip and demeaning remarks with intent to bias opinions concerning gymnasts, other coaches or judges, and consider alternate possibilities such as understanding, acceptance, or silence.

It is unethical for a coach to attempt to correct or give coaching aid to a gymnast without first getting the approval of the gymnast's coach.

During a competition, coaches should consider it unethical for a coach to express his or her displeasure of a judge's work, to that judge, by any means other than the accepted and standard protest procedures.

It is unethical for coaches to recruit gymnasts for their club while the gymnast is a member of another club.

It is not only unethical, but also totally unaccepted by the BCRSGF, for a coach to threaten or physically strike any gymnast, coach or judge, regardless of the situation or location.

It is unethical for a coach to use abusive language at any competition, training session, or BCRSGF meeting.

BCRSGF Coaches should make every attempt to attend coaches' meeting, clinics or symposiums, realizing that BCRSGF's purposes can best be fulfilled by the punctual attendance and constructive input of all coaches involved.

Any Coaches violating any of the above Rules of Conduct and Ethical behavior may be subject to possible sanction by members

of the CDC and/or Board of Directors and may receive a letter of warning to correct the offending behavior. Coaches who continue with their violation of the Rules may be subject to possible suspension of membership or restriction from participation at BC sanctioned events.

7.1.2.3 Repercussions Resulting from Unethical and Unacceptable behaviour by BCRSGF Coaches

Any BCRSGF coach who cannot abide by the standards stated above will be asked in writing by the BCRSGF Competitive Development Committee to constructively change their behaviour.

Any continuance of unethical behaviour will result in a report to the BCRSGF Board of Directors and sanctions, as recommended by the BCFSGF Competitive Development Committee, will be imposed.

7.1.2.4 The BCRSGF Coaches upon registration are required to act in accordance with the Coaches Code of Conduct as Adopted by the Coaches Association of B.C., June 23, 1993

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour, which will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

COACHES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and of coaching.
 - a. Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
 - b. Abstain from the use of tobacco products while in the presence of the/his athletes and discourage their use by athletes.
 - c. Abstain from drinking alcoholic beverages when working with athletes.
 - d. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.

- e. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and awareness.
8. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
9. In the case of minors, communicate and co-operate with the athlete's parents or legal guardians involving them in management decisions pertaining to their child's development.
10. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

COACHES MUST:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment as stated below).
4. Never advocate or condone the use of drugs or banned performance enhancing substances.
5. Never provide under age athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Name:

Signature:

Date:

Witness: _____

7.1.2.5 Definition of Harassment:

Harassment takes many forms but can generally be defined as behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault.

7.1.3 Judges Code of Ethics

7.1.3.1 Judges Oath

"In the name of all judges and officials, I promise that we will officiate in this Provincial (National/Zone/Club, etc.) competition with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

7.1.3.2 Judges Ethical Behaviour

Judges are expected to treat gymnasts, coaches, meet officials, and each other with courtesy and respect at all times.

Judges are to refrain from malicious gossip and demeaning remarks with intent to bias opinions concerning gymnasts, other judges, and coaches, and consider alternate possibilities, such as understanding, acceptance, or silence.

It is unethical for a judge to attempt to correct or to give coaching aid to a gymnast without first getting approval of the gymnast's coach.

It is unethical for a judge to threaten or strike any gymnast, judge, coach, or meet official at a competition regardless of the situation.

It is unethical for a judge to use abusive language at any competition, training session, or BCRSGF meeting.

BCRSGF judges should make every attempt to attend judges meeting, clinics and symposiums hosted by the BCRSGF and others.

7.1.3.3 Judges' Conduct at BCRSGF and GCG Competitions

Attempt to observe the competition with objectivity and impartiality. It is preferable that parents and/or relatives of athletes and coaches of athletes competing should not be allowed to judge that particular competition.

It is unethical for a judge to speak with a coach or athlete during a competition.

It is unethical for a judge to attempt to have scorers change marks after a competition.

It is unethical for a judge to fail to attend a competition she is scheduled to attend, without communicating with the organizing committee ahead of time.

It is unethical for a judge to be late for a competition.

It is unethical for a judge to leave during a competition (with the exception of certain extenuating circumstances).

It is unethical for a judge to applaud after an athlete's performance or to physically demonstrate other forms of partiality.

Judges must be present one hour before the start of competition.

Judges must attempt to give marks independently of one another.

7.1.3.4 Judges' Attire and Appearance

Judges should be dressed in the appropriate uniform, which consists of a navy blue or black jacket and navy blue or black pants or skirt. Judges must present themselves in an appropriate and acceptable manner as ambassadors of the BCRSGF, the province of B.C. and the sport of Rhythmic Gymnastics.

7.1.3.5 Repercussions Resulting from the Unethical and Unacceptable Behaviour of BCRSGF Judges

Any BCRSGF judge who cannot abide by the standards stated above will be asked in writing by the BCRSGF Competitive Development Committee to constructively change their behaviour.

Any continuance of unethical behaviour will result in the BCRSGF Board of Directors imposing sanctions, as recommended by the BCRSGF Competitive Development Committee.

7.1.4 Athletes

7.1.4.1 Gymnasts' Ethical Behaviour

A gymnast should compete with truthfulness, courage, spartan endurance, self-control and self-respect.

A gymnast should consider that nothing be done before, during, or after the competition to cheapen or otherwise detract from a victory.

A gymnast's modesty in victory and a quiet composure in defeat testifies to an admirable and extraordinary self-control, and in general dignifies and enhances the goal of the athlete.

7.1.4.2 Gymnast – Gymnast Relationships

Show respect, generosity, and courtesy towards other gymnasts.

Do not degrade or negatively speak of their athletes to the media, coaches, judges, and fellow athletes.

Consider other gymnasts' opinions and rights.

7.1.4.3 Gymnast – Coach Relationships

Be respectful of your coach's decisions.

Do not degrade or negatively speak about your coach to anyone involved in the competition.

Adhere to your coach's rules and regulations.

7.1.4.4 Gymnast – Judge Relationship

It is against the rules for a gymnast to speak to a judge during a competition.

A gymnast must be respectful of all competition officials and rules.

7.1.4.5 Dress and Appearance of the Gymnast in Competition

As per the F.I.G. Code of Points:

7.1.4.6 Gymnast's Unacceptable and Unethical Behaviour

It is unethical and unacceptable for a gymnast to act as a poor role model for other athletes by:

1. Not observing and respecting coaches/technical committee's rules for competition.
2. Openly questioning judges' scores/subjectivity.
3. Using improper language, drugs/alcohol, or tobacco during a competition.
4. Displaying anger/disagreement within earshot of judges, gymnasts, officials, coaches, and spectators.

7.1.4.7 Repercussions for Gymnasts' Unacceptable and Unethical Behaviour.

Sanctions may be imposed on the athlete who is unable to abide by the standards of conduct as stated above. These sanctions may include restriction from further competitions as recommended by the BCRSGF Competitive Development Committee in a letter of reprimand from the BCRSGF Board of Directors.

7.1.5 Volunteers

7.1.5.1 Ethical Behaviour

All volunteers, judges, BCRSGF members, Competition Committees, Officials, etc. should make every attempt and commitment to fulfill their duties and obligations for the betterment of the sport, in a responsible, honest, respectable manner.

7.1.6 Parents

7.1.6.1 Ethical Behaviour

Parents must not interfere with the competition in an unconstructive manner.

Parents must not threaten or intimidate coaches, judges, officials or athletes.

Parents must refrain from negative remarks or outward displays of anger towards judges, gymnasts, officials, coaches, etc.

Parents must be supportive of athletes, coaches, and officials.

7.1.7 Spectators

7.1.7.1 Ethical Behaviour

Spectators must not interfere with the competition in any manner.

Spectators must not threaten or coerce coaches, judges, officials, or athletes.

Spectators must refrain from negative remarks or outward displays of anger.

7.1.8 Procedure for dealing with Allegations of Violations of the Code of Ethics:

Any allegations of violations of the Code of Ethics charged against a BCRSGF member must be supported with sufficient documentation before bringing the matter to the attention of the Board of Directors.

If found in violation of the Code:

- first offense: written warning sent to the violator and club
- second offense: the member will be considered for suspension or expulsion from the BCRSGF according to the Bylaws.

7.2 Coaching

In order to advance the sport of rhythmic gymnastics within the Province of British Columbia, the BCRSGF makes available to persons in the province, both members and non-members, various opportunities to develop or advance as coaches within our sport.

It is mandatory that all BCRSGF members who are coaching Rhythmic Gymnastics at a Recreational Level be registered as coaches and be certified at NCCP Level 1, effective December 31, 1998. It is mandatory that all BCRSGF members who are coaching competitive rhythmic gymnasts at the Provincial Level be certified at the NCCP Level 2 effective 2009. It is mandatory that all BCRSGF members who are coaching competitive rhythmic gymnasts at the National Level be certified at the NCCP Level 3 effective 2009.

No BCRSGF gymnast can take part in any BCRSGF sanctioned event without being coached and supervised in the club and at the event by a properly certified and NCCP recognized coaching accreditation according to the above criteria.

7.2.1 National Coaching Certification Program (NCCP)

The BCRSGF is committed to the development and implementation of the NCCP.

The NCCP is a five-level educational program for coaches at all levels in the sport of rhythmic gymnastics. Level 1-3 of the NCCP covers three components of coaching: theory, technical, and practical. After completing all three components of a level, coaches receive written official certification recognizing their accomplishments as a certified coach at that level.

The GCG requires that all coaches who participate in national competitions be certified at Level 3. The Canada Winter Games Committee requires that all coaches that participate in the Games be certified at Level 3. The BC Games Committee requires that all coaches who participate in the Games be certified at an NCCP Level 2.

- a) **Theory:** teaches important principles of coaching such as planning, sport safety, skill analysis and growth and development. Theory courses are hosted throughout the year by different institutions. The BCRSGF will inform all registered coaches of any upcoming Theory Courses.
- b) **Technical:** presents the skills and technique of rhythmic gymnastics as well as information on rules, apparatus and skill development.
- c) **Practical:** provides coaches with feedback on their ability to apply coaching knowledge through direct involvement in coaching.
 - Level 1: 30 hours of coaching within a 24-month period following completion of Level 1 Technical under a mentor coach.
 - Level 2: 180 hours of coaching with a minimum of 6 hours per week for 30 weeks during a 24-month period, following completion of Level 2 Technical under a mentor coach.
 - Level 3: 400 hours under a mentor coach.

