



Rhythmic Gymnastics Manitoba Inc.

POLICY AND PROCEDURE MANUAL

2013 EDITION

In partnership with



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PART ONE ADMINISTRATION

SECTION 1: INTRODUCTION

A. PURPOSE AND USE OF THE POLICY MANUAL

1. The Rhythmic Gymnastics Manitoba (RGM) Policy and Procedures Manual functions within the framework of RGM By-Law #6 and is designed to be a working document that can be used by RGM Board of Directors, Sub-committees, Staff and Membership to assist in governing RGM.
2. The intent of this Policy and Procedures Manual is to consolidate decisions by the Board and its committees to that consistency of action is achieved. Updating will be constantly required to keep this manual current.
3. The office will maintain a file of policy manual updates and at each Annual General Meeting, the entire manual and updated pages would be available to committee chairpersons and clubs.

B. REVISION AND MAINTENANCE OF THE MANUAL

1. Amendments - The amendments/revisions to this Policy and Procedure Manual may be made at any Board of Directors Meeting, passed by $\frac{3}{4}$ (75% of members attending)
2. The Executive Director of RGM is responsible for incorporating any approved revisions into this manual and for its ongoing maintenance.
3. Procedure – No committee has power by itself to make changes to established policy, rules or regulations. All committees must recommend and report to the executive committee on new policy recommendations and changes to establish policy, rules, and regulations.
 - a) The amendment/revision must be submitted in writing dully moved and seconded by a member of the Board of Directors. It must be presented at one Board meeting, discussed and voted upon at the next Board meeting.
 - b) The amendment/revision must be submitted in writing dully seconded by a member of the Board of Directors in time to be typed and mailed with the Board meeting agenda. If 100% of the Board present supports discussion of this amendment it will be presented, discussed and voted on.
 - c) Guideline – Following the approval of the policy or change (as circulated) in the previous month's Board minutes, the additions, corrections, changes or deletions should be submitted to the office for typing and distribution to the Board.
 - d) Implementation – It is the responsibility of RGM Board, members and staff to be familiar with and to abide by this Policy Manual.

SECTION 2: WHO WE ARE

A. NAME OF ORGANIZATION

1. The name of the Association is RHYTHMIC GYMNASTICS MANITOBA INC.

B. MISSION

1. RGM supports and promotes rhythmic gymnastic programs by creating opportunities for the development of recreational and competitive rhythmic gymnastics in Manitoba.

C. VISION

1. Our vision for RGM is to create a positive, healthy and challenging athlete-centered environment and be recognized for excellence in support of all athletes to their maximum potential.

D. VALUES

1. We are committed to demonstrate honesty, openness, and respect for each other

We are committed to operate in a way that:

- a) Promotes personal initiative, recognizes individual contribution, and supports team participation in the spirit of fair play
- b) Supports athletes in a safe, healthy environment that maximizes their individual potential to the extent of their interest
- c) Supports athletes through development of excellence in coaching, officiating, administration, and volunteer support
- d) Supports province wide, national, and international participation.
- e) Promotes knowledge, respect, and love for sport
- f) Ensures fiscal responsibility
- g) Supports and identifies our staff through training, development, motivation and reward.
- h) Gives our staff reason to be proud.

SECTION 3: PARTNER ORGANIZATIONS

A. INTRODUCTION

1. The Rhythmic Gymnastics Manitoba currently has numerous partner organizations, which support the ongoing programs of RGM:

B. PROVINCIAL GOVERNMENT

1. The Province of Manitoba supports RGM with funding provided through Sport Manitoba. RGM is a full member of Sport Manitoba, and is therefore eligible for funding through this body.
2. RGM is a full-time resident at the Sport Manitoba Building, which is located at 145 Pacific Avenue in Winnipeg.

C. SPORT MANITOBA

1. Sport Manitoba, formerly Manitoba Sports Federation, established April 1996, is a non-profit agency that offers a foundation of experience and expertise developed over the last three decades of amateur sport delivery. Sport Manitoba has a Sport Consultant that assists RGM on an ongoing basis and consults with RGM in its preparation of its Annual Business Plan.

D. GYMNASTICS CANADA (GCG) – RHYTHMIC GYMNASTICS (RG)

1. Gymnastics Canada is the national sport organization responsible for all gymnastics disciplines in Canada (including artistic, rhythmic, trampoline, general gymnastics, aerobics and acrobatics), under the auspices of the federal government and Sport Canada. Rhythmic Gymnastics in Canada is directed by GCG-RG Program Committee and Program Assembly. The provincial and territorial RG associations are now represented at the GCG Members meeting by provincial and territorial Gymnastics Associations. In Manitoba it is Manitoba Gymnastics Association. A portion of RGM own membership fees are paid to GCG. All RGM members are also members of GCG. GCG-RG Program Committee provides RGM members with technical direction, develops national programs such as National team, NCCP, BAT; and oversees all national coaching, judging and competition programs.
2. RGM is a member of the GCG-RG Program Assembly and carries a vote proportional to the size of membership. RGM Members are eligible for election to GCG-RG Program Committee.

E. CANADIAN SPORT CENTRE - MANITOBA

1. The Canadian Sport Centre - Manitoba is dedicated to supporting the pursuit of excellence for high performance athletes and coaches in Manitoba by providing an enhanced environment of programs and services, which should improve their performance at the Olympic Games, Pan Am Games, World Championships and major international competitions. RGM is affiliated with the Canadian Sport Centre - Manitoba, which supports several RGM athletes and coaches that have achieved High Performance status at the national level.

F. MANITOBA SPORT HALL OF FAME

1. The Manitoba Sports Hall of Fame is a non-profit organization designed to recognize the achievements of Manitoba athletes, builders and teams.

G. FEDERATION INTERNATIONALE GYMNASTIQUE

1. Federation Internationale Gymnastique (FIG) is the international sport organization responsible for the sport of gymnastics and oversees all international coaching, judging and competition programs.

SECTION 4: MEETINGS

A. ANNUAL GENERAL MEETING

1. Annual General Meeting shall be held once a year in June as outlined by RGM By-Law.

B. EXECUTIVE MEETINGS

1. The Executive shall meet as required.

C. BOARD MEETINGS

1. The Board shall meet every second month. (September, November, January, March, May and prior to AGM in June).

D. TECHNICAL COMMITTEE

1. The Technical Committee shall meet minimum twice per year. (October and June)

E. COACHING AND JUDGING COMMITTEES

1. The Coaching and Judging Committees shall meet minimum three times per year (October, February, June).

F. TECHNICAL ASSEMBLY

1. The Technical Assembly shall be held annually in June.

G. GENERAL POLICY FOR MEETINGS

1. All meetings of RGM shall be conducted under the provisions set out in Robert's Rules of Order. In the case of any conflict between RGM By-Law and Robert's Rules of Order the By-Law shall govern.

SECTION 5: EXECUTIVE COMMITTEE

2. Duties and responsibilities:

- a) Ensures the Mission and Goals of RGM are achieved.
- b) Directs the operations of RGM by ensuring that the organizational structure, resources and management principles are appropriate to meet the goals of RGM.
- c) Identifies and provides the available resources necessary to meet the service needs of the members that are consistent with the Mission and Goals of RGM.
- d) Develops fundraising awareness/expertise to identify and address funding opportunities.

3. Terms of Reference:

- a) Ensures the effective operation of the Association; provides guidance to RGM Executive Director; develops and recommends to the Board of Directors policy and procedures regarding Board of Directors' meetings, human resource management, fundraising, membership, meetings of the members, Association planning and provides liaison with the external sport related organizations including governments¹.
- b) The Executive Committee is responsible for the general management of RGM, including the following:
 - a) Develops the Strategic Plan of the Association;
 - i) Ensures the development of short and long term objectives consistent with the Strategic Plan of the Association in the following Areas;
 - ii) Finance and Administration
 - iii) Marketing
 - iv) Sport Development
 - v) Ensures an annual review of the Strategic Plan;
 - vi) Ensures the development of policies and procedures consistent with the Mission, Goals and Core Values of the Association;
 - vii) Ensures an ongoing effective and efficient process for the membership application and review;
 - viii) Ensures the development of appropriate volunteer resources for RGM Board of Directors and Committees;

4. Structure: (as elected by the membership)

- a) The President of the Board of Directors (to serve as Committee Chairperson)
- b) The Vice President Finance
- c) The Vice President Marketing
- d) The Secretary; and
- e) The Executive Director (ex officio)

5. Time Commitment:

¹ Need to outline in the Association Policy

Approved: June 2001
Amended: March 2008
Amended: November 2010

- a) Approximately 12 three-hour long meetings per year and special meetings as required plus individual preparation time by committee members.

SECTION 6: THE BOARD OF DIRECTORS

A. MANDATE

Provides overall direction for RGM through the development of a Strategic Plan that is appropriate within Manitoba.

B. ROLE

1. The Role and Responsibilities of the Board of Directors that carry a fiduciary charge are:

- a) Determine the RGM's mission – its purpose, programs, priorities and vision; what the RGM wants to be and do in the coming years. The mission is usually the product of periodic strategic planning.
- b) Develop and maintenance of the Policy and Procedure Manual.
- c) Select, compensate and evaluate the Executive Director.
- d) Approve the budget and overseeing adherence to it; contract and approve an independent audit and control investments.
- e) Support staff in carrying out programs. The Board oversees but do not manage the administration of the organization.
- f) Fundraising in partnership with the staff.

C. MEETING DATES

1. Meetings will be set in advance (a yearly schedule is determined at the beginning of the season), and are subject to change.
2. Meetings will be held a minimum of once every two months.

D. AGENDA

1. Agenda is mailed to the Board of Directors at least one a week prior to meetings.
2. All motions requiring ratification must be circulated with the aforementioned agenda, complete with background, to the Board of Directors. Motions must be submitted to RGM office prior to the agenda being distributed in order to ensure discussion at meetings.

E. DISCUSSION

1. The Chairperson reserves the right to allow discussion and decision making regarding items from the floor.
2. The result of committee level discussions must be made available to RGM Chairperson before discussion at a Board of Directors level may take place.

F. OBSERVERS

1. Observers are welcome, except in the event the Board of Directors closes the meeting.
2. Observers may not participate in the meeting unless permission from the Chair is granted.
3. Observers hold no voting privileges during meetings of the Board of Directors.

SECTION 7: ROLE & RESPONSIBILITIES OF THE BOARD MEMBERS AND THE COMMITTEES

A. PRESIDENT

4. Mandate:

The President of the Association and chairman of the Board of Directors, is the chief executive officer of the Association, presides at all meetings of the Association, is responsible for the operation of the Board, and exercises such powers as conferred upon him/her by the by-law and the Board.

5. Duties and Responsibilities

- a) chairs the meetings of the Board of Directors, Executive Committee and meetings of members;
- b) is a chief representative of RGM including but not limiting to the Sport Manitoba and Provincial and Federal Government;
- c) coordinates the activities of the Board of Directors in development of the Association's strategic and Sport Plan, and development of the policies and procedures according to RGM Mission, Goals and Core Values;
- d) directs and supervises the performance of the Executive Director;
- e) presents written report to the Annual General meeting of the membership;
- f) signs all contracts and agreements entered into by RGM
- g) co-signs cheques
- h) maintains file on all correspondence/documentation pertinent to the portfolio and ensures that RGM office is in possession of same.

6. Time Commitment

Minimum six three-hour Board meetings, minimum six Executive meetings per year and special meetings as required plus individual preparation time.

7. Terms of Office

The term of office is two years starting in the odd calendar year. The president is elected at the AGM by majority vote of all eligible members who vote.

G. IMMEDIATE PAST PRESIDENT

1. Mandate:

The Immediate Past President of the Association is a member of the Board of Directors, chairperson of the Nominating Committee, chief returning officer at the Annual General Meeting of the Association responsible for the revisions of RGM By-Law. The Immediate Past President shall exercise such powers as conferred upon him by the Board.

2. Duties and Responsibilities

- a) Develops policies and procedures to guide the nominating process of RGM consistent with RGM by-law:
- b) calls and chairs the meetings of the Nominating Committee;
- c) reports to the Executive Committee and the Board of Directors;
- d) acts as a Chief Returning Officer at the AGM;
- e) responsible for the revisions to RGM by-law;
- f) advises the Board on Constitutional requirements;
- g) performs such duties as may be assigned by the President.
- h) acts as Privacy Officer

3. Time Commitment

Minimum 6 three-hour meetings, minimum 6 three hour executive meetings per year and special meetings as required plus individual preparation time.

4. Term of Office:

The term of office is until election of the new President by which virtue the position of the Immediate Past President will be filled by the outgoing President.

H. VICE PRESIDENT FINANCE

1. Mandate:

Ensures on behalf of the Board, the effective and efficient financial management of RGM, consistent with its Mission, Goals and Core Values.

2. Duties and Responsibilities

- a) Develops and implements policies and procedures for the effective receiving, distribution, investing and expending of financial resources.
- b) Develops annual budget and four year financial forecast for RGM.
- c) Reviews annual budgets, long term financial forecasts, and actual expenditures of programs.
- d) Provides written report to the Annual General Meeting.
- e) is a voting member of the Board of Directors.

3. Terms of Reference:

In carrying out duties and responsibilities, consistent with RGM Mission, Goals and Core Values, the Vice President Finance:

- a) develops an annual financial plan and budget;
- b) reviews the plan and evaluates its effectiveness;
- c) monitors and reports on the Association's financial activities and the use of grants;
- d) ensures the ongoing placement of insurance
- e) ensures the annual Bingo application is submitted;
- f) reports to the Executive Committee and Board of Directors

4. Time and Commitment

Minimum 6 three-hour meetings, minimum 6 three hour executive meetings per year and special meetings as required plus individual preparation time.

5. Term of Office:

The term is a two year term of office starting in the odd year.

I. VICE PRESIDENT MARKETING

1. Mandate

Ensures on behalf of the Board, the effective and efficient marketing of RGM rhythmic gymnastics activities, consistent with its Mission, Goals and Core Values of RGM,

2. Duties and Responsibilities

- a) Develops and implements policies and procedures for the effective communication and promotion of the value of rhythmic gymnastics, RGM programs and the Mission and Goals of RGM through appropriate marketing initiatives.
- b) Develops and implements policies and procedures to work in partnership with the member clubs and other external agencies to provide programs of mutual benefits.
- c) Develops program initiatives to encourage the financial support of programs from non-government sources.
- d) Identifies and provides the available resources necessary to provide marketing support to programs.
- e) Reviews and evaluates programs and procedures to ensure they are effective.
- f) Provide written report to the Annual General Meeting.
- g) Is voting member of the Board of Directors.

3. Terms of Reference

The Vice President Marketing is responsible for the marketing of RGM, consistent with its Mission, Goals, and Core Values, including the following:

- a) develops policies and procedures consistent with the objectives of the portfolio;
- b) develops and maintains marketing plan for RGM;
- c) assists in the financial support of RGM programs through non-government funding;
- d) establishes an annual budget for marketing;
- e) promotes the programs and services of RGM;
- f) evaluates and monitors marketing plans;
- g) reports to the Executive Committee and the Board of Directors.

4. Time Commitment

Minimum 6 three-hour meetings, minimum 6 three hour executive meetings per year and special meetings as required plus individual preparation time.

5. Term of Office

The term of office is two years starting in the even calendar year. The Vice President Marketing is elected at the Annual General Meeting by majority vote of all eligible members who vote.

J. VICE- PRESIDENT TECHNICAL

1. Mandate:

Member of the Board of Directors, the Vice President Technical is responsible effort effective and efficient coordination of RGM programs, through the development of a Sport Plan that is appropriate for RGM, consistent with the Mission, Vision, Goals and Core Values of RGM.

2. Duties and Responsibilities

- a) Chairs Technical Committee and Technical Assembly
- b) Provides leadership to the Technical Committee and the Technical Assembly
- c) Attends and presents written reports to the Board of Directors.
- d) Responds top mail pertaining to the technical issues other than that pertaining to tasks assigned by others.
- e) Maintains a file of correspondence pertaining to the portfolio and ensures that the Provincial Office is in possession of the same.
- f) Approves a yearly plan of activities in cooperation with the Technical Committee and office staff.
- g) Ensures that the Technical Rules and Operational Guidelines Manual. is up to date.
- h) Provides interpretation of the Technical Rules and Operational Guidelines Manual.

3. Pre-Requisites for the Position:

- a) Must possess well developed organizational, administrative, communication and human relation skills.
- b) Coaching and judging experience at the National level will be an asset.

4. Time Commitment:

In addition to the Board meetings, be prepared to call 4 one hour meetings of the Technical Committee and up to 2 six hour Technical Assembly meetings.

5. Term of Office:

This position shall be elected bi-annually by the Members at the Annual General Meeting. The term of office shall conclude and a new one begin in even calendar years.

K. TECHNICAL COMMITTEE

1. Mandate:

Ensures, on behalf of the Board, the effective and efficient delivery of RGM programs, through the development of a Sport Plan that is appropriate for RGM, consistent with the Mission, Vision, Goals and Core Values of RGM.

2. Duties and responsibilities:

- a) Develop long and short range plans for RGM programs including:
 - athlete community development**
 - athlete high performance**
 - athlete support coaching**
 - athlete support judging**
- b) Develop and implement policies and procedures for effective and efficient delivery of the programs in partnership with members and other external agencies.
- c) Develop and implement rules and regulations for effective delivery of the programs.
- d) Manage the implementation of the programs including the expenditures.
- e) Evaluate the delivery of the program.

3. Terms of Reference:

The RGM Technical Committee is responsible to provide effective leadership in the development, implementation and monitoring of RGM coaching, judging, provincial team, competitions and gymnast programs in Manitoba including the following:

- a) develop and maintain a long and short term plan (the Sport Plan) for the development of all technical areas of RGM,
- b) ensure implementation of programs according to the Sport Plan,
- c) provide interpretation of the rules and regulations that govern all aspects of the sport,
- d) monitor and evaluate delivery of the programs,
- e) monitor and evaluate committee plans,
- f) develop an annual program budget plans for submission for program funding to the RGM Board of Directors, and other funding agencies,
- g) promote the RGM Code of Ethics, Policies and Procedures and Rules and Regulations for their effective enforcement,
- h) report to the RGM Board of Directors through the respective directors, members of the committee
- i) collaborate with the Technical Assembly on Development of the Rules and Regulations.

