



## **ATHLETE AND PARENT HANDBOOK 2019/2020**

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## SECTION A – GENERAL INFORMATION

### 1. ABOUT PEAKS GYMNASTICS SOCIETY

Glacier Peaks Gymnastics Inc. was established as a business on July 13, 2012. In 2015, Glacier Peaks Gymnastics became a registered not-for-profit society with a volunteer Board of Directors. In 2019, the name of the organization was officially changed to Peaks Gymnastics.

The Board of Directors is a volunteer group of individuals who provide governance to the organization and assist the Head Coach, and other Team coaches with the high-level projects and events that are collectively agreed upon in the best interest of the club and its members.

Peaks Gymnastics Society has a staff of Head Coach, additional coaches, as well as unpaid Coaches-in-training. The Head Coach manages the day-to-day operations of the gym. The Head coach will be the direct communicator of all upcoming competitions and provides guidance and leadership that aligns with the mission and values of the club. The Board of Directors and coaches work together to identify programming needs and long-term planning of the club.

#### **AGM**

The Annual General Meeting of Peaks Gymnastics Society will be held in October/November, which all members are strongly encouraged to attend. All parents or guardians of member athletes enrolled in the competitive and/or recreational programs of Peaks Gymnastics Society are members and have one vote per family.

### 2. VISION & MISSION

**Vision:** Enriching the lives of those in our community and inspiring success through gymnastics.

**Mission:** To provide quality gymnastics programs where every athlete achieves their personal best.

#### **Values:**

Peaks Gymnastics will endeavor to create an inclusive, caring and supportive sport culture that values our members, participants, coaches, board, volunteers, supporters and sponsors.

Peaks Gymnastics will adhere to the highest standards of ethical behavior, integrity, honesty, sportsmanship, fiscal responsibility, transparency, and accountability.

Peaks Gymnastics will foster and encourage the pursuit of excellence in governance, management, program delivery, recreation, competition, volunteerism and participation in all activities.

### **3. GOALS & OBJECTIVES**

- To provide gymnastics and related programs that are accessible to all community members
- To provide a platform to train competitive athletes to meet their maximum potential
- To provide programming for all ages and fitness levels that set a basis for a lifetime of fitness
- To provide programming that promotes overall fitness, skill development and self-esteem for all athletes, regardless of ability.
- To promote gymnastics as the foundation of sport and integrate gymnastics-based training into other fitness programs
- To be a leader in education in the community on the benefits of gymnastic
- To be recognized as a leader in gymnastics in the Kootenays and British Columbia.

### **4. WHY GYMNASTICS?**

Recreational gymnastics provides social interaction, listening, following directions, and problem solving. Mental aspects include the development of self-confidence, self-esteem, concentration, and discipline. Physical aspects include balance, coordination, body awareness, rhythm, muscle tone, agility, hand-eye coordination, power, posture, limb control, and air awareness. Competitive athletes receive all the above plus goal setting, visualization skills, planning and time management.

Peaks Gymnastics believes in enhancing confidence, physical and mental development, and providing an overall great experience. Peaks Gymnastics Society considers gymnastics the ultimate foundation for all sports.

## **SECTION B – COMPETITIVE PROGRAM POLICIES**

### **5. COMPETITIVE PROGRAM BACKGROUND**

The Competitive Program is based around artistic gymnastics and includes training/competing on uneven bars, beam, floor and vault.

Our competitive programs include:

- Precompetitive program – The Pre-Competitive program is designed to identify and train those children who appear to possess the appropriate physical and psychological qualities necessary to participate in the sport at a competitive level.
- Performance Plus/Interclub – This is a Gymnastics BC Interclub level that does not require a minimum skill level to participate. The program is performance-centered and focuses on the opportunity for gymnasts to perform and take pride in personal athletic achievement. Artistic movement is encouraged and there are no skill restrictions. Junior Olympic compulsory routines are not permitted in the interclub program. Our junior athletes will compete in the Interclub/Performance Plus category until they have the skills to move into JO6 (or Zone)
- Junior Olympic (JO) Program – The Junior Olympic Program was adopted in Canada in 2015 and is standard across all provinces and territories. While there are JO Levels 1-5 that use compulsory routines and choreography, Peaks Gymnastics has chosen not to use the JO program until athletes are ready for JO6. At this point, the athletes will compete in Optionals (no set routine, although certain skills are required in each routine). And athletes will continue to work through the upper levels of JO . These levels are progressive in nature, building upon the skills required at the previous level.

