



# GYMNASTICS NOVA SCOTIA

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**Board of Director's Meeting**  
**Friday, December 11<sup>th</sup>, 2020, 9:30am**  
**Via Zoom**

## Final Minutes

### 1. Call to Order- 9:37am

Staff: Angela Gallant – Executive Director, David Brown – Technical Director  
Susie Gallagher, Ted Higney, Sherry Watters, Cathy Huntington, Abby Murrin, Carol Anne Prost, Kristen Mercer,  
Stewart Gunn, Eleanor Melrose

Regrets:

Thorne Sutherland, Jason MacLeod, Megan Looke, Nick Lenehan,

### 2. Approval of Agenda

**Motion** to approve the agenda

Moved by Ted Higney, Seconded by Cathy Huntington

All in favour

Motion passed

### 3. Adoption of Previous Minutes – November 13<sup>th</sup>, 2020

**Motion** to approve the November 13<sup>th</sup>, 2020 Minutes

Moved by Sherry Watters, Seconded by Ted Higney

All in favour

Motion passed

- Business Arising  
Any of these will be discussed through the meeting.
- Action items

**Updated Action** Angela and Carol Anne will have a discussion regarding last year's GNS awards and how many nominations were put forward this past spring.

*Update: Angela indicated that the Program Committees have provided some nominations and there were a couple of individual nominations. We may need to resend the criteria to see if we can gather more nominations*

### 4. Covid-19 Updates

- Return to Play document - no changes even though Atlantic Bubble is currently not in effect
- 2021 Competition
  - Return to Competition document

Angela posted the document on the screen and the board reviewed it (also see draft attachment).

Comments:

- The revised document has been amended to reflect NS current rules for Covid.
- Numbers for TG were changed to allow for more athletes on the floor.
- The reference to sitting at 1 metre apart was changed to 2 metres to be consistent with NS Public Health requirements
- Page 8 under cancellation of competitions –
- *Whenever possible, a minimum of **three weeks** notice shall be given if a competition is cancelled, however sudden changes in the status of COVID-19 in the province may require adjustments or cancellation with minimal notice.* This was changed to three weeks from two weeks to be consistent with fee schedule information listed below it.

- Is Live streaming ability a requirement? Are we OK with having a competition that is not live streamed?  
Agreed to leave it as in that competitions without spectator viewing will require live streaming.
- Stewart had secured a quote that had the cost for, up to 3 day meet, being under 3 thousand dollars.

**Motion** to approve the GNS Operational Plan for Competitions Document version 1 as presented.

Moved by Stewart Gunn, 2nd by Cathy Huntington

All in favour

Motion passed

**Action** that 3 program chairs meet to discuss the use of Officials Tax for this year and whether it should go toward the meets.

*Update: This did not get mentioned in the last program chair meeting. The program chairs will be asked to put forward a recommendation for the next meeting – David will follow up with program chairs.*

**Action:** Program chairs of all 3 disciplines should make sure that the Judging chairs review the final Return to Competition document with their judges before competitions begin.

**Action:** Stewart will finish the changes to the Return to Competition document that were made during the meeting and send to the board for an email vote.

*Complete*

- Sanctioned competitions, Provincials and Atlantic's

Sanctions - 2 clubs have requested changes to their meet dates due to the current restrictions in the metro area – Taiso requested March 21-23 and Titans has requested a date early in March.

Provincials and Atlantics remain as "wait and see" items due to Covid.

- CEWS funding

Angela will apply for the October and November dates. Because we are getting funding for staff salaries, we need to return the percentage of the CEP/TLEP Support 4 Sport Grant that we have received CEWS funds for. We have been invoiced for the first 6 months of this and have returned over \$12,000 to Support4Sport program. Any future CEWS funding received will be followed up by an invoice from Sport NS for CEP/TLEP program.

- Federal Funding for CSO's And PSO's

- CSO funding - 5 clubs were funded to the amount of 29,500.00. The distribution was as follows: Titans - \$10,000, Alta - \$7500, Spartans - \$7500, Cape Breton - \$3000 and Pictou - \$1500

Applications for the next phase are due to GNS on Jan 15<sup>th</sup>. Clubs did not need to apply for funding in the previous cycle to be eligible for this cycle. Susie recommended that another club zoom meeting be held to review this application to make sure clubs are aware if they are eligible to apply

- GNS will also apply for the next round of PSO funding

## 5. GNS Membership update – 2020-2021

Summary is attached - We are down about 25% in individual members in comparison to last year at this time. 4 clubs are not currently operating and of these 4 clubs, 1 club is currently registered

## 6. GNS Strategic Plan

**Previous meeting action:** 12-month plan to show how the Strategic Plan and the outcomes will be completed. Future GNS board agendas will reflect the outcomes and Strategic Plan and a record of their progress. Angela and David were tasked to do a 12-month plan.

*Update: David and Angela continue to work on this and have met with Mike Hudson and Blaise Landry regarding specifics on this. Angela plans to have an updated plan to present at the next meeting. Angela gave a brief summary of the plan and status.*

## 7. GNS Financials

These were sent out in advance (attached). Angela gave an overview and noted that the flight expenses for Atlantics are currently showing as a \$15,000 expense.

**New Action:** Sherry and Angela will check further with Joanne to see if we can get this back through credit card as opposed to holding the flight credits.

**CEBA Loan** - The original \$40,000 loan that GNS applied for will most likely only require a payback of \$30,000 by December 2021. We should set aside the full \$40,000 as at this point. The program has been expanded to include an additional \$20,000 loan that will most likely only require a payback of \$10,000. We have accessed the initial part of this program and it makes sense to access the additional \$20,000 loan that is part of the expansion. This will require membership approval since it is an additional loan through this program. The deadline to apply for the additional \$20,000 loan is March 31, 2021.

**Motion:** That GNS apply for the newly available \$20,000 expansion under the CEBA loan program, provided that the membership approves the special resolution.

**Moved by Sherry Watters, 2<sup>nd</sup> by Ted Higney**

**All in favour**

**Motion passed**

## 8. **Safe Sport Policies**

**Previous meeting action** remains to have legal personnel review policy manual once all Safe Sport amendments are completed.