Copies of forms to register Practical hours are available in the NCCP Level 1 and Level 2 manuals.

7.2.2 Provincial Coaches Seminar

Recognizing that the success of rhythmic gymnastics depends a great deal on the quality of the coaching staff, the BCRSGF schedules coaching seminars each year to concentrate on the development of specifics within our sport.

7.2.3 Coaching: Training and Competition Safety Standards

a) Physical Safety Standards

Refer to Section 7.1.2 on coaches' code of conduct and ethical behaviour for responsibility in maintaining safety standards in training. Refer to Section 7.6.10.4.28 of the Competition Coordinating Policy for medical standards at a competition. Although, rhythmic gymnastics has fortunately an historically low accident rate, attention must be paid to muscular strains and lower back pain that do occur during training. All coaches are schooled in proper warm-up and training procedures and are obligated to work with other health care professional in alleviating such problems.

b) Mental Health Safety Standards

Refer to Section 7.1.2 on coaches' code of conduct and ethical behaviour and the Coaches Association of BC's Coaching Code of Conduct in the same section for what to avoid in area of mental health.

7.3 Judging

7.3.1 Code of Points

BC Provincial judges will judge according to the current FIG (Federation of International Gymnastics) Code of Points for rhythmic gymnastics and adhere to the judges oath and the BC Code of Ethics.

- a) Judges Oath, see Section 6.1.3.
- b) Judges Code of Ethics, see Section 6.1.3.

7.3.2 Judging in B.C.

Judges are scheduled and funded to judge competitions depending on their qualifications.

7.3.2.1 Provincial Level Judges

The RSG Judges Training Program provides for a program of progressive levels of development and training in both the areas of

theory and practice. Further information can be obtained from the Judges Chairperson.

- Objective: Trained Rhythmic Sportive Gymnastics judges for all levels of Rhythmic Sportive Gymnastics competitions held in BC.
- Aim: To train judges according to the F.I.G. Code of Points at an easy-moderate pace to encourage more applicants to commence training as a Rhythmic Sportive Gymnastic Official.
- Goals:
 - 1) To satisfy rhythmic sportive gymnastic technical requirements for officials for BCRSGF and Special Olympics.
 - 2) To recruit retired National Jr/Sr Team or National Stream (min 3 years at Senior National Level) to the Judging Pool.
 - 2) To create an environment of encouragement and progression.
 - 3) To further friendly and professional interrelationships between trainee officials and established RSG clubs and personnel.
 - 4) To enlarge training resources for RSG.

a) Trainee Judges:

Judges who take and pass the **Introductory Basic Exam** with a minimum qualifying score of **75%** are eligible to become Judge **trainees** at all competitions in BC in the following capacities: Line Judge, Timer, Assistant to the Judge Coordinator, Equipment Measurer.

1. First year: Trainee Judge at a minimum of 4 competitions and pass a Club Level exam at 80% minimum on both written and practical exam in order to progress to Club 11 judge
2. Second year if advancement conditions the trainee judge will be recommended by the Judging Committee to advance to Club 1 – must judge at a minimum of three Zone competition per year over two years (without major faults) before being recommended to advance to Club 1 in their fourth consecutive year of judging.
3. Fourth year: May be upgraded to Club 1 after a pass of the Full Code Exam (80% on Technical and Practical Exams)
4. Throughout this Judging Certification Process, an individual must follow all the general criteria guidelines as they pertain.

c) General Criteria: for Advancement of BC Judges-

All new judges from within BC or those taking up permanent residence in BC will enter the BC Judging system at the Trainee Level except for the exceptions and or clarifications listed in the next section (section C). Such judges entering at the Trainee Judge level of Judging Certification will follow the BC Advancement Rules as developed and published by the BC Judges Committee for the 2013-16 Cycle:

- d) Special Cases or Specific Clarification for New Judges to the Province or for Individuals Meeting the Rules for Accelerated Advancement:**
- 1.** Visiting and currently certified Judges (from other Provinces or Countries) will be allowed to Judge in BC at their currently certified level as needed.
 - 2.** Currently uncertified visiting judges will not be allowed to judge in BC.
 - 3.** Currently uncertified Landed Immigrant or new Canadian Citizen judges who carry a previously certified Brevet card will be allowed, with the recommendation of the BC Judges Chair and with the permission of the Canadian National Judges Chair to apply to transfer Brevet status to Canada and to seek certification as a Canadian Brevet.
 - 4.** Currently uncertified Landed immigrant or new Canadian Citizen judges who have not obtained the International Brevet accreditation in the previous cycle (regardless of their certification within their previous country) will be asked to enter the BC Provincial Judging Program by obtaining a Trainee, Club and Provincial Certification in order to become well versed and educated in all BC and Canadian judging systems, Rules and Regulation, Codes of Points and Canadian Judging protocol prior to applying for more advanced credentials within Canada. The advancement of such judges will follow the published BC Rules of Advancement.
 - 5.** Former Canadian National Team Coaches may apply to BCRSGF to take the Provincial 111 Exam or to GCG to take the National Judging Course with the recommendation of both the BC Provincial and National Judging Chair.
 - 6.** Former Canadian National Junior and Senior National Team athletes or Canadian National Senior Level athletes (18+ years of age who have competed a minimum of 3 years at the Senior National Level may apply to the Provincial Judging Chair to seek recommendation to write the Provincial Judging Exam and enter judging at the Provincial 111 Level
 - 7.** Current Head Coaches of National Stream athletes who have been certified at NCCP Level 3 and who have coached at the Canadian National Individual Championships for a minimum of 4 years are eligible to enter Judging at the Club 11 Level upon successfully passing the club level or higher course and practical exam.
 - 8.** Retired National Stream Athletes who have competed at the Canadian National Level for a minimum of four years at any level, who are 18+ years of age are eligible to enter Judging at the Club 11 Level upon successfully passing the club level exam and practical exam.

Judging Opportunities in BC

- a)** All judging at Regional or National Competitions is under the Rules and with the Sanction of Gymnastics Canada and will

- follow Judging Rotational System as set out in BC (except for GCG exceptions or invitations).
- b) All Provincial Judging is governed and approved by the BC Judges Chair and Committee in accordance with BC's Rules.
 - c) All Zone judging assignments must be approved by the host club and the Provincial Judging Chair.
 - d) All BC Invitational Judging assignments are under the jurisdiction of the host club however only currently certified judges may be utilized in such competitions.
 - e) To judge **Provincial Championships a Judge must be fully certified Provincial Level 1 . To judge the National Stream Provincial Championships a BC Judge must be fully certified for the current cycle at the minimum Provincial 1level.**

7.3.3 Judging at BCRSGF Sanctioned Competitions

Judging at BCRSGF sanctioned competitions is governed by the FIG Code of Points for National Level Competitors, by the Canadian Levelized Program for Provincial Stream Regional Competitors and by the BC Code of Points for all other Provincial Stream athletes competing in BC.

7.3.4 Remuneration

Judges are funded by the host committee for all Honorariums. BCRSGF may from time to time, budget permitting fund the travel expenses of out of town judges when needed for Provincial Competitions. This excludes Zone, club and invitational competitions where it is the responsibility of the hosting club or the Competition Organizing Committee to provide honoraria plus any travel expenses for the invited and assigned judges. . The amount of the honoraria that the Host Club provides for Zones and Provincials is based on the published rate recommended from the Judges Committee and approved by the Board of Directors

7.3.5 Judges' Responsibilities

- a) To have full knowledge of the Code of Points and the Technical Rules and Regulations
- b) To participate in regular refresher seminars, clinics and judging courses.
- c) To attend judges meetings before and after competitions.
- d) To actively participate in her requirements for maintenance on the judges list.
- e) To be punctual for competitions.
- f) To inform immediately the Judges Chairperson if for any reason she is unable to fulfill her judging responsibilities and assignments at a competition.
- g) To inform the Judges Chairperson, in writing, giving reasons if a judge is not active in judging for a period of one (1) year. This pertains to BC Provincial Level Judges and below only. The Judge will be automatically suspended from the official Judging List after one (1) year. .

- h) To wear the proper uniform for competitions.
- i) To be a registered member of the BCRSGF and a currently certified and active Judge.
- j) To fulfill any extra duties assigned to her by the Judges Chairperson.
- k) To, above all, show behavior fitting a judge of Rhythmic Gymnastics: competency, objectivity, fairness, co-operation.
- l) To act as a goodwill ambassador for the furtherance of judging and the sport of Rhythmic Gymnastics.
- m) Regarding International Competitions, judge to submit, in writing, a report to the Judges Chairperson (Provincial and National) within 21 days.
- n) **If a Judge agrees to act as an Official at Zones, Provincials, Westerns or any National competitions, she will NOT be permitted to act as a Coach at the same event. To do so will result in immediate suspension with red card from the panel and a possible prohibition for officiating at future competitions in BC or representing BC.**

7.3.6 BC Judges' Rights

- a) To receive provincial certification after successfully completing a judges course (written and practical) and after completion of required competitions and with the recommendation of the Judges Committee.
- b) To receive pre-determined reimbursement for expenses at competitions but only as set out in the Rules.
- c) To judge at competitions of her qualifications within the Province. **d)** Any judge not given opportunity for advancement in accordance with the Rules set forth, has the right of appeal to the Judging Committee and/or the Board of Directors.

7.3.7 Selection Criteria for the Assignment of BCRSGF Officials (Judges) to Designated Competitions.

7.3.7.1 Eligibility

- a) The British Columbia Sportive Gymnastic Federation (BCRSGF) judges certification period follows the four-year FIG cycle.
- b) A certification rating obtained during the current cycle will be valid throughout the current cycle provided the judge meets all certification maintenance requirements.
- c) A judge may advance in the rating structure during a cycle provided all rating requirements are met.

7.3.7.2 Registration and Certification Policies:

- a) All judges are required to register with the BCRSGF and the GCG as needed and abide by all rules governing members.
- b) All judges must be certified by completing current FIG, GCG or BCRSGF cycle requirements.

7.3.7.3 Rating Policy

Rating means certification level.

- a) A judge's rating is determined by fair, objective and published criteria and will be evaluated and applied in a fair and objective manner.
- b) A judge's certification will be determined by the BCRSGF Certification Program.