Preschool and Recreation Programming will be run under the “Recreation” umbrella.

The Competitive Program is designed for athletes who are training at a higher level, focusing on the development of strong basics, strength & flexibility, and are currently competing or will possibly compete in the future. These athletes may also be invited to various demonstrations and training camps.

#### **5.1. Try-Outs**

To train with the Competitive program you must try-out, or be invited by the Head Coach. Tryouts will be held typically in late May or early June or throughout the year as space becomes available. Remaining on the competitive team is dependent on athlete attitude, behavior, work habits, attendance, team sportsmanship, and ‘coach-ability’.

## **5.2 Program/Athlete Commitment**

The Competitive Program is a 10-month commitment from September - June. Summer camps (July/August) are highly recommended and we suggest a minimum of 2 weeks of summer training.

Athletes returning to a new season of the competitive program are required to reserve their spot with a deposit the previous spring. A minimum of 2 weeks' notice will be given to returning families to prepare their deposit. Athletes who submit their deposit on or prior to the deadline given will be guaranteed a spot in the program. Spots for athletes who submit their deposit after the deadline given will be subject to space.

By submitting a pre-season deposit, the athlete and his/her family understand that their commitment is to the competitive program, and not to a specific group, coach, or training schedule. The Competitive Program Directors will endeavor to release final program information shortly after the deposit deadline.

## **5.3 Parent/Volunteer Commitment**

Parents are to attend all Team meetings. We realize that schedules are hectic. However, if you are going to miss a meeting, it is the responsibility to the parent to let the coach know that you will not be attending, and to find out what you missed. These parent meetings are only held a few times in a year, but are essential for sharing important information.

Because Peaks Gymnastics Society is a not-for-profit society, we rely heavily on the support of our membership. To keep our fees as low as we can, we ask our members to contribute to fundraising efforts and volunteer their time with various aspects of the club.

All competitive families must volunteer throughout the year. Parents will be required to sign a volunteer agreement form, indicating that they will volunteer the equivalent number of hours their children train in a week. For example, if your child trains 6 hours, you will be required to provide 6 volunteer hours in the year. If you have 2 children that train 6 hours each, you will have to provide 12 hours of volunteer time. If you do not provide these hours, you will be charged at a rate of \$25/hour.

Below is a list of some of the different areas to which parents will need to help with to offset operational & equipment expenses. Email notifications will go out when there is an opportunity to provide your volunteer hours.

- ☐ Seasonal gym cleaning
- ☐ Fundraising booths and/or coordination of fundraising events
- ☐ Helping with building upgrades/renovations
- ☐ Transporting equipment to and from demos (need large vehicle or truck)

- ☐ Parent Committees – Including participation on Board of Directors
- ☐ Grant writing

#### **5.4 Competitive Training Fees**

The Competitive Program is a 10-month commitment. Your child fees are based on the total number of training days for the entire year and payment is split into 10 equal payments. All fees are payable to Peaks Gymnastics on the 1<sup>st</sup> of every month from September to May. June's fees will be paid by the Deposit, which is to be paid in full by the date indicated on your child's invitation letter.

A one month's written notice must be given to stop further payments from the 1<sup>st</sup> as per the payment schedule. The deposit and BC membership fees are non-refundable. Three days of grace have been built in to the schedule to allow coaches to cancel class without a make-up or substitute. If a competition arises and training needs to be cancelled for travel time for the coach and athletes, training will be cancelled and no make-up day will be given regardless if a child competing or not.