*Update: The legal review is complete and Angela and Nick have met to discuss recommendations for changes.*

**New Action:** Angela to update legal review recommendations in GNS policy manual in consultation with Nick. This will be presented for board approval at the next GNS meeting

**Previous meeting action:** to ask about members “not in good standing” during the legal review. Nick identified that we can withhold membership for members “not in good standing”. We need to clarify what “in good standing” is? Does it mean more that have you paid your fees. There are many other scenarios that could be considered as not in good standing.

This will be asked when we go through the Legal review. We still need to clarify what is: “In good standing”

**Update** – *this was answered in detail by Sport and Law and will also be updated in policy manual for board approval as per new action above.*

*Angela also brought up that in Appendix D of our GNS Policy Manual, it indicates that someone with First Aid training must be in the facility during programming. This is in the Trampoline section and was previously a requirement of NCCP Level 2 Trampoline certification. It does not appear to be a requirement for Intro to Competition Trampoline training, but it should be noted that it is still a requirement for clubs with trampolines as per our policy.*

*For clubs without Trampolines, GNS **recommends** that all clubs have First Aid trained staff on site during programming.*

**Action Item:** David will look into this and report back to the board.

*This action is now complete and NS is consistent with the rest of the country.*

**Previous meeting action:** Establish and support a Safe Sport Working Group with representation from the Board of Directors, Gymnastics Nova Scotia, athletes, coaches, officials, and external experts, as appropriate. Vaughn is still working on this and he has all but 2 confirmed.

*Susie asked about the Safesport working group. Vaughn gave an update to the progress on this committee. Currently looking for an athlete or former athlete to serve on the committee.*

*Update: David to follow up with Vaughn, Jason MacLeod has accepted the Safe Sport Member-At-Large position on the GNS Board.*

**New Action Item:** David to follow up with Jason as to the status of the Safe Sport working group

## 9. **2021 Gymnaestrada / Symposium – June 18-20, 2021**

David has sought feedback from the clubs as to whether they thought they would be able to participate. The dates of June 18<sup>th</sup> - 20<sup>th</sup>, 2021 have been booked. David has sent out a teaser to the member clubs for the event and has been reaching out to possible presenters.

A Zoom meeting was organized using a Doodle poll. Due to the low response the meeting did not take place and another attempt will be made for early January.

David also discussed the possibilities of a virtual Gymnaestrada and Symposium and has been in discussions with other provinces across the country that have already done this or are looking into it.

**10. Reports**

a) Chair & Uniforms – Susie Gallagher

**Previous meeting action:** Jamie Ferguson suggested that Susie should take the lead on staff annual reviews and she will liaise with HR from SNS for assistance on annual reviews/performance appraisals.  
*Update: Susie is working on reviews. But they are not complete – No date set.*

**Previous meeting action:** Susie will have GK do up a sample suit. GK is fully closed at this time. This may take time as everything is shut down.

**Update:** *The bodysuit we picked out for National levels will have to be the one we order if Atlantics is able to happen. We will have to order ahead of time to make sure they are ready in time. All the girls and boys will need new bodysuits and singlets.*

*Uniforms are on a "wait and see" bases as it depends on what happens with the competitive season.*

b) Vice Chair & Covid Safety – Carol Anne Prost - Nothing to report

c) Executive Director – Angela Gallant – Nothing new to report other than various reports during meeting.

d) Technical Director Report – David Brown - David verbally reviewed his report.

e) Treasurer – Sherry Watters- nothing to report other than financials presented earlier in meeting.

f) Director – Secretary – Cathy Huntington- nothing to report

g) Women's Program Committee Director – Eleanor Melrose and Ted Higney

WPC rolled out a virtual pathways team application, a 14-person team has been named. Ted attended a National WPC meeting.

h) Men's Program Committee Director – Nick Lenehan Nothing at this time

**Previous meeting action:** UCIC Cheques to Alta and Titans - we need discussion on these as the event was cancelled Nick will discuss further with the MAG committee

i) Trampoline/Tumbling Tech Committee Director– Thorne Sutherland Stewart – TTPC ran a virtual judges course. Moderate success – internet quality is a challenge this may however be a usable tool for entry level judging. Completed onboarding for CSCA

j) Education/Recreation Director – Megan Looke- Nothing to report

k) Social Media Director – Abby Murrin -Nothing to report

l) Safe Sport Director – Jason MacLeod – No report

m) Special Events Chair – Eleanor Melrose (tentative) – No report

n) Competitions Director – Stewart Gunn and Kristen Mercer – Nothing in addition to the Return to Competition document presented.

**11. New Business**

**Nothing at this time**

**12. Review of Motions and Action items**

**13. Next Board of Director's meeting date – Early January - possibly January 8<sup>th</sup> -** Angela will determine the date and inform the board.

**14. Adjournment 10:55 am**

**Motion** to adjourn at 10:55am

**Moved by Cathy Huntington, 2<sup>nd</sup> by Sherry Watters**

**All in favour**

**Motion passed**

# Gymnastics Nova Scotia

## Operational Plan for Hosting Competitions during COVID-19

### 2020-2021 Provincial Competition Season

#### OBJECTIVE

To provide meaningful competition opportunities for all competitive members of the GNS in an environment that mitigates the risk of transmission of COVID-19 and keeps participants safe.

**The hosting considerations laid out in this document do not constitute an exhaustive list. There may be other steps a host club can (or must) take to help prevent the spread of COVID-19. Furthermore, as the COVID-19 situation continues to evolve, the suggestions and guidelines in this document may quickly become outdated. Host clubs must be prepared to adapt to changing rules, regulations, and guidance provided by municipal, provincial, and federal governments and Nova Scotia Public Health.**

Even when taking all precautions, there will still be a risk of transmitting illnesses. Everyone must stay vigilant in keeping all members of GNS safe; we all have a role to play in protecting ourselves and others.

#### PRIORITIES

1. Adapt the competition environment to meet current public health measures and guidance.
2. Provide a competition environment in which all participants feel safeguarded from the risk of COVID-19 infection.
3. Create a competition environment that meets the needs of athletes to set goals, perform, and receive feedback through judges' scores.
4. Develop a hosting strategy that does not place unreasonable risk or burden on the host club, financial or otherwise.