7.3.7.4 Rating List

- a) A judges' rating list will be published annually by November 30 and based upon the results of the previous year for competition assignments.
- b) Upgrades will be published as necessary but will not alter the competition assignment rotation.

7.3.7.5 Judges' Education

- a) Prior to taking a written examination a judge must take an official course at the level to which they are seeking certification.
- b) Refer to BCRSGF Certification Program (Section 11) for course offerings and examinations.
- c) It is the responsibility of the judging chairperson to notify candidates of their results in timely manner and to file results with the BCRSGF office.
- d) Official judges' courses and test administration will be offered by the BCRSGF Judges Chair and/or Judging Committee-designated clinicians during designated periods as needed or required..

7.3.7.6 Selection Requirements

- a) Judging assignment selection will be based on an ongoing annual rotation established by November 30 according to the rating list published at the same time.
- c) A judge's rating and active years of judging is the data used to determine the judges rating list.
- d) The Judges Rotational list for National Judging Assignments was developed and is based upon equal representation per active and participating competitive Zone participating in the competition. However registered and currently certified FIG and GCG Brevet ranked judges in each Zone have are given priority selection for National assignments over National or Provincial Level Judges.
- e) Brevet Judges from Zones that have athletes participating in the event are given priority assignment over Brevets from Zones with no athlete participation in the event. A Brevet Judge may choose to decline a

National assignment in order to allow an eligible Brevet, National or Provincial Judge from their own Zone to gain experience.

7.3.7.7 Competition Dates

- a) A list of all competition dates, venues, and names of meet directors must be submitted to the BC Judging Committee prior to December 1st of each year.
- b) This competition list will be sent to all eligible judges by December 15.
- c) Each judge will be asked to return their availability form to the Judges Chairperson prior to the January 10 deadline of each year.
- d) Competition judging assignments will be made by the Judging Committee according to the annual rotation list.
- e) The rotation will continue where it left off for the following year until it is exhausted, and then the new year's rotation will begin.
- f) Each currently certified BC Brevet Judge will be funded from the BC Judging budget (funds permitting) to officiate or attend educational seminars in order to maintain or upgrade their international judging status..
- g) A list of judges and alternates will be published for each BC meet by the host committee with the approval of the BC Judging Committee..
- h) If no additional funding is available, and BC is requested to send more judges, to national or international events, then a judge may self-fund. This will count as an assignment and must not replace a BCRSGF funded judge on any panel.
- i) If a funded BC judge attends an assigned competition and does not judge all days of the competition by their own choice (either sick or scheduling problems), that counts as an assignment
- j) **All judging assignments must be sanctioned by the BCRSGF for all competitions (FIG, GCG, BCRSGF) and signed by the judges' chairperson.**

7.3.7.8 Judge Responsible for BCRSGF Competitions

- a) National Stream Provincials--minimum Brevet Degree
- b) Provincial Stream Provincials--minimum National I Degree
- c) Zone and Club Meets--minimum Provincial Level I
(For National Level Competitions, the GCG assignment policies will be followed))

7.3.7.9 BCRSGF Competition Judge Responsible Duties

- a) The Judge Responsible must ensure that a balance between judges according to her/his qualifications will be maintained when assigning panels if more than one club is participating.
- b) Duties--The Judge Responsible or Meet Head Judge is assigned by the BC Judges Chairperson or the Judging Committee. on a rotational basis amongst the Zones. Zones have the right to decline the position.
- c) **Prior to the Competition:**
 - 1. Establish contact with the Competition Meet Director and Technical Director.
 - 2. Obtain the BC Judges availability list from the Judges Chairperson.
 - 3. Contact the available judges and confirm their assignments.
 - 4. Inform the judges of the location, date, time, technical information, level of the competition and the time for the judges meeting/ briefing.
 - a. s.
 - b. Assist with the draw for the competition if requested by the hosts.
 - c. Approve the the schedule of the competition.
 - 5. Decide if one or two Judging Panels will be used.
 - 6. Calculate the time schedule of the rotations is accurate and reasonable..
 - 7. Draw the layout (floor plan) and seating for the judges.
 - 8. Confirm with the Meet Director that the following equipment is available.
 - a. RSG equipment measuring table.
 - b. Stop-watch for the Timer.
 - c. Scoring equipment, computer or manual.
 - d. Score board.
 - e. Chairs for line judges (2).
 - f. Video camera to tape the competition.
 - g. Tables and comfortable chairs for the panel judges.
 - h. Runners to assist with the judges score sheets.
 - i. Inspect the competition floor/carpet area--13mx13m.
 - 9. Advise the Host Committee to Order from the BCRSGF office, Program C0-Ordinatorr the following:
 - a. Panel judges score sheets for all categories.
 - b. Ensure the Host Committee co-ordinates the Routine Scripts and the Judge score sheets., Line Judge slips and Timing slips and Equipment Measuring slips (if used).
 - c. Sign Off on the Official Results prior to posting and Awards.

- d. Ensure Host Club provides Red and green flag for Head Judge.
- 10. Make up the judges panels, according to the FIG Code and/or normally accepted BC procedures, as needed..
- 11. The Judge Responsible should also be a panel judge for all BC provincial competitions. .

During the Competition:

- 12. Coordinate the judges meeting/briefing, prior to the start of the competition.
 - a. The Judge Responsible may conduct the judges meeting/briefing.
 - b. Or assign a qualified judge to conduct the judges meeting.
 - c.
- 13. Attend the technical meeting, with the Meet Director/Technical Direct. as requested.
- 14. Establish the Jury of Appeal if needed..
- 15. Instruct --judge coordinator of procedures assignments.
- 16. Judge Responsible duties during the competition:
 - a. Monitor the time schedule of the competition.
 - b. Oversee the panel judges.
 - c. Ensure the line judges and timer are in position.
 - d. If using equipment measuring, the equipment should be measured at the end of each routine.
 - e. At the end of each rotation confirm and sign the official score sheets.
- 18. **After the Competition**
 - a. Advise the Host Committee to return routine scripts to their respective clubs. It is not necessary to return Execution slips. .
 - b. Time permitting and at the discretion of the host committee and the Head Judge, schedule after the competition a judges and coaches meeting for about 30 minutes for judges to give positive feedback on the individual routines, or to give general comments on technical matters.
- 19. Submit a brief written report about the technical performance of the competition and advise the Judges Committee of any Judge performance that violated any Rules.
- 20. Have a good competition!

7.3.7.10 Funding Criteria

- a) All efforts should be made by the BCRSGF to fund the maximum number of judges allowed and requested for National or Regional Competitions..

Attachments (Charts)

7.3.7.11 BCRSGF Judging Certification Program

7.3.7.11 BCRSGF Judging Certification Program

Certification Level	Pre-Trainee (Zone Judge Execution)	Trainee	Club II	Club I	Provincial II	Provincial I	National III	National II
Additional Optional level								
Jurisdiction	BCRSGF	BCRSGF	BCRSGF	BCRSGF	BCRSGF	BCRSGF	GCG	GCG
Prerequisite								
Age	16 years	18 years	18 years	18 years and up	18 years and up	21 years and up	21 years and up	21 years and up
Experience	pass pre-trainee Zone exam	pass trainee exam	1 year trainee	Club I 1 2 years	Club I 2 years	Provincial 11 2 years	Provincial I 2 years	National I
Exemptions	-----	-----	-----	-----	Carded athlete or national team coach minimum 2 years			
NCCP	-----	-----	-----	-----				
Other	BCRSGF Member	BCRSGF and GCG Membership	BCRSGF and GCG Membership	BCRSGF and GCG Membership	BCRSGF and GCG Membership	BCRSGF and GCG Membership	BCRSGF and GCG Membership	BCRSGF and GCG Membership
Maintenance of Level	-----	2 events per year submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code	3 events per year submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code	3 events per year submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code	4 events per year submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code	5 events per year, submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code	GCG submit judging record Sept. 1 to judging comm. indicating, continuous activity. Recommendation of BC Judging Committee for, GCG National course and exam on new code	GCG submit judging record Sept. 1 to judging comm., continuous activity, course and exam on new code. Advancement to National 11 is under the jurisdiction of GCG

Advancement Conditions	1 year recommendation of judging committee, knowledge of sport	1 year recommendation of judging committee, knowledge of sport	2 years recommendation of judging committee, knowledge of sport	2 years recommendation of judging committee, knowledge of sport	2 years recommendation of judging committee, knowledge of sport	2 years Meeting advancement criteria recommendation of judging committee, knowledge of sport	Meeting all Conditions of BCRSGF for recommendation to write advance	According to GCG Rules of Advancement
Course Length	2 hrs	9 hrs. BCRSGF	12 hrs. BCRSGF	14 hrs. BCRSGF	16 hrs. BCRSGF	16 hrs. BCRSGF	GCG determined	GCG determined
Pass Requirements	75% of written	75% written 75% practical	75% written 75% practical	80% written 80% practical	80% written 80% practical	80% written 80% practical (3 competitions national stream)	GCG	GCG
Certified to	Club assistant	Zone and club timer, assist equip. measure, Line judge	Zone and club timer Levelized pgms Execution.	Zone + prov. Stream exec. Opt level Levelized programs	Zone + Provincial. competitions	Zone + Provincial Competitions	Zones & Provincials Western Reg And Nationals as assigned.	All Competitions as assigned.

7.3.7.12 Judges Honorarium

The following rates per day shall apply to judges officiating at BCRSGF sanctioned competitions. A day is considered to be eight hours or less, including the judges' meeting. Hours of competition are from the start of the judges' meeting until the last gymnast is finished on the last event, plus 15 minutes.

Honorarium is payable to the officials on the day of the competition.

Level	Rates per Day
Brevet	\$100.00
National I, II	\$80.00
Provincial I, II	\$60.00
Club I, II	\$30.00

In addition, the judge responsible shall be paid at the following rate:

Event	Rate per Day
Zone Championships	\$40.00
Provincial Championships	\$50.00
National Championships	\$100.00

7.3.7.13 Clinician Honorarium

A judge who conducts a certification clinic/course for other judges shall be paid as follows:

LEVEL	RATE
Trainee/Club I/ClubII	\$100.00
Provincial I/Provincial II	\$125.00
National I and above	\$125.00

To be eligible for this honorarium, the clinic/course must be officially recognized, sponsored and/or sanctioned by the Judges' Committee.