If your child is injured / ill for more than 3 weeks of consecutively missing training, further payments will be suspended until the athlete is able to participate again. A doctor's note will be required for your file to receive the credit or refund, even if the injury happens at the gym, as sometimes the gym prepays for special events that we may be involved in and can use that note to try to recoup associated costs when possible.

#### **5.5 Competition Fees**

All travel costs and competition event entry fees are the responsibility of the parents. Depending on the travel associated, coaches travel expenses will be divided among attending athletes. Any extra fees will be discussed and decided upon with parents prior to committing teams to special events or competitions. Any athletes who upgrades to a higher level of competition may be required to pay the difference of the BC Gym Membership fee.

#### **5.6 Competition Information**

Peaks Gymnastics will attend 3-4 competitions each year. Not all athletes will attend the various competitions, rather they will be invited by the Head Coach. Competitions are generally held in winter-spring. The following are typical competitions we attend in our zone, however, the final decision of which competitions we go to will be made at a later date. The pre-competitive kids may will likely only compete at the Kimberley Coconut Cup in the interclub division. Competition fees are in addition to the Training Fees discussed previously.

- Glacier Judges Cup (Nelson) JO6+ only (Jan 25-26)
- Cranbrook – Key City Classic (Feb 28-Mar 1)

- Nelson – Glacier Invitational (April 19-20)
- Fernie (May 9-10)
- Kimberley Coconut Cup (June 6-7)

## **5.7 Additional Fees**

Each Athlete is required to purchase a Team gymnastic suit (~\$110 for Jr/Novice (sleeveless), ~\$200 Senior athlete (3/4 sleeve) and team jacket for competitions (~\$90). Team bags and hoodies can also be purchased, but are not required. As athletes reach higher levels, grips for the uneven bars will need to be purchased.

**Choreography fees** will be \$35 for a Performance Plus routine. This will be a one-on one 45 minute session with the coach to go over the floor routine. The choreography fee for Zone and JO6+ routines will be \$100. This cost is higher due to more coach time in selecting music and designing a unique routine. These fees will be due at the time of choreography session.

## **5.8 Cancelled Classes**

Occasionally, a competitive class will need to be cancelled due to coach illness or last minute emergencies. The coach will inform the parents via phone/text when a class is going to be cancelled. We have a limited number of coaches certified to coach the higher levels of the competitive gymnastics program, thus it is difficult to find a substitute coach. Three days of grace have been built in to the schedule to allow coaches to cancel class without a make-up or substitute. If a competition arises and training needs to be cancelled for travel time for the coach and athletes, training will be cancelled and no make-up day will be given regardless if a child competing or not.

## **5.9 Extra Training Camps**

Additional training camps will be offered to work on skills and choreography of routines. These will be offered a few times a year at an additional cost to athletes. Some training camps will be based out of our Invermere gym, while others may be based off site (e.g., Cranbrook). Training camps are typically not mandatory, although attendance is highly recommended. Training camp fees are additional.

## **5.10 Yearly Planning**

The competitive program will follow the recreation gym calendar from September to June with 2-week holidays in December and the end of March. Additional holidays are marked on the calendar.



## **SECTION C – GENERAL GYM POLICIES**

### **6. General Gym Rules**

- Come to gymnastics prepared to train. This means being well rested, well fed, & properly hydrated.
- Wear proper gym attire: Girls-bodysuit & shorts/tights, Boys-shorts & t-shirt, bare-feet, long hair tied back, no jewelry except stud earrings.
- No shoes in the gym – bare feet only. Outdoor footwear is removed and placed neatly in the waiting room.
- No jewelry. Leave valuables at home. GPGS is not responsible for lost or stolen property.
- All participants wait in the lobby to be called in to the gym by the coach.
- Get your coaches' permission/supervision to go on the equipment.
- Ask permission to leave the gym, go to the washroom or get a drink, so your coach knows where you are.
- Follow equipment and facility safety procedures.
- Get permission to do inversions (flips).
- Walk from event to event, never walk across landing mats and always walk around the edge of the floor.
- Master basic skills before attempting more advanced. Learn the progressions and understand that learning occurs at an individual pace.
- Peaks Gymnastics is a nut-free zone.
- No food or drinks, except water, are allowed in the gym. Snacks are to be kept in the foyer.
- Wash your hands before and after eating.
- Do not be a distraction to your teammates. Wait patiently for your turn and you will be rewarded with the coaches' full attention.
- Parents and spectators must stay in their designated area.
- Have fun!