#### GUIDING DOCUMENTS

- NS Government - [Mandatory Order](#)
- NS Government - [Guidelines for Venues & Facilities](#)
- NS Government - [Coronavirus \(COVID-19\): avoid infection](#)
- NS Government – [Coronavirus \(COVID-19\): masks](#)
- [GNS COVID-19 Guideline for Clubs](#)
- [GNS Return to Play Re-Opening Protocols](#)
- Host Club (and/or host facility) COVID-19 Operational Plan

#### GENERAL PUBLIC HEALTH MEASURES

- **Physical distancing:** maintain a minimum distance of two metres between yourself and others, with the exception of members of your “close friends and family” bubble.
- **Hand hygiene:** wash hands frequently and thoroughly with soap and water or a minimum 60% alcohol-based hand sanitizer.

- **Respiratory hygiene:** cough or sneeze into a tissue, or into your sleeve/elbow if a tissue is not available; dispose of the tissue and wash or sanitize your hands immediately.
- **Community face masks:** face masks that cover the nose and mouth are required in public indoor spaces.
- **Cleaning and disinfecting surfaces:** common areas must be cleaned and disinfected twice daily, and more often for high-touch surfaces and shared objects.
- **Screening for COVID-19:** screening can take a passive form by asking people to screen themselves for symptoms before entering a facility, or an active form with temperature checks conducted by a designated individual.
- **Staying home when sick:** always err on the side of caution and stay home if feeling unwell.

#### **CURRENT PUBLIC HEALTH ALERT LEVEL**

In addition to respecting general public health measures, organizations must meet the following requirements:

- Every host, organizer, or coach of sporting activities must take all reasonable steps to minimize the risk of COVID-19 transmission.
- Signage on symptoms, proper hand and respiratory hygiene, and physical distancing must be posted throughout the facility; at a minimum, signage should be placed at all common entrances and where people tend to congregate.
- Occupancy limits in controlled indoor settings must be based on the ability to maintain physical distancing between people who are not close friends and family.
- Anyone who hosts or organizes a gathering of more than 50 people must implement effective procedures for screening and for ensuring physical distancing.
- Where seating is provided, physical distancing requirements may be reduced to 2 metre while seated if all individuals are continuously wearing a face mask (i.e., not eating or drinking).
- Anyone who hosts or organizes an event must maintain a record of the names and contact information of all persons to the facilitate for a minimum of 21 days post event for contact tracing and must provide these records to Public Health officials upon request.

#### **RISK MITIGATION MEASURES FOR COMPETITIONS**

Risk mitigation must consider and apply across all relevant contexts (i.e., before, during and after competition) and for all participants (e.g., athletes, coaches and staff, judges, volunteers, etc.).

- **Reduce Capacity**
  - All competitions without a separate spectator mezzanine will be held without spectators present in the facility
    - Host clubs shall develop and communicate a plan for athlete drop-off and pick-up, taking into account facility access, space for physical distancing, weather considerations, and athlete safety
    - These competitions will be live-streamed and live-scored so that friends and family may watch the competition online and keep track of scores and rankings
  - All competitions with a separate spectator mezzanine will be held with a limit of 1 spectator per participant present in the facility

- Host clubs shall develop and communicate a plan for athlete drop-off and pick-up, spectator/athlete entrances & exits, taking into account facility access, space for physical distancing, weather considerations, and athlete safety
- The required maximum capacity for each competition flight shall be 32 athletes for MAG & WAG and 36 athletes for T&T
  - Host clubs shall make every effort to schedule their competition in such a way that no more than 32(M/W) or 36(TG) athletes are present for each flight
  - For MAG and WAG competitions, it is recommended that host clubs shall make every effort to split the athletes in a flight in such a way that no more than 8 athletes are in any rotation. For TG competitions the flights should not exceed 12 athletes.
- The maximum number of coaches for each flight is 4 per club, though the GNS recommends no more than 3 coaches, whenever possible and an absolute minimum of 1 coach per rotation
  - The host club shall provide the rotation order a minimum of 2 weeks in advance of the first day of competition
  - The host club will record the names of their assigned coaches for each flight at the beginning of each rotation
  - For TG competitions, host clubs must be mindful of the need to have sufficient spotters on the competition floor
- The maximum number of judges is two per event per flight for MAG and WAG competitions and 12 per session for TG competitions
  - To reduce the number of people at the judges table, all MAG and WAG competitions will use the Sportzsoft Live Scoring system; the host club is responsible for naming a Chief Scorer who will be responsible for inputting scores and for recording on a paper score sheet as a back-up
  - There will be a maximum of 1 minor official for MAG & WAG and 2 minor officials for TG at each table to assist with timing for warm-ups and routines for MAG and WAG and to serve as the score-person for TG
- The maximum number of judges, officials, and volunteers can not exceed 50 people
- Host clubs are required to assess their need for volunteers and to reduce the number as much as reasonably possible; the recommended volunteer positions include:
  - Medical/First Aid (x2) – REQUIRED
  - Video Operator (x1-2) – REQUIRED for TG (number depends on whether multiple events are running simultaneously)
  - Check-In and Screening (x1-2)
  - Meet Director/Floor Manager (x1)
  - Music/Announcer (x1)
  - Scoring (x1-2)
  - Awards Coordinator (x1-2)
  - Hospitality Room Coordinator (x1-2)
  - Minor Officials (x2-4)
  - Cleaning Crew (x2)