Clinicians conducting courses of two or more levels during one clinic/course shall be paid at the higher level rate.

A written clinic/course summary with a financial statement plus exam results (if applicable) be submitted to the judging chairperson within 14 days of clinic/course before payment will be forwarded.

7.3.8 Judges Assembly

7.3.8.1 Composition

The Judges Assembly will be composed of all registered BCRSGF judges Provincial Level and higher.

7.3.8.2 Responsibilities

- a) Elects annually the Judges Chairperson
- b) Elects annually the members of the Judging Committee.
- c) Approves annually the Judges Roster for the coming year.
- d) Approves annually the Judges Technical Rules and Regulations.
- e) All motions originating at the Judges Assembly will be brought to the CDC by the Judges Chairperson.

7.3.8.3 Meetings

The Judges Assembly meets annually in the Fall.

7.3.8.4 Voting

Motions are carried by a simple majority of the voting members present. A voting member is defined as judges of Club Level I or above who is certified for the current cycle. The Chairperson will cast a vote only in the case of a tie, such vote being decisive and final.

1.4 BC Provincial Athletic Award

(to be added)

7.5.1 Purpose

7.5.2 Eligibility Guidelines

7.5.3 Program Administration

7.6 Hosting/Competition Coordinating Policy

Provincial Championship and Gymnastras are held for rhythmic gymnasts within BC. These events are the pinnacles of most athletes' seasons and therefore are a high priority with the BCRSGF. To standardize these events and to increase exposure to our sport, this policy outlines the general requirements involved in hosting a Provincial event. More detailed information is available in the GCG Technical Rules and Regulations. This policy outlines the relationship between the host and the BCRSGF and any financial considerations.

7.6.1 Eligibility

Any registered club within BCRSGF may apply to host a particular event.

7.6.2 Process

The interested club must inform the BCRSGF well in advance preceding the event of their desire to serve as host club. Conversely, if they were formerly scheduled to host the event and can no longer fulfill their obligation, the BCRSGF must be informed well in advance and the club must find an alternative club to serve as host club.

7.6.3 Guidelines-General

- a) Organization-an Organizing Committee with a Coordinator must be in place. Event organization must meet all of the requirements of either the Competitive or Recreational Technical Rules and Regulations
- b) All participants must receive some type of recognition for their involvement, e.g. certificates.
- c) All event participants will be registered gymnasts of the BCRSGF for insurance purposes. Volunteers who are not yet members, may be registered in the membership category of "event volunteer".
- d) A proposed budget must be submitted to the BCRSGF.

7.6.4 Obligations of the Event Host to the BCRSGF

- a) The words "Provincial Championships" or "Provincial Gymnastrada" must be included in the event title.
- b) The BCRSGF must be recognized as the sanctioning body.
- c) If an event program is to be produced, space must be provided for a message from the BCRSGF President.
- d) Copies of all written materials relating to the event must be forwarded to the BCRSGF Provincial Office.
- e) A Post Program Evaluation with registration list and financial statements must be submitted to the Vice President Finance or the Treasurer.
- f) All events should be financed/budgeted to break even.

7.6.5 Obligations of the BCRSGF to the Event Host

- a) BCRSGF will provide expertise and assistance in promoting the event as a Provincial Championship or Provincial Gymnastrada.

- b) BCRSGF will provide administrative and technical assistance to the Event Host according to the needs expressed.

7.6.6 Guidelines-Responsibility of the Event Organizers for a Competition (General Tasks to be Delegated Among the Hosting Group and Completed by the Event Organizers--For Detailed Information, All Event Organizers Should Use the "How To Manual" published by the CRSGF, available from the BCRSGF office)

- a) Form an Event Organizer Committee and appoint a Meet Director. Assign the following tasks to each committee member and make any additions to this list.
- b) Book a facility well in advance of the competition. Consider: competitive floor areas, seating capacity, practice area (if available), height of ceiling, change rooms, concession area and hospitality rooms.
- c) Awards must be ordered well in advance of the competition. Seek assistance from the Judges Chairperson and/or the Competitive Development Chairperson on quantity of ribbons/medals and other specifics. Check if any trophies have been sponsored. For assistance in Vancouver, Kerr's Recognition Service Inc. (Tel.:325-0721) has our BC logo to be used on the ribbons/medals. Certificates must be presented to all the gymnasts, coaches and judges involved with the competition. Set up awards for display purposes at the competition.
- d) Prepare information on the competition and the registration forms for the gymnasts. Deliver this information to the applicable RSG clubs or members. Ensure information is also delivered to the judges and/or judges chairperson.
- e) Book hotel rooms for out-of-town gymnasts, coaches and judges. Try to find a hotel close to the facility. Will transportation be required? Consider car dealerships for temporary use of vehicle.
- f) Contact local papers, radio and television for publicity on the competition. Posters, T-shirts, etc. to sell at the competition? Videotape the entire competition.
- g) Organize the Opening and Closing Ceremonies. Seek assistance from the Judges Chairperson and the CD Chairperson for protocol.
- h) Set up the Order of Appearance with assistance from the Judges Chairperson (to draw the gymnasts' order) and the CD Chairperson. A program is to be distributed at the competition.
- i) Correspond with the CD Chairperson on all technical aspects (example: order of appearance, awards, etc)

7.6.7 Responsibilities of the Meet Director

- a) A Meet Director is appointed from the Event Organizing Committee.
- b) Prepare a break-even budget (grant from BCRSGF plus registration fees minus expenses), for example: expenses-rental of the facility; revenue/registration fees from the gymnasts. Budget to be submitted in advance to the Treasurer.
- c) Set regular meetings of the Event Organizing Committee to delegate tasks, to supervise the progression of these tasks and to communicate and solve any concerns or problems.
- d) Seek assistance from the CD Chairperson and/or Judges Chairperson on any technical matter.

- e) Co-sign any cheques relating to the competition.
- f) Ensure that the competition is well organized beforehand which will result in a smooth and efficient event. Be prepared for last-minute problems.
- g) Issue "Thank you" cards to appropriate volunteers and others.
- h) Collect receipts from all the members of the Event Organizing Committee and submit a financial report on the competition to the BCRSGF Vice President, Finance.

7.6.8 Guidelines for Hosting a Provincial Rhythmic Gymnastics Competition/Event

- a) Introduction: The management of a successful competition/event is dependant upon several factors:
 1. Defining tasks and responsibilities
 2. Assigning responsibilities/tasks to groups and individuals
 3. Providing lines of authority e.g.: a flow chart for completion of tasks
 4. Successful communication between organizers, BCRSGF, and participating Clubs

The Host will be selected by the Competitive Development Committee and approved by the BCRSGF Board of Directors.

The Host will be notified and requested to sign the Hosting Agreement by November 15 of each year or as soon as possible thereafter.

7.6.9 BCRSGF Hosting Agreement:

DATE: _____

PARTIES: _____

THE BC RHYTHMIC SPORTIVE GYMNASTIC FEDERATION
(Referred to as BCRSGF)

AND: _____
(Referred to as the host club/zone)

PREAMBLE:

- a) BCRSGF is the governing body of rhythmic gymnastics in British Columbia, and as such sanctions and provides for annual provincial events and other competitions/events.
- b) The Host Club/Zone is responsible for serving their respective rhythmic gymnastics community and, from time to time, hosting provincial events as a responsible member of BCRSGF.
- c) Together, both parties are desirous of organizing a quality event and, while recognizing the significant volunteer commitment required, consider the event an opportunity to enhance the profile of the sport.
- d) The parties wish to record this arrangement and agreement given that it is proposed to hold the _____ in the city of _____ on _____ to _____

_____ and be prepared to accommodate delegations as early as _____ (one full day prior to the opening ceremonies.)

THE PARTIES AGREE TO THE FOLLOWING:

1. OBJECT OF THE AGREEMENT

BCRSGF gives the Host Club/Zone the sanction to organize the above mentioned event and the Host Club/Zone agrees to create an organizing committee to organize the event.

2. ORGANIZING THE EVENT

Unless otherwise stated herein both parties agree that the event shall be organized and operated as outlined by the CRSGF Technical Rules and Regulations where applicable.

3. BCRSGF RESPONSIBILITIES

GENERAL

- 1) Provide consultative assistance and supervision to the Host Organizing Committee as required.
- 2) Provide information required by the Host Organizing Committee one month prior to the event.
- 3.) Supply Banners, fencing etc to be used in the event area. All banners displayed by individual Clubs must be limited to a maximum size of 4'x 6' and must only display the Club name.
- 4.) Ensure that BC participants and organizers are members of the BCRSGF.

FINANCES

- 5) The Provincial Chairperson is responsible for requesting three weeks prior to the event, payment from BCRSGF the applicable monies for reimbursement for travel, accommodations, and honoraria for judges designated by the Provincial Judges' Chair of the BCRSGF, adhering to the established travel guidelines.

TECHNICAL SUPPORT

- 6) Provide at their own expense one (1) BCRSGF technical staff person to act as official liaison and to arrive one (1) day prior to the event. The Competitive Development Committee will appoint this official liaison within ten (10) days of the signing of the Hosting Agreement.
- 7) Assist with the draw of the event (BCRSGF representative will be present at the draw) as needed.

- 8) The Provincial Judges' Chairperson will communicate with the Host and the Control Judge of the event, to set up the Technical Meeting, inform the judges assigned to that event of their accommodations details, Competition/Event schedule.
- 9) The Host Committee is responsible for the translation (if required) of all technical documents prepared for the event.

SCORING AND RESULTS

- 10) Supply the software and manual for the computerized scoring system.
The official GCG scoring system developed by NuCurve Consulting is recommended..

MEDIA RELATIONS

- 11) Identify with the Meet Director the placement of any photographers and television crews at the event.

TELEVISION/VIDEO CASSETTE RIGHTS

- 12) OTOCOL
- 13) Procedures for opening and closing ceremonies will be established by agreement between BCRSGF and the Host Organizing Committee one (1) month before the event.

