

Gymnastics Parent Handbook 2019-2020

ALBERT LEA
GYMNASTICS CLUB

www.albertleagymnasticsclub.com

Gymnastics Parent Handbook

Welcome to Albert Lea Gymnastics Club! It is our goal to provide children with a positive youth development opportunity by offering a comprehensive and progressive gymnastics program, with trained staff and safe equipment. The gymnastics program will help foster confidence and self-esteem while children will learn to participate with others individually and within a team environment. The Albert Lea Gymnastics Club program offers two components of gymnastics; recreational gymnastics classes and a competitive team program.

In this guide you will find information about both the recreation and team programs. Please take the time to review the information that best meets your gymnastics interests and needs.

Program Mission

Our mission is to build on the premise that each child is given the opportunity to reach their personal best, physically, progression in a safe and successful environment.

Contacts

Program Director & Owner	Nicole LaFrance (507) 402-9973	team@albertleagymnasticsclub.com
Competition Team	Nicole LaFrance (507) 402-9973 Jenny Edwin (507) 369-4683	team@albertleagymnasticsclub.com
Office Administration	Ashley Broskoff	team@albertleagymnasticsclub.com
Human Resources/ Recreational Head Coach	April Jeppson	team@albertleagymnasticsclub.com

Gymnastics Club Administration Office Hours

Monday & Thursday	10:00 a.m. - 12:30 p.m. and 2:30 p.m.-6:30 p.m.
Wednesdays	10:00 a.m. - 1:00 p.m.
Saturdays	9:00 a.m. - 12:00 p.m.

Inclement Weather Policy

In case of inclement weather the Albert Lea Gymnastics Club will announce closings through automated text system. We also utilize social media (Facebook page) for closures. For easy reference, if Albert Lea

Gymnastics Parent Handbook

Schools close, our club will be closed. *All participants should receive a text message. If you do not, please contact the office to ensure your cell phone number is added or corrected to the list.

How to Request Accommodations

Individuals with disabilities are encouraged to register for general recreational gymnastics. With your registration, please include information regarding your disability and accommodation needed. A two week notice is required in order for the class coach(es) to make reasonable accommodations based on individual needs for successful inclusion.

Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes and events are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp or class.

- The capacity for each program is based on ratio and logistics. If the maximum enrollment for a class has been met, a participant may be unable to enroll or placed on a waiting list. This is the same for all gymnasts wanting a certain time or day of week.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the parent handbook. An individual may be removed from program if after interventions and accommodations their behavior is a direct threat to others.
- Gymnasts should be able to meet the prerequisite age/skills for class
- Gymnasts should be willing to participate and actively participate in class, the majority of the time.
- Ability to function with or without assistance as a member of a larger group (8 or more gymnasts).

Please call program director, Nicole LaFrance for more information on disability accommodations and inclusion services.

Recreational
Gymnastics & General
Facility Information

ALBERI LEA
GYMNASTICS CLUB

Gymnastics Parent Handbook

Recreation Class Program

The recreation classes are designed to provide basic gymnastic instruction to those children who are taking gymnastics for the first time, continuing on to the next recreation level or those who are not interested at this time in being part of the competitive program. Particular skills and/or age appropriateness within the recreation class curriculum must be obtained to move to certain levels. Recreation classes are designed to be a progressive program where gymnasts may have the opportunity at some point to be a part of the competitive program if they so chose.

Recreation Class Schedule

The recreation class schedule is based on the 2019-2020 school year. September 2019 through May 2020. June and July we offer special camps, and classes. ALGC is closed in August each year (except competitive teams) for coaches training and revamping programs for success. Registration for classes is open all year around and a purchase of a club membership is a pre-requisite.

How to Register for Classes

Classes can be registered for two ways:

1. Online registration by going to our website at www.albertleagymnasticsclub.com, home page and clicking on the "Register Here" button. Create a quick parent portal with your child's information, including birthday date. Clicking a box on the left of a class will enroll you in a class after you click submit.
2. Walk-in registration. Complete program registration forms.

Gymnastics Club Membership

When you register for any recreational or competitive gymnastics program during the school year there is a yearly registration fee paid with first months tuition. Yearly membership is \$40 per child, except when siblings are also registering. Club membership is \$10 per additional child. This is only for immediate family members, and discount does not include extended family members like cousins, close friends, etc. The membership runs September through August each year. When paying yearly membership fee, your gymnast(s) receive three free open gym passes to be used each year. Open gyms are typically Saturday mornings 10:30a.m.-12:00p.m.