*\*Note: some of these positions may be fulfilled by the same individual*

- **Physical Distancing**

- Due to COVID-19 transmission pathways, physical distancing is a top risk mitigation method. As directed by the Government of Nova Scotia, all sports are expected to adapt to enable physical distancing to the greatest extent possible. Brief contact on the field of play is permitted so long as it cannot be reasonably avoided; in all instances where distancing is possible, measures should be put in place
- As much as reasonably possible, athletes from different clubs will be expected to refrain from intermingling
  - Whenever possible, athletes from the same club shall be grouped together in a rotation
  - Every reasonable effort shall be made to limit the number of mixed-group rotations; clubs may consider adding a “bye” rotation if it facilitates easier groupings
- While close friends and family are not required to physically distance themselves from one another, host clubs are not in a position to recognize and monitor individual bubbles; therefore, it is the expectation that ALL participants will practice physical distancing as much as possible even within their own teams
- Host clubs must consider ways to accommodate for physical distancing; for example:
  - Remove any extra or unnecessary equipment from the competition floor
  - Provide additional floor or matted space for general warm-up, if possible
  - Create corral spaces for each club rather than for each event
  - Restrict access to change rooms and washrooms to ensure physical distancing of 2 metre can be maintained within
- There will be no march-in or award ceremonies:
  - Upon rotation to each event, one coach per club will approach the judges table to confirm the competition order and warm-up procedures
  - Host clubs will compile awards packages for each club to pick up at the end of the session/day to distribute upon return to their home gyms
- Judges tables should be spaced enough to accommodate a minimum of 2 metres separation between the judges and the apparatus
- Wherever possible, areas should be marked off around/behind judges’ tables to keep participants from standing in close proximity to the judges
- The hospitality room must be large enough to allow judges to be seated at least 2 metres apart for meetings and meals (this may mean that host clubs will have to designate separate rooms or spaces for judges, coaches, and volunteers)
- Access to the hospitality room must be strictly controlled to prevent over-crowding and to ensure that only individuals who require access are permitted to enter

- **Hand and Respiratory Hygiene**

- Host clubs must ensure they have adequate supplies for appropriate hand and respiratory hygiene
- Hand sanitizer (minimum 60% alcohol-based) should be available at entrances and exits
- Hand sanitizer/handwashing stations should be available throughout the facility

- Tissues and garbage bins should be available throughout the facility
- All judges and volunteer tables (scoring, music, first aid, etc.) should be stocked with hand sanitizer, wipes, tissues, and garbage bins
- Washrooms must be well-stocked with soap, hot water, paper towel, and tissues and checked regularly for necessary refills

- **Face Masks**

- When worn properly, non-medical masks can reduce the risk of transmitting the virus. Your mask can be a commercial non-medical mask or a homemade mask that covers your nose and mouth. A face shield can't be worn instead of a non-medical mask (face shields protect your eyes, but don't protect other people).
- Wearing a non-medical mask is required in indoor public places as per the Government of Nova Scotia and Nova Scotia Public Health - [Coronavirus \(COVID-19\): masks Guidelines](#). Children under 2 are exempt, as well as children 2 to 4 when their caregiver can't get them to wear a mask. People with a valid medical reason for not wearing a mask are also exempt
- The use of face masks is part of a layered approach to risk mitigation and a public health requirement; as per the Government of Nova Scotia Coronavirus (COVID-19): Masks – masks must be worn by everyone in every public indoor space at all times, except when eating or drinking
- All participants (athletes, coaches and staff, judges, volunteers, etc.) are required to wear a face mask in the following instances:
  - Entering and exiting the facility
  - During check-in and screening
  - In washrooms and change rooms
  - While seated at judges and volunteer tables
  - When approaching a judges table to discuss warm-up, competition order, or score inquiries
  - While handling/preparing food or drinks in the hospitality room
  - While moving throughout the facility, to and from the competition floor
- While sport participants are not required to wear face masks “on the field of play” (i.e., on the competition floor), masks are required at all other times when moving throughout the facility
  - Athletes are encouraged to wear a face mask when they are not warming up or performing, especially if interacting with athletes/coaches from another club or when physical distancing cannot be maintained
  - Coaches are encouraged to wear a face mask at all times on the competition floor, however GNS recognizes that this may be deemed a hazard while moving equipment or spotting an athlete – it is up to each individual coach to make that risk assessment
  - Coaches are required to wear a face mask during coaches' meetings (if held in person) and when approaching the judges and volunteer tables
  - Volunteers, non-coaching staff, and judges are required to wear face masks at all times, even while on the competition floor

- **Cleaning and Disinfecting**

- A minimum of 30 minutes must be left between flights to provide an opportunity for cleaning to occur.
- The host club will be responsible for instituting a cleaning and disinfecting schedule, which shall include time between each flight to clear judges tables, wipe down mats and equipment, and clean common areas or surfaces such as door handles, tables and chairs, scoring and audio equipment, and washrooms.
- The judges room should be cleaned and disinfected after meals/meetings when judges have returned to the competition floor
- If the judges and volunteer tables require tablecloths, host clubs should use plastic tablecloths instead of fabric for easy cleaning and disinfecting
- The host club shall have cleaning/disinfecting supplies readily available for spot cleaning as necessary; if an athlete's head or face or any bodily fluid comes into contact with the equipment or mats, it must be cleaned before the next athlete's turn
- A thorough cleaning and disinfecting of the facility (e.g., "fogging") must take place at the end of each day

- **Screening**

- The host club is responsible for conducting active screening of anyone entering the facility, including athletes, coaches and staff, judges, and volunteers
- Any spectator and athletes/coaches from out of province will be required to verbally acknowledge and agree to the supplied copy of the GNS COVID-19 screening questionnaire found in the GNS protocols for re-opening; a new acknowledgement must be recorded each day

- **Contact Tracing**

- Participating clubs are required to provide the name and phone number of each athlete's spectator when registering for the competition, as well as the name and phone number for each coach
- Spectators are required to confirm or provide their name and phone number upon entry to the facility
- Judging chairs are required to include the phone number for each judge when providing the host club with the judging panels
- The host club is responsible for compiling a list of names and phone numbers for all athletes, coaches, judges, staff, and volunteers who will be in the facility during each flight
- The host club is responsible for collecting the name and phone number of any other individual who enters the facility during the competition
- The collected information must be kept securely on file for a minimum of 21 days after the competition, after which it should be destroyed; the information must only be shared with a Nova Scotia public health official upon request

## OTHER CONSIDERATIONS FOR COMPETITIONS

- **Competition Schedule**

- Participants and their families will have varying degrees of risk tolerance when it comes to the potential for COVID-19 infection, and some may prefer to avoid hotel stays to limit their risk of exposure
- Competitions should not start before 9:00am or finish after 8:00pm – this will allow most participants to travel to and from the meet on the same day, if they so choose
- The competition schedule must factor in cleaning time between each flight as well as time for participants to enter and exit the facility safely