4. HOST CLUB/ZONE RESPONSIBILITES

GENERAL

- 1) The Host Organizing Committee shall:
 - a) Organize, promote and run the event
 - b) Send to the BCRSGF Competition Coordinator the names, addresses, telephone numbers and the positions of the Host Organizing Committee with the application to host the event. It will send a list of participants to the BCRSGF office three weeks prior to the Competition/Event for verification.
 - c) Coordinate with the BCRSGF accommodations for the BCRSGF representatives. if required.
 - d) Inform participating clubs through various bulletins of: registration procedures, accommodations, schedules, facility lay out, concession arrangements etc. .
 - e) Respect the supervisory authority of the Competition Coordinator from BCRSGF in the discharge of their duty to insure that the Competition/Event is hosted in the highest quality manner.

INSURANCE

- 2) All BCRSGF sanctioned events are covered by BCRSGF's insurance policy. If necessary, additional named insured can be added to our policy.

FINANCES

- 3) A preliminary budget is to be submitted by the Host Organizing Committees to the Competitive Development Committee with the Bid Application. This budget will include registration fees etc. and will be approved by the CDC Committee and the BCRSGF Board of Directors.
- 4) Any loss incurred by this event is the responsibility of the Host Organizing Committee. Every effort will be made by all parties to insure that no loss will be incurred.
- 6) Except as otherwise stated under BCRSGF Responsibilities, the Host Organizing Committee will assume all costs incurred in the organization and staging of the event.
- 7) The Host Club will handle all financial aspects of the event, e.g.: registration, deposit, payment, ticket sales, etc.

SITE AND ACCOMODATION

- 8) All facilities must meet standards approved by BCRSGF
- 9) The Host Organizing Committee must ensure the following site and equipment:
 - a) An area sufficient to conduct Rhythmic Sportive Gymnastics and similar area for the purpose of training and general warm up (including a carpet in each area).
 - b) Specifications must meet FIG minimum requirements for National Stream Competitions and BCRSGF standards for Provincial Stream Competitions.
 - c) A reasonable number of furnished meeting rooms at the site of the competition for the use of the BCRSGF and the Host Organizing Committee.
 - d) Adequate seating for spectators, gymnasts and special guests.

EQUIPMENT

- 10) Provide all equipment needs, e.g.: facility, measuring board, videotaping equipment and monitor, carpet, proper ceiling height, computers, photocopier, concessions, meeting rooms, tickets, programs, schedules, etc.
- 11) Provide a sound system with back up, which is of suitable quality to accommodate television.

TECHNICAL SUPPORT

- 12) The Meet Director must be presented to the BCRSGF as an individual responsible for carrying out the obligations of the position.

- 13) Arrange for medical staff, runners, line judges, floor marshals, announcers.

SPONSORSHIP

- 14) In order to avoid conflict between sponsor, BCRGF requires that the Host Organizing Committee does not enter into an agreement with a sponsor whose product or sphere of business activity is in competition with any of the companies with whom BCRSGF presently has, or is in the process of negotiating an agreement.

MEDIA RELATIONS

- 15) Handle media requests, publicity and promotions of a local or provincial nature.
- 16) Accreditation to be given to all media.

SCORING AND RESULTS

- 17) Provision of two computers and printer. See also Section 3,(11) of this Hosting Agreement above.
- 18) Provide a suitable system to display scores to the viewing audience during the competition.
- 19) Results must be generated within 20 minutes of the conclusion of the competition
- 20) Complete results must be sent at the conclusion of the competition to the BCRSGF for posting on the BCRSGF or Competition Website. Full results should be emailed to the BCRSGF Office at the conclusion of the Competition.

TELEVISION/MEDIA RIGHTS

- 21) May secure local or regional television or cable coverage.
- 22) The Host Organizing Committee is responsible for ensuring good quality video coverage of the Competition/Event.

PROMOTION

- 24) Local, regional and provincial promotion of the event are the responsibility of the Host Organizing Committee.

PROTOCOL

- 25) Procedures for ceremonies will be established by agreement between BCRSGF and the Host Organizing Committee one month before the event.

ACCREDITATION

- 26) The Host Organizing Committee will provide full accreditation to representatives identified by the BCRSGF. This accreditation will include access to VIP areas, competition floor, and training areas.

SALES AND USE OF LOGO AND TITLE

- 27) Booths may be available for sale of goods, cost to be determined by the Host.

MEDICAL

- 28) For Provincial Competitions, retain the services and assume all costs for sport physic, masseuse or registered nurse for the duration of the event.

SCHEDULE

- 29) Arrange for the scheduling of the event, as well as schedule practice times. CEREMONIES
- 30) Coordinate the opening and closing ceremonies, following established protocol as stated above.

FINAL REPORT

- 31) The Host Organizing Committee shall be responsible to complete a full evaluation report including financial statements of the event, to be received by the BCRSGF within three months of the event.

BCRSGF _____

 President _____ Date _____

HOST ORGANIZING COMMITTEE

 Chairperson _____ Date _____

7.6.10 Bid form for Hosting Provincial Competitions

This form is to be completed by the Host in conjunction with the proposed organizing committee.

The completed form is to be submitted to the BCRSGF Competition Coordinator prior to October 15 or as shortly thereafter.

The following documentation is to accompany this completed form:

- 1) A copy of:
 - i) a motion passed by the Club/Zone stating the intent to host the competition.
 - ii) a letter naming
 - a) the meet director
 - b) the technical director
 - c) facility coordinator
 - d) scoring coordinator
 - iii) a letter of agreement between the hosting organization and the facility management outlining the proposed date of the competition and the facility availability
 - iv) a preliminary proposed budget
 - v) a signed hosting agreement with the BCRSGF
- 2) FACILITY: (floor plan of venue layout must accompany bid, see sample in section 7.6.12 below)

Site: _____

Date: _____

Competition Floor Area: _____

Equipment: _____

Height: _____ Lighting: _____

Obstructions: _____

Practice/Warm-Up Floor Area: _____

Height: _____

Meeting Room(s) (one to accommodate up to 30 judges) _____

ChangeRooms: _____

- 3) Scoring Facilities: (use of the CRSGF computer scoring program is required) _____

Video Taping: _____

Photocopying: _____

4) Medical Facilities:

On site: _____

Off site: _____

5) Food Facilities (on site): _____

6) Audience Capacity: _____

7) Accommodation: _____

Distance Between Accommodation(s) and Site: _____

8) Transportation: _____

7.6.11 COMPETITION/EVENT ORGANIZING COMMITTEE

(to be submitted to the BCRSGF ten (10) days after signing the agreement)

Meet Director: _____

Technical Director: _____

Judging Chair: _____

Publicity/Media: _____

Protocol/Ceremonies: _____

Admission/Souvenirs: _____

Awards: _____

Scoring: _____

Video Taping: _____

Line Judges: _____

Judges: _____

Timers: _____

Runners: _____

Music: _____

Scoring Technicians: _____

Facilities: _____

Administrative: _____

7.6.12 MAP OF THE PROPOSED GYM LAYOUT

7.7 Provincial Team Policy

BCRSGF annually funds or partially funds various levels of athletes and coaches to various competitions, as budget permits. When travelling as a member of the BC Team, every individual must remember that she is a representative of not only the sport of rhythmic gymnastics but also the province of British Columbia. She shall represent them both with dignity and a positive image.

Members of the Provincial Team may change during the year according to the events occurring, the athletes qualifying to represent BC, and funding availability.

7.7.1 Athlete's and Coach's Agreement and Conduct Code

- a) Each team member will be required to sign the BCRSGF Provincial Team Athlete's or Coach's Agreement.
- b) The agreement will remain on file with the Provincial Office and shall remain in effect during the competitive year and as long as the athlete or coach is a member in good standing of the BCRSGF Provincial Team.
- c) Following is a copy of the Athlete's Agreement and Conduct Code:

ATHLETE AGREEMENT

As a member of the British Columbia Provincial Rhythmic Gymnastics Team, it is my intention to represent the British Columbia Rhythmic Sportive Gymnastics Federation and my Province with dignity and with a positive image in and out of the gymnasium. With this in mind, I understand and will conform to the following Conduct Code.

CONDUCT CODE

GENERAL:

1. The members will conduct themselves at all times in a manner beneficial to the Rhythmic Gymnastics program. Clean and neat appearance and attire is essential. Members will wear British Columbia team uniforms when requested for travel, training, competition and group excursions.
2. Respect and consideration toward the public, coaches, volunteers and other athletes is a must. Foul language in or out of the gym will not be tolerated. Respect all rules of the facility.
3. Smoking will not be tolerated. Any involvement with non-prescription drugs will mean immediate suspension.
4. Consumption of alcoholic beverages is prohibited.
5. Members shall not contract with manufacturers, suppliers or retailers (material or financial) without advance approval from the Provincial Board.

6. Members will not trade or sell any equipment or clothing provided by the program without permission from the Provincial Board.
7. Members will attempt to please the media and general public and not make statements or written complaints against the British Columbia Rhythmic Sportive Gymnastics Federation, its volunteers or officials.
8. The athlete recognizes the British Columbia Rhythmic Sportive Gymnastic Federation as the sanctioning body to National and International competitions and will abide by the rules of F.I.G., Gymnastics Canada Gymnastique and the British Columbia Rhythmic Sportive Gymnastic Federation. Members will not break any Provincial or Federal law.
9. Athletes shall be a member in good standing and remember they are representing all British Columbia Rhythmic Sportive Gymnastics Federation members in the Province and their behavior is a reflection on us all as well as the Province.
10. Each athlete shall be liable for recovery of damages done to any facility used or occupied by her or any equipment lent to her, either alone or in conjunction with others.

TRAVELLING:

1. The team coach may be required to submit a report to the British Columbia Rhythmic Sportive Gymnastic Federation following each event represented by the British Columbia Team
2. When travelling, each athlete shall be responsible to have in her possession two of each of the competitive apparatus required in her level, two sets of toe slippers, black entire length tights and an ample supply of hair accessories. The borrowing of any of these items is not advised.
3. When travelling, the athletes are expected to keep their rooms clean and orderly. (Moving or removing of furniture or equipment belonging to the facility they are occupying is not allowed).
4. The coach/team manager is in full charge of the athletes and shall use her/his discretion as to compliance with accepted rules of conduct.
5. If a breach of conduct occurs, the coach/team manager will contact the parents of the athlete and arrange the immediate transportation home at the expense of the athlete.
6. The coach/team manager shall set a reasonable curfew and all athletes shall be required to observe the said curfew at risk of suspension.
7. The coach/team manager shall be informed of any prescribed medication the athlete may be using and the athlete must have a letter signed by her physician to its use.