### **7. Privacy Policy**

When registering for a Peaks Gymnastics recreational or competitive program, the personal information collected may be used for registration, club communication, insurance and emergency purposes by Peaks Gymnastics staff, and Peaks Gymnastics board and/or sub-committees.

### **8. Gymnastics BC and Gymnastics Canada Fees**

Peaks Gymnastics Society is a full member club affiliate of Gymnastics BC. All participants, coaches and volunteers must pay Gym BC fees and Gymnastics Canada fees to be registered and insured through Gymnastics BC. These fees are set by Gymnastics BC and Gymnastics

Canada. The fees are collected by the member club and then paid directly back to GymBC and Gymnastics Canada. Gymnastics BC insurance is an annual fee from September through August and is non-refundable.

The zone fee does not need to be charged for casual members, but must be paid if they upgrade to an annual membership. The Gymnastics Canada fee must be charged for all members (including casual).

## **9. Fee Structure/Policy**

- 9.1. It is the policy of the Peaks Gymnastics that the complete program fee must be satisfied regardless of attendance and that there will be no pro-rating. Example: If a program runs two days per week, and the athlete attends only one, the program fees for two days must still be paid. The board reserves the right to make exception to this rule on a case-by-case basis. The exception must be presented in writing to the board.
- 9.2. NSF cheques will result in a \$25 administration fee. Should this situation occur, a new cheque must be provided prior to the next class for the same amount, including the administration fee. In the case that an NSF cheque has not been replaced, the athlete will be unable to participate until payment has been received. The club endeavors to provide gym to all athletes. Alternative sources of funding may be available. Please contact the board if interested in learning more about these resources.
- 9.3. In the event an athlete is unable to afford their monthly payments, the Board requests that the family put this in writing to them immediately. A 30-day grace period will be allowed from the date of the missed payment. Thereafter, interest of prime plus five per cent will be added to the outstanding monthly payments and cumulated as such. The board will do everything possible to find financially creative ways to keep the athlete in gym.

## **10. Refund Policies – Recreational Programs**

- 10.1. **Voluntary withdrawal:** There is a one-week grace period in which the child is entitled to a full class-cost refund if the first class was not a good fit. For the refund to be granted, the gym club must receive in writing 48 hours prior to the start of the second class that the child will not be continuing their participation. Refund/credit requests made after 48 hours prior to the second class, the following applies:
  - a. In the case that a replacement participant can fill the spot, a gym credit for the remaining weeks of the class cost (excluding BC Gym fee) may be granted to the participant (for use within the immediate family). The credit will exclude the class cost for the first and second classes at minimum, with the remaining credit amount dependent on the time the replacement is registered.

- b. In the case that the spot cannot be filled by a replacement participant, there will be no refund or credit granted to the participant or the immediate family. \*Note: Credits are only available within the annual gymnastics season (September through June, or August if summer programs available).
- 10.2.     **Involuntary withdrawal:** Refund or credit (excluding BC Gym fee) may be granted for involuntary withdrawal from the program (such as injury or illness), for the remainder of the session. A doctor's note stating the child's inability to continue participation must be provided to the Peaks Gymnastics board along with a written request for the refund to be considered. If applicable, the credit may be used by the immediate family and within the season. \*BC Gym membership is non-refundable and non-transferable at any time.
- 10.3.     **Additional Programs** (summer camps, training camps, other)
- 10.3.1. Camp fees may be refunded if an athlete withdraws from the camp involuntarily (i.e., for medical reasons, family moves out of town, etc.).
  - 10.3.2. In the case of voluntary withdrawal from the camp, camp fees may be refunded if the withdrawal is made more than 1 week prior to the commencement of the camp. No refunds shall be made for requests within one week of the commencement of the camp.
  - 10.3.3. If the appropriate coach determines that an athlete is unsuited for the camp in which she/he is registered, the athlete shall be entitled to a refund of the remaining camp days.