- **Food for Judges, Coaches, and Volunteers**

- At most competitions, host clubs rely on donated food prepared by volunteers and presented buffet-style to judges, coaches, and volunteers; to eliminate concerns about the risk of COVID-19 transmission through food preparation and serving, host clubs should provide judges with pre-prepared individual meals in a catered or box lunch format from a reputable food-service business
  - Host clubs must provide judges with lunch, supper, and snacks as appropriate at the competition venue. If the host club is unable to provide these meals an appropriate per diem and time must be given to judges.
  - Host clubs are not required to provide breakfast at the competition venue, however they must inform judges in advance if breakfast will not be made available and include a \$10 per diem with the honorarium for out-of-town judges for each day (unless breakfast is provided with the hotel room rate)
  - Access to water or other beverages should be provided throughout the day
  - Host clubs may be required to provide meals for first aid/medical staff and the live-streaming crew, depending on these individuals' schedules
- Host clubs may provide snacks or meals for coaches and their volunteers depending on their own assessment of need
- The hospitality room must be large enough to allow individuals to be seated at least 2 metres apart while eating or host clubs will need to designate separate rooms or spaces for judges, coaches, and volunteers
- Judging chairs must inform the host club of any allergies or dietary restrictions among judges when providing the judging panels

- **Judges' Travel and Accommodations**

- Judges will not be required to carpool to competitions; each judge may claim round-trip mileage if they choose to travel alone
- Judges will not be required to share hotel rooms; each judge will be provided their own hotel room if requested
- If a judge is not comfortable staying in a hotel and it is possible for them to commute to and from the competition over multiple days, the host club must provide the judge with mileage for each additional round trip up to a maximum of the cost of one night's accommodation at the host hotel

- **Out-of-Province Participants**

- The host club's priority must be to accommodate all Nova Scotia athletes in their competition schedule
- Other athlete registrations, if space permits, will be accepted on a first come, first serve basis
- The host club must ensure that an out-of-province club is not facing any public health restrictions at their time of participation in the competition; host clubs have both the authority and responsibility to bar an out-of-province club's participation if their jurisdiction has imposed additional restrictions

- **Cancellation of Competitions**

- Should the province revert to a more limited stage/phase, a competition may be cancelled if a competitive member club is impacted
- The decision to cancel a competition will be situation-specific and shall be made by the GNS Board of Directors, in consultation with the host club, judging chairs, and the technical committees if necessary; factors that may be considered in a decision to cancel a competition include:
  - The number and level of competitors unable to participate due to regional public health restrictions
  - The ability to fill judging panels
  - The financial viability of hosting with reduced participation versus the financial loss from cancellation
  - The timing of gym closures and re-openings, and clubs' ability to follow an appropriate timeline for safe preparation of athletes for competition
- Whenever possible, a minimum of **three weeks** notice shall be given if a competition is cancelled, however sudden changes in the status of COVID-19 in the province may require adjustments or cancellation with minimal notice
- Should a competition be cancelled ahead of the competition by:
  - **6 or more weeks:** the host club is required to reimburse the registration fee in full.
  - **3-6 weeks:** the host club is required to reimburse the registration fee in full less a \$10 administration fee to all participants; similarly, should a club be unable to participate due to public health restrictions, the host club shall reimburse the registration fees paid, less a \$10 administration fee for each of the club's participants (this would also apply to any individual unable to participate due to possible or confirmed COVID-19 infection or exposure and a public health-imposed requirement to self-isolate). If the host club is can provide expense statements for any meet items that have been purchased to inform a GNS decision on a recommended refund.
  - **3 weeks or less:** the host club is not required to reimburse the registration fees.
- If a participant chooses to withdraw citing COVID-19 concerns, the host club is not required to refund the registration fee; host clubs are advised to review their refund policy and communicate this information with the meet invitation.

## COMPETITION FEES

The GNS Board of Directors has amended the competition fee structure for the 2020-2021 season, recognizing the additional costs required to meet public health guidelines and the loss of revenue from spectator admissions and concession-type sales.

- The base registration fee for competitions remains unchanged at \$75 for MAG and WAG and \$70, \$80, or \$90 for TG for one, two, or three/four events
- There will be an additional \$10 COVID-19 fee on top of the base registration fee; this will assist clubs in covering the cost of live-scoring, cleaning supplies, increased judging costs, and the cost of 1 spectator per athlete.
- The total competition fees per participant are:
  - \$85 for MAG and WAG
  - \$80 for TG – one event
  - \$90 for TG – two events
  - \$100 for TG – three or four events

## GNS SUPPORT

- GNS may offer financial assistance to host clubs as a means to reimburse clubs for some of the increased costs for judges meals, travel, accommodations, virtual scoring, cleaning, etc. GNS recommends that all technical committees investigate subsidizing host clubs through direct funding or indirectly by using their officials tax collected through the event.
- GNS will assist clubs in preparing for live-scoring.

## RESPONSIBILITY OF HOST CLUBS

- Host clubs must provide a Competition Operational Plan to participating clubs and judging chairs a minimum of two weeks in advance of the first day of competition; the plan must include:
  - Competition schedule
  - Procedures for athlete drop-off and pick-up
  - Screening and check-in protocols for all participants (athletes, coaches, judges, etc.)
  - Procedures for collection of floor music – it is recommended that host clubs collect floor music in advance in a digital format via email, drop-box, etc.
  - **\*NEW\*** Isolation plan should an athlete, coach, official or volunteer become ill during the competition
  - Any other pertinent information specific to your club such as washroom/change room capacity, availability of water fountains/filling stations, process for awards pick-up, etc.
  - Information regarding availability of snacks and meals for coaches and judges
  - General reminders about public health measures including physical distancing and face mask requirements
  - Web links for live-scoring
- While all participants and spectators are required to bring their own face mask(s), host clubs should maintain a small supply of disposable face masks in the event that a participant has forgotten their own
- Supplies provided at the judges tables should be kept to the bare minimum essentials as judges will be responsible for bringing their own supplies
  - Items to provide: a few pencils, stop watch, bell, necessary hygiene supplies
  - Items to remove: flags, calculators, scorecards, candy dishes, decorative items, etc.

