

## **Review Cycle:**

Annually, updated twice a year (after AGM in summer, and in January after fall BOD revisions).

## **1.0 Society Status, Constitution, Bylaws, Name and Business Number**

Whistler Gymnastics Club (WGC) is an incorporated non-profit society in British Columbia, registered August 6, 1996 (Society #S-0035701). Its Constitution and Bylaws, conforming to the BC Societies Act of 2015, are the overriding governance documents. WGC is a non-reporting society, not requiring an audit, and not considered a member-funded society. The registered legal name is Whistler Gymnastics Club (WGC), also referred to as Whistler Gymnastics (WG) for signing authorization. Facility names are Oros Whistler Gymnastic Centre and Pemberton Gymnastics Centre. WG's business number is 86823 1085 BC001.

## **2.0 Sport Governing Bodies**

Whistler Gymnastics is a member of GymBC and GymCan, its sport governing bodies. WG is governed by and must comply with all policies and procedures set by these agencies.

## **3.0 Contractual Agreements**

Whistler Gymnastics enters into facility and service agreements and abides by all lease and contractual terms. Current agreements include:

- Oros Shared Use Sub Lease Agreement and Head Lease with Whistler Sport Legacies Society (WSLS) (April 1, 2022 - March 3, 2027).
- Pemberton Lease Agreement with Pemberton Cattle Company (June 1, 2024 - May 30, 2029).
- Booking, Rental, and Service Agreements (details in OPERATIONS SECTION).
- WSL Landlord/Tenancy Lease Agreement and WGC Staff Housing Agreement Templates. Active agreements are private and securely stored.

## **4.0 Club Policies and Procedures**

Whistler Gymnastics establishes its own policies and procedures, not conflicting with governing documents. New policies and content changes require BOD recommendation and membership affirmation at a general meeting, unless specified otherwise. General updates and formatting can be done by the BOD or designated P&P committee. Procedural changes are approved by the BOD or committees with management/staff input and communicated to members before

implementation. Policies and procedures are documented in writing , reviewed annually, and updated semi-annually. PDF format is used for sharing, with working documents for editable permissions. If new situations arise, the BOD determines suitable interim policies until affirmation.

## 5.0 Organizational Structure

Whistler Gymnastics has an interactive organizational structure based on Participant, Volunteer, Staff, and 'Friends of Gymnastics' involvement. The general outline is affirmed annually by membership resolution at a general meeting.

## 6.0 Membership

Bylaws outline society membership (Ordinary and Youth) , member rights, and voting at general meetings. WG society membership aligns with Gymnastics Canada and BC. WG society membership (for participants/designated parents and registered volunteers) is distinct from GymBC registration/membership/insurance. Staff do not have WG society membership or voting rights. Guests, casual, associate GBC members, and booking clients are not WG society members with voting rights.

## 7.0 Strategic Planning

### 7.1 Long Range Plans

The club enacts a cyclic system of 4-5 year long-range strategic planning , addressing philosophical guidelines (Vision, Mission, Values, etc.), action plans, and annual BOD/Management goals and reports. The process includes assessment, planning development, implementation, review, and evaluation. Input is gathered from all stakeholders. Philosophical guidelines are affirmed annually at the AGM, with annual goals and action plans determined by the BOD and communicated to membership.

### 7.2 Annual Plans

The BOD, assisted by designated managers (ED, CD, CM), annually sets, implements, supervises, and evaluates:

- **Strategic Governance:** Organization structure adjustments, BOD goals, terms of reference, work plans, business plans, and program plans.
- **Operational Management:** Management goals, terms of reference, work plans, business policies (including HR/employment), and program policies (including fee schedules).

General outlines of annual plans are communicated to membership for input, but details can be adjusted by the BOD with management assistance. Organizational structure changes and fee structure changes are affirmed by member resolution at a General Meeting.

**7.2.1 Annual Business Plans:** Developed jointly by the BOD and ED/CD/BM, based on BOD policy and management recommendation, aligning with long-range strategic plans. Subject to BOD approval, implemented by management, and monitored by ED/CM and BOD. Plans include financial, facility/equipment, fundraising, communication, marketing, and member services components.

**7.2.2 Annual Program Plans:** Developed jointly by the BOD and ED/CM/PM, based on BOD policy and management recommendation, aligning with long-range strategic plans. Subject to BOD approval, implemented by management, and monitored by ED/CM/PM and BOD. Plans include GymCan/GymBC guidelines, program flow, descriptors, athlete identification/placement, fee/sessional schedules, employment/staff development, community involvement, and event management.

### **7.3 Delivery of Operational Plans**

The BOD provides guidance through a designated upper-level manager or team (Executive Director (ED) or Club Manager (CM)), responsible for operations. The ED/CM manages, directs, leads, implements, supervises, and evaluates club operations, leading management and coaching staff, and providing monthly operational updates to the BOD. BOD guidance and supervision extend to BOD volunteers and volunteer committees supporting operations. Management staff may be employed to assist the ED/CM in program/business services and administration, with their planning and delivery led and supervised by the ED/CM.

## **8.0 Logo use**

Refer to current Logo Use Guidelines.

## **9.0 Property and Security of Club Documents**

All documents and records are the property of Whistler Gymnastics. The BOD and ED/CM determine sharing rights. Retiring volunteers or staff should not remove planning documentation or athlete records. Access is updated annually and segmented by role, curtailed upon retirement. The ED/CM is responsible for documentation security and backup. BC Societies Act requires General Meeting and BOD Meeting minutes to be kept for 10 years, and Financial Records for 7 years. After required years, records can be disposed of. All member personal/private information, employment, and HR records are kept secure under PIPA, GymBC regulations, and WG policies. Releases are signed for information sharing, except for standard practices with governing agencies (membership, employment, taxation, insurance). WG policy,

AGM and BOD minutes, and financial statements are public information, shared on the website or by request.