4. Structure:

Director Community Development
Director Elite Development
Director Coaching
Director Judging Development
Director Events Management
Executive/Technical Director, ex-officio

5. Time Commitment:

Approximately 4 one-hour Technical Committee meetings per year, Technical Assembly meetings and special meetings as required plus individual preparation time.

L. TECHNICAL ASSEMBLY

1. Mandate:

The technical assembly is a consultative body to the Technical Committee with respect to the technical problems and decision making on Technical Rules and Regulations consistent with the Mission, Vision, Goals and Core Values of RGM.

2. Duties and Responsibilities:

- a) The technical assembly is responsible for providing input to the Technical Committee on the development, implementation and evaluation of the athlete, coaching and judging programs and events of RGM;
- b) The Technical Assembly approves the RGM Technical Rules and Regulations and makes recommendations for changes on an annual basis;
- c) Representatives to the Technical Assembly are responsible for liaising with the judges and coaches from their clubs to effectively represent their views to the Assembly.

3. Structure:

Director Community Development
Director Elite Development
Director Coaching
Director Judging Development

Director Events Management
Director Athlete Representative
Executive/Technical Director, ex-officio

4. Voting at the Assembly:

Clubs with 10 – 50 members 1 vote each
Clubs with 51 - 100 members 2 votes each
Clubs with 101 members or more 3 votes each
Technical Committee Members 1 vote each

5. Time Commitment:

1 to 2 six hour Technical Assembly meetings per year. Special meetings as required plus individual preparation time.

M. ELITE DEVELOPMENT

1. Mandate:

Ensures on behalf of the Board, the effective and efficient delivery of the Elite Development Programs outlined in RGM Sport Plan in accordance with the Mission, Goals and Core Values of RGM.

2. General Duties and Responsibilities

Develop and implements policies and procedures for effective and efficient delivery of the Elite Development programs, including:

- a) programs for developing competitors who aspire to qualify for the Provincial Team to the national competitions and Games
- b) programs for selected gymnasts who aspire to qualify for the National Team and /or have achieved National Team status.
- c) Review and evaluate the delivery of the programs.
- d) Recommend changes to RGM short and long range plans.
- e) Written report to Annual General Meeting.
- f) Voting member of the Board of Directors.

3. Terms of Reference

The Director responsible for Elite Development is responsible to plan, manage and encourage development of the national and world-class athletes, thereby:

- a) support RGM competitive athletes in achieving their maximum potential in the sport
- b) provide RGM competitive athletes with a positive supportive environment in which they develop values consistent with those of RGM and support life skills
- c) encourage recognition of Manitoba as a formidable province in the field of Competitive Rhythmic Gymnastics.

4. Responsibilities

The Elite Development Chairperson is responsible for delivery of the Elite Development and Provincial Team Programs consistent with RGM Mission, Vision, Core Values and Goals, including the following:

- a) ensure RGM Provincial Team Technical Rules and Regulations are developed, maintained, published, distributed and enforced;
- b) develop, recommend and report on the progress of the Elite Development and Provincial Team programs to RGM Board;
- c) ensure that career plans are developed for all Provincial Team athletes
- d) develop, recommend, operate and report on the progress of the Provincial Team Program to RGM Board including selection of athletes, coaches and manager(s);
- e) establish specific criteria for the Provincial Team including athletes, coaches and managers and managing the selection of all members of the Provincial Team acting as the final authority of RGM in the selection process;
- f) oversee development of the competition and technical programs of the Provincial Team
- g) propose to the Board changes and improvements to RGM Policies and Procedures, program plans and budgeting that relate to the Elite Development and Provincial Team;
- h) proactively instigate funding applications in support of elite development, both athlete centered and program centered;
- i) coordinate initiatives, programs and operations with the other operational areas of RGM to ensure that the program priorities, goals and objectives of RGM are met to the maximum extent possible;
- j) represent Elite Development as a permanent sitting member of RGM Technical Committee;
- k) interface between RGM and Sport Manitoba on all issues and programs associated with Elite Development and Provincial Team.

5. Time and Commitment

Minimum 6 three-hour Board of Directors meetings and 4 three- hour Technical Committee meetings per year and special meetings as required plus individual preparation time.

6. Term of Office

The term of office is two years starting years starting in the even calendar year. Director Elite Development is elected at the Annual General Meeting by majority vote of eligible members who vote.

N. COMMUNITY DEVELOPMENT CHAIRPERSON

1. Mandate:

Ensures on behalf of the Board, the effective a efficient delivery of the Community Development Programs outlined in RGM Sport Plan in accordance with the Mission, Goals and Core Values of RGM.

2. General Duties and Responsibilities

- a) Develop policies and procedures for effective and efficient delivery of the Community Development Programs including:
 - a) recreational programs, and
 - i) basic competitive programs and opportunities at the entry level outlined in RGM Sport Plan.
- b) Monitor progress, review and evaluate programs and procedures to ensure they are effective.
- c) Recommend change to RGM short and long range plans.

3. Specific Responsibilities

- a) Serve as a member of the Board of Directors
- b) Conduct his/her duties in accordance with RGM By-Laws, Policies and Procedures, Rules and Regulations and Code of Ethics.
- c) Responsible for monitoring the progress of its programs and make recommendations for change to RGM Strategic Plan/Long Range Plan.
- d) Ensure programs comply with and operate within the budget.
- e) Oversee the implementation of the Prism Program resources, revisions.
- f) Provide information to clubs with respect to RGM Sport Plan, the club responsibilities and the role they play. Eg.: Organize one 1-3 hour long skills camp in their community; Each club offers minimum of 1 class of 10 girls (entry level); Offer 3 performance opportunities by parent club.
- g) Hold annual orientation meetings for the club presidents to raise awareness of RGM Community Development programs, i.e. Prism Program, Provincial Gymnaestrada, etc.
- h) Provide opportunity for all RGM members to Participate in the Provincial Gymnaestrada.
- i) Develop strategies for delivery of participant opportunities in basic competitive programs (Entry Level 1 and 2) by clubs throughout Manitoba.
- j) Develop strategies to provide 3 additional competitive opportunities to all participating athletes.
- k) Organize skills camps for all participating athletes with guest coach.
- l) Develop a plan to host Regional Championships (i.e. Central, Eastman, Interlake, etc.) by 1999.

4. Time Commitment

Minimum 6 three-hour Board of Directors meeting and 4 three-hour Technical Committee meetings per year and special meetings as required plus individual preparation time.

5. Term of Office

The term of office is two years starting in the even calendar year. The Community Development Director is elected by majority vote of fall eligible members who vote.

O. CLUB REPRESENTATIVE

1. Mandate:

Ensures on behalf of the Board of Directors that Club Presidents are well informed of the Mission, Vision, Goals and Core Values of RGM, the Programs outlined in RGM Sport Plan and communicates back to the Board of Directors common needs and concerns of the clubs.

2. Duties and Responsibilities

- a) Hold regular meetings with all Club Presidents.
- b) Communicates to the Club Presidents RGM Sport Plan including the Mission, Vision, Core Values and Goals of the Association.
- c) Communicates to the Board matters of common interest and concern from the clubs.
- d) Propose strategies to enhance the development of new clubs in Manitoba.
- e) Provide a written report to the Annual General Meeting.
- f) Is a voting member of the Board of Directors.

3. Time Commitment:

Minimum 6 three-hour meetings per year and special meetings as required plus individual preparation time.

4. Term of Office:

The term of office is two years starting in the even calendar year. The Club Representative is elected at the Annual General Meeting by the Presidents of the Clubs.

P. CLUB PRESIDENTS' FORUM

1. Mandate:

The Presidents' Forum is a consultative body to the Board of Directors on the issues of club development consistent with the Mission, Vision, Goals and Core Values of RGM.

2. Duties and Responsibilities:

- a) To provide opportunities to participate in rhythmic gymnastics within the clubs;
- b) To promote the sport of rhythmic gymnastics;
- c) Communicates common interests and concerns from the clubs;
- d) Propose strategies to enhance the development of new clubs;
- e) Provide a forum for exchange of ideas to further develop member clubs;
- f) To implement RGM Sport Plan;
- g) To canvas their membership and encourage those who are willing to serve on the Board of RGM;
- h) To provide input to the nominating committee for positions on the Board at the AGM of RGM.

3. Structure:

Chairperson - Elected Club Representative to the Board of Directors

The elected Presidents of all RGM registered Rhythmic Gymnastic Clubs

4. Time Commitment:

Minimum two (2) two hour meetings per year. Special meetings as required plus individual preparation time.

Q. EVENTS CHAIRPERSON

1. Mandate:

Ensures on behalf of the Board, the effective and efficient delivery of all events organized under auspices of RGM according to RGM Mission, Vision, Core Values and Goals outlined in the RGM Sport Plan.

2. Duties and Responsibilities:

- a) Develops and implements policies and procedures for effective and efficient delivery of RGM sponsored events outlined in the Sport Plan including competition, gymnaestradas, and other events as identified by the Board.
- b) Provide leadership in delivery of these events.
- c) Review and evaluate the delivery of the programs.
- d) Recommend changes to RGM short and long range plans.

3. Terms of Reference

- a) The Events Chairperson is responsible to plan, resource and deliver RGM sponsored competitions and gymnaestradas according to RGM Sport Plan, including the following:
- i) develop a team of qualified leaders, certified by RGM in the following areas of delivery of events: Hospitality, Scoring, Video, Audio; Running, Marshaling;
 - ii) ensure that a program of certification is developed and implemented for all technical functions including Meet Director, Technical Director, Runners, Audio, Video, Scoring and Marshaling but specifically excluding Judging;
 - iii) acts in the capacity of a Chair of the Organizing Committee at all Sponsored Provincial Events. The responsibilities will include:
 - cooperation with the Event Technical Director² and assistance of the provincial office, prepare and circulate meet information 90 days prior to the event, including the provisional, definitive and nominative registrations;
 - confirmation with the RGM office regarding booking of facility for scheduled RGM Sponsored Provincial Events;
 - development, with the assistance of the Executive Director, of budget for each RGM Sponsored Provincial Event;
 - ensures coordination of the following services:
 - video services, audio services, scoring services through the Audio Chair, Video Chair, Scoring Chair;
 - hospitality services through Hospitality Chair;
 - awards through RGM provincial office;
 - runners through Runners Chair
 - marshaling through Marshaling Chair
 - publicity through Vice President of Marketing and Publicity
 - draw and order of competition through Meet Technical Director;

² The responsibility of the Event Technical Director is fulfilled by the Director responsible for the sport development area to which the event belongs.

- b) requests from the Director responsible for Judging to provide required number of judges for the competition;
- c) reviews and accept³ registrations for the event;
- d) participates, with the Technical Director and the Executive Director, in the draw of the competitor order and ensures the same is distributed to the participating clubs;
- e) files a complete set of results with the provincial office
- f) appoints an Assistant Event Chair whose duties will include assisting the Event Chair and other duties as assigned by the Event Chair;

4. Time Commitment:

Minimum 6 three-hour Board of Directors meetings per year, 4 one hour Technical Committee meetings per year time at approximately three RGM sponsored events per year and special meetings as required plus individual preparation time.

5. Terms of Office:

The term of office is two years starting in the even calendar year. All eligible members who can vote elect the Events Chair at the Annual General Meeting.

R. COACHES CHAIR

1. Mandate:

Member of the RGM Board of Directors and Chairperson of the Coaching Committee, the Coaches Chair is responsible for effective and efficient delivery of the coaching programs consistent with the Mission, Vision, Core Values and Goals of RGM.

2. Duties and Responsibilities:

- a) Chairs the Coaching Committee Meetings.
- b) Provides leadership to the Coaching Committee.
- c) Attends and presents written reports to all Technical Committee Meetings including concerns and issues related to coaching.
- d) Responds to mail pertaining to coaching other than that pertaining to tasks designated to a specific individual.
- e) Maintains a file of all correspondence pertinent to the portfolio and ensures that Provincial Office is in possession of the same.

³ Verify if all conditions were met, i.e. membership fees paid, entry fees paid, age according to rules etc.

- f) Develops a yearly plan for coaching activities in conjunction with the Coaching Committee and the RGM office.
 - g) .Oversee the training and certification of coaches and provides a plan of action for increasing the number of the coaches in Manitoba.
 - h) Assists the appropriate committee member(s) with the following:
 - i) the development, organization, evaluation and revision of policy and procedures, rules and regulations related to coaching rhythmic gymnastics at all levels in Manitoba;
 - ii) the distribution, analysis and interpretation to all coaches of information pertinent to coaching;
3. Pre-Requisite for Position:
- a) Must possess well developed organizational, administrative, communication and human relation skills.
 - b) Be prepared to attend monthly Board meetings, four (4) one hour Technical Committee meetings.
 - c) Be prepared to commit the time and energy to fulfill the position of Coaching Committee Chairperson.
 - d) Must be a NCCP Level 2 certified coach at minimum.
4. Time Commitment:
- Minimum 6 three-hour of Coaching Committee meetings and 4 three- hour Technical Committee meetings per year and special meetings as required plus individual preparation time.
5. Term of Office
- The term of office is two years starting in the even calendar year.

S. COACHES COMMITTEE

1. Mandate:

Ensures on behalf of the Board, the effective and efficient delivery of the coaching programs consistent with the Mission, Vision, Core Values and Goals of RGM.

2. Duties and Responsibilities

- a) Develop and implement policies and procedures for effective and efficient delivery of the coaching programs, including:
 - i) series of interrelated coaching certification programs and development opportunities for coaches from Entry to NCCP Level 3,
 - ii) certification opportunities and incentives for coaches who are planning to study beyond Level 3 NCCP certification, in order to be eligible to coach at international competitions, championships and major games.
- b) Review and evaluate the delivery of the programs.
- c) Recommend changes to RGM short and long range plans.

3. Terms of Reference

The Coaching Committee is responsible to provide effective leadership in the development, implementation and monitoring of the coaching programs in Manitoba, including the following:

- a) develop long and short term plans for the development of coaching in Manitoba,
- b) ensure implementation of coaching programs according to RGM Sport Plan,
- c) provide the opportunities for formal training in the skills, science and art of coaching rhythmic gymnastics, with end result of developing qualified and certified coaches,
- d) plan and ensure delivery of the National Coaching Certification Program (NCCP) RG Level 1, 2, and 3 Technical courses,
- e) approve RG Practical Experience applications at the NCCP Levels 1 and 2,
- f) chair periodic Coaching Committee meetings,
- g) provide guidance and expertise to RGM and its coaches in areas of coaching development as well as areas affected by the coaching development, i.e. Levelized Program, Competitions, etc.,
- h) develop and implement policies and procedures to facilitate the delivery of coaching programs in Manitoba,

- i) monitor application of the Coaching Manitoba, Sport Manitoba and CAC NCCP guidelines,
- j) ensure that the Clubs/programs are aware of the GCG-RG Minimum Coaching Certification Standards in delivery of their programs and monitor the application of the Standards,
- k) publish a calendar of coaching activities for the year,
- l) communicate, and promote the importance of the NCCP to coaches in Rhythmic Sportive Gymnastics, member clubs and other sport delivery organizations,
- m) with support of the provincial office, co-ordinate the development of program support materials, including manuals, handbooks, reference material, module material, exams and evaluation criteria,
- n) make recommendations to the GCG-RG regarding the granting of the equivalency for Technical courses,
- o) provide recommendations to the GCG-RG on coaching development,
- p) work with the Executive Director in the development of annual program budget plans for submission to RGM Board of Directors and Sport Manitoba for program funding,
- q) promote RGM Code of Ethics, Policies and Procedures and NCCP Standards for their effective enforcement,
- r) develop new program initiatives, in addition to the CAC/GCG-RG NCCP Programs, for the continued development of coaching, (e.g. Workshops on Choreography, Spectra, Entry Level Program Clinics, Compulsory exercises, Planning, Promotion workshops, etc.),

- s) provide guidance and expertise to RGM in development of programs (e.g. promotion of sport of Rhythmic Gymnastics in schools, Parks & Recreation Programs, etc.)
- t) advocate for coaches on coaching issues (e.g. job creation, coaching as a profession, etc.),
- u) develop and implement coach recognition programs.
- v) communicate to the coaches information regarding events, programs, rules, coaching tips, etc.

4. Structure

Coaching Chairperson
Head Coach of each club

5. Time Commitment

Approximately 6 three-hour of Coaching Committee meetings and 2 one hour Technical Committee meetings per year and special meetings as required plus individual preparation time.

T. OFFICIALS CHAIR

1. Mandate:

Member of RGM Board of Directors, the Judging Chairperson is responsible for effective and efficient delivery of the judging programs consistent with RGM Vision, Mission, Core Values and Goals.

2. Duties and Responsibilities:

- a) Chairs the Judging Committee Meetings.
- b) Provides leadership to the Judging Committee.
- c) Attends and presents written reports to all Technical Committee Meetings and presents concerns and issues related to judging to this body.
- d) Responds to mail pertaining to judging other than that pertaining to tasks designated to a specific individual.
- e) Maintains a file of all correspondence pertinent to the portfolio and ensures that the Provincial Office is in possession of the same.
- f) Develops the yearly plan for judging activities in conjunction with the Judging Committee and the RGM office.
- g) Assigns judges to Western Regional Championships, Invitational Club meets, Provincial Championships and any other competitions according to jurisdiction and appoints judges responsible for those of the above which are held in Manitoba.
- h) Analyzes and evaluates the above events where judging and related issues are concerned.
- i) Oversees the training, certification, and evaluation of judges and provides a plan of action for increasing the number of these judges in Manitoba.