- Host clubs may consider running a virtual coaches meeting to review competition protocols the day prior to the event instead of at the beginning of each flight; host clubs can distribute a copy of the rotation order to each coach during check-in
- Host clubs are not required to provide chalk or chalk buckets, spray bottles, or snacks for athletes; athletes will be required to bring their own supplies
- Host clubs are not required to provide athlete gifts; this may be done at the discretion of the host club

#### **RESPONSIBILITY OF PARTICIPATING CLUBS**

- Be mindful of and respect registration deadlines, and ensure you provide accurate information for each participant (i.e., age, level, contact-tracing details, etc.)
  - Given the increased challenges of scheduling and grouping, the deadline for any level changes shall be 4 weeks prior to the first day of competition, no exceptions
  - Host clubs shall make every effort to group athletes from the same club together in as few rotations as possible, however no special requests will be accepted
- Respect the limit on the number of coaches on the competition floor for each flight
- Disseminate all information from the host club's Competition Operational Plan to coaches and to athletes and their parents/guardians
  - Familiarize athletes and coaches with the policy on the use of face masks while at the competition
  - Remind athletes to arrive at the competition with a completed screening form; stress the importance of being honest in the screening protocols and always erring on the side of caution and staying home if feeling unwell (athletes must notify their coach immediately if they begin to feel unwell at the competition)
  - Encourage athletes to arrive at the competition fully prepared (dressed, hair done, etc.) to reduce the number of participants requiring access to change rooms and washrooms
  - Ensure athletes bring all their own supplies, including chalk in a re-sealable bag or container, spray bottle, hand sanitizer, face mask, snack, water bottle, etc.
  - Remind participants to limit yelling/cheering, hugs, and high-fives
- Remind ALL participants that the event is being live-streamed and we must be extra conscious of adhering to public health measures, including wearing face masks and physical distancing even within our own teams; in addition to protecting ourselves and others from possible COVID-19 infection, this also protects the integrity of our whole competition season

#### **RESPONSIBILITY OF JUDGING CHAIRS**

- Judging Chairpersons are required to communicate and review this document with their respective judges as it applies to their discipline.

#### **FINAL NOTE AND REMINDER**

**The hosting considerations laid out in this document do not constitute an exhaustive list. There may be other steps a host club can (or must) take to help prevent the spread of COVID-19. Furthermore, as the COVID-19 situation continues to evolve, the suggestions and guidelines in this document may quickly become outdated. Host clubs must be prepared to adapt to changing rules, regulations, and guidance provided by municipal, provincial, and federal government and Nova Scotia Public Health.**

Even when taking all precautions, there will still be a risk of transmitting illnesses. Everyone must stay vigilant in keeping all members of GNS safe; we all have a role to play in protecting ourselves and others.

**Appendix A: Sportzsoft Live Scoring**

*To come.*

**Appendix B: Live Streaming**

*To come.*

DRAFT

GNS Club Summaries 2020-2021

<b>GNS Club</b>	<b>Total numbers</b>
<b>Amherst</b>	<b>0</b>
<b>Association Clare</b>	<b>5</b>
<b>Athletics Gymnastics</b>	<b>186</b>
<b>CBGA</b>	<b>429</b>
<b>Cobequid Spartans</b>	<b>209</b>
<b>Digby</b>	<b>0</b>
<b>Dynamo</b>	<b>0</b>
<b>Empire Gymnastics</b>	<b>100</b>
<b>Gymnation</b>	<b>102</b>
<b>Halifax Alta</b>	<b>1015</b>
<b>Jump To It</b>	<b>27</b>
<b>Pictou County</b>	<b>122</b>
<b>Rainbow</b>	<b>157</b>
<b>Taiso</b>	<b>628</b>
<b>Titans</b>	<b>1161</b>
<b>Valley Cheer</b>	<b>32</b>
<b>Total on December 10, 2020</b>	<b>4173</b>
<b>Total at the end of November 2019</b>	<b>5573</b>
<b>Difference</b>	<b>1400</b>
<b>% difference</b>	<b>25%</b>
<b>13 clubs are registered with 12 currently operating</b>	

## Year 1-Targets and Timelines - December 11, 2020

### Organizational Excellence/Board Effectiveness

Goal	Target	Lead	Date	Status
<b>Fill and maintain a complete and diverse Board of Directors</b>	Update Bylaws to reflect Elected Directors and internal nomination of President	VP	AGM (June 2020)	Complete
	Identify gaps in Board expertise	BOD	Next meeting	Complete
	Headhunt accordingly	BOD	June 2020	Complete
Improve functioning of Program Committees	Host Program Committee Chair meeting (effective leadership + update TOR+ yearly program)	3 <sup>rd</sup> party 'expert' and TD	Fall annually	Complete
Target corporate sponsorship	Recruit an intern for social media and corporate sponsorship	Staff	Winter 2020	Applied for summer student but not successful. All delayed due to Covid shutdown
	Determine target value and purpose (savings vs. event sponsorship...etc.)	BOD	Next meeting	Discussion took place and decided on recruiting a summer student in this area. Summer student application not successful. Project delayed
	Evaluate success for future recruitment	Staff	Spring 2020	
Increase savings	Establish a reserve fund target value with timeline	BOD	Next meeting	This has been started at the beginning of this fiscal year. Targeting \$60,000 for 2020-2021 fiscal year
	Review special projects budget (upcoming year only)	BOD	2020	Complete

## Communication and Member Engagement

Goal	Target	Lead	Date	Status
<b>Revitalize annual Symposium by combining with AGM and Gymnaestrada demonstration</b>	Confirm event date	BOD	Next	Complete
	Announce date and new format	Staff		Complete
	Develop and invite clubs to participate in Gymnaestrada show	TD	Jan 2020	This was in progress but cancelled due to Covid. Rescheduled for 2021.
	Establish committee/working group to develop schedule, content...etc.	Staff	Jan 2020	This was in progress but cancelled due to Covid. Rescheduled for 2021.
	Confirm key leaders' attendance (personal contact is key)	Staff	Spring 2020	This was in progress but cancelled due to Covid. Rescheduled for 2021.
Create a resource bank on GNS website by user type	Establish categories to direct users to appropriate categories (Starting a club, new clubs, inclusion, coaches, athletes...etc.)	BOD & Staff	Fall 2020	Starting a new club section is in progress and Jump Into Gymnastics Manual being revamped.
	Develop content for each section	TD	2020-2021	In progress.
Create 1-Pager on GNS	Use new Mission Statement	Staff		Complete - currently on website and in staff email tag lines.
	Outline what GNS does for Rec. and Comp. clubs, families, athletes and where fees go	Staff		Benefits of gymnastics page has been added to Find a Club section on webpage. Further information on where fees go is in Find a Club section.
	Link to updated website	Staff		This should be incorporated into the TD club visit agenda.
	Distribute to clubs for circulation during registration/beginning of term post fee increase	Staff	Aug/Sept 2021	In progress - currently looking to fund a date that works for the majority. First attempt was made but did not receive a strong response. Will try again for early January 2021.
<b>Maintain open communication with member clubs</b>	Host quarterly conference calls with heads of Rec Clubs/programs	ED/TD		This was started during Covid-19 with the first call being held in late March. Monthly calls occurred through the spring and early summer. The next call will be scheduled for early January.
	Host bi-monthly conference calls for club representative (club coach and/or president)	ED	Spring 2020	
	Evaluate participation/utility	ED		

