



GYMNASTICS NOVA SCOTIA

5516 Spring Garden Road, 4th Floor, Halifax, NS B3J 1G6

Tel: (902)425-5450, ext. 338, fax: (902)425-5606

Web page: <http://www.gymns.ca>

e-mail: gns@sportnovascotia.ca

July 2016

Dear Member:

Enclosed are the Registration information forms required for completion when registering for the 2016-2017 season. The forms are as follows:

- 1) Application for Club Membership
- 2) GNS Member Registration Form database (Member 2016-2017) * attached excel file
- 3) GNS Coach Levels Form explanation letter
- 4) GNS Coach Levels database (coach levels form 2016-2017) (if this form is not **completed in full by December 15th ie. with criminal check and child abuse registry dates, a fee of \$100 per incomplete coach record will be charged to the club**)
- 5) GNS Registration (Summary of Payment Form)
- 6) GNS Registration Cards Numbers (the GNS registration numbers for your club are listed in the information forms). **Actual cards will only be sent upon request from your club.**
- 7) **GNS Information Release Forms**** (Note: Must be signed or checked off by all members or parents of members if under 18 years of age). Clubs have the option of including this information directly on their registration forms or distributing the attached Information Release form.
- 8) **GNS Statutory Declaration form (must be signed off by someone with signing authority at your club) and returned to GNS with all other forms.**
- 9) GNS Affiliate Member Registration Form (Birthday Party Members 2016/2017 – you must fill out complete form each time a birthday party is held in your club)
- 10) GNS Registration Checklist

Items No. 1,2,4,5,7,8 must be completed in full. **Please be sure to fill in date of birth and e-mail [especially emails of coaches and competitive athletes] if applicable** and returned to the GNS office together with full payment, for registrations to be processed.

Once your registration is received by GNS, your registration with the NS Registry of Joint Stocks will be confirmed before your registration comes in to effect. If your club is not registered and up to date with the Registry of Joint Stocks, you must do so before you can become a member of GNS.

Please remember that it is the club's responsibility to read ALL registration information carefully.

If there are any questions, please contact me as soon as possible, at **(902) 425-5450, ext. 338.**

Sincerely,

Angela Gallant
Executive Director

REGISTRATION INFORMATION

2016 -- 2017

GENERAL

- 1) The registration year for all membership categories is **September 1, 2016 to August 31, 2017**. It is in the best interest of your Club to register early in the season so that you will receive information and insurance coverage for the entire year.
- 2) The initial registration of Clubs, coaches, athletes and other members must be completed by October 15, 2016.
- 3) Registration of clubs and individuals with the GNS is necessary for insurance coverage of club officers, employees and individual members.
- 4) Registration is also required for:
 - i) participation in GNS sanctioned competitions;
 - ii) attendance at coaching and judging clinics offered by GNS; and
 - iii) eligibility to hold elected positions on the Board of Directors or various committees of GNS

- 5) **A late fee of \$100.00 will be charged to any club whose registration is received later than October 15, 2016. After this time, a further \$50 per month will be added to the late fee. ***Existing clubs may not register after December 31st, 2016.***
- 6) **Clubs are responsible for ensuring that criminal checks and child abuse registry forms are up to date. Must be completed and sent with club registration. Final deadline for this complete coach information is December 15th or an additional fee of \$100.00/coach will be applied to club's registration. Coaches still have to submit proof of request or actual forms if they are applying for Team Travel positions in the spring.**

CATEGORIES -- FEE STRUCTURE 2016 - 2017

Active Club Fee for clubs not using music	-	\$200.00 per club
Active Club Fee for clubs using music (SOCAN) -		\$273.60 per club
Associate Club Fee	-	\$100.00 per club
Pre-School Gymnasts/Trampolinists	-	\$ 23.00 per athlete
Recreational Gymnasts/Trampolinists	-	\$ 23.00 per athlete
Recreational Coaches	-	\$ 23.00 per coach
Competitive Gymnasts/Trampolinists	-	\$ 63.00 per athlete
Competitive Coaches	-	\$ 33.00 per coach
Judges	-	\$ 33.00 per judge
Other Members	-	\$ 11.00 per member
Affiliate Members (Birthday parties)	-	\$ 1.00 per member

ACTIVE MEMBERSHIP

- 1) Club membership will be **\$200.00 or \$273.60** per club. Clubs using music must pay a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee with their registration so this registration totals \$273.60 per year. Club registration entitles the club to receive regular information on routines, courses, clinics, etc., and technical assistance.
- 2) All recreational athletes, including pre-school participants, will pay a **\$23.00 fee**.
- 3) Recreational coaches will pay a **\$23.00** fee and for this they will be informed of clinics, courses, camps, etc., through their club.
- 4) Competitive athletes will pay a **\$63.00** fee and coaches and judges a **\$33.00** fee. This entitles them to participate in Gymnastics Nova Scotia sanctioned events. This is a full membership in both Gymnastics Nova Scotia (GNS) and Gymnastics Canada Gymnastique (GCG).
- 5) **All coaches, judges and competitive athletes must be registered with the Association by October 15, 2016 if they wish to participate in any GNS sanctioned events held after that date.**
- 6) Other members, such as individual club executives and interested persons may join and will pay a **\$11.00** fee per person.