- j) Assists the appropriate committee member (s) with the following:
 - a) the development, organization, evaluation and revision of policy and procedures, rules and regulations related to judging RG at all levels in Manitoba.
 - iii) the development, organization, evaluation and revision of training and certification programs for judges of RG in Manitoba.
 - iv) the distribution, analysis and interpretation to all judges of information pertinent to judging RG - that is, information excerpted from FIG Bulletins, trip reports, competition reports, course reports, etc.
3. Pre-Requisites for Position:
- a) Must possess well developed organizational, administrative, communication and human relation skills.
 - b) Be prepared to attend bi-monthly meetings as well as several competitions per year.
 - c) Be prepared to travel domestically and internationally on behalf of RGM.
 - d) Be prepared to commit the time and energy required to fulfill the position of Judging Committee Chairperson.
 - e) Must be a Canadian National Level II Judge.
4. Time Commitment:
- Minimum 6 three-hour meetings per year and special meetings as required plus individual preparation time.
5. Term of Office:
- This position shall be elected bi-annually by eligible coaching Members at the Annual General Meeting. The term of office shall conclude and a new one begin in odd calendar years.

U. OFFICIALS COMMITTEE

1. Mandate:

Under the direction of the Judging Chairperson, member of the Board of Directors, the Judging Committee facilitates effective and efficient delivery of the judging programs, judges and minor officials included, consistent with the Mission, Vision, Core Values and Goals of RGM.

2. Duties and Responsibilities:

- a) Develop long and short range plans for the development of judging in Manitoba
- b) Develop and implement policies and procedures for effective and efficient delivery of the judging programs.
- c) Review and evaluate the delivery of the programs.
- d) Recommend changes to RGM short and long range plans.

3. Terms of Reference:

The Judging Committee is responsible to provide effective leadership in the development, implementation and monitoring of the judging programs in Manitoba, including the following:

- a) Develop long and short term plans for the development of judging in Manitoba.
- b) Ensure implementation of Judging programs according to RGM Sport Plan.
- c) Provide the opportunities for formal training in the theory and practice of judging rhythmic gymnastics, with end results of developing qualified and certified judges.
- d) Plan and ensure delivery of the National Judging Certification including club, provincial, national and international levels.
- e) Evaluate and upgrade judges based on their practical performance.
- f) Provide guidance and expertise to RGM and the judges in areas of judging development as well as areas affected by judging, i.e. Levelized program, competitions, etc.
- g) Assign judges to the club invitational, provincial, national and international competitions as applicable.
- h) Develop and implement policies and procedures to facilitate the delivery of judging programs in Manitoba
- i) Publish a calendar of judging activities for the year.
- j) With the support of the provincial office, coordinate the development of program support materials including manuals, handbooks, reference material, module material, exams, and evaluation criteria.
- k) Provide recommendations to the GCG-RG on judging development.
- l) Work with the Executive Director in the development of annual program budget plans for submission to RGM Board of Directors and Sport Manitoba for program funding.
- m) Maintain a database on all RGM judges at the provincial office
- n) Annually submit an updated list of judges to the GCG-RG.
- o) Develop new program initiatives, in addition to the certification programs for the continued development of judging (e.g. job creation, coaching as a profession, etc)
- p) Develop and implement judge recognition programs
- q) Communicate to the judges information regarding events, programs, rules judging tips etc.
- r) Maintain a file of correspondence and documentation pertinent to the portfolio at the provincial office

4. Structure:

Official's Chair on the Board of Directors (acts as the chairperson)

2 judges at large

5. Time Commitment:

Approximately 4 three-hour long Judging Committee meetings and 4 three-hour Technical Committee meetings per year and special meetings as required plus individual preparation time.

SECTION 8: MEMBERSHIP AND REGISTRATION

A. GENERAL POLICIES

1. RGM charges membership fees to help offset the costs of the many programs and services it offers to clubs, club members and individual RGM members. Membership support, in both numbers and dollars, is crucial to the continued development of rhythmic gymnastics in Manitoba.
 - a) The first step in the registration process is that each club files a Letter of Intent including Club Registration forms and Club Registration Fee prior to commencement of practices and no later than September 15th, whichever comes first, to indicate that the club will be registering with RGM for that registration year.
 - b) A member will be considered to include any formal or informal organization that is (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the member and may be a group of participants, registrants, class of member, company corporation, subsidiary, branch, satellite operation, "feeder" group, "booster" group, club or like organization. Members must understand that the establishment of such separate entities in order to circumvent this or any other RGM membership requirement will be considered an act of misrepresentation. Actions of this type are considered contrary to principles of ethical conduct, and may result in disciplinary proceedings and consequences as determined by the Board of Directors or agents acting upon their direction.
 - c) A club must register 100% of its membership (athletes, recreational, coaches, apprentice coaches, officials, and executive members) with RGM. If a club does not register 100% of its membership, registration may be denied or revoked. This information must be received from the club within thirty days of the program commencement date stated on the Letter of Intent. RGM will not provide access to membership services and programs unless all registration information (fees, forms and individual forms) is submitted. Any clubs, whose initial registration is not received by the thirty day deadline, will not be considered members of RGM, until all fees, forms and names are received.
 - d) Clubs are required to register all new individual members over the course of the year as soon as they join a club program.
 - e) As members of RGM, clubs agree to comply with all RGM policies, by-laws, and other program and/or administrative rules and regulations.
 - f) Only registered members, and member clubs in good standing, may participate in RGM programs and reap the benefit of RGM funding.
 - g) As a condition of membership with RGM Coaches must hold required certification, undergo every three years the Child Abuse Registry Check, Complete Respect in Sport on line Course, and First Aid/CPR Course.
 - h) Fees and all information must be received for registrations to be complete, and for individuals and clubs to be considered members of RGM and GCG.

B. PROCEDURES AND DEADLINES

1. Each fall, RGM will send out a membership package, forms and/or a computer disk to gymnastics clubs and organizations in the province. The registration year is September 1 – August 31.
2. How to Register
 - a) Read all the information provided.
 - b) Send a Letter of Intent and the club fee to RGM office. Please indicate the Program Commencement Date for the club. The respective club then has a thirty

day grace period from the Program Commencement Date to register its members for insurance purposes.

- c) Complete all forms legibly or on computer disk.
- d) Return forms and cheque for the appropriate amount within the thirty day grace period.
- e) Register all new members. New members who join your club after your initial registration must also be registered and paid for up to and including August 31 of each year. New registration years start September 1.
- f) Ensure fee cheques accompany registration forms.

C. REGISTRATION CATEGORIES

1. Clubs:

Type	Competition	Notes
Recreational	Only within the club	
Provincial Stream Competitive	May compete outside the province	Eligible for participation at Western Canadian Championships.
National Stream Competitive	May compete outside the province and country	Eligible for participation at Western Canadian Championships and National Championships. May Compete outside the province and country.
Combined Recreational and Competitive	As per above	As per above
Affiliate	No Competitions	Organizations that do not have gymnastics as the only activity and sole purpose of their organization.
<p>Note: It is extremely important to correctly register within each category for the following reasons:</p> <p>For your club to receive the appropriate mailings;</p> <p>To receive information you require on how to operate your programs;</p> <p>To fulfill your requirements and needs through RGM Technical Committees; and</p> <p>To allow RGM to collect accurate statistics for funding purposes.</p>		

2. Individuals:

Category	Type	Notes
Athlete Member	Recreational Five Years and Under, Recreational Six Years and Over, Regional Stream, Provincial Stream, and National Stream	Athletes' competitive categories must be stated on their registration forms
Coach Member	Recreational Stream Competitive PS Competitive NS National Team	Gymnastics Foundation Intro to Comp - NCCP L2 (min) Comp Dev - NCCP L3 (min) High Performance – NCCP L4
Official Member	Club Level Provincial Level National Level International Level FIG Brevet	Club Level 2,1 Provincial 2,1 National 3,2,1 FIG Brevet 4,3,2,1
Volunteer Member		These include volunteers i.e. scorers, video technicians, music technician, club executive members
Associate Member		Organizations that do not have gymnastics RG as the only activity and sole purpose of their organization.
Honorary Member		Persons who have made significant contribution to RG in Manitoba.

Note: It is extremely important to correctly register within each category for the following reasons:

For information purposes and to ensure that appropriate mailings are received;

To receive notification of upcoming coaching, judging and athlete clinics;

To ensure funding eligibility for out of province competitions such as Westerns and Nationals; and

To ensure eligibility to compete in RGM sanctioned competitions.

D. FEES AND SERVICES

1. Membership fees are charged to clubs and individuals according to the Registration Categories listed above.
2. Membership fees are detailed on the Membership Record form that is included within RGM registration package each September.

E. MEMBERSHIP BENEFITS AND SERVICES

1. General
 - a) R.G.M. carries Liability and Accident insurance for all R.G.M. members
 - b) R.G.M. provides access to and member rates for the courses and clinics hosted by the R.G.M.
 - c) R.G.M. provides clubs with access to R.G.M. Competitions from Provincial Stream to National Stream, Provincial/ National/International Gymnaestradas, and provides clubs the opportunity to host gymnastic competitions.
 - d) R.G.M. certified Judges for Competitions upon request
 - e) R.G.M. provides clubs with copies of the R.G.M. Calendar, GCG-RG information, fundraising and sponsorship opportunities and informational mail-outs on a monthly basis
 - f) R.G.M. provides access to Athlete, Coaches and Officials Assistance Grants
 - g) R.G.M. provides access to rhythmic gymnastics resources i.e. RG video & music library, books and publications, competition equipment inventory
 - h) R.G.M. coordinates access to the training facilities at the University of Manitoba equipped with six (6) Mituffa rhythmic gymnastics carpets.
 - i) R.G.M. coordinates access to Bingo and Tag Day fundraising opportunities
 - j) RGM is an umbrella organization that is recognized by the Provincial Government, Sport Manitoba and the G.C.G. - Rhythmic Gymnastics.
 - k) R.G.M. provides development opportunities for...
2. Athletes:
 - a) Provincial Team opportunities
 - b) Athlete centered camps/clinics
 - c) Technical resources
 - d) Scripting Program
 - e) Music Library
3. Coaches:
 - a) Training and development of coaches through National Coaching Certification Program (NCCP) and other opportunities
 - b) Resource materials, books, music, videos, and equipment
 - c) Travel assistance to qualified coaches for out-of-province competitions

4. Officials:
 - a) Training and development of judges from beginner to national and international levels
 - b) Travel assistance to qualified judges for out-of-province assignments
5. Volunteers:
 - a) Organize and manage special events
 - b) Serve on voluntary Board and committees
 - c) Keep score at competitions
 - d) Time, line referee at competitions
6. Other opportunities offered to RGM:
 - a) Event hosting opportunity.
 - b) Office support volunteer experience

SECTION 9: FINANCE

A. GENERAL

1. An effective financial management system is a key element to the successful operation of any organization. A financial management system provides a foundation for stability and accountability. The Executive Director and the Board of Directors of RGM are responsible for effective financial management.
2. There are four key components to a financial management system:
 - a) Budgeting
 - b) Financial Controls
 - c) Record Keeping
 - d) Reporting

B. FINANCIAL MANAGEMENT SYSTEMS

1. Budgeting
 - a) RGM budget is an annual financial plan that provides details regarding the revenue and expenses that RGM expects during a fiscal year. There are eight steps in the budgeting process:
 - i) List all RGM activities for the upcoming year;
 - ii) Project all expenses for these activities;
 - iii) Project all income for these activities;
 - iv) Compare revenue and expenses;
 - v) Set priorities;
 - vi) Balance budget to zero base;
 - vii) Approve budget at Board of Directors level; and
 - viii) Monitor, and when necessary, revise budget throughout the fiscal year.
 - b) RGM Board of Directors approves the budget annually.
2. Financial Controls

a) General

- i) All cheques, drafts or order for the payment of money and all notes, acceptances and bills of exchange will be signed by any two of the following: President, VP Finance or Executive Director.
- ii) Expenses will only be paid out for written invoices, signed expense claim forms accompanied by a Cheque Requisition Form, or as otherwise approved by the Executive Director.
- iii) At minimum quarterly, VP Finance shall review and approve the bank reconciliation, sign and file with financial records.
- iv) Setting up of accounts, closing accounts, change of signatures and approval of any transfers require two authorized signatures and should be noted in the minutes.
- v) Floats (office and Events) must be verified on event by event bases.
- vi) Numerical duplicate receipts must be issued for all cash collected.

b) Cash handling policy (at RGM Events):

- i) Where at all possible, there should always be two individuals assigned to work at areas that handle cash (ticket sales, cafeteria, door collection, fundraising events)
- ii) All cash collected at RGM event such as competitions is to be counted in the presence of two individuals. Cash counts should be recorded on paper and signed off by a third person witnessing the counts.
- iii) All cash being held overnight by an individual should be kept in a locked cash box and returned to RGM office as soon as possible for deposit to the bank account.
- iv) Any cash withdrawn from the cash box for unexpected purchases must be recorded on a Petty Cash voucher and submitted in the total cash counts at the end of the event.
- v) No bills larger than \$50 will be accepted as payment for any RGM events.
- vi) Cheques will only be accepted from current RGM members as payment for any type of purchase.

3. Record Keeping

- a) The Executive Director is responsible for financial record keeping on a accrual accounting basis. This will include:
- b) Documenting the running balance of all petty cash and associated bank accounts including cash received, cash bank withdrawals, cash purchases, and cheque purchases.
- c) Ensuring that all revenue is recognized when cash is received.
- d) Ensuring that all expenditures are recognized when cash is paid.
- e) Printing a full history of these records at the end of the fiscal year to allow for the carrying forward of current balances, in cash and bank accounts, for the next fiscal year.

4. Reporting

- a) The audited financial statements for RGM, prepared by RGM appointed auditor, will be presented and approved at the Annual General Meeting of the members.

5. Fiscal Year

- a) The fiscal year for RGM is April 1 to March 31.

6. Expense Claims

- a) Reimbursement for the following items is available for individuals approved to conduct RGM business. Contact RGM Office for specific reimbursement payment schedules:
 - i) Mileage (Personal Vehicle)
 - ii) Meals*
 - iii) Airfare
 - iv) Accommodation

*Where meals, food, etc. are provided, per diems will be adjusted appropriately.

7. Honoraria

- a) Learning Facilitators/Course Conductor
 - i) NCCP Technical Course Learning Facilitators are paid according to the Fee scale outlined by Coaching Manitoba.
- b) Judging Certification Course Conductors are paid according to the Fee scale outlined by Sport Manitoba
- c) Other Course Conductors fees must be covered by participants' registration fee.
- d) Clinic and Video Demonstrators
 - i) When an individual is asked to demonstrate rhythmic technique at clinics or for a video she/he will be paid flat fee honoraria. If this cannot be covered by the Registration Fee the clinician requesting the demonstrator will be responsible to pay the honoraria.
- e) Judges Honoraria at Competitions
- f) Scorers Honoraria at Competitions

8. Personal Claims

- a) Phone Calls
 - i) Calls made during the day (i.e.) to National Office, other provinces, must pertain to RGM business and should be made from the Provincial Office.
 - ii) Calls made after Provincial Office hours to other Rhythmic Gymnastics personnel or foreign countries must have the Executive Director approval and will only be reimbursed if accompanied by photo copy of personal phone bill.
- b) Parking
 - i) When a volunteer is asked to attend a function on behalf of RGM reimbursement for parking will be allowed.
- c) Travel Expenses
 - i) When a volunteer is requested to attend a particular Rhythmic function or serve on a particular working committee – mileage of .34 cents can be claimed for the distance in excess of the city perimeter.

- d) Meals
 - i) When a volunteer is requested to attend a particular Rhythmic function or serve on a particular working committee he/ she will be entitled for meal allowance of \$5.50 for breakfast, \$8.50 for lunch and \$20.00 for dinner.
- e) Goods and Services Tax
 - i) RGM meets the criteria regarding exceeding the 40% Government Funding stipulation, therefore it is not registered for GST purposes.
 - ii) RGM pays 100% GST on all invoices as required, but is entitled to a 50% rebate on GST paid.

C. DELINQUENT ACCOUNTS

1. Policy

- a) Overdue accounts will bear interest at the rate of 1.5% per month after 30 days from the date of the invoice.
- b) Accounts not paid in full will result in suspension of membership in accordance with the process set forth below which forms part of this policy.
- c) Any person, once membership has been suspended, shall not participate in any activity of RGM or in the activities of any club or organization that is part of RGM.

2. Process:

- a) The executive director shall send to the delinquent member, no sooner than 2 months following the date of the unpaid invoice, correspondence informing the member that suspension as a result of the unpaid account will occur one month from the date of the letter in the event the default is not remedied.
- b) One month following the date of the correspondence, membership will be suspended and the executive director will send correspondence to the delinquent member and to the club or organization in which they participated advising that the member has been suspended.
- c) Upon payment of the outstanding account including accumulated interest, the membership of the delinquent member shall be immediately reinstated.

D. BINGO POLICY

1. Purpose

- a) The purpose of the Rhythmic Gymnastics Manitoba Inc. (RGM) Bingo policy is to provide guidance and direction concerning the conditions for acceptance and participation in bingo events, allocation and expenditure of the revenue from the bingo events.

2. General

- a) Rhythmic Gymnastics Manitoba Inc. (RGM) has access to bingo events of the Manitoba Lotteries Corporation Inc. (RGM) allocated by Sport Manitoba. The access to the bingo events is determined using Sport Manitoba categorization placement and funding principles.
- b) RGM annually signs an agreement with Sport Manitoba agreeing to conditions for the acceptance and expenditure of the bingo event allocations and revenue.
- c) Based on the MLC Bingo Policy, RGM is obliged to provide 7 workers for each allocated event.

- d) By resolution of RGM Board of Directors, RGM has committed to provide 8 volunteers for each allocated bingo including the Bingo Chair.
- e) RGM supplies volunteers for the bingo events by providing access to the bingo events to member clubs and programs in lieu of share of the revenue.