## Technical Leadership

Goal	Target	Lead	Date
Continue to provide foundation level coaching courses	Continue consistently running foundation courses annually	TD	
Actively recruit career coaches to Nova Scotia	Make consistent use of GNS, SNS and G Can classifieds	ED	
	Investigate value of Chartered Professional Coach designation	TD	
Provide sufficient LF course/certification opportunities	Run comp. 1 course once per year		
	Run comp. 2 course once every 2 years		
	Host a comp. 3	TD	
Increase number of level 4 coaches by 2	Aid process for Nick and Stewart as required	TD	2023
Ensure LF and Evaluator succession occurs	Grow pool of LF's by 3	TD	2023
Ensure Judge training/certification occurs consistently	Each Program Committee runs one judge training/certification or challenge opportunity (T&T) annually	Program Committees	

Status

Using online course delivery for Theory components MED/Planning a Practice

This is subject to club requirements and request for support

In Progress

On hold due to Covid

In progress

In progress

Currently on hold due to scheduling issues and Covid

This is currently underway

In progress

**Programs/Opportunities for All**

Goal	Target	Lead	Date	Status
Inclusion: become the resource and education vehicle for high quality programming for groups with diverse needs	Research and promote best practices in programming	Staff	2020 - 2021	TD working through this stage now
	Prioritize mental, then physical disabilities for this 5-year period	Staff	2020-2021	
	Develop content for website resources sections	Staff	Sept 2021	
	Research sensitivity resources/training for coaches and leaders	Staff	2020-2021	
Bid to host T&T Nationals in 2021 or 2023	Submit expression of interest as RFP becomes available			2021 is now an Olympic year due to Covid. Re-visit for 2023.
	Recruit assemble HOC if successful			
Complete Safe Sport policy alignment and prioritize implementation	Continue alignment/adjustment as it is completed nationally	ED	forward	Safe Sport policies adopted and in the GNS Policy Manual. Legal review for complete policy manual has been completed and manual will be updated according to be approved by board.
	Actively share and promote resources on policy and prevention to all members	ED	2020 and forward	Safe Sport section is currently highlighted on the GNS website but more visibility needed. Look to add safes
Initiate Project Gymnaestrada as "Gymnastics for All" opportunity and sport promotion tool	Develop an introduction to the project for clubs / Groups who, what, where...etc.	TD	Jan 2020	Postponed due to Covid. On track for 2021
	Invite clubs to perform at annual Symposium	TD	Jan 2020	Ongoing
Research and promote model for Seniors programming	Research model for Seniors gymnastics	TD	2020-2021	Ongoing
	Create province-wide database of available recreational programs	Staff		Underway
Continue to support HP athletes and Tumblebugs programs on an ongoing basis	Continue to fund HP athletes as per previous cycle	Staff	2019-2023	In progress
	Continue to successfully implement Tumblebugs program as per previous cycle	T'bugs Coordinator	2019-2023	In progress, courses have been delivered Fall 2020

**Club Growth and Development**

Goal	Target	Lead	Date	Status
<b>Establish section for start-up and developing clubs on website</b>	Elaborate on resources available through GNS website	Staff	2020-2021	jump into Gymnastics manual is currently being revamped.
	Continue to reach out to regional	Staff		
Promote and provide resources for clubs on potential daytime programs	Develop and promote resources on Parent & Tot/ preschool and seniors programs, school-age field trips as well as gymnastics curriculum requirement	Staff	2020-2021	In progress
Promote and facilitate cross-sport partnerships	Explore facility-sharing as a method to raise funds	Staff	2020-2021	On hold due to Covid challenges
	Promote gymnastics as a cross-training tool for other sports	Staff	2020-2021	On hold due to Covid challenges
<b>Facilitate club-club mentoring</b>	Add this opportunity to bank of resources on website for developing clubs	Staff	2020-2021	On hold due to Covid challenges

# Nova Scotia Gymnastics Association

## Balance Sheet As at 10/31/20

### ASSET

#### Current Assets

Bank - Current		0.00
Scotiabank - Savings account		243,611.05
Scotiabank - Select plan Chequing		126,614.42
Investor Account		0.00
Sport & Rec Account		13,845.66
Canada Games Account		0.00
STI - GIG Subtotal		0.00
Accounts Receivable		5,677.00
HST Receivable		890.56
Inventory		14,267.42
Computer Equipment	5,871.86	
Depreciation - Computer	<u>-5,871.86</u>	
Computer Subtotal		0.00
<b>TOTAL CURRENT ASSETS</b>		<b>404,906.11</b>

**TOTAL ASSET** 404,906.11

### LIABILITY

#### CURRENT LIABILITIES

Accrued Accounts Payable	2,070.00
Kidsport Payable	146.00
Receiver General Payable	3,703.74
CEBA Loan	40,000.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>45,919.74</b>

**TOTAL LIABILITY** 45,919.74

### EQUITY

#### EARNINGS

Retained Earnings	263,400.75
Current Earnings	95,585.62
<b>TOTAL EARNINGS</b>	<b>358,986.37</b>