8. The coach/team manager will keep all prescription medicine unless otherwise instructed by her parent or legal guardian in writing.

ATHLETE AGREEMENT

I HAVE READ THE ATHLETE AGREEMENT AND AGREE TO ABIDE TO THE RULES OUTLINED.

Athlete's Signature

Date

Parent/Legal Guardian's Signature

Date

- d) Following is a copy of the coach's agreement and conduct code.

COACH'S AGREEMENT

As a member of the British Columbia Provincial Rhythmic Gymnastics Team, it is my intention to represent the British Columbia Rhythmic Sportive Gymnastic Federation and my Province with dignity and with a positive image in and out of the gymnasium. With this in mind, I understand and will conform to the following Conduct Code.

CONDUCT CODE

1. The members will conduct themselves at all times in a manner beneficial to the Rhythmic Gymnastics program. Clean and neat appearance and attire is essential. Members will wear British Columbia uniforms when requested for travel, training, competition and group excursions.
2. Respect and consideration toward the public, coaches, volunteers and other athletes is a must. Foul language in or out of the gym will not be tolerated. Respect all rules of the facility.
3. Any involvement with non-prescription drugs will mean immediate suspension.
4. Members shall not contract with manufacturers, suppliers or retailers (material or financial) for benefit as a BC Team member without advance approval from the Provincial Board.
5. Members will not trade or sell any equipment or clothing provided by the program without permission from the Provincial Board.
6. Members shall attempt to please the media and general public and not make statements or written complaints against the British Columbia Rhythmic Sportive Gymnastic Federation, its volunteers or officials.
7. Members will abide by the rules of the F.I.G., the Canadian Rhythmic Sportive Gymnastics Federation and the British Columbia Rhythmic Sportive Gymnastic Federation. Members will not break any Provincial, State or Federal law.
8. Coaches will be a member in good standing and remember they are representing all British Columbia Rhythmic Sportive Gymnastic Federation members in the Province and their behavior is a reflection on us all, as well as the Province.
9. Each coach shall be liable for recovery of damage charges should any such charges be levied for damages done to any facility used or occupied by her or any equipment lent to her, either alone or in conjunction with others.
10. Coaches are prohibited from promoting their own private club by publicly advertising their club, by wearing logos, trademarks, or symbols of that club, or by singling out their own club members for

special recognition especially if this excludes or is detrimental to the other BC Team athletes.

11. Coaches will avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any athlete for competition.
12. Coaches will be responsible to care for the health, safety and general well being of athletes, in the coach's charge, in a manner in which a prudent parent would.
13. If an athlete's personal coach is travelling with the BC delegation, the team coach will respect the coach/athlete relationship and any communications will be directed to the personal coach who will forward them to the athlete. The personal coach will take responsibility for the athlete's time outside of the competition.

COACH'S AGREEMENT

I HAVE READ THE COACH'S AGREEMENT AND AGREE TO ABIDE TO THE RULES OUTLINED.

Coaches Signature

Date

7.8 Team Manager Policy

to be added

7.9 Team Coach Policy

to be added

7.10 Sanction Policy.

Sanction is an approval by the BCRSGF for rhythmic gymnastic activities by British Columbians outside BC or for rhythmic gymnastic activities by non-residents of BC inside British Columbia.

The BCRSGF is responsible for monitoring eligibility as it pertains to membership in the Federation.

7.10.1 Types of Sanction

Provincial Sanction:

All competitions (zone, invitational, provincial and showcase events) must APPLY for sanction, pay a sanctioning fee to BCRSGF and receive approval to host the event. In order to meet the standards of approval, clubs must hold the event on a date not in conflict with the provincial calendar of events, at an appropriate venue for rhythmic gymnastics and utilize a panel of currently certified judges appropriate to the level of competition. The event committee must agree to provide a complete set of electronic results of the competitive event to the BCRSGF office

SANCTION REQUEST TO HOST EVENT / ACTIVITY IN BC

INSTRUCTIONS - CLUBS

1. A sanction form must be completed for **ALL COMPETITIVE ACTIVITIES** that will occur in BC.
2. Along with this form you must attach:
 - a. **Official invitation to the event**
 - b. **A typed list of invited clubs and countries**
 - c. **A cheque (see instruction below)**

An incomplete form will NOT be processed.

3. A sanction fee is applicable to all sanction requests. A cheque, in the name of BCRSGF, along with the sanction form must be sent to the office 4 (four) weeks before the event.

Type of Events	Fee
Zone competition and Invitational	\$200
Clubs Invitational Competition	\$200
BC Provincial	\$200

SANCTION REQUEST TO HOST EVENT / ACTIVITY IN BC

1. <u>Host Club Information</u>		
Name of Host Club / Affiliation		Contact Person
Address		
City	Province	Postal Code
Telephone	Fax	Email

2. <u>Event/Activity Information</u>	
Name of the Event	
Venue of the Event	
Beginning date (DD/MM/YYYY)	Ending Date (DD/MM/YYYY)
List all competitive categories participating:	
Will the competition follow the FIG format: <input type="checkbox"/> YES <input type="checkbox"/> NO (if no, indicate what format will be used):	

In making this request for participant sanction, the club/affiliation's individual or group sanctioned agrees to abide by the rules and regulations of the BCRSGF.

Signature: _____

National and International Sanction: Approval for rhythmic gymnastic activities between provinces and outside Canada is under the jurisdiction of the GCG. The BCRSGF will apply to GCG for such sanction on behalf of its members clubs.

The President will sign all sanctions.

7.10.2 Athlete and Coaching Eligibility

- a) To be eligible to participate in a recognized rhythmic gymnastics event within BC, the participant athlete or certified coach must be a registered member in good standing with the BCRSGF.

- b) To be eligible to participate in a recognized rhythmic gymnastics event outside BC, the participant athlete or certified coach must be a registered member in good standing with the BCRSGF.

7.10.3 Procedure for the Applicant

- a) Written application must be made to the Provincial Office prior to the event-at least four (4) weeks for a provincial event and at least six (6) weeks for an international event. In the case of an international event, the BCRSGF will then apply for sanction from GCG at least one month prior to the event and according to the GCG Rules and Regulations.
- b) The application must include the following:
- name of the event
 - date and location of the event
 - details of involvement and financial arrangements
 - a copy of the letter of invitation (if applicable)
 - a copy of the contract (if applicable)
 - list of participants when available
- c) Submit a written report to the Provincial Office and the National Office within thirty (30) days following the event.

7.11 Conflict Resolution Policy

It is understood that if all members of the BCRSGF adhere to our Constitution and By-laws of Operation and the policies and procedures as formulated in this Manual, and if all officials are committed to ensuring that procedural fairness is afforded to all members through implementation and adherence to the aforementioned authorities, the possibility of conflict arising between members will be minimized.

However, if a conflict or dispute does arise within the Federation, all members and officials are encouraged to use the following voluntary conflict resolution process before issuing threats of legal action or taking legal action.

- a) In any conflict between members of the Federation or the Board of Directors, the aggrieved person or persons will submit in writing a request for an in camera hearing with the Board of Directors. Principles only will be allowed to attend without legal counsel.
- b) The request will include facts and issues of the conflict to be resolved. The parties to the disagreement will appear before the Board and state their case. If a Board decision is at issue, the aggrieved may request that the Board place in writing the reasons for its decision, which will then be reviewed at the hearing. The President (or the Vice President, Finance if the President is a party to the grievance) of the Federation will act as an impartial mediator at this hearing. All parties will agree to make a good faith effort to resolve the dispute at this level.
- c) If no resolution is forthcoming at this stage, the parties will review in writing their respective positions regarding the dispute as a result of this meeting. The Board of Directors will then request that the Justice Institute of British Columbia appoint a mediator to help in resolving the dispute.
- d) A hearing will then be held, the mediator who will attempt resolution will chair it.
- e) If resolution is not forthcoming, the mediator will write a resume of the facts and issues and propose a resolution. Both parties agree to make a good faith effort to abide by the mediators suggestions for resolution.
- f) If at this stage, the parties cannot agree, the parties may agree to binding arbitration or legal action.

SECTION 8: ATHLETES' PROGRAM SECTION

8.1 Sport Outreach and Talent Identification

8.1.1 Objectives

- a) To provide opportunities for qualified instructors to introduce our sport to a new zone, community, school recreational centre, potential coach/club, etc. The initial contact would occur on either the competitive, recreational or coaching level and if there is a financial responsibility for the BCRSGF, then approval of the CDC and Board of Directors will be required..
- b) The contact would be coordinated with the appropriate Committee in order to ensure that proper follow-up and continued support are provided.

8.1.2 Administration

- a) Requests from or interest shown by a community determines the locations of each event.
- b) A person from within the community who is interested in our sport is contacted to help coordinate the event. The contact person's personal knowledge of the community and the best ways to advertise and generate interest are invaluable assets.
- c) A coordinator for the event is assigned. This may be the contact person, the Program Co-Ordinator of BCRSGF or another BCRSGF member. The BCRSGF Offices supplied with the budget for the event, Post Program Evaluation form, registration form and cheque requisition forms.
- d) Coaches assigned to conduct these camps must be fully certified as least to NCCP Level 1.
- e) Within fourteen (14) days of the completion of the event, the Coordinator is responsible to return to the Provincial Office the completed Post Program Evaluation with registration list and cheque requisitions.

8.1.3 Talent Identification

While it is expected that the process of talent identification for new competitive athletes is a continual one carried out within BCRSGF clubs by assessment of their recreational and/or school programs, any CDC recommended and BCRSGF Board approved talent Identification Camp (when offered) will serve as a more formalized opportunity for assessment under the guidance of the Camp Instructor.

8.1.4 Objectives

- a) To progressively screen athletes who display the greatest potential for excellence in rhythmic gymnastics.
- b) To assess the skill levels and strengths and weaknesses of gymnasts from Level I, II, III and provincial stream Level IV through V1 National Provincial Stream .
- c) At the request of the Club Coach, to determine the best placing of competitive gymnasts for the upcoming season.

8.1.5 Administration

- a)** The locations of the camps (when offered) are determined by the CDC according to the needs of the competitive area of our sport.
- b)** A coordinator for the Camp is assigned. This may be the contact person, the Program Co-Ordinator or another member of the BCRSGF Board or CDC Committee. The BCRSGF will develop the budget for the Camp.
- c)** The Camp Instructor advises the Club Coach of areas of strengths and weaknesses that should be concentrated upon in her program in the upcoming season. If requested, she suggests specific exercises for consideration by the Club Coach and the best placing for the gymnasts in the upcoming competitive year.
- d)** Within fourteen (14) days of the completion of the Camp, the Coordinator is responsible to return to the Provincial Office the completed Post Program Evaluation form with the registration list and cheque requisitions.