3. Qualification for Access to the Bingo Events

- a) All Member Clubs and programs in good standing with RGM currently registered with the RGM and also registered in the season used to calculate portion of share are entitled to apply to RGM to work bingo events.
- b) Access to the bingo events and to the share of revenue is granted based on the athlete membership (competitive and recreational) and competitive representation at Western Regional Championships, Canadian Individual Championships, and Canadian Group Championships.
- c) Determination of the Membership will be based on the highest athlete registration at the end of the previous season, as of August 31.
- d) Determination of Representation will be calculated by allotting 1 point for Representation at the Western Regional Championships, 1 point at the Canadian Individual Championships and 1 point at the Canadian Group Championships as of August 31.

4. Registration

- a) Each qualifying Club shall name a bingo coordinator responsible to the member Club and to the RGM that the Club will have required number of volunteers at every assigned bingo event.
- b) Each qualifying club shall be required to complete a "Bingo Registration Form" (see last page of this document) and submit to the RGM on or before the set deadline. A signed agreement will exist between the Club and RGM to ensure all responsibilities of both parties are acknowledged in advance. If a Club bingo coordinator has been replaced by a new coordinator a new agreement must be signed by both the RGM bingo administrator and Club bingo coordinator.
- c) All Registrations, meeting qualifications and deadlines, shall be included in the calculation of the next year's allocation formula. The allocation based on the new formulae will begin on April 1 of each year and end on March 31 of the following year.

5. Sharing Revenue

- a) The revenues from bingo events are shared as follows:
 - 60% RGM
 - 40% clubs/program (includes \$1,000 Provincial Team share)

6. Accountability - Guidelines for Expenditure of Bingo Revenues

- a) RGM may allocate the bingo revenue to the following activities:
 - iii) Administrative Salaries
 - iv) General Administration Costs
 - v) Domestic travel as set out in Sport Manitoba travel policy

- vi) International travel as set out in Sport Manitoba travel policy
- vii) Sport Development

b) Member Club/program may allocate the bingo revenue to the following activities:

- viii) Coaches Salaries
- ix) Coaches Training
- x) Facility Cost
- xi) Equipment purchase and maintenance, music, uniforms
- xii) Hosting of Inter-club competition

c) Disposition of Funds

The disposition of funds received shall not be acceptable for the following:

- xiii) Wages, salaries and fees for services of volunteers
- xiv) Spirits (ref. Sport Manitoba Sports Umbrella Expenditure Policy)

d) Payments will be made at the end of each quarter, up to and including March 31 at which time fines and penalties will be calculated and applied.

7. Bingo Allocation

- a) RGM has no control over the number of Bingo events allocated to them by Sport Manitoba.
- b) The maximum percentage for the registration portion of the funding will be 50%.
- c) The maximum percentage for the representation portion of the funding will be 50%.

The club share will be based on total number of Club registered a) recreational and competitive athletes and b) representation at Western Regional Individual and Canadian Group Championships, earning one (1) credit per athlete/ per competition.

The club share will be based on data generated as of August 31st of the previous year for the following season starting April 1st ending March 31st. (i.e. Membership data generated August 31st, 2012 will determine club share for bingo season April 1st, 2013 to March 31st, 2014.

The results of tabulations will be circulated to the clubs in fall of each year. It will include:

- Table with the registration and representation numbers
- Table including calculation of profit share based on registration and representation
- Table outlining the number of required volunteers from each club.

Projected Funding Numbers for the 2013-2014

Total Grant	\$27,000.00
60%RGM share	\$16,200.00
40% Club/Program share	\$10,800.00

10. Responsibility of the Volunteer Bingo Workers

- a) Volunteers must arrive on time at the location and report to the Bingo Session Chair. If volunteers report late, the Association may lose the bingo as per Manitoba Lotteries Corporation Policy Manual, article 1.2.

11. Duties and Responsibilities of the Bingo Session Chair:

- a) Arrive at the site 30 minutes before required time.
- b) Report to the office on location and sign in all volunteers on the Volunteer Sign-In Sheet, indicating the club they work for.
- c) In case of shortage of volunteers due to an emergency situation, call a stand by volunteer to take his or her place.
- d) Supervise volunteers to ensure they work as required.
- e) At the end of the Bingo, collect the copy of the Volunteer Sign-In sheet.
Day after the Bingo:
- f) Fax to RGM office the Volunteer Sign-In sheet.
- g) Call office and leave a brief verbal report on how the bingo went.

12. Duties and Responsibilities of RGM Office:

- a) RGM Executive Director confirms in writing to the bingo venue management acceptance of bingo events for a quarter.
- b) Distributes RGM Bingo Agreement forms to the member club/program presidents.
- c) Ensures that the Bingo Session Chair is assigned.
- d) Mail out to the club bingo coordinator information about the upcoming bingo session.
- e) Mail out to the bingo session chairs information about upcoming bingo events.
- f) Two days before the session, calls club bingo coordinators who did not send in the names of the volunteers.
- g) 24 hours prior to the event, faxes names and phone numbers of the volunteers to the bingo session chair.
- h) At the end of each quarter, issues financial report and cheques to participating Clubs.

13. Evaluation and Monitoring of Bingo Fund Revenue Uses:

- a) **Monitoring and evaluation of Club expenditures of bingo funds shall be through the submission of Club Year End Financial Report, Club Sport Plan for upcoming season and access to financial records on request.**
- b) Failure to provide a Year End Financial report prior to the October Executive/Board of Directors meeting will result in the withholding of bingo fund allocation cheques until such time as the delinquent Club Year End Financial Statement is submitted to RGM offices.

14. Evaluation and Monitoring of Bingo Fund Revenue Uses

- a) The Executive Director is responsible on a day to day basis for overseeing the expenditure of bingo funds as set forth in the budget. Records of cheques,

cheque requisitions and receipts shall be maintained for all expenditures incurred by RGM in fulfilling its objectives and programs. Ultimately the Executive Committee and Board of Directors are responsible for the approval of programming and budgeting upon receipt of reports from each of the Standing Committees and the Executive Director, at monthly meetings.

15. Penalty for Failing to Provide Required Number of Volunteers

- a) In the event that a club/program fails to send a full complement of volunteers to a bingo session, the club/program's share of revenue will be forfeited for that day and the club share will be divided between clubs that worked the event..
- b) In the event a volunteer reports late and the Casino management refuses to allow the volunteer to take place on the floor, the situation will be treated as no-show and will be subject to the same penalty as in paragraph 15 a).
- c) The Club which does not provide the required number of worker for two subsequent events, the club will forfeit revenue from that bingo and accumulated revenue from the previous two bingo sessions worked and will be subtracted from the club's quarterly pay out. The outstanding revenues will be divided equally amongst the clubs who provided volunteers at the aforementioned bingo(s).

E. TAG DAY AND LIQUOR LICENSES

1. Rhythmic Gymnastics Manitoba shall not sign on the Club Tag Day and Liqueur License Applications. In order for the member Clubs to access these licenses, the member clubs must incorporate as not for profit organizations with the Companies Office of the Province of Manitoba.

SECTION 9: RGM PUBLICITY

A. CONTACT

1. All contact with the media regarding RGM activities and events (including individual athlete's accomplishments when representing RGM) will be facilitated by RGM VP Marketing and Publicity.
2. RGM will not place media representatives in direct contact with athletes. All communications will be made through the athletes' coaches.
3. RGM will designate a spokesperson to deal with media-sensitive issues. This person shall be the sole liaison to the media, and the only individual permitted to make comments about RGM and any issue in question.

B. HOSTING COMPETITIONS

1. Host clubs are responsible for completing the Meet Sanction Application Form. This application form is due three weeks prior to each competition.
2. In the event of changes to previously submitted information, a Meet Information Change Form must also be submitted prior to the competition.
3. RGM will provide the media with details of events according to the information provided on the Meet Sanction Application Form. Coverage will not be arranged for meets hosted by clubs that do not complete the required forms.

C. CLUB REFERRALS

1. RGM office provides a Club Referral Service to the general public. The referrals will only be based on the applicants' desired location of the program.
2. Individual programs will not be discussed, except in cases of types of programs (i.e. competitive, recreational, pre-school).
3. Costs, quality, recommendations, etc., will not be discussed.

D. GENERAL

1. RGM has no control over the media coverage rhythmic gymnastics receives.

SECTION 11: LOGOS AND OWNERSHIP

A. LOGO

1. RGM logo is for the sole and express usage of RGM. Written permission must be obtained from RGM before use can be made of RGM logo by any other individual/association.

B. COLORS

1. Team colors for Rhythmic Gymnastics Manitoba are white, brown/black, gold and silver.

C. OWNERSHIP

1. Unless otherwise determined by the Board of Directors, any documents prepared by/for Rhythmic Gymnastics Manitoba staff, Board Members, volunteers and/or committees, or their designates, are under copyright and for the express use of RGM, and may not be sold, photocopied or otherwise redistributed without permission from RGM.
2. RGC and FIG materials are under copyright and must be purchased from RGM office. Photocopying, reproducing or re-selling of any of these materials violates copyright law.

SECTION 12: INSURANCE AND SAFETY GUIDELINES

A. INSURANCE

1. Introduction
 - a) RGM provides liability and accident insurance coverage to registered members and clubs in good standing who have fulfilled the following membership registration requirements:
 - i) have paid the designated Club Fee and submitted their Letter of Intent to register prior to commencement of their training sessions and no later than September 15th , which ever comes first.
 - ii) have registered all of their individual recreational participants, competitive athletes, coaches, officials and associate members by submitting the required forms and fees on or before the due date (30 days after commencement of training), as stated in their Letter of Intent
 - iii) register all new members (as above) throughout the year's program activities.
 - iv) Have submitted Club Financial Statement for the previous season.
 - b) Clubs that do not meet the above registration requirements will not be considered a club in good standing and will not be covered by RGM insurance policies.
 - c) Coverage is for RGM and club activities such as training, programs, events, competitions, displays and demonstrations which are recognized by RGM. All

clubs in good standing will be considered as having their regular in-club training and program activities sanctioned as part of their acceptance of membership in RGM provided sanction request was submitted minimum 3 weeks prior to the planned event.

2. Liability Insurance

- a) RGM provides members and clubs in good standing with the following liability insurance coverage:
 - i) Comprehensive General Liability (includes injury to participant);
 - ii) Directors & Officers Liability.
- b) Clubs and members must inform the Executive Director of all possible liability claims that they believe may arise. Failure to report a potential liability insurance claim within one week of the incident may void the insurance coverage.
- c) Occasionally, a RGM Full-Member Club may be using a facility to hold an event or display. If the property manager requests proof of insurance, RGM will provide the club with a photocopy of the Certificate of Insurance.

3. Accident and Accidental Death and Dismemberment Insurance

- a) RGM's accident insurance coverage for members in good standing and covers sanctioned practices, competitions and team travel. One plan covers all participants, managers, coaches, executives and field officials through out the entire season. Accident insurance coverage will respond to an injury sustained while participating in sanctioned activities of RGM. It is not an "aches and pains" policy, which means it does not provide coverage for chronic or overuse injuries. This insurance is subject to and shall not contravene any Federal or Provincial statutory requirements with respect to hospital or medical plans, nor shall it duplicate any benefits which are provided under any Federal or provincial Hospital or Medical Plans, or any other policy providing a reimbursement indemnity.

4. Accident Reporting and Accident Insurance Claim Procedures

- a) After an accident occurs, the claimant must complete Part A on the Claim Form and the club President, coach or manager must complete Part B. Once these two portions of the form are completed, and the Attending Physician's Statement (completed by a licensed physician), or a Dentist Form has been filled out, the forms are sent to RGM office – which then submits to All Sport Insurance through Sport Manitoba.
- b) A physician or dentist must be consulted within thirty (30) days of the accident.
- c) The Claim Form must be received by All Sport Insurance within ninety (90) days of the accident.
- d) RGM office will review the forms, verify the membership of the injured participant, authorize the claim and forward it to the insurance company.
- e) The insurance company will then communicate directly with the injured participant in terms of further information required, and reimbursement.

B. SAFETY GUIDELINES

1. All athletes have the right to participate in suitable and safe settings.
2. All athletes have the right to receive qualified and appropriate instruction from NCCP certified coaches.
3. It is the obligation of the clubs, organizations and coaches to:

- a) ensure that gymnastics equipment and facilities are checked for safety on a regular basis including: a daily check of equipment and equipment set-up; a regular check of floor for signs of wear and if any problems are found they are rectified before use
- b) ensure that rhythmic gymnastics equipment is appropriate for the age and skill level of the participants
- c) attend NCCP certification and upgrading courses on a regular basis
- d) use appropriate progressions for skill development so that the safety and well-being of their athletes are not compromised
- e) not attempt to teach skills which are beyond their own level of training and expertise
- f) ensure that athletes are not competing skills unless they have been performed many times in training and can be performed safely
- g) recognize possible risks in the gym and minimize these risks
- h) inform parents of the risks involved and obtain informed consent from the parents

C. MEDICAL POLICIES

1. In the event of an emergency every attempt will be made to contact the parent or guardian of an injured individual regarding treatment.
2. A parent or guardian will provide information on any prescription drug requirements so that appropriate treatment can be provided in case of emergency. Upon written request of the parent or guardian, a team manager or coach may dispense medication to an athlete.
3. Any individual who is sick or injured for any reason will not be left unattended at any event, program or competition. Injured or sick individuals will be provided with caring attention by a team manager, coach, parent or other responsible person designated by RGM until their return home.
4. An athlete, in consultation with their coach, or parent or guardian, may withdraw, without disciplinary action, from a competition (where the athlete's participation has been funded by RGM) with just cause.
5. For the treatment of a blood related injury, if the bleeding occurs where other participants may be exposed to blood, the individual's participation will be interrupted until the bleeding has stopped. The wound must be cleaned and securely covered. All clothing soiled with blood must be replaced prior to the athlete resuming training or competition. In addition, all infected equipment and carpets must be washed with bleach.
6. Medical personnel shall be available on site for all provincial, inter-provincial and major competitions sanctioned or hosted by RGM. Hosting organizations must have emergency action plans in place for accidents and injuries.

SECTION 13: PRIVACY POLICY (PIPEDA)

A. PURPOSE OF THE POLICY

1. Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA"). This policy describes the way that RGM collects, uses, retains, safeguards, discloses and disposes of personal information, and states RGM commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and RGM interpretation of these responsibilities.

B. BACKGROUND

1. Our organization, Rhythmic Gymnastics Manitoba, is the governing body for the sport of rhythmic gymnastics in Manitoba, and provides these services to members and the public:

C. PERSONAL INFORMATION

1. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

D. ACCOUNTABILITY

1. Immediate Past President is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address: [address]

E. PURPOSE

1. Personal information will only be collected by Rhythmic Gymnastics Manitoba (RGM) to meet and maintain the highest standard of organizing and programming the sport of rhythmic gymnastics. RGM collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:
 - a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about RGM's programs, events and activities.
 - b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
 - c) Credit card information for registration at conferences, travel administration, and purchasing equipment, coaching manuals and other products and resources.
 - d) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.
 - e) Banking information, social insurance number, criminal records check, resume, and beneficiaries for RGM's payroll, company insurance and health plan.
 - f) Criminal records check and related personal reference information for the purpose of implementing RGM's volunteer screening program.

- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
 - h) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
 - i) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.
 - j) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
 - k) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
 - l) Passport numbers and Aeroplane/frequent flyer numbers for the purposes of arranging travel.
 - m) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
2. If a purpose has not been identified herein, RGM will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

F. CONSENT

- 1. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. RGM may collect personal information without consent where reasonable to do so and where permitted by law.
- 2. By providing personal information to RGM, individuals are consenting to the use of the information for the purposes identified in this policy.
- 3. RGM will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- 4. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to RGM. The Privacy Officer will advise the individual of the implications of such withdrawal.

G. LIMITING COLLECTION

- 1. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. RGM will not use any form of deception to obtain personal information.

H. LIMITING USE, DISCLOSURE, RETENTION

- 1. Personal information will not be used or disclosed by RGM for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
- 2. Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of RGM, in the event that the individual chooses to return to the program;
 - b) Parental/family information will be retained for a period of three years after an individual has left a program of RGM, in the event that the individual chooses to return to the program;
 - c) Information collected by coaches will be retained for a period of three years after an individual has left a program of RGM, in the event that the individual chooses to return to the program.
 - d) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
 - e) Personal health information will be immediately destroyed when an individual chooses to leave a program of RGM.
 - f) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
 - g) As otherwise may be stipulated in federal or provincial legislation.
3. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
 4. RGM may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where RGM has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
 5. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, RGM will ensure that the hard drive is physically destroyed.

I. ACCURACY

1. RGM will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

J. SAFEGUARDS

1. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
2. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.
3. The following steps will be taken to ensure security:
 - a) Paper information is either under supervision or secured in a locked or restricted area.
 - b) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
 - c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
 - d) Electronic information is transmitted either through a direct line or is encrypted.

- e) Staff is trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
- f) External consultants and agencies with access to personal information will provide RGM with appropriate privacy assurances.

K. OPENNESS

- 1. RGM will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on RGM's web site or upon request by contacting the Privacy Officer.
- 2. The information available to the public includes:
 - a) The name or title, address and telephone number of RGM's Privacy Officer.
 - b) The forms that may be used to access personal information or change information.
 - c) A description of the type of personal information held by RGM, including a general statement of its approved uses.

L. INDIVIDUAL ACCESS

- 1. Upon written request, and with assistance from RGM, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
- 2. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
- 3. If personal information is inaccurate or incomplete, it will be amended as required.
- 4. An individual may be denied access to his or her personal information if:
 - a) This information is prohibitively costly to provide;
 - b) The information contains references to other individuals;
 - c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
 - d) The information is subject to solicitor-client or litigation privilege.
- 5. Upon refusal, RGM will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

M. CHALLENGING COMPLIANCE

- 1. An individual may challenge RGM's compliance with this policy and PIPEDA, by submitting a challenge in writing.
- 2. Upon receipt of a written complaint, RGM will:
 - a) Record the date the complaint is received;
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
 - d) Appoint an investigator using RGM personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who

will have unfettered access to all files and personnel, within ten days of receipt of the complaint.