**TOTAL EQUITY** 358,986.37

**LIABILITIES AND EQUITY** 404,906.11

# Nova Scotia Gymnastics Association

## Income Statement 04/01/20 to 10/31/20

### REVENUE

#### REVENUES

Sales - Subtotal	384.10
PSO - Block Funding	55,000.00
PSO Grants - CSO Covid support	0.00
Prov'l Coach Revenue	20,416.69
PSO Enhancement - S4S Grant	3,000.00
PSO Project Grant - Support4Sport	3,062.33
CEWS - federal subsidy	55,348.95
Performance Pathway Grant	30,000.00
NCCP - Subtotal	360.00
Membership - Total Registration	114,757.51
Subtotal Tumblebugs	41,495.00
PSO Projects Grant - Olher	2,000.00
PSO PD Capacity Grant	1,000.00
MPC Officials Tax receipts	0.00
TTPC Officials Tax Receipts	0.00
WPC Officials Tax Receipts	0.00
Club Comp - Subtotal	75.00
Participation Dev Funding	20,000.00
Coach Symposium Revenue	0.00
Landry Fundraiser	0.00
Investment Income	538.34
<b>TOTAL REVENUE</b>	<u>347,437.92</u>

**TOTAL REVENUE** 347,437.92

### EXPENSE

#### EXPENSES

Staff expenses	79,222.26
Promotion/Marketing Subtotal	0.00
Provincial Artistic - Subtotal	0.00
Provincials - AWARDS	502.56
Provincial T&T - Subtotal	0.00
Atlantic Artistic - Subtotal	15,000.00
Eastern Artistic - Subtotal	0.00
Eastern T&T - Subtotal	0.00
Canadians Artistic - Subtotal	250.00
Canadians Tramp - Subtotal	0.00
NCCP - Subtotal	2,252.58

Participation/Dev-Coaching Course	0.00	
Participalion/dev- promo	0.00	
Participation/dev - other	120.00	
Participation dev - bursary	<u>2,000.00</u>	
Participation/dev subtotal		2,120.00
Support4Sport exp-PSO project other		2,662.50
Coach Symposium Subtotal		0.00
Membership - SNS	345.00	
Membership - Insurance	138,664.63	
Membership - SOCAN and Resound fees	0.00	
Membership - GCG Fees	904.00	
Membership - Other	<u>100.00</u>	
Membership - Subtotal		140,013.63
Technical Director - Subtotal		23.28
Team NS - Provincial Suits Total		0.00
MPC Pathways - Subtotal		-3,021.00
WPC Pathways - Subtotal		-3,167.50
TTTC Pathways - Subtotal		-1,054.79
Men's Prog Cle - Subtotal		0.00
Men's Officials tax expenses		-2,038.52
Women's Prog Cle - Subtotal		-2,230.00
Women's Officials tax expenses		0.00
Tramp Prog Cle - Subtotal		0.00
Trampoline Officialstaxexpenses		-1,110.40
BOD/Exec Meetings - Subtotal		126.00
GNS AGM - Subtotal		31.29
GCG Other Mtg - Subtotal		335.34
Tumblebugs - Subtotal		14,291.28
Administration - Subtotal		7,643.79
Miscellaneous expense		<u>0.00</u>
<b>TOTAL EXPENSES</b>		<u>251,852.30</u>
<b>TOTAL EXPENSE</b>		<u>251,852.30</u>
<b>NET INCOME</b>		<u>95,585.62</u>

Generated On: 12/10/20



# **GYMNASTICS NOVA SCOTIA**

## **Technical Director Report**

Date: December 10, 2020

To: Angela Gallant - Executive Director- Gymnastics Nova Scotia

Cc: Board of Directors - Gymnastics Nova Scotia

From: David J Brown - Technical Director- Gymnastics Nova Scotia

Subject: TD report

The following is a description of some of the activities the Technical Director has been involved over the past few weeks.

### **Coach Training**

A Foundations Artistic course was scheduled and advertised for Dec 4-6<sup>th</sup> at Taiso Gymnastics Centre. The Theory module was delivered online using GCG Adobe Connect account on December 4<sup>th</sup> to 20 coaches. This was a first for me and while parts of it worked well, one of the big challenges was that the quality of internet connection around the Province varies and, in some areas, poor quality lead to disconnections and poor quality viewing the program. With the shut down in the HRM area we postponed the final 2 modules of the course until Dec 19<sup>th</sup>/20<sup>th</sup>

I spent a fair amount of time leading up to the course doing dry runs with the Adobe Connect program and the online material for Planning a Practice and Making Ethical decisions. Despite that during the course we ran into issues with audio as many of the participants would lose the ability to speak or ran into issues with hearing all the material. I did have online help from GCG which made a big difference. Unfortunately, she had to leave an hour in.

I participated in 5 Gymnastics for All meetings. 3 of them made up the annual G4A conference. There were discussions on status of the Can Gym Program, Safesport and Gymnaestrada, Gymnastics week

As a result of these meetings I am working with a sub committee to pick up the pieces of the Can Gym project.

I set up a doodle poll for the recreation coach community with the intent to discuss Can Gym updates and progress, Symposium (maybe virtual) and Gymnaestrada (maybe virtual). The response was not as I had hoped. I will try again for a January meet ing.

I sat in on a western Canada meeting of folks in similar roles as me. We were working on the idea of a virtual symposium. I was interested in this as it is something I have been working on as a possibility for NS. They have some experience with this and there is a lot to learn from that experience.

I promoted an upcoming CAC sponsored Webinar to our coaches.

**Rule of Two Webinar:**

Dec 15 from 11 AM -12 PM EST

Register here: <https://thelocker.coach.ca/event/registration/5136>

You will receive an invitation to the webinar.

NCCP Certified Coaches receive one (1) PD point.

Simultaneous Interpretation to be provided.

Rule of Two Webinar Content based on Safe Sport Summit participant feedback:

- Guiding Principles

- Quick review of Rule of Two - in person and online environments

- Daily Training Environment practices

- Competition practice - travel, hotels, late night/early morning

- Treatments - massage, physio

- Touching/spotting athletes (help with uniforms)

- Considerations for para-athletes and LGBTQI2S+ athletes

The Program Chairs along with other committee members met in preparation for a meeting with Lead staff from CSCA on the Pathways Plan. That meeting went well, and it was a good opportunity for GNS to reiterate concerns we have around access to CSCA and how we can make the most of the services they can provide. There will be a follow up report from them hopefully before Christmas for us to review .

I continue to go into the office a couple of times a month to deal with badge orders and other assorted office duties.

Respectfully,

David J Brown

Technical Director- Gymnastics Nova Scotia