8.2 High Performance Athletes--Elite Team

8.2.1 Purpose

- a) To improve the performance of the top ranked BC rhythmic gymnasts in National and International competitions.
- b) To assist BC rhythmic gymnasts in the realization of their potential in the pursuit of personal excellence.
- c) To raise the calibre of National and Provincial competitions for BC athletes.

8.2.2 Objectives

- a) To develop and implement high calibre programs designed to aid in training and improve the performance of BC gymnasts in competitions.
- b) To identify athletes with the potential to successfully represent BC Nationally and Internationally both now and in the future.
- c) To establish fair, objective and modern selection criteria for participants involved in this team.
- d) To monitor and evaluate through standardized measures and tests, the training progress of each identified gymnast.

8.2.3 Composition of the Elite Team

The Elite Team will be composed of the top rhythmic gymnasts in BC. The number of gymnasts selected to the team will be determined each year and may vary from 18-20 individual gymnasts and three (3) groups.

8.2.4 Eligibility

To be eligible for selection to the Elite Team, a gymnast must:

- a) Be a Canadian citizen or Landed Immigrant
- b) Be a member in good standing of the BCRSGF
- c) Be currently registered in a BC National Stream Category or in a level eligible to compete at the Western Regional Championships.

8.2.5 Selection

Gymnasts will be selected to the Elite Team in accordance with the following criteria:

- a) National Team members are automatically selected over and above the original 18-20 members
- b) Selection for Individuals will be based on the following formula:
 - 100%--All Around score from Western Regional Championships
 - Selection for Group will be based the top Ranking BC Group at Group Nationals in the National Senior, Junior, Novice and PreNovice Categories.
- c) Composition:
 - Top 3 in BC—National Senior
 - Top 3 in BC—National Junior
 - Top 3 in BC—National Novice
 - Top Senior BC FIG Group
 - Top Junior BC FIG Group

- Top 3 Senior BC Level 6
 - Top 3 Junior BC Level 5
 - Top 3 Novice BC Level 4
- d)** The Elite Team will be named after Western Regional Championships by June 15th of each year for the following year.
- e)** Elite Team members who decline to support, participate in, or lend the use of their name to a fundraising activity from which they are scheduled to benefit directly, will not receive any funding from that source for one year and will have to make up the funding from their own resources.
- f)** A letter of withdrawal is required if a team member decides to leave the Elite Team and the Athlete Assistance Award will be repaid if the athlete does not complete the competitive season.

8.3 Excellence Development Team

8.3.1 Purpose

- a) To serve as a development team of Rhythmic Sportive Gymnasts aspiring to the Elite Team.
- b) To assist BC rhythmic gymnasts in the pursuit of personal excellence.
- c) To raise the calibre of athlete development and competition in BC.

8.3.2 Objectives

- a) To design and implement programs to develop and aid in training the beginning gymnast and developing athletes.
- b) To assist athlete to successfully train toward selection to the Excellence Team.
- c) To establish a development team that is representative of all zones in BC.
- d) To monitor and evaluate the progress of the program.

8.3.3 Composition of the Excellence Development Team

The Excellence Development Team will be composed of BC rhythmic gymnasts. The Team will be determined each year and may vary from 18-20 individual gymnasts and up to four groups.

8.3.4 Eligibility

To be eligible for selection to the Excellence Development Team, a gymnast must:

- a) Be a Canadian citizen or a Landed Immigrant.
- b) Be a member in good standing with the BCRSGF.
- c) Be currently registered in a BC National or Regional Level competitive category.

8.3.5 Selection

Gymnasts will be selected to the Excellence Development Team in accordance with the following criteria:

- a) Selection will be based on the following criterion:
 - 100%--All Around score from the Western Regional's
- b) Composition:
 - Any Senior, Junior or Novice National Level ranking in the top 10 at Westerns & note already included on the Elite Team
 - Top two ranked PreNovice or Novice National Level Groups of 4 or 5 at Group Championships
 - Top 3 Senior BC Level 6
 - Top 3 Junior BC Level 5
 - Top 3 Novice BC Level 4
- c) The Excellence Development Team will be named after Western Regional's by June 15th each year.

8.4. Administration and Funding Program

Each year the following seminars may be conducted with the advice of the Competitive Development Committee and the BCRSGF registered clubs:

8.4.1 Elite Team

- a) Two (2) one day training camps:
 - One training camp will have a panel of judges to critique athlete routine
 - One seminar created by the CDC and clubs

8.4.2 Excellence Development Team

- a) Two (2) one day training camps:
 - one training camp will have a expert judge critique routines
 - one will be a mix of events relating to rhythmic gymnastics

8.4.3 Funding Assistance Program

- a) Rhythmic Sportive Gymnastics has developed into a fine art form and sport combined. Each club ultimately has very different requirements and needs as compared to other clubs. Therefore, as part of the Athlete Development Program a Funding Assistance Program will be implemented (budget permitting).
 - This program allows a club to apply in writing by an application form for funding assistance.
 - Maximum funding grant is \$500/club/competition year (Sept-June)
- b) Proposed areas of assistance:
 - Training enhancement
 - Guest dance instructor
 - Guest trainer
 - Judge Critique
 - Choreographer

**The funding must serve the athletic development of the rhythmic gymnast

- c) Approval committee will be the BCRSGF Competitive Development Committee, which will be forward its recommendations to the BCRSGF Board of Directors for final approval.

8.5 Provincial Competitions

In order to determine Zone and Provincial placement and ranking of BC's gymnasts, the BCRSGF holds annual zone and Provincial Competitions. These competitions give gymnasts the opportunity to compete, to be ranked and to get feedback on their performances to prepare better for any upcoming competitions.

8.5.1 Zone Competitions

Clubs must hold and their athletes must attend the official Zone Championship within their own zone. Failure to hold such an event (one per zone) and failure of athletes to attend their own zone competition will prevent the clubs and their athletes from advancing to Provincial Championships and Western Championships.

8.5.2 Provincial Championships

The CDC will schedule the National Stream Provincial Championships to be held annually during the months of March or April and the Provincial Stream Provincial Championships at the end of May or the beginning of June.

All athletes at National and Provincial Stream Levels (Individuals and Groups) must complete a full program at a zone competition in order to qualify to compete at the Provincial Championships.

In order to confirm athlete's eligibility to compete at the Provincial Championships a set of computer generated results must be submitted to BCRSGF office within two weeks after the completion of the Zone Competition.

All athletes at National and National Provincial Stream Levels (Individuals and Groups) must complete a full program at National and National

Provincial Stream Provincial Championships in order to qualify to compete at the Western Regional Championships.

Registration fee for the National and National Provincial Stream Provincial Championship will be due on Feb 15th each year and will be held in trust by BCRSGF and dispersed to the National and National Provincial Stream Provincial Championship Host Committee. A refund will be given for the registration fee with request for refund along with the valid doctor's note (submitted to BCRSGF and Host Meet Director 2 weeks prior to the event), or if the competitive member is not longer an active member with BCRSGF.

Medical exemptions for Zone competitions will be accepted in the form of a Medical Doctor's note. Medical exemptions for Provincial Championships will only be accepted in the form of a Medical Doctor's note and proof of participation at a Zone Competition in the current season. A copy of the Medical Doctor's note and/or Proof of Zone Competition Participation should be submitted to the Zone Representative and the BCRSGF Office.

8.6 National Competitions

For further details refer to the CRSGF Technical Rules and Regulations.

8.6.1 Western Regional Championships

This is an open competition for National Stream and GCG designated provincial categories of gymnasts who are sanctioned to participate by BC by advancing from the BC Provincial Championships. This competition is held once each year on the first weekend of May.

- a) Administration: Provincial Clubs are responsible for the registration of their gymnasts, team managers and coaches
- b) Funding: The BCRSGF generally does not provide funding for this competition.
- c) All gymnasts participating in this competition are required to wear the BC Team Uniform.

8.6.2 National Championships

Advancement to the Nationals is according to ranking at Western Regional Championships. Selection criteria is set by the GCG. The Nationals are usually at the end of May or the first weekend in June and are hosted alternately between eastern and western locations.

- a) Administration: Registration and flight arrangements are all handled through and by the CRSGF.
- b) **Budget permitting some partial** funding may be available for gymnasts . .
- c) All gymnasts participating in this competition are required to wear the BC Team Uniform.

8.6.3 Elite Canada

This is a competition by invitation of the GCG designed to select the National Team (High Performance) for the upcoming year and to rank the HP gymnasts for assignment to international competitions for one year.

- a) Administration: BCRSGF in conjunction with invited Provincial Clubs are responsible for the registration and transportation of their athletes, coaches and/or manager. .
- b) Funding: The BCRSGF may partially fund designated gymnasts budget permitting to represent BC at this meet. .

8.7 Invitational and Regional Competitions

8.7.1 Invitational Meets

- a) Inter-club meets: to provide for further competitive experience and development for gymnasts of all levels, coaches and officials. Host clubs are responsible for organization, technical programs and officials.

BCRSGF sanction must be applied for and BCRSGF standards for competitions, judging, coaching apply in order to receive sanction.

- b) Inter-provincial and International Inter-club: To further expand the competitive experience of gymnasts

Inter-provincial: Clubs must apply for sanction from the BCRSGF as per Sanction Policy.

International: Clubs must apply for sanction from the BCRSGF as per Sanction Policy and the BCRSGF will apply for sanction from the GCG.

8.7.2 Western Canada Summer Games

This competition is designed to take place every four (4) years to give junior athletes in the four Western Provinces and the Territories an additional competitive opportunity to contribute to the development of excellence in their sport. It is also recognized as an opportunity to further the development and practical experience of coaches, judges and other officials from Western Canada.

8.7.3 BC Summer Games

If all zones are represented, this competition is open to competitive gymnasts according to the published criteria for Rhythmic Gymnastics at these Games

8.7 GYMNAESTRADA

A GYMNAESTRADA IS AN EVENT ESTABLISHED FOR THE RECREATIONAL RHYTHMIC (R.G.) GYMNAST. THIS EVENT PROVIDES AN OPPORTUNITY FOR THE R.G. GYMNAST TO EXCEL AND PERFORM IN A NON-COMPETITIVE ATMOSPHERE BEFORE AN AUDIENCE.