ASSOCIATE MEMBERSHIP

- 1) Associate Membership for schools, community recreation departments, daycare centres, services agencies (i.e. YM - YWCA, Boys and Girls Clubs, etc.) and related agencies is **\$100.00**. This entitles the individual/group to receive information on routines, courses, clinics, etc. and other technical assistance.
- 2) Since individual athletes/members are not registered, liability insurance and sport accident insurance is **not** provided.

AFFILIATE MEMBERSHIP

- 1) Affiliate Membership for birthday party participants is a one-time payment of **\$1.00** per participant.
- 2) The Club is covered for liability in case of an accident however the individual participant cannot claim sport accident insurance.

HOW TO REGISTER

- 1) Registration **should** be completed by personal computer.
- 2) **Registration process:**
 - i) The required registration information may be recorded on the attached file in a format similar to previous years. **I will send the file as an attachment and you can return your member lists as an e-mail attachment.** The file or attachment has a database set up in Microsoft Excel (Member 2015-2016). If your computer system will not adapt to this software (**Microsoft Excel**) simply record the data on your own database program and save it as a **.dbf** file.

You must use the following **23** column divisions if creating your own database:

Club	E-mail address	Coach RIS Number
Last Name	Gender	Gymnast (G)
First Name	Birthdate (d, m, yr)	Gymnast Division (C or R)
Address	GCG#	Tramp or Tumb (T)
City	Coach (C)	Tramp or Tumb Division (C or R)
Province	Coach Disc Artistic	Judge (J)
Postal Code	Coach Disc T&T	Vol or Bd Member (M)
Phone#	Coach Div (C or R)	

Please fill in all letters that apply for example: If a competitive gymnast is also a recreational artistic coach and a recreational trampolinist, you would fill in the following letters under the appropriate categories:

Coach	Coach Disc.	Coach Div	Gymnast	Gym Div	Tramp or Tumb	T Div
C	A	R	G	C	T	R

This will facilitate a faster processing of the registration information as the data will simply be copied to the GNS member database.

- ii) assign each registrant a GNS number;
- iii) issue the registrant the corresponding membership card (numbers included and cards included if requested);
- iv) return the completed spreadsheet to the GNS office via email and send the registration payment with summary sheet via regular mail.

3) Continuing Registration:

Further registrations should be completed in the same manner as the initial registration **but please only send new registrations and not your complete list**. It is anticipated that most active clubs will have an initial registration, followed by periodic further registrations, according to their particular terms or sessions. The GNS office has attempted to provide for this by providing each club in advance with a number of GNS numbers equal to or greater than its registration last year. However, in the event that any club anticipates a shortage of cards or numbers, you should contact the GNS office immediately so that adjustments can be made.

- 5) Please forward all completed registration material, together with fees, to:

Gymnastics Nova Scotia
5516 Spring Garden Road, 4th floor
Halifax, Nova Scotia
B3J 1G6
E-mail: gns@sportnovascotia.ca

****NOTE** No Registration is effective until fully completed registration forms and full payment are received by the GNS office.**

BENEFITS OF GNS MEMBERSHIP

ACTIVE MEMBERS

- 1) *Mailing List*
- 2) *Affiliation of Athletes, Coaches, Executive*
- 3) *Insurance for all members (legal liability and sport accident)*
- 4) *Discount on all GNS stock items (i.e. manuals, badges, etc.)*
- 5) *Eligibility for available government funding through NS Department of Communities, Culture and Heritage*
- 6) *Eligibility for available funding through the Nova Scotia Amateur Sport Fund and Support 4 Sport Funds*
- 7) *Participation in subsidized clinics, courses, competitions, etc.*
- 8) *Discounted registration fees and rebates for NCCP courses.*
- 9) *Members are eligible to run for GNS and GCG elected positions*
- 10) *Vote at the GNS Annual General Meeting*
- 11) *Access to GCG Programs through GNS (i.e. CANGYM Program)*

ASSOCIATE MEMBERS

- 1) *Mailing List*
- 2) *Discount on all GNS stock items (i.e. manuals, badges, etc.)*
- 3) *Participation in subsidized clinics, courses, competitions, etc.*

INDIVIDUAL MEMBERS

- 1) *Mailing List (depending on affiliation group - i.e. judge, coach, etc.)*
- 2) *Insurance (legal liability and sport accident)*
- 3) *Eligible to run for GNS and GCG elected positions*