- e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to RGM.
 - f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
3. An individual may appeal a decision made by RGM under this Policy, in accordance with RGM's policies for appeals.

PART TWO TECHNICAL

SECTION 14: PROGRAMS AND SERVICES

A. COMMUNICATION

1. Email – Information about upcoming activities and programs, available grants, awards, etc. shall be circulated by email to all Club Presidents, coaches, officials and other volunteers as it becomes available and no later than 7 working days.
2. Website – RGM shall maintain website as “one stop” information centre on rhythmic gymnastics activities in Manitoba for members and general public.
3. Post Mail – Annually members shall receive Notice of AGM by regular mail.

B. CLINICS/SEMINARS/WORKSHOPS

1. Certification Courses – RGM shall organize certification courses for Coaches, Judges, Minor Officials, Scorers, Video and Music Technicians as identified in RGM Annual Business Plan.
2. Professional Development – RGM shall organize other professional development opportunities for Coaches, Judges, Minor Officials, Scorers and other volunteers as identified in RGM Annual Business Plan.

C. RESOURCE LIBRARY LOANS

1. RGM shall maintain library of rhythmic equipment, music and publications for loan to members at nominal fee as set by the Board from time to time.
 - a) All material borrowed must be signed out and guaranteed with deposit by cheque in the amount at the time of borrowing.
 - b) The rental fee shall be paid at the time of borrowing.
 - c) Loan period will be 2 weeks after which loan can be renewed by phone for one week only if there is no one waiting for that particular item.
 - d) Consequences for late return of loaned items:
 - a) Items not returned within the 2 week loan period will result in a verbal or a written reminder.
 - e) Items not returned within 5 working days of the reminder will forfeit their deposit and the membership with RGM will be put on notice until the loaned items are returned.
 - f) RGM shall manage usage and maintenance of the six (6) Mituffa carpets in its ownership.
 - g) RGM shall maintain and make available on request to member Clubs competition equipment including, scoring equipment, staging equipment, competition carpets, etc.

SECTION 15: PROVINCIAL TEAM

A. THE MISSION STATEMENT

The Manitoba Provincial Team Program's mission is to place Manitoba athletes on the National Team to compete at:

- International Competitions
- Major Championships (IV Continent Championships, Pan American Championships, Commonwealth Games, Pan Am Games, etc.)
- Olympic Cycle Championships (World Championships, Olympic Games)

To encourage the continuous development of National and world class athletes, thereby encouraging recognition of Manitoba as a formidable Province in the field of Rhythmic Gymnastics.

B. PROGRAM GOALS

1. To aid present National Team/High Performance category athletes to improve their performance in National and International competitions.
2. To implement a program for Manitoba Novice, Junior, and Senior Provincial Team athletes who demonstrate the potential for National Team/High Performance and/or are in preparation for the Canada Games.
3. These programs are National Stream Programs. The objective is to provide an environment of excellence encouraging attainment of personal best in rhythmic gymnastics National Stream competitions.

These goals will be attained by:

1. Developing athletes in all areas of technical, psychological and physiological development; and
2. Ensuring Provincial Team athletes have adequate competitive opportunities of national and international caliber.

C. ELIGIBILITY

This program is open to any gymnast residing in Manitoba who demonstrates the physical potential and coachability required to attain national and international competitive standards. Selection for the program takes place during the previous competitive year based on the Qualification Criteria.

D. QUALIFICATION CRITERIA

1. Athletes that qualify for and compete in the individual competition at Canadian National Championships will be given the top ranking(s) in their age division.
2. Athletes returning from National Team Group or Individual will be given the next top ranking(s) in their age division.
3. Remaining spots, as selected by RGM, will be awarded through qualification via the ranking system outlined below. Positions will not be offered to athletes ranked lower than tenth in the Senior, Junior, Novice and graduating Pre-Novice category.

PETITION PROCESS THROUGH RGM.

Petition for a spot on the Provincial Team shall be administered according to the RGM Technical Regulations and Operational Guidelines Reg. 2.5.

RANKING SYSTEM CALCULATION TO SELECT PROVINCIAL TEAM ATHLETES

This system is applied to Elite Manitoba, Provincial Championships, and Western Regional Championships. The results are weighted: 25% for Elite Manitoba, 25% for Western Regional Championships and 50% for Provincial Championships.

The ranking will be based on the all-around score from the three competitions. The athletes ranked first through sixth in Junior and Senior, first through sixth in Novice and the top two graduating Pre-Novice.

In addition to the top six in each category, any individual who has achieved 80% of the first ranked positions total score in their category, will be offered a position on the provincial team.

In the event that there are fewer than four athletes in the Novice group, remaining positions may be offered to eligible graduating Pre-Novices, based on ranking.

E. PROVINCIAL TEAM MEMBER DEFINITION

A Provincial Team Member is defined as an athlete that has met the required RGM Qualification Criteria, has accepted the Provincial Team Program and signed and returned the Provincial Team athlete commitment form by the set deadline and has paid assessed provincial team fee.

F. 2013-2014 PROVINCIAL TEAM FEE - \$250.00 PER ATHLETE TO BE PAID AND DELIVERED TO THE RGM OFFICE BY OCTOBER 1ST, 2013.

G. PROVINCIAL TEAM BENEFITS – PROVINCIAL TEAM ATHLETES WILL HAVE ACCESS TO THE FOLLOWING BENEFITS:

- Access to performance enhancement sessions conducted by the experts in the field at no charge.
- Entry Fees to the Western Canadian Championships, Canadian Individual Championships and Elite Canada paid for by the Provincial Team Program.
- Access to Travel Subsidies to the Canadian Individual Championships and Elite Canada paid for by the Provincial Team Program.
- Access to the Directed Financial Support.
- Access to Other subsidies.
- Access to new Provincial Team Uniform every four years.

H. PAYMENT OF REGISTRATION FEES

The RGM will pay for the following registration fees for individual competition to the following events for provincial team athletes that qualify.

- a) Elite Canada Registration Fee (\$130.00 estimate)
- b) Western Canadian Championships Registration Fee (\$130.00 estimate)
- c) Canadian National Championships Registration Fee (\$130.00 estimate)

I. TRAVEL SUBSIDIES

The RGM will provide travel subsidies for individual competitors to the following events for provincial team athletes that qualify for these events. Athletes are responsible to pay for their own expenses up front. They will be reimbursed after they fill out a post-event claim sheet and provide receipts to cover the amount of their reimbursement.

- a) Elite Canada (\$100.00)
- b) Canadian National Championships (\$100.00)

J. DIRECT FINANCIAL SUPPORT (DFS) FOR THE PROVINCIAL TEAM ATHLETES

RGM will make a financial contribution to gymnasts attaining the following placing at the Olympic Games, World Championships or National Championship:

PRIORITIES	RANKING	AWARD
1	Top 8 in the World	\$1500
2	Top 4 L10 Senior at Nationals	\$1500
3	Top 4 L10 Junior at Nationals	\$750
4	5 th -10 th L10 Senior at Nationals	\$1000
5	5 th -10 th L10 Junior at Nationals	\$500
6	Top 4 L9 Junior and Senior at Nationals	\$300
7	Top 4 Novice at Nationals	\$500
8	5 th -10 th Novice at Nationals	\$250
8	Provincial Champions Novice, Junior & Senior	\$200

This support will be provided for the following competitive year provided that the athlete accepts the terms and conditions of becoming a Provincial Team Athlete.

K. OTHER SUBSIDIES

L. PROVINCIAL TEAM UNIFORMS

Each new Athlete and every three years thereafter, the Provincial Team Athlete will be fitted in September for a Provincial Team competition tracksuit. Provincial Team tracksuits cannot be sold or traded to a non-member of the Provincial Team as the suit signifies earned status on the Provincial Team. The tracksuit becomes the property of the athlete after the competitive year.

M. EXPECTED MINIMUM TRAINING STANDARD REQUIREMENT

Senior Level Athletes - 21 hours per week.

Junior Level Athletes - 18 hours per week.

Novice Level Athletes - 15 hours per week.

N. PROVINCIAL TEAM PROGRESS MONITORING

Testing will be incorporated into the athletes' yearly plan to help monitor the athlete's progress with their own training programs. The Athletes' Provincial Team Coach will periodically submit these results to the RGM-Elite Development Chair.

O. TRAINING SCHEDULES AND YEARLY PLAN

Provincial Team Athletes will have benefit of personalized Annual and Long Term Plans, developed by the Provincial Team Coaches.

P. TRAVEL FEES TO COMPETITIONS

The gymnasts are responsible for their own travel expenses and travel arrangement to out-of-province competitions. These arrangements should be made through your Provincial Team Coach. The expenses include airfare, meals, accommodation and registration for competitions (except as listed above).

Q. PROVINCIAL TEAM COACH

Provincial Team Coaches must be minimum Competition Development (NCCP Level 3) Certified.

The athlete may chose to train with one of the two Provincial Team Coaches named above. The athlete must inform the RGM by **August 31st** which Provincial Team Coach they will train under for the upcoming competitive/training season.

R. COMPETITION SIMULATIONS

Provincial Team Athletes and their provincial coach will be provided with an opportunity to perform their program(s) at controls in front of judges. At the conclusion of the routine, the athlete and their provincial coach meet with the judges and are provided with feedback to review and critique the routine. There is the possibility of bringing in out-of-province judges if funding is available.

S. EDUCATION SESSION

PARENT EDUCATION

Roundtable sessions are hosted for parents to provide them with information and clarification in all areas of rhythmic gymnastics including, financial responsibilities, budgeting, fundraising, judging, fitness, gymnast education (scholastic), parent-coach relationships, parent-club relationships, and parent-RGM relationships. These sessions will be coordinated by the RGM and will include other parents, coaches, judges and RGM staff as speakers.

ATHLETE EDUCATION

The GCG-RG and the RGM continue to support a system to ensure athletes continue their education by monitoring and sharing information provided by the National Sport Centre, and alternate schooling opportunities which deliver programs designed to accommodate the training needs of competitive athletes. Currently athletes attend such a program offered by Vincent Massey Collegiate in Winnipeg.

V. RHYTHMIC GYMNAST MONITORING PROGRAM

This program assists the Provincial Team Coaches to identify talent using the Talent Identification Criteria set out by the Elite Development Committee. This information will be input into a computer program to help with Talent Identification and short and long-term monitoring of the athletes progress. This program will:

- a) Use a standardized format of skill execution monitoring from competitions and a standardized format of athletic tests to monitor and evaluate the gymnasts.
- b) Help track the gymnasts' progress and development.

- c) Follow any program that is designed by the GCG-RG.

Z. EQUIPMENT

Each gymnast is responsible for purchasing their own equipment and apparatus for her competitive program.

SECTION 16: TRAVEL TO COMPETITIONS

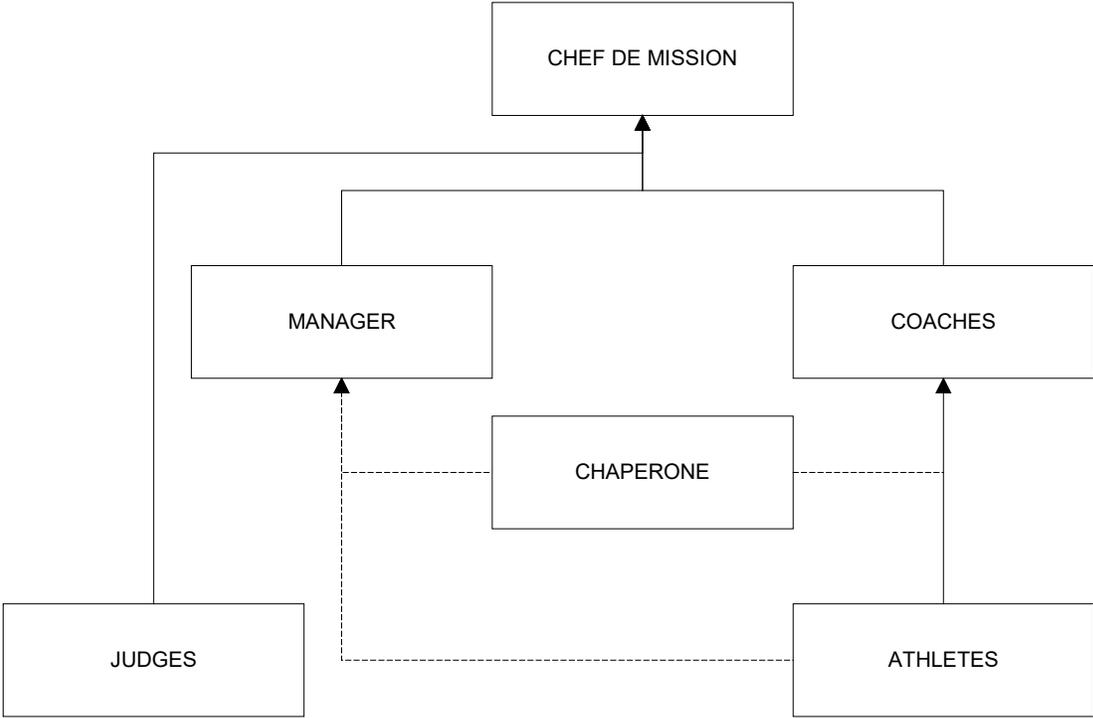
A. INTRODUCTION

The following travel policy is applied to all competitions that receive direct funding from RGM Board of Directors (excluding club and program funded events).

1. For RGM funded events where a Chef de Mission and manager are not named, the program responsible for the event will designate an individual to be the Head of Delegation.
2. "Officials" are RGM ratified coaches, judges, managers, chaperones and Chefs de Mission.
3. RGM will require managers for the following events:
 - Western Canadian Championships
 - Canadian Individual Championships
 - Elite Canada/Canadian Group Championships
4. On an annual basis RGM will make call for applications for the position of team manager. Once applications have been received, they will be reviewed and interviews may be required to assist RGM in the selection process.
5. RGM will require chaperones for Western Canadian Championships. Chaperones are appointed by participating clubs and the positions are club/self funded.

B. LINES OF AUTHORITY

1. At Western Canadian Championships, Canadian Individual Championships, Canadian Group Championships, and Elite Canada the Chef de Mission is the ultimate authority. The Chef de Mission will be the official spokesperson on behalf of RGM Board of Directors.
2. For other RGM funded events, the Head of Delegation is the ultimate authority. The Head of Delegation is not a spokesperson on behalf of RGM Board of Directors.
3. The manager is in charge of day-to-day operations while on a competitive trip. The manager is accountable to the Chef de Mission or Head of Delegation (Please see Appendix 1 – RGM Team Manager's Checklist for Westerns and Nationals).
4. Coaches are in charge of the athletes' preparedness as members of a team, including curfew, outings, menu, etc. Coaches are accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.
5. The chaperone, where named, is to assist coaches and manager with the day-to-day activities of the team. The chaperone is accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.
6. Judges are accountable to the Chef de Mission or Head of Delegation.



C. REGISTRATION

1. Registration of RGM delegation for the above events (including judges, coaches, athletes, team managers, etc.) must be processed through the RGM office.
2. RGM shall communicate directly with the assigned judges and the team manager to ensure that all necessary registration requirements are completed by set deadlines.
3. To register athletes and coaches, RGM will communicate directly with the club head coaches, who will be responsible to coordinate collection of required forms and fees, cross-reference that all requirements are met before submitting same to the RGM office.

D. ATHLETES

1. Athletes traveling on behalf of RGM must sign an Athlete Agreement form that outlines expectations and responsibilities.
2. Athletes under the legal age of drinking, as set by the province of the event, are prohibited the use, or possession, of alcohol. Athletes who are of legal age must not consume alcohol in the presence of minors, except in the situation of a licensed facility. They are reminded however, that they are ambassadors on behalf of RGM and must act accordingly.
3. Use, possession, or being in the presence, of illicit drugs, narcotics, or banned performance enhancing drugs or methods by athletes is prohibited.
4. Athletes must inform coaches of any pertinent medical information such as medication or allergies.
5. Athletes must understand that vandalism will not be tolerated. The Chef de Mission or Head of Delegation will have the authority to return the individual to their home at their expense. Any cost incurred due to vandalism will be the responsibility of the athlete (or parent/guardian).
6. Athletes will not be allowed to leave the delegation without the permission of their coach or manager. Underage athletes may be allowed to leave the delegation, but only with a written letter from their parent or guardian prior to departure for the competition (i.e.: to visit relatives).
7. Athletes will represent RGM in a manner befitting RGM on and off the floor of an event.
8. Athletes are obligated to abide by any rules that a coach or manager may set, which are approved by the Chef de Mission or Head of Delegation.

E. TRANSPORTATION

1. The Executive Director is only responsible for travel arrangements of judges and team manager.
2. The Clubs are responsible to make travel arrangements for athletes and coaches. When making travel arrangements, the first factors of consideration will be the cost involved, as well as the teams' optimum performance.
3. Club must communicate travel arrangements to the RGM office.
4. All financial charges in RGM's name must be incurred for official RGM business pre-authorized by the Executive Director.

F. ACCOMMODATIONS

1. The Executive Director will block book rooms for the entire delegation, however is only responsible for the judges' and team manager accommodation arrangements, unless otherwise stipulated by the organizing committee (e.g. GCG Canadian Championships).
2. RGM will only fund room charges. Incidentals will not be funded by RGM.
3. Officials will be housed two per room.

4. Single accommodation may be requested if half of the room charge is paid by the occupant. In the event that additional costs are incurred by RGM because of a request of this nature, the requester will be responsible for that, as well.
5. The Chef de Mission, Head of Delegation and manager will occupy single rooms, if available.
6. All attempts should be made to house coaches in near proximity to the athletes.
7. Athletes may be housed maximum four per room, unless they are adults.