## **SECTION D – CODE OF ETHICS**

Every member of Peaks Gymnastics Society (PGS) is expected to treat others with dignity and respect. This includes our participants, parents, coaches, staff and volunteers. Any behaviour that is insulting, intimidating, humiliating, malicious, degrading and offensive is not acceptable and will result in appropriate discipline.

### **11. Athlete's Bill of Rights**

- The right to the opportunity to participate in sports regardless of ability.
- The right to participate at a level that is consistent with the developmental ability.
- The right to have qualified sensitive leadership.
- The right to participate in a safe and healthy environment.
- The right of child athletes to play as children.
- The right to proper preparation in the sport of gymnastics.
- The right to an equal opportunity to strive for success.
- The right to be treated with dignity by all coaches, staff and fellow athletes.
- The right to have fun through sport.

### **12. Athlete's Code of Conduct**

- Behaviour: Athletes are expected to behave in an appropriate manner at all times. Rowdy, disrespectful or disruptive behaviors, as well as attempts to embarrass others, violate the code of conduct. Athletes should show respect for themselves and others during all trainings and competitions.
- Bathroom breaks should try to be scheduled for snack and break times.
- Talking during class should be kept to a minimum, to allow athletes and coaches to focus on their tasks.
- Honesty: Athletes should demonstrate honesty in communications with the coach regarding completion of programs and exercises. Cheating will not be tolerated at any level and will result in disciplinary action decided by the coach.
- Work ethic: Athletes are always expected to give a continuous effort throughout practices and competitions. Best efforts should be made to complete programs developed for the athlete, as they are working hard to fulfill goals.
- Communication: Athletes are responsible for reporting any injuries to their coach at the onset of pain. Untreated injuries can escalate and result in more serious, long-term issues. Athletes should also openly discuss with their coach concerns of any sort relating to their gymnastics, including fears. Open communication with the coach is a key component to efficient training.

- Presentation: Athletes in the girls competitive/pre-competitive programs must present themselves suitably at each practice. This includes a proper gymnastics body suit, hair pulled back off face, no outside clothes over the gym suit, and a ready-to-work attitude.

Should this Athlete's Code of Conduct not be adhered to, disciplinary action will be taken as per the Behaviour Protocol.

### **13. Disciplinary Action**

If an athlete is deemed to act in an unsportsmanlike way towards other members of the team, including coaching staff or officials, or is not following the rules set out in the Peaks Gymnastics Athlete Conduct Code, the following steps will be taken:

- 1) The coach will talk to the athlete if they are breaking a rule.
- 2) If the athlete needs to be spoken to again, they will be asked to sit out.
- 3) If an athlete is misbehaving again the coach will talk to the parent after class or call them within 24 hours.
- 4) If it happens again the athlete will be asked to go home.
- 5) If it's a very serious situation the head coach, board of directors and parent will come up with an agreement.
- 6) Any athlete who cannot follow the code of conduct will be asked to withdraw from the program with no refund.

### **14. Coach's Code of Ethics**

- Coaches are expected to do everything in their power to fulfill the athlete's bill of rights.
- Coaches are expected to treat athletes and parents, board members and volunteers, judges, meet officials and each other with courtesy and respect at all times.
- Coaches are to refrain from malicious gossip and demeaning remarks with or without intent to bias opinion concerning athletes, other coaches or judges, and board members.
- During a competition, coaches should consider it unethical to express displeasure at a judge's work to that judge through any means other than the accepted (standard) protest procedure.
- It is unacceptable for a coach to threaten, yell or strike any athlete or judge, regardless of the situation or location. It is unacceptable for a coach to use abusive language, inappropriate tone of voice (for example, sarcasm) and body language at any training session, competition or meeting.