A Gymnaestrada also provides the following:

- a) Develops and established R.G. gymnasts and R.G. Clubs or Groups within B.C.;
- b) Assists R.G. gymnasts in their pursuit of personal excellence;
- c) All ages (the young to the elderly) can participate;
- d) Involves varying skill levels (beginner to advanced); and,

An opportunity for the R.G. gymnast to attend either a Club, Zone, Provincial, National or International Gymnaestrada

A gymnastrada is a festival of recreational rhythmic gymnasts. It is a display of various skill levels and age groups for the sheer joy of movement and very special feeling of the sharing with others.

8.8.1 Provincial Gymnastrada

The RG Committee will be responsible for scheduling the Provincial Gymnastrada.

The RG Committee will be responsible for scheduling the BC AGG Competition following the Gymnaestrada.

Provincial mass routines to be performed at the Gymnastrada are determined by the RG Committee.

8.8.2 National Gymnastrada

The National Gymnastrada is held once every four years to give rhythmic gymnastics groups from across Canada the opportunity to perform and to participate in Mass Routines. The BCRSGF encourages and supports as many of its member clubs as possible to participate.

8.8.3 Responsibility of the Event Organizers for a Gymnastrada

8.9 CLUB AND ZONE GYMNAESTRADAS

A club registered with the BCRSGF may host their own Club Gymnaestrada or a Zone Gymnaestrada. No financial assistance will be provided by the BCRSGF.

A Club or Zone may host an Invitational AGG Competition. No financial assistance will be provided by the BCRSGF.

8.10 PROVINCIAL GYMNAESTRADA

The Provincial Gymnaestrada is held once every year either on a May or June weekend. This Gymnaestrada provides an excellent opportunity for the R.G. gymnasts to perform at a prestigious event with a large audience and to travel within B.C.

The R.G. Committee will approach the BCRSGF registered clubs to establish a hosting club for the Provincial Gymnaestrada. This selection is based on a rotation basis between the Mainland and the Vancouver Island

8.10.1 Funding for the Provincial Gymnaestrada

- a) Host clubs are responsible for all expenses associated with the hosting of these events..
- b) The hosting club may provide the following: concession, selling of products (t-shirts, pins, programs) and/or lotteries. The profit or loss from these services will be a fundraiser for the hosting club.
- c) Any profits made will go to the Host Club.
- d) A Report will be submitted by the hosting club to the BCRSCF ninety (90) days after the event.

8.10.2 Gymnasts and Coaches Workshop

In conjunction with the Provincial Gymnaestrada there may be a Gymnasts and Coaches Workshop which will be before (the evening before) or follow (the day after) the Gymnaestrada.

The hosting club is responsible for providing a gymnasium, sound system and refreshments for the participants at the workshop.

The Host Club is responsible for organizing the workshop content, hiring the instructor(s) and any other details pertaining to the workshop.

8.10.3 Provincial Large Group Routine(s)

If approved with the BCRSGF budget, the R.G. Committee is responsible for implementing and organizing the Provincial Large Group Routine(s). This entails the hiring of a choreographer and providing a workshop for the applicable coaches and gymnasts.

The routine(s) will be performed at the Provincial Gymnaestrada.

8.11 NATIONAL GYMNAESTRADA

The National Gymnaestrada is held once every four years and provides an excellent opportunity for the R.G. gymnasts from B.C. to perform at a prestigious event and to travel across Canada.

The BCRSGF encourages and supports as many R.G. gymnasts as possible to participate.

R.G. gymnasts under the B.C. Provincial Display Team will be the only R.G. gymnasts eligible for funding (if available) from the BCRSGF.

The National Gymnaestrada is mandated by the GCG and the R.G. Committee and any B.C. Provincial Display Team is governed by any applicable GCG rules and regulations.

8.12 INTERNATIONAL (WORLD) GYMNAESTRADA

The International or World Gymnaestrada is held once every four years and provides an excellent opportunity for the R.G. gymnasts from B.C. to perform at a prestigious event and to travel around the world.

The BCRSGF encourages and supports as many R.G. gymnasts as possible to participate.

R.G. gymnasts selected under the B.C. Provincial Display Team will be the only R.G. gymnasts eligible for funding (if any is available) from the BCRSGF.

The International or World Gymnaestrada is mandated by the GCG and the B.C. Provincial Display Team is governed by any applicable rules and regulations.

8.13 B.C. PROVINCIAL DISPLAY TEAM

8.13.1 Purpose

- a) From time to time may be formed in order to perform and represent B.C. at Provincial, National and International Gymnaestrada.
- b) To support R.G. gymnasts in their pursuit of personal excellence.
- c) To raise the calibre of athlete development in B.C

8.13.2 Composition of the B.C. Provincial Display Team

The B.C. Provincial Display Team will be composed of R.G. gymnasts from B.C. The Team will be determined from time to time and may

vary due to funding availability, the number of R.G. gymnasts applying and assigned events.

8.13.3 Eligibility

To be eligible for selection to the B.C. Provincial Display Team, a R.G. gymnast must:

- a) Be a Canadian Citizen or a Landed Immigrant;
- b) Be a member in good standing with the BCRSGF;
- c) Be currently registered in a B.C. recreational category;
- d) Be over the age of 10 years old; and,
- e) Completes the B.C. Provincial Display Team Application Form (see sample attached) and must submit before or on the deadline date.

8.13.4 Selection

R.G. gymnasts will be selected to the B.C. Provincial Display Team in accordance with the following criteria:

- a) Perform at a Provincial Gymnaestrada within the year (September to June);
- b) Attend and participate in applicable workshops established for the R.G gymnast and for the B.C. Provincial Display Team;
- c) Trains for a minimum of 3 hours/week in R.G. and has been a member of the BCRSGF for over two years;
- d) Must be over the age of 10 years old;
- e) The B.C. Provincial Display Team Application Form was received by the R.G. Committee by the deadline date and completed in full (including parents/guardians signature);
- f) Fully supports and attends ALL applicable Gymnaestradas and any other R.G. events that the B.C. Provincial Display Team is assigned to; and
- g) A letter of withdrawal is required if a R.G. gymnast decides to leave the B.C. Provincial Display Team and the funds to be returned to the BCRSGF if the R.G. gymnast has not met or completed her assignments.

8.14 ADMINISTRATION AND FUNDING FOR THE B.C PROVINCIAL DISPLAY TEAM

The following workshops may be conducted with the advice of the R.G. Committee and the BCRSGF registered clubs

8.14.1 Large Group Routines for Provincial and/or National Gymnaestradas.

- a) A workshop to present and teach the Provincial Large Group Routine(s) and/or the National Large Group Routine(s) to the applicable coaches and to the R.G gymnasts.

8.14.2 Funding for the R.G Workshops

Funds may be made available to assist with the instructor(s) honorariums, gymnasium rentals and any other items pertaining to the workshops (itemized in the R.G. budget source, budget permitting). A nominal fee may also be charged to each R.G. gymnast and/or coach attending the workshop(s).

8.14.3 Funding for the B.C. Provincial Display Team

The R.G. Committee will determine the amount designated to EACH R.G. gymnast selected for the B.C. Provincial Display Team if funds are available from BCRSGF. This amount will be of the same amount distributed equally to each and every R.G. gymnast on the Team. Depending on the R.G. events available in the year (September to June), the R.G. Committee will release these funds to the R.G. gymnast to assist with travel expenses within or out of B.C. or registration fees to attend an applicable workshop(s) or event(s).

8.15 B.C. PROVINCIAL DISPLAY TEAM MANAGER

8.15.1 A B.C. Provincial Display Team Manager will ONLY be selected if the R.G. gymnasts of the Team travel outside of B.C.

The Team Manager will be responsible for the following:

- a) Ensuring the safety and well being of the R.G. gymnasts;
- b) Overseeing the administrative tasks before, during and after the event; and
- c) To conduct oneself at all times in a manner respectful and considerate towards others. To respect all rules imposed by the organizing committee of the event.
- d) Submit a written report to the R.G. Committee after the applicable event, which will outline the event, any improvements and any other pertinent information that will assist the R.G. Committee, the Team and the Team Manager.

8.15.2 Eligibility

To be eligible to be selected for the B.C. Provincial Display Team Manager, a person must:

- a) Be a Canadian citizen or a Landed Immigrant;
- b) Be a member in good standing with the BCRSGF;

- c) Be currently registered and NCCP Certified as a coach with the BCRSGF;
- d) Be a coach (either presently or in the past) of R.G. for a minimum of 5 years;
- e) Be over the age of 21 years old; and,
- f) Completes the B.C. Provincial Display Team manager Application Form (see sample attached) and submit before or on the deadline date.

8.15.3 Selection

The B.C. provincial Display Team Manager may be selected as needed in accordance with the following criteria:

- a) Attend and participate in applicable workshops established for the R.G. coach and for the Team;
- b) Must be over the age of 21 years old and has been a R.G. coach for a minimum of 5 years;
- c) The B.C. Provincial Display Team Manager Application Form was received by the R.G. Committee by the deadline date and completed in full;
- d) Fully supports and attends ALL applicable Gymnaestradas and any other R.G. Committee by the deadline date and completed in full;
- e) Fully supports and attends ALL applicable R.G. meetings;
- f) A letter of withdrawal is required sixty (60) days prior to the assigned event if the Team Manager resigns her position and the funds must be returned to the BCRSGF if the Team Manager has not met or completed her assignments.
- g) The R.G. Committee will select a qualified person to be the B.C. Provincial Display Team Manager.
- h) If more than one applicant is qualified for the B.C. Provincial Display Team Manager's position, this position will then be filled by a random draw.

8.15.4 Funding for the B.C. Provincial Display Team Manager

The R.G. Committee will determine the amount designated to the Team Manager. These funds will partially or fully assist the Team Manager in travel expenses outside of B.C. or for registration fees to attend an applicable workshop(s) or event(s).

SECTION 9: DISSOLUTION

The Federation will adhere to by-law 15 of the BCRSGF Constitution and Part 7 Sections 71-74 of the Society Act governing the termination and dissolution of a non-profit society in the British Columbia.