G. GROUND TRANSPORTATION

1. When necessary, the Team Manager will be provided with rented vehicle.
2. Vehicle will be rented in advance, except in extreme circumstances.
3. Vehicle will be used for competition activities only.
4. When necessary, the most economical and efficient method of transportation will be used (i.e.: airport bus vs. taxi, taxi vs. limousine)

H. CURFEWS

1. The team coaches, in consultation with the team managers, will establish curfews.
2. Curfews must be set at appropriate times – taking into consideration athletes' ages, training and competition schedules.
3. Curfews will be set based on age or competitive category and not gender or competitive discipline.
4. The chaperones and team coaches will enforce curfews.
5. Athletes are obligated to abide by these curfews.

I. CHAPERONS

1. To Western Canadian Championships where large delegation is sent by RGM, the member Clubs are responsible to name individual(s) who will take on responsibility to chaperone their athletes during the trip.
2. Chaperon takes direction from the coach and reports to the Team Manager.
3. Chaperon is club/self funded position.

J. DRESS

1. All team members must adhere to dress codes defined by RGM when traveling to, or participating in, any activity sponsored or sanctioned by RGM.

K. FUNDING

1. RGM will provide funding for judges and Team Manager for the following competitions:
 - Western Canadian Championships
 - Canadian Individual Championships
 - Elite Canada/Canadian Group Championships

2. Provincial Team athletes will be eligible to receive Travel subsidy as determined from year to year by the RGM Board.
3. Judges'/Manager's/Chef's expenses are borne by RGM.

SECTION 17: SANCTION AND HOSTING

A. SANCTION

1. All regular club activities (e.g. training, in-province travel, in-club meets, etc.) are deemed "sanctioned" as part of the acceptance and payment of your membership within RGM.
2. All club activities that do not fall into the scope of paragraph A. 1. (E.g. travel outside of Manitoba, travel outside of Canada, hosting competitions, socials, birthday parties, fundraising, etc.), require RGM Sanction.

B. TRAVEL SANCTION OUTSIDE MANITOBA

1. All rhythmic gymnastics travel outside Manitoba must be sanctioned by RGM:
 - a) Travel with in Canada - All rhythmic gymnastics travel with in Canada requires Participant Sanction issued by RGM.

Application for RGM Participant Sanction - To apply member must complete Request for Sanction Form accompanied by \$10.00 RGM Processing Fee submitted to RGM office 30 days prior to intended travel.
 - b) Travel outside Canada - All rhythmic gymnastics activities outside of Canada require GCG International Event Participant Sanction.

Application for GCG International Event Participant Sanction – To apply member must complete the GCG International Events Participant Sanction Form accompanied by \$10.00 RGM Processing Fee and \$25.00 GCG Sanction Fee, have it approved by RGM who will forward it to the GCG National office. RGM will NOT approve the sanction provincially if it has not received an invitation from the GCG head office. All Requests for Participant Sanction must be received by the RGM office 7 working days prior to national office deadline. Requests received after the deadline will be charged an additional \$10 late fee, payable to the GCG.
2. Sanction process for judges –

Procedure for assigning Manitoba Judges to International Competitions with Manitoba Athletes.

- a) RGM office receives information from GCG about upcoming competitions.
- b) RGM office emails the information to the Club Head Coaches & Judging Committee.
- c) Request for sanction for athlete to compete at an International Competition is submitted to RGM Executive Director by interested clubs. The correct GCG International Participation Sanction Form together with payment (\$25.00 GCG, \$10.00 RGM) for athlete, coach and/or team manager should be included. There should be a request for a judge written on the form, but NO specific judge's name should be attached to this request.
- d) Executive Director notifies RGM Judging Rep. that there is a request for sanction for a Manitoba Athlete to compete internationally and that a judge is being requested. The Executive Director and RGM Judging Rep. then discuss the implications of this regarding funding for this request.
- e) RGM Judging Rep. notifies all eligible judges that there is this opportunity and invites them to apply. Eligible judges will be determined by the level of judge requested for the competition.
- f) The judges will notify the RGM Judging Chair if they wish to apply for this competition.
- g) The judging committee** will determine which judge will receive the assignment based on need for competitions and funding availability.
- h) A judge who is in conflict of interest will remove him/herself from the discussion and decision making
- i) RGM Judging Rep. notifies the successful judge as well as the Executive Director of the committee's decision. The successful judge then applies for official sanction using the correct RGM Participant Sanction Form with payment of \$10.00 and this judges' name is put on the sanction request to RGC.

Note: This process must be completed in time for the office to process this application with in GCG timelines.

C. RGM EVENT HOSTING SANCTION - sanctioned events are those events that meet the approval of RGM, or that are considered generally standard procedures or practices of rgm.

- a) Clubs must request sanction from RGM to host the following events:

Event	Notes
Invitational Competitions with Manitoba athletes (Sanction Fee Applies)	Any level that involves any members from outside your club; Any level which involves judges.
Invitational Competition with out of province participants	Any level that involves any member from outside of Manitoba Any level which involves judges.
International Club Competition	Any competition between clubs from various countries
International Competition	Any competition involving athletes from various countries

Special Events: Birthdays, Bring a Friend Days or Open Houses, Fundraising Events, Socials, etc.	
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Application for RGM Sanction to host any of the above events should be submitted to the RGM office no less than 30 days prior to the intended event. Completed by completing RGM Sanction Form – Hosting and submitting with \$10.00 processing fee:

2. Hosting Competition Sanction Application Form and processing fee must be forwarded to RGM office by June 15th with the appropriate sanction form. Contact RGM office for details.
3. Clubs that host events sanctioned by RGM are obligated to comply with the following responsibilities, and take precautions regarding the risk management issues outlined below:

D. RESPONSIBILITIES AND RISK MANAGEMENT

1. RGM may designate a representative to meet with the host organization in advance to explain the Risk Management Policy, be on site during the event, and monitor compliance with the guidelines.
2. Ensuring there are proper first aid supplies and persons trained in the delivery of first aid and CPR in the venue at all times;
3. Ensuring that the venue and equipment have been properly inspected for safety hazards before the competition, and if any problems are found, they are rectified prior to the competition;
4. Ensuring the venue of the event provides access to emergency vehicles;
5. Ensuring there is access to a public telephone; or, if there is not, ensuring that a cellular telephone is available at all times;
6. Designating, in advance, a call person (the person who contacts 911 in an emergency) and a control person (the person who takes charge of the situation and directs others) to handle serious incidents;
7. If there is a banquet, ensuring that all health code requirements are met, and if alcohol is being served, that it is being done so in accordance with approved alcohol management guidelines; and
8. Ensuring volunteers are adequate in number, are identifiable, have assigned duties and have undergone an orientation session.

E. HOSTING EVENTS

1. Club Invitational Competitions

- a) On an annual basis in June, RGM will call for clubs to host various invitational events.
- b) The clubs are required to submit Hosting Event Sanction Application form with required payment by a deadline in order to be considered.
- c) The clubs are obliged to promote RGM and Sport Manitoba in their Souvenir program and on site.

2. Provincial Competitions

- a) On an annual basis in June, RGM will call for clubs to help host various provincial events.
- b) The clubs are required to provide volunteers as requested by RGM.
- c) The clubs are obliged to assist with the sale of advertisements to the minimum of \$40.00 per event.

3. Hospitality

RGM shall be responsible for hospitality at the following events:

Annual General Meeting

Hosting National Events

Volunteer Appreciation

Out of town guests and V.I.P.'s

Provincial Delegation Gift to Hosting Provinces

SECTION 18: COMPETITIONS, EVENTS AND CHAMPIONSHIPS

A. PROVINCIAL CHAMPIONSHIPS

1. All Provincial Championships (Provincial Stream, National Stream) are under the jurisdiction of RGM.
2. The entry fees for Provincial Championships are set by the Technical Committees concerned, in consultation with RGM staff.
3. The Judging Committee, as outlined in their Technical Regulations, will assign Judges for Provincial Championships.
4. Hosts of the Provincial Championships must display RGM and RGM sponsor's promotional and marketing material, as provided to them. This material will include program advertisements, logos, posters, banners, brochures and other material.
5. The Board of Directors and staff of RGM will be invited to the Provincial Championships. In addition, where possible, RGM representatives will present awards or speak on behalf of RGM.

B. NATIONAL AND INTERNATIONAL EVENTS

1. RGC/GCG has the sole right to sanction and approve the hosting of national events, as well as the hosting of, and participation in, all international events.
2. Clubs interested in hosting a national or international event or competition must request approval, sanction or submit an official bid to host to RGM Board of Directors.
3. GCG rules, sanction forms and fees apply.

SECTION 19: EVENTS OFFICIALS PROGRAM

A. BACKGROUND

The competitive athletes of Rhythmic Gymnastics depend on the delivery of the highest quality technical support services (Scoring, music, video). The RGM Inc. has taken number of measures to improve quality of services at all levels of competition. These improvements include increased training of technical volunteers, better procedures and equipment.

Manitoba is fortunate to have excellent quality judges. However, it has become increasingly difficult to recruit and keep sufficient qualified judges to meet the technical requirements. The sport has complex code of points. Judges require to re-certifying every four years.

B. POLICY STATEMENT

All Technical Officials providing support at RGM competitions must be trained through the RGM Technical Officials program, thus ensuring higher quality services to athletes.

C. STRUCTURE

The Technical Officials program is structured through levelized training, testing, and certification.

The table following shows the positions and certification requirements:

Position	Duties	General Qualification

Scoring System Technician	Program maintenance and operation of RGM INC. Scoring systems at Provincial Championships, qualification events, National and International Competitions.	Training and demonstrated programming proficiency in Microsoft Access. Trained and certified on national scoring program with association regulations
Scorer	Set up and operation of scoring system at local invitational events	Trained and certified on national scoring program with association regulations.
Scoring Technical Assistant	Assist operator	Attend necessary training workshops and passed test.
Music Technician	Set up, calibration, certification and operation of music system at Provincial Championships, Qualification events, National and International Competitions	Trained and certified to calibrate and operate audio equipment including calibration software etc., within the Technical Regulations.
Music Operator	Set up and operation of the music system at local and invitational events.	Trained and certified to operate video systems within the requirements of the Technical Regulations.
Music Technical Assistant	Assist Operator	Attend necessary training workshop and passed test.
Video Technician	Planning, set up and operation of video systems at all levels of competition; creation and publication of event tapes, Planning, management of event video broadcasting.	Trained and certified to operate video systems and create competition tapes.
Video Operator	Set up and operation of video systems at local invitational events	Trained and certified to operate video cameras within the requirements of the technical regulations.
Video Technical Assistant	Assist Operator	Attended necessary training workshops and passed test.

In all of the above cases, the Technical Committee is the body responsible for setting standards and certifying technical officials. To achieve certification at a particular position, the official will have to complete the required coursework, passed required test and have "satisfactorily apprenticed" 3 ½ hours at a competition.

D. HONORARIA

1. The following honoraria structure must be adhered to for Judges and Technical Officials providing service at RGM sanctioned competitions:

Position/Level	Honoraria Rate
Judge – Apprentice*	\$0.00
Judge – Club Level 2&1	\$20.00
Judge – Provincial Level 2&1	\$30.00
Judge - National Level 3,2&1	\$40.00
Judge – Brevet 4,3,2&1	\$50.00

2. Judges Cost:

The result for a typical invitational competition for each session:

- 2 Difficulty Judges
- 2 Artistry Judges
- 2 Execution Judges

The level of athletes determines the level of judges required, as per GCG-RG Judging Rules and regulations.

Total Judging Cost: \$260.00/session

3. Technical Officials Cost:

Scoring - System Technician	\$40.00
Scoring - Scorer	\$30.00
Scoring - Technical Assistant	\$0.00
Music Technician	\$30.00
Music Operator	\$20.00
Music – Technical Assistant	\$0.00
Video Technician	\$30.00
Video Operator	\$20.00
Video – Technical Assistant	\$0.00

Music Operator \$30.00
 Scorer \$30.00
 Video Operator \$30.00

Total Technical Officials Cost: \$90.00/session

*Judge Apprentice – judge who completed course requirements needs to complete on 3.5 hour practical session shadowing national/brevet judge at a competition. National/brevet judge will give evaluation score. There is no remuneration for this (training) session.

4. Definition of Session – 3-3 ½ hours constitutes one session.

To receive any honorarium, a judge must judge a minimum 1 hour.

Up to 1.5 hours = ½ session
Up to 3 hours – 1 session
Up to 4.5 hours – 1.5 sessions
Up to 6 hours – 2 sessions
Up to 7.5 hours – 2.5 sessions
Up to 9 hours – 3 hours

Judges fees will be also prorated for incomplete sessions judged.

Length of an invitational competition is usually two sessions at a minimum.

Clubs hosting an Invitational Competition MUST budget a MIMIMUM of \$520.00 in judging costs for a competition.

SECTION 20: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

A. JURISDICTION

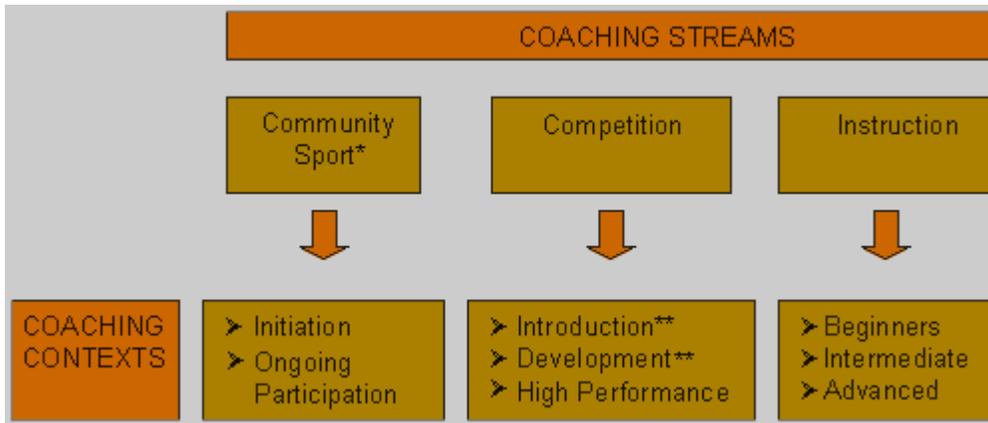
1. Rhythmic Gymnastics related NCCP programs within Manitoba are under the jurisdiction of RGM, in co-operation with Gymnastics Canada, Sport Manitoba, Coaching Manitoba and the Coaching Association of Canada.
2. All NCCP Courses and Practical Certification are under the jurisdiction of RGM and must be arranged through RGM office. .
3. NCCP Competition Development Theory Modules are arranged through Coaching Manitoba until further notice.

B. GENERAL POLICIES

1. All coaches, sixteen years of age and older, planning to coach recreational classes must become Gymnastics Foundation “Trained” coaches within the current program year. Coaches responsible for planning and coaching recreational programs without supervision must be “Certified” Gymnastics Foundation Coaches within the current program year.
2. Apprentice coaches fifteen years of age and younger, must undertake 2 year Pre-CIT (Pre-Coach in Training) program duly registered with RGM under the direction of club head coach.
3. Recreational only clubs who wish to become members of RGM must retain the services of a head coach who is fully certified NCCP Level 2 coach or Gymnastics Foundation Certified Coach.
4. Clubs that offer Provincial Stream and higher level programs who wish to become members of RGM, must retain the services of a head coach who has full NCCP Level 2 Certification or is Competition Introduction Certified Coach.
5. Coaches participating in any sanctioned competition held in Manitoba must be fully certified minimum NCCP Level 1/Competition Introduction Certified.

C. PROGRAM OUTLINE

1. The NCCP is currently undergoing a transition to a competency-based approach, where a coach is trained and may achieve certification to coach a specific type of participant in a particular coaching environment. As of April 1, 2004 Level 1 and Level 2 Theory (Old NCCP) are no longer offered and Introduction to Competition A and B (New NCCP) will replace the old courses.



2. Gymnastics Foundation, Competition Introduction Courses continue to be delivered by RGM. Level 3 Technical /Competition Development Course is delivered by GCG-RG. Competition Development Theory Modules are delivered by Coaching Manitoba.
3. Practical Certification is different at each level, but is achieved by a certain number of hours of practical experience in the gym, as well as other written work (i.e.: the Gymnastics Foundation 8 week Workbook). Level 4 is a two year course, which incorporates all 3 components.

D. COURSE FEES

1. The course fees for NCCP Courses are set by RGM on an annual basis. The fee structure is available from RGM office.
2. The minimum age to receive certification in a NCCP Technical Course is seventeen years of age.

E. CLINIC HOSTING AND SCHEDULING

1. RGM will organize and schedule NCCP Technical Courses when and where interest has been expressed. A minimum of seven (7) participants is required to ensure courses will not be cancelled. Clubs may request RGM office to organize clinics in their area or at their club. All courses will be open to any coach with the proper certification. All others will be considered to be auditing the course.
2. Course fees and administration for all NCCP Courses will be processed and retained by RGM office.

SECTION 21: RGM RECOGNITION AWARDS

A. THE IRENE OKANO VOLUNTEER OF THE YEAR AWARD

Awarded to RGM member who have made significant volunteer contributions to RGM during the previous year;

This award requires a nomination form to be completed and submitted to RGM Awards Committee, chaired by the designated Member of the Board of Directors. The Awards Committee determines the recipient;

One person will be chosen every year. Award will be presented at the Annual RGM Awards Event.

B. RGM VOLUNTEER RECOGNITION AWARD

RGM Volunteer Recognition Award will be awarded to two nominees per club each year. This award requires a nomination form to be completed and submitted to RGM Awards Committee, chaired by the designated Member of the Board of Directors. The Awards Committee determines the recipients.

C. HEATHER WILLOUGHBY TROPHY

Awarded to the club that accumulates highest total of All-Around scores at the Provincial Championships; Presented at the Provincial Championships.

D. DIANA JUCHNOWSKI TROPHY

Awarded to the top Provincial Stream Individual Gymnast, junior or senior, with the highest all around scores; Presented at the Provincial Championships.

E. ZLATICA STAUDER TROPHY

Awarded to the individual who scores the highest score of the competition in the single event; Presented at the provincial Championships.