## **15. Parents' Code of Ethics**

- Do not force an unwilling child to participate in sports.
- Remember children are involved in organized sports for their enjoyment, not yours, and that the goals the child is striving to achieve are set by them, not you.
- Encourage your child to follow the gymnasium rules and to treat the other gymnasts and the coaches with respect.
- Be supportive of your child's participation and efforts in gymnastics and offer praise and encouragement for doing her or his best, participating fully, and being supportive of the other gymnasts. Teach your child that an honest effort is as important as winning awards.
- Never ridicule your child for her or his performance at a gymnastics practice or event. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship.
- Remember that children learn best by example. Applaud good performance by your team and by members of the other teams.
- Do not publicly question the officials' or coaches' judgment or honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Show respect for the authority of your child's coach and other members of the club.
- Show appreciation for club volunteers and supporters and avoid being unduly critical of work done by club volunteers.
- Foster a positive image of Peaks Gymnastics Society within the community.

## **16. Support Network: The Coach/Parent/Athlete Partnership**

The coaches, in cooperation with the parents, pledge to support and encourage a positive team environment for the gymnasts, which values sportsmanship and honours sport.

Together, we are here to support your children, the athletes who have hopes and dreams of being the best they can be in life and in this sport. We will do all we can do to encourage them in this dream. To make their goals come alive, it is extremely important to have the gymnasts, parents, coaches and Board of Directors all functioning together as a team.

## **17. Being a Great Athlete's Parent**

Research shows that parents have one of the most difficult jobs on the parent/athlete/coach team because they have the smallest role in controlling performance. At the same time, the parent feels a much higher sense of personal attachment to this performance. This combination of a high emotional stake in a performance that they have so little direct control is stressful! Many times, this stress causes them to lose sight of their role on the team and attempt to work beyond their limits. This can cause stress for the coach and the athlete, as well as reduce the effectiveness of this three-part team.

The most common symptom of this stress shows when the parent begins to “coach” their child. They try to make technical corrections on the way a skill is being done, or attempt to make decisions on what skills should be in a routine, or feel they know which group their child should be in, or give corrections to their child at a competition. If you choose our gymnastics club as the place for your child to train for competition, be sure of your decision and then let us do our jobs. Once your child walks through the gym doors, or onto the competition floor, they are our responsibility.

## **18. Resolution of Conflict**

If you have a problem, please talk to the coach at the appropriate time; if it is to briefly notify us of an injury, illness or future absence, the beginning or end of class is acceptable; for any problem or issue that requires longer discussion, please call or email to make an appointment.

We will always base our decisions on what is ultimately the best for the child first and athlete second. We may make mistakes but we are professionals that have trained, and continue to train, to do this job. If you do not feel that we are qualified, you have the ultimate control of removing your child from our program.

It is also possible that a gymnast may be asked to leave our program due to the actions or inaction of his/her parent(s). While we don't ever want a child to be punished for the actions of his/her parent(s), we will begin disciplinary action against parents who, by their words or actions, do not support the policies and values of our team program or who take it upon themselves to make decisions that are only to be made by our coaching staff and/or Board of Directors.

## **19. Expected Behaviour**

In keeping with the Gymnastics BC Code of Ethics, conduct at all times, shall reflect honesty, good sportsmanship, courtesy, and respect towards others. All members are encouraged to cooperate together for the betterment of the sport of gymnastics. This includes coaches, athletes, officials, board members and parents.

Examples of behaviour: polite to all participants including coaches, teammates, members of other clubs, competitors, officials, parents; positive self-talk and positive feedback to teammates; inclusion of all teammates; absolutely no gossiping; exhibit patience during practice and meets.