F. EMELIA REDDY TROPHY

Awarded to the National Stream group that achieves the highest score of the competition; Presented at the Provincial Championships.

G. THELMA KOJIMA TROPHY

Awarded to the Provincial Stream group that achieves the highest score of the competition; Presented at the Provincial Championships.

H. ZDRAVKA TCHONKOVA COACH OF THE YEAR AWARD

3 outstanding coaches will be awarded, in the recreational, provincial stream, and the national stream categories. One of these coaches will be awarded the "Zdravka Tchonkova Coach of the Year" trophy.

I. THE ROYALS APPRENTICE COACH AWARD

The Royals Apprentice Coach Award recognizes the efforts of beginner coaches across Manitoba who has made outstanding contribution to the development of athletes and sport in their community; Presented at the Provincial Championships.

**SECTION 22: ACCESS TO THE UNIVERSITY OF MANITOBA SPORT & RECREATION FACILITIES
BY RGM GROUPS**

A. POLICY

Contracting for the facility use at the University of Manitoba Sport & Recreation Facilities and payment of the rental by rhythmic gymnastics groups for purpose of training will be managed through Rhythmic Gymnastics Manitoba office, effective immediately.

B. PURPOSE

The purpose of this policy is to provide RGM member groups with access to the training facility at the University of Manitoba and to provide clear direction under which this access will be administered.

C. LIMITATIONS

This policy applies to access to the University facility exclusively for training purposes only. Member groups shall negotiate directly with RGM to gain access to the University facility for special events organized by the member groups. RGM will negotiate with the University on the member's behalf to access the facility for their events. Member groups may make payment arrangements directly with the University.

D. PROCEDURE

1. Booking requests – All member groups wishing to gain access to the training facility at the University of Manitoba shall indicate to RGM office their intent in writing by fax or letter no later than May 31st of each year:
 - Group name
 - Contact person with day & evening telephone numbers
 - Current address
 - Times desired for upcoming year
 - Program to be offered
2. Space allocation – The access to the training facility shall be allocated through the draft process.
 - a) Draft Process - RGM office shall divide the time slots allocated by the University of Manitoba at the Max Bell Centre into effective training slots. Those slots would be published prior to the draft date.
 - i) Draft 1: For National Stream Clubs only (includes National Team, Provincial team, Games Athletes). Applies to daytime weekday hours only (Monday to Friday 1:00pm until 4:30pm)
 - Round 1: All National Stream Clubs as per paragraph i), recognized as a distinctly different group, will be ranked based on the number of Provincial Team (PT) athletes currently registered with the club and selected to the PT for the upcoming year according to the PT selection criteria. The club with the highest number of PT athletes will be the first to pick one time slot, followed by the other club(s) in established order of rank.
 - Round 2: Same as 1, in the same order as round 1 and so on until all 1:00pm – 4:30 pm slots are filled.

- ii) Draft 2: For National Stream Clubs only (includes National team, Provincial Team, Games Team athletes). Draft 2 applies to weekly evening and weekend time slots.

Round 1: Same ranking for order of draw from Draft 1 will apply. Each National Stream Club, recognized as distinctly different group will receive one selection for first pick and draw accordingly.

Round 2: Each National Stream Club continues to alternately pick slots until the total number of hours reaches the maximum number of carpet hours. (See page 73, Para 2. Definitions.)

- iii) Draft 3: For **ALL** RGM clubs and program user groups. All parties will be ranked based on points accumulated using the following formula. The resulting points will be used to determine their picking order. Highest number of points will determine first pick and so on.

Formula for Calculating Total Points:

of National Stream athletes
+plus # of Provincial Stream (PS) Athletes
+plus # of PS athletes eligible for WRC (Levels 4B, 4C, 5B, 5C, 6B, 6C)
+plus # of PS athletes that competed at Western Regional Championships
= Total Points per club

(See Appendix 3, Page 98 for table to be used for points calculation.)

Calculation of points is based on # of athletes registered for most current MB Provincial Championships and includes only individual competitive athletes. Groups or athletes only competing in groups are excluded from this count. Allowances for any club who had athletes unable to compete at Provincials will be made on an individual basis at the Executive's discretion.

Round 1: All RGM Clubs and Program User Groups pick one slot in the order of rank and continue the pattern until all time is used.

Assumptions:

A club can opt out from the bidding at any time, but cannot bid and sell its time to another club. A club can later switch its time with another club, but only with RGM approval.

If a Provincial team athlete from another Provincial Stream Club wishes to train during the daytime (1:00-4:30) slot, carpet sharing between clubs will be required and deemed to be acceptable use.

3. Definitions:

National Stream - any club whose membership majority is national stream athletes (i.e. at least 50%+1 of the club's members are registered national stream athletes)

Provincial Stream - any club whose membership majority is provincial stream athletes (i.e. at least 50%+1 of the club's members are registered provincial stream athletes)

Program User Group - any RGM registered club or group.

Maximum training hours – Based on the training availability and the requests received, RGM Executive will determine the maximum number of hours for Draft 2.

4. Agreement – Based on the requests, RGM will negotiate access agreement with the University of Manitoba and will communicate the outcome to the member groups. To gain access to the facility the member groups shall sign an internal agreement with RGM.
5. Cancellations – Cancellations by the University will be not be a part of the agreement between the University of Manitoba and RGM. Therefore, cancellations will not be part of the agreement between RGM and its member groups. If a member group requires alternate space during the cancellation dates, they may make those requests to RGM. Member Groups will be invoiced separately from the internal agreement between RGM and the member group and charged accordingly to the time requested and facility rental rate.
6. Special Events - The University of Manitoba reserves the right to hold special events and University related programs that may occur during a member groups facility usage times. The member group will not be billed for any times that may be cancelled during their allotted times.
7. Rate of rental – A per hour usage rate will be offered to the member groups at the beginning of each season based on the agreement reached with the University of Manitoba reflecting hours requested including maintenance, administration, and carpet renewal surcharge.
8. Payment – The member group shall pay assessed fees on a monthly basis, over the period of (9) consecutive months, starting September 30 of that current year. Payment is due 30 days of being invoiced. Late payments will be subject to RGM Delinquent Account Policy.
9. Invoicing - RGM will invoice individual member groups at the end of every second month.
10. Competitions & Special Events -Member groups shall negotiate directly with RGM the access the use of the Facility for competitions and special events as required by the member groups. All member groups wishing to access to the University of Manitoba for competitions and special events shall indicate to RGM office their intent in writing by fax or letter no later than May 31st of each year:

E. TERMS AND CONDITIONS

Member groups who receive permission to use the U of M training facility under RGM umbrella must agree and abide by the following Terms and Conditions:

1. Maintenance and Security of Equipment and Objects –
 - a) To roll up RGM carpet on tubes after each practice and neatly store it in the tarp cover to the same location from which it was taken.
 - b) To vacuum clean once every 3 weeks.
 - c) No shoes, drinks or food are allowed on the carpet at any time.
 - d) To keep in safe, tidy and secure condition at all times during use and immediately thereafter any equipment or objects located within the Facilities.

- e) To store all equipment neatly in the cage in a manner that does not hinder other user groups from access to their equipment.
- f) To place hoops properly on the frames inside the cage.
- g) Be solely responsible for the maintenance and security of any equipment or objects the user group brings to the Facilities.
- h) All supporting clubs and programs that utilize the equipment and carpets on a regular basis will be responsible for providing volunteers for the annual carpet and equipment cage cleaning days. (re: RGM Carpet and Asset Maintenance Policy 11/25/02)

2. Carpet Usage and Carpet Time

- a) The carpets are property of Rhythmic Gymnastics Manitoba and may be used with respect to the following conditions:
- b) Clubs may not use additional time without RGM written approval
- c) Clubs must abide by the assigned time and space as per contract
- d) To roll up the carpet and clear the space for the next user group promptly by the end of the contracted practice time
- e) Not move a carpet from one area of the facility to another or switch carpets without written permission from RGM
- f) Not move a carpet out of Max Bell Centre for any purposes without written permission from RGM
- g) To return carpet to the exact location and upon the agreed time of return when permission to move carpets out of the Max Bell Centre is granted.

3. General

- a) To be responsible for the prompt payment of any charges assessed in the use of the University facilities.
- b) To reimburse the University in full for wanton or accidental damages of its' property caused either directly or indirectly by a person permitted by the group to participate in the use of the facilities referred to.
- c) To be responsible for compliance by the said persons with the parking regulations of the University and to contact the Parking Office (474-9415) for a quotation of parking fees and/or arrangements for temporary parking passes. **PARKING PASSES ARE NOT INCLUDED IN THIS RENTAL CONTRACT.**
- d) To maintain the standard of conduct, cleanliness and care required by the University in the maintenance of its' building and agrees to pick up all litter. Refusal to follow these guidelines will result in the loss of the facilities or pay an additional caretaking charge of \$100.00.
- e) To take reasonable precautions to maintain the security of the University facilities.
- f) To comply with all applicable requirements respecting safety including precautions respecting fire hazards.
- g) That RGM shall have the right at any time to terminate the Agreement and require the facilities to be immediately vacated if in the opinion of the University representative there is danger to public safety or the security of the facilities.
- h) That the University shall have the right to cancel or re-schedule any facility booking upon notice.

- i) That there is no representations on the part of the University that the facilities named in the application are suitable for the intended use or as to there condition.
- j) That any food and/or drink will not be consumed in the facilities with the exception of the ice arena spectator area and Food Service Canteens and that the serving of food or drink required in conjunction with the use of University facilities will be approved by the under the exclusive control of the Director of Food Service of the University of Manitoba.
- k) That alcohol and drugs not be consumed nor tobacco smoked on the premises.
- l) That any special equipment requests shall be made a minimum of 48 hours in advance.
- m) That the group or organization shall hold RGM and University and its' employees harmless against any and every claim that may be made against RGM and University by any person who came upon premises owned, used or occupied by the University by virtue of the permission granted to use RGM and University facilities referred to in the application.

Our process should ensure all clubs treat the carpets and Max Bell staff requirements with respect so as to not jeopardize future rental negotiations.

F. CONSEQUENCES

1. Breach of any of the above terms and conditions shall result in following consequences:
 - 1st breach – Written warning
 - 2nd breach - \$200.00 penalty
 - 3rd breach – Suspension of access of privileges
2. Contracting for the facility use at the University of Manitoba Sport & Recreation Facilities and payment of the rental by rhythmic gymnastics groups for purpose of training will be managed trough Rhythmic Gymnastics Manitoba office.

PART FOUR CONDUCT

SECTION 23: CODE OF CONDUCT

A. INTRODUCTION

1. All policies and procedures of RGM must be followed at all times.
2. Conduct of members of RGM will at all times reflect honesty, courtesy, good sportsmanship and respect toward others.
3. All members will work cooperatively toward the betterment of the sport of gymnastics.

B. RESPONSIBILITY

1. Every member of RGM will adhere to the Code of Conduct.
2. Every member who is in a position of authority is responsible to guide those under their jurisdiction both by setting an example and by instruction.
3. It is the responsibility of all individuals to report any violations of the Code of Conduct in writing to the Chef de Mission, Head of Delegation or the Executive Director.
4. Members under the legal age of drinking, as set by the province of the event, are prohibited the use, or possession, of alcohol. Members who are of legal age must not consume alcohol in the presence of minors, except in the situation of a licensed facility. They are reminded however, that they are ambassadors on behalf of RGM and must act accordingly.
5. Use, possession, or being in the presence, of illicit drugs, narcotics, or banned performance enhancing drugs or methods by members is prohibited.
6. Members must understand that vandalism will not be tolerated. Any cost incurred due to vandalism will be the responsibility of the member involved.
7. Members will represent RGM in a manner befitting RGM on and off the floor of an event.

SECTION 24: RESPECTFUL CONDUCT POLICY

A. APPLICATION OF THIS POLICY

This policy applies to every individual participating at any level, and in any capacity, with the Rhythmic Gymnastics Manitoba ("RGM") including, but not limited to, members, employees, directors, officers, volunteers, parents, sports administrators, coaches, trainers, sports therapists, referees and teachers ("Participants").

B. POLICY STATEMENT

It is the policy of RGM that every Participant can expect to enjoy an environment in which all individuals are treated with respect and dignity. RGM attempts at all times to provide an environment which supports fair treatment, productivity, mutual respect, enjoyment of athletic endeavors and understanding. Participants are expected to respect the individual qualities, characteristics and differences of others, and promote a professional environment in which to compete, learn, volunteer or work.

RGM does not condone behaviors which are likely to undermine the dignity, self-esteem, productivity or enjoyment of any other person. RGM will not tolerate behavior which violates either The Human Rights Code or this policy.

C. PURPOSE OF THE POLICY

The purpose of this policy is threefold:

1. To alert all Participants to that fact that the conduct described in this policy will not be tolerated by RGM, regardless of who the offender might be;
2. To provide some guidelines regarding the type of behavior which RGM will not tolerate; and
3. To establish a mechanism for receiving complaints regarding prohibited conduct and a procedure by which RGM will deal with these complaints.

D. PROHIBITED CONDUCT

Conduct prohibited by this policy includes abuse of authority, discrimination (except to the extent permitted by law) and harassment. Discrimination is permitted by law only where it is based upon a bona fide occupational qualification or is otherwise reasonably justified in the circumstances. Harassment includes sexual harassment, harassment based on other prohibited grounds of discrimination and harassment based on other personal characteristics which may not be prohibited by The Human Rights Code. For greater clarity, the conduct prohibited by this policy is broader than that prohibited by The Human Rights Code.

1. Definitions of Prohibited Conduct

Abuse of Authority	is the improper use of authority inherent in a person's position (employment, volunteer or otherwise), to endanger another person's employment or position, undermine an individual's performance, or in any way interfere with or influence another's position, employment, performance or ability to learn and improve as an athlete.
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Abuse of Authority	includes a wide range of behaviors. Some examples of behavior which constitute abuse of authority within the meaning of this policy: intimidation coercion threats, express or implied requesting personal favors
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Discrimination	differential treatment on the basis of ancestry, color, perceived race, nationality, national origin, ethnic background or origin, religion, creed or religious belief, religious association or activities, age, sex, gender, physical characteristics, pregnancy, sexual orientation, marital or family status, political belief, association or activity, physical or mental disabilities, or other physical or personality characteristics.
Harassment	any unwelcome and offensive comment or conduct which is known or ought reasonably to be known to be offensive whether it occurs on a one time or continuous basis.
Sexual Harassment	any unwelcome conduct or comment of a sexual nature that is known or ought reasonably to be known to be offensive whether it occurs on a one time or continuous basis.

Sexual harassment includes a wide range of behaviors. Some examples which constitute sexual harassment within the meaning of this policy:

- unwelcome sexual advances or solicitations
- unnecessary physical contact
- suggestive remarks
- abusive, derogatory or threatening statements
- leering at a person's body
- demanding sexual favors
- compromising invitations
- unwelcome remarks, jokes, innuendos, or taunting of a sexual nature, or which are gender based
- displaying pornographic, suggestive, offensive or other derogatory pictures
- physical assault
- a sexual solicitation or advance made by a person in a position to influence the recipient's employment, employment status or position
- a reprisal or a threat of reprisal for rejecting a sexual advance
- repeated unwanted contact or attention after the end of a consensual relationship

E. RESPONSIBILITIES OF ADULTS IN AUTHORITY

1. RGM acknowledges that there is an inherent power imbalance in any adult/child relationship and that children are less likely to be able to stand up to, or report, an adult who is engaging in prohibited conduct. It is the responsibility of all adults in authority, including sports administrators, parents, coaches, trainers, sports therapists, referees and teachers, to take reasonable steps to prevent, or stop, prohibited conduct directed at a child if it comes to their attention and to notify the Executive Director of RGM of any suspected prohibited conduct.

F. OTHER REMEDIES NOT EXCLUDED

1. Some of the conduct prohibited by this policy is also illegal. Some prohibited conduct may offend The Human Rights Code the Criminal Code (Canada) and/or The Child and Family Services Act. Participants are not obliged to exhaust the remedies under this policy prior to taking other action, nor are they precluded from taking other action because they have utilized the remedies available

pursuant to this policy. Further, adherence to the procedure set out in this policy does not absolve individuals from any responsibility which they may have pursuant to any legislation.

G. FRIVOLOUS COMPLAINT

1. While RGM encourages a healthy environment in which to enjoy sport, it is not the intention of this policy to constrain normal social interaction or to encourage complaints regarding behavior which, while perhaps not exemplary, is within the bounds of acceptable behavior.
2. This policy deals with serious behavior which should not be trivialized in any way. If a complaint is found to be frivolous, vexatious and/or malicious, the person making the complaint may be subject to sanctions.

Note: The law considers as socially responsible those organizations which have a harassment/abuse policy, take a proactive role, actively communicate their procedures, and act quickly.

H. PROCEDURE FOR BRINGING A COMPLAINT UNDER RESPECTFUL CONDUCT POLICY

1. Talk to the Individual
 - a) If practical, anyone who has been the target of conduct which breaches this policy should let the offending individual know that his or her conduct is unacceptable. A child who has been the target of prohibited conduct should tell his or her parent or other adult whom he or she trusts. That parent or other adult should speak to the offending individual if practical.
 - b) If talking to the individual is not practical, or does not yield satisfactory results, the targeted person or his or her parent or other adult should make a complaint under this policy.
2. Make a Complaint
 - a) Anyone who feels they have been the target of conduct which breaches this policy, or the parent or other adult of such a person, is encouraged to bring his or her complaint in writing to the Executive Director.
 - b) The Executive Director or designate will review the complaint with the complainant to determine whether the conduct in question does or might breach this policy. If so, the Executive Director or designate will explore with the complainant and the individual complained about informal methods of attempting to resolve the complaint.
 - c) If the conduct complained of does or might breach the policy and informal resolution is not possible or practical, the Executive Director will: inform the complainant and the individual complained about that the matter has not been resolved, that the matter will be referred to the Executive Committee with a recommendation for referral to the Conduct Review Committee as per By-Law #6, Para 8.3.
 - d) If a Participant wishes to make a complaint regarding the Executive Director, all references herein to the Executive Director shall be instead to the President of the Board of Directors.

3. Confidentiality

- a) RGM recognizes that confidentiality is important to anyone who wishes to bring forward a complaint. Any information relating to a complaint will be treated confidentially, and will only be disclosed to the extent necessary to investigate the complaint and take appropriate action.

4. Investigation Process

- a) Where a complaint in writing is filed with the Executive Committee, the Conduct Review Committee will provide within 7 days the person who is the subject of the complaint with a copy of the complaint, and provide him or her with an
- b) The Conduct Review Committee will investigate the complaint, and will prepare a report outlining the investigation, findings, conclusion, and recommendation(s). The report will be provided to the Executive Director, the complainant and the person who is the subject of the complaint with in fourteen days.

5. Consequences

- a) If appropriate in the circumstances, and acceptable to the parties and Executive Director, a formal complaint that has been substantiated may be resolved on an informal basis, without any formal action being taken.
- b) The Executive Director will take the Conduct review Committee's report to the Executive Committee for appropriate action, including disciplinary action and/or suspension of membership or participation in RGM, if appropriate.
- c) The complainant will be advised of any action taken as a result of his or her complaint.
- d) A complainant may appeal the decision of the Executive Committee to the full Board of Directors by providing written notice of appeal within 14 days of receiving notice of the Executive Committee's decision. If an appeal is made, the Board of Directors shall consider only the report of the Conduct Review Committee and the Executive Committee's decision in determining whether to uphold or vary the decision of the Executive Committee. No member of the Executive Committee shall be present when the Board of Directors considers the matter or in any manner attempt to influence the decision of the Board of Directors.

6. Protection against Reprisal

- a) Reprisal against a person for filing a complaint, assisting or participating in an investigation, or for associating with a person who has filed a complaint are all considered serious misconduct, and subject to the same sanctions as any breach of this policy.

I. CHILD ABUSE REGISTRY

1. Rhythmic Gymnastics Manitoba (RGM) is required to screen all coaches with the Provincial Child Abuse Registry annually. The Child Abuse Registry Form is attached, as Appendix 3 to RGM Policy and Procedures Manual for usage by RGM Member Clubs
2. RGM Registration Year is from September 1 – August 31 on an annual basis. RGM requires that each coach employed at an RGM Member Club, regardless of age, complete a Child Abuse Registry Form prior to the commencement of classes at the Member Club.
3. Once the Child Abuse Registry Form has been completed by all coaches, RGM Member Club submits the form(s) to RGM Office via fax at (204) 925-5703.
4. RGM submits the Form(s) to the Child Abuse Registry Unit and will inform the Member Club of the status of their Coach(es) within 21 days.

5. Coaches who have not completed a Child Abuse Registry Form are not allowed to Coach on the floor at their respective club until the Form has been completed.

J. SPECIFIC RESPONSIBILITIES/REPORTING AGENTS

1. The President and the senior staff members are responsible for the implementation of this policy.

K. CONDUCT REVIEW COMMITTEE

1. The conduct review committee is responsible for investigating and resolving complaints against Members which have been referred to it by the executive committee following the executive committee's initial review of, and recommendation with respect to, a written complaint received by it. The conduct-review committee shall operate in accordance with the terms of reference prepared by the Board and shall consist of six members, any three of whom shall constitute a panel to deal with a particular complaint. The conduct review committee shall be a standing committee consisting of four Directors and two Members, with a panel consisting of two Directors and one Member. If a member of the conduct review committee has a relationship with the Member being investigated which may affect his or her impartiality, he or she shall not sit on the panel investigating that particular complaint

L. CHILD AND FAMILY SERVICES ACT

1. In Manitoba, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is or might be in need of protection.

If your Club would like a copy of the Child and Family Services Act of Manitoba, please contact RGM Office.

SECTION 25: CONFLICT OF INTEREST

A. PURPOSE

The purpose of this policy is to describe how members of RGM will conduct themselves in matters relating to conflicts of interest, and to clarify how RGM will make decisions in situations where conflicts of interest may exist.

B. DEFINITION OF CONFLICT OF INTEREST

Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

C. APPLIATION

This policy applies to directors, officers, employees, contractors, committee members, volunteers and other decision-makers within RGM (hereafter referred to as "Representatives" of RGM).

D. STATUTORY OBLIGATIONS

1. RGM is incorporated under the Manitoba Corporations Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.

2. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's or officer's interest and the interests of RGM must at all times be resolved in favor of RGM.

E. ADDITIONAL OBLIGATIONS

1. In addition to fulfilling all requirements of the Act, RGM and its Representatives will also fulfill the additional requirements of this policy. Representatives of RGM will not:
2. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with RGM, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
3. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
4. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
5. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with RGM, where such information is confidential or is not generally available to the public.
6. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of RGM, or in which they have an advantage or appear to have an advantage on the basis of their association with RGM;
7. Use RGM property, equipment, supplies or services for activities not associated with the performance of official duties with RGM;
8. Place themselves in positions where they could, by virtue of being a Representative of RGM, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
9. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of RGM.

F. DISCLOSURE OF CONFLICT OF INTEREST

1. On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real or perceived conflicts that they might have.
2. At any time that a Representative of RGM becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
3. Any person who is of the view that a Representative of RGM may be in a position of conflict of interest may report this matter to the Board.

G. RESOLVING CONFLICT IN DECISION MAKING

1. Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of RGM may be considered and decided upon by RGM provided that:
2. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
3. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
4. The Representative abstains from voting on the proposed decision or transaction;
5. The Representative is not included in the determination of quorum for the proposed decision or transaction; and

6. The decision or transaction is in the best interests of the corporation.

H. CONFLICT INVOLVING EMPLOYEES

RGM will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with RGM, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with RGM. Any determination as to whether there is a conflict of interest will rest solely with RGM, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

I. ENFORCEMENT

Failure to adhere to this policy may give rise to discipline in accordance with RGM's Code of Conduct and Discipline policy.

J. REVIEW AND APPROVAL

This policy was approved by the Board of Directors on [date] and will be reviewed by the Executive Committee on an annual basis.

SECTION 26: COACHING CODE OF CONDUCT

A. PRIVILEGE:

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 behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviors 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, color, 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 his/her 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 cooperate 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 athlete's 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 self-awareness.
 8. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly.
 9. In the case of minors, communicate and cooperate 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.

B. SAFETY

1. Coaches Must
 - a) Ensure the safety of the athletes with whom they work.
 - b) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
 - c) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
 - d) Never advocate or condone the use of drugs or other banned performance enhancing substances.
 - e) Never provide under age athletes with alcohol.

C. DEFINITION OF HARASSMENT

Harassment takes many forms but can generally be defined as behavior 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:

- a) written or verbal abuse or threats;
- b) sexually oriented comments;
- c) racial or ethnic slurs;
- d) unwelcome remarks, jokes, innuendoes, taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- e) displaying or sexually explicit, racist, or other offensive or derogatory material;
- f) sexual, racial, ethnic or religious graffiti;
- g) practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- h) unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;

- i) leering (suggestive staring), or other obscene or offensive gestures;
- j) condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- k) physical conduct such as touching, kissing, patting, pinching, etc.;
- l) vandalism;
- m) physical assault.

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 (Print): _____

Signature: _____

Date: _____

This Code was adapted from Promotion Plus Women in Coaching Committee in conjunction with the Ministry of Government Services and the Ministry Responsible for Sport and the Commonwealth Games Coaching Advisory Committee and the Coaches Association of B.C.

SECTION 27: APPEAL POLICY

A. PURPOSE

The purpose of this appeals policy is to enable disputes with members and participants to be dealt with fairly, expeditiously and affordably, within Rhythmic Gymnastics Manitoba Inc. (RGM), without recourse to external legal procedures.

B. DEFINITIONS

These terms will have these meanings in this policy:

- Days will mean total days, irrespective of weekends or holidays.
- Member refers to all categories of members in the Rhythmic Gymnastics Manitoba, as well as to all individuals engaged in activities with or employed by the Rhythmic Gymnastics Manitoba, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).
- Appellant refers to the Member appealing a decision.
- Respondent refers to the body whose decision is being appealed.

C. SCOPE OF APPEAL

1. Any Member of Rhythmic Gymnastics Manitoba who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Part E of this policy and has paid a non-refundable fee of \$200.00. Examples of decisions that may be appealed include but are not limited to those relating to eligibility, carding, harassment, team selection, discipline and entitlements and obligations under an athlete agreement or provincial/national team agreement.
2. This policy will not apply to decisions relating to:
 - a) Matters of employment;
 - b) Infractions for doping offences, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
 - c) The rules of Rhythmic Gymnastics outlined in the Code of Points and Technical Rules and Regulations, which may not be appealed;
 - d) Discipline matters arising during events organized by entities other than Rhythmic Gymnastics Manitoba, which are dealt with pursuant to the policies of these other entities; and
 - e) Any decisions made under Part F and Part N of this policy.

D. TIMING OF APPEAL

1. Members who wish to appeal a decision will have 21 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal, and a summary of the evidence that supports these grounds, to Official of Rhythmic Gymnastics Manitoba (hereafter referred to as "Official") in care of Rhythmic Gymnastics Manitoba Inc. The written notice must be accompanied by certified cheque in the amount of \$200.00 payable to Rhythmic Gymnastics Manitoba Inc. Notice not accompanied by the cheque will not be processed.
2. Any party wishing to initiate an appeal beyond the 21-day period must provide a written request stating reasons for an exemption to the requirement of Part D1. The decision to allow, or not allow an appeal outside the 21 day period will be at the sole discretion of the Official, and may not be appealed.

E. GROUNDS FOR APPEAL

1. Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:
 - a) Making a decision for which it did not have authority or jurisdiction as set out in Rhythmic Gymnastics Manitoba governing documents;
 - b) Failing to follow procedures as laid out in the bylaws or approved policies of Rhythmic Gymnastics Manitoba; or
 - c) Making a decision that was influenced by bias.

F. SCREENING OF APPEAL

1. Within 5 days of receiving the notice and grounds of an appeal, the Official will determine whether there are appropriate grounds for the appeal to proceed as set out in Part E. In the absence of the Official, a designate will perform this function.
2. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Official, or designate, and may not be appealed.

G. APPEALS PANEL

1. If the Official, or designate, is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal the Official will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:
 - a) The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
 - b) The Official may designate one of the Panel members to serve as chairperson of the Panel. In the event the Official does not designate a Chairperson, the members of the Panel will select from themselves a Chairperson.

H. PRELIMINARY CONFERENCE

1. Preliminary Conference - The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:
 - a) Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
 - b) Timelines for exchange of documents;
 - c) Clarification of issues in dispute;

- d) Clarification of evidence to be presented to the Panel
 - e) order and procedure of hearing;
 - f) Location of hearing, where the hearing is an oral hearing;
 - g) Identification of witnesses; and
 - h) Any other procedural matter that may assist in expediting the appeal proceedings.
2. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Panel.

I. PROCEDURE FOR THE HEARING

1. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:
- a) The hearing will be held within 21 days of the Panel's appointment.
 - b) The Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing.
 - c) A quorum will be all three Panel members.
Decisions will be by majority vote, where the Chairperson carries a vote.
 - d) If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in His/her own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - e) Any of the parties may be accompanied by a representative or advisor, including legal counsel.
 - f) The Panel may direct that any other person participate in the appeal.
2. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.

J. PROCEDURE FOR DOCUMENTARY APPEAL

1. Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:
- a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument.
 - b) The applicable principles and timelines set out in Part L are respected.

K. APPEAL DECISION

1. Within 14 days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:
- a) To reject the appeal and confirm the decision being appealed; or
 - b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
 - c) To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and

- d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.
2. A copy of this decision will be provided to each of the parties and to the Official.
3. In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Part L.

L. TIMELINES

If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

M. LOCATION

The appeal will take place in the location designated by the Official, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

N. FINAL AND BINDING DECISION

The decision of the Panel will be final and binding on the parties and on all members of Rhythmic Gymnastics Manitoba, subject only to the provisions of Rhythmic Gymnastics Manitoba policies relating to Alternative Dispute Resolution.

O. APPROVAL OF POLICY

This policy was first approved by the Board of Directors of Rhythmic Gymnastics Manitoba on September 6, 2003. It will be reviewed on an annual basis by the Board and may be amended, deleted or replaced by a resolution of the Board.

APPENDICES

APPENDIX 1: RGM TEAM MANAGER'S CHECKLIST FOR NATIONAL EVENTS

What follows is a checklist to be used by the manager of Manitoba teams for the competitions outlined below:

- Nationals - Individual
- Westerns - Groups & Individual
- Elite Canada/Group Nationals – Groups and Individual

RGM Travel Policy – All managers appointed by RGM must be familiar with RGM Travel Policy

ITEM	TASK	COMPLETED
Airline Tickets for Team	With assistance of the chaperones (when applicable) collect all tickets and present to the group ticket agent. N/A	
Accommodations	Generate rooming list for hotel Sign bill upon departure (room & tax only for judges and team manager), retain bill and submit to RGM office.	
Internal Transportation	When applicable: Collect confirmation numbers for vans from RGM office. Sign for the vans. Ensure that all Manitoba delegates transported are wearing a seat belt. Drive the vans.	
Uniforms	Ensure that all gymnasts have a RGM uniform.	
Meet with Team Prior to Departure	Team meeting. Size uniforms. Explain that designated uniforms are worn for travel, competition and other functions. Take a team photograph. Confirm that all medical forms have been received and signed by a parent or guardian and submit to RGM. Ensure that all team members receive the information package at the team meeting. Ensure all team members have a travel schedule listing arrival and departure times.	
Traveling with Athletes	Meet athletes at designated point of departure. Ensure all luggage is tagged.	

<p>Arrival at Destination</p>	<p>Ensure that everyone has all their luggage.</p> <p>When applicable, go to van rental counter and sign paperwork for rental vans.</p> <p>Travel together to accreditation site.</p> <p>After accreditation, go to accommodation site, where rooms are assigned and keys issued</p> <p>Obtain a complete list of room numbers with names of athletes and coaches in each of the rooms.</p> <p>Set up a time for a team meeting.</p> <p>Find out where the training and competition sites are located.</p>	
<p>Team Meeting</p>	<p>Establish curfews and review code of conduct.</p> <p>Remind athletes of consequences of inappropriate behavior.</p> <p>Review training and competition schedules; make sure athletes know when and where they should be at any given time.</p> <p>Remind younger athletes to stay in pairs and review common sense safety rules (i.e.: not to go off with strangers).</p>	
<p>Competition</p>	<p>Manager should keep valuables for coaches and athletes during training and competition.</p> <p>Ensure the teams know the dress code, location and times of both opening ceremonies and medal presentations.</p> <p>Fill in results sheets (provided by RGM) and fax to the appropriate media each day.</p> <p>Obtain copies of all official results, and submit them within the official report to RGM.</p>	
<p>Awards</p>	<p>The manager is responsible for the return to the hosting committee of any previously won team awards.</p>	

	<p>Accident, Injury, and Illness Reports</p> <p>It is imperative that a report be filed for each and any occurrence.</p> <p>Seek immediate medical attention.</p> <p>Arrange to have the other team members looked after by designated coach, chaperone or the Chef de Mission.</p> <p>If possible, contact parents or emergency contact person before treatment is initiated.</p> <p>Ensure that all relevant medical information, authorization for treatment and health card number go to the hospital with the athlete.</p> <p>Ask hospital to contact athlete's personal physician.</p> <p>Authorize only minimal treatment to stabilize athlete; the athlete's personal physician should attend to corrective surgery not immediately needed.</p>	
Banquet	<p>Remind athletes that behavior at the banquet and dance should reflect the fact that athletes are representing Manitoba.</p>	
Departure from Airport	<p>Meet athletes at designated point of departure.</p> <p>Ensure all luggage is tagged.</p> <p>Present all tickets to ticket agent and hand out boarding passes once through security.</p>	
Arrival at Home Destination	<p>Ensure that all athletes have been returned to the safe care of the parents or guardians.</p> <p>Write a short summary of the trip and any complications</p> <p>Attach official results of the competition.</p> <p>Turn in any trophies won to RGM.</p> <p>Keep all airline tickets and submit these to RGM office upon return.</p>	

APPENDIX 2: RGM INCIDENT REPORT FORM

Date: _____ Time: _____ Place: _____

Nature of the incident: _____

General description of the incident:

Persons involved in the incident:

a) Name: _____ City: _____ Phone: _____

Individual's role in the incident was:

b) Name: _____ City: _____ Phone: _____

Individual's role in the incident was:

c) Name: _____ City: _____ Phone: _____

Individual's role in the incident was:

d) Name: _____ City: _____ Phone: _____

Individual's role in the incident was:

e) Name: _____ City: _____ Phone: _____

Individual's role in the incident was:

RGM INCIDENT REPORT FORM

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What, in your opinion, was the cause of the incident?

Do you think this incident could have been prevented? _____ How?

What procedures did you carry out following the incident?

Did you encounter any difficulties?

Statements of witness and signature:

I verify this to be a true report of the incident. Date: _____

Name: _____ Signature: _____

APPENDIX 3: FORMULA USED TO DETERMINE ORDER FOR CARPET DRAFT

Sample form:

	Club 1	Club 2	Club 3	Club 4	Club 5	Club 6	Club 7	Total
<u>Number of Athletes*</u>								
National Stream (NS)	14	0	0	0	14	0	3	31
Total # Provincial Stream (PS)	8	19	6	6	0	14	22	75
# PS eligible for WRC (levels 4,5,6, B,C)	1	12	1	5	0	9	8	36
# PS competed @ WRC	0	4	0	0	0	1	4	9
Total Points	23	35	7	11	14	24	37	
Order for Draft 3	4th	2nd	7th	6th	5th	3rd	1st	

* counted as of May/08 Provincial Championships

* Excludes recreational athletes or athletes competing in Group(s)