Membership is a requirement to register for classes

September 9, 2019 - May 9th, 2020

Holidays Observed/Gym Closed

Thursday, October 31st , 2019
Thursday, November 28th, 2019

Spring Break: March 8, 2020-March 15, 2020
Last Day of Classes: Saturday, May 9th, 2020

Gymnastics Parent Handbook

Winter Break: December 22, 2019-January 5, 2020

General Rules of the Recreational Gymnastics Program

- During a class, parents are not permitted in the gymnastics area with their child, unless the child is in the preschool or parent and me classes. Observation areas are in through doors in waiting area, and large pull-up garage door that will be open. This is the clubs insurance requirements. Preschool families have chairs available in designated location for safety.
- **Siblings who are not registered in a class are not permitted to enter the class or play on equipment. This is also for safety and keeping registered gymnasts engaged in class.**
- Outer clothing and shoes should be left in lobby areas. Please remember ALGC is not responsible for lost or stolen items.
- Before class begins, please make sure the gymnasts have removed all jewelry and pulled their hair away from their face.
- Gymnasts including preschool and/or toddlers may wear comfortable clothing, but try to stay away from jeans, buttons or zipper to prevent any injuries.
- Male gymnasts should wear comfortable shorts with elastic waist bands. Try to stay away from baggy clothing for coaches spotting purposes.
- No tennis shoes are permitted. Tights alone on feet are not permitted because they are often too slippery.
- Young children (5 yrs. old or younger), who may not be able to reach toilet, sink, or toilet tissue dispenser will need parent supervision in the restroom in order to maintain good hygiene.
- Gymnasts will be called into the gymnastics gym at their appropriate times by class. All gymnasts must be properly warmed up before they are allowed to participate. During first 10-15 minutes of class coaches warm-up gymnasts. If you child arrives late, your child may find an open area in the gym to warm-up independently.
- Please be prompt in picking up your child. Unless situations are otherwise specified between parents and coaches, our employees have families or activities setup after their classes are complete. Keep in mind that for most of our coaches and employees this is a second job for them, and they have things to get too.
- No food or drinks are permitted in the gymnastics gym.

Make Up/ Missed Classes Policy for Recreational Gymnastics

NEW! Once a month there is a makeup day scheduled at our club. This gives families the opportunity to makeup days due to illness, personal obligations, school functions, weather or travel. Our makeup dates are scheduled for the third Friday of each month, except in May 2020. Time of makeup day is typically 5:00p.m.-6:30p.m. If your class falls on a holiday (Halloween Oct 31st/Thanksgiving Nov 28th) please plan on attending a makeup date. Free Saturday open gym is also available as a makeup class. Signup clipboard is in waiting area. Be sure to include your child's name and class on specific makeup day sheet.

Gymnastics Parent Handbook

Makeup Dates:

Friday, Sept. 20th
Friday, Oct. 18th
Friday, Nov. 15th

Friday, Dec. 20th
Friday, Jan. 17th
Friday, Feb 21st

Friday, Mar. 20th
Friday, April 17th
Friday, May 8th (2nd Fri.)

No refunds or Credits are given for missed classes if gymnasts are unable to do a make-up class.

Tuition & Fees

Tuition Payment Policy Full monthly payment is due roughly the first week of each month. Please include the child's name in memo. NOTE: A \$10 LATE FEE will be charges for payments made 10 days after due date. Due dates are listed below.

Delinquent Payment: If tuition and late fee are not paid 30 days from due date, it will be required to have an authorization form of credit card payment on file for administrative staff to draft your account and set up for future auto payments. This monthly payment will be drafted on tuition due dates.

School Year Sept 2019-May 2020 Tuition Due Dates

Monday, Sept 9th

Monday, October 7th

Monday, November 4th

Monday, Dec 2nd

Monday, Jan. 13th

Monday, Feb. 10th

Monday, Mar. 16th

Monday, April 13th

Fundraisers & Tiger Funds

Albert Lea Gymnastics Club recognizes that children and their families may be in multiple sports or activities. We like to help offset that by offering fundraisers for gymnasts to help pay for their tuition. Fundraisers are typically offered every other month and you can raise as much or as little as you like. Funds are appropriated into gymnasts accounts as a credit.

Albert Lea Area Schools offers tiger funds for families who may have a financial hardship. Depending on circumstance they may pay for one month or many more. They send checks directly to our office. This is done through school social worker, and takes about 5 minutes to apply.

Recreation Class Refund Policy

A full refund may be obtained if ALGC if your child ends up not being able to participate in the program, during initial registration. If your child attends one class, refund will be 75% of full amount paid, 50% for two classes, etc. Club member registration fee is fully refundable if your child attends less than one month, and has not used their free open gym passes. If open gym passes have been utilized, for each

Gymnastics Parent Handbook

open gym attended \$5 will be deducted for attendance as a now non-member. Once your gymnast has started the program, and if you decide to prepay, then after request for withdraw is received, a refund for overpayment will be given. If you as a parent do not notify our club of dropping a class, you will still incur monthly tuition. We as a organization do not know every families circumstance, and out of respect for you, will only offer your child's spot to another gymnast on waiting list when you notify us of disenrollment.

Club Leotard & Pictures

Club leotards are required for all female gymnasts, except parent and me class, tumbling and cheer. Club leotards are used in the late winter show, picture day, and in-house competition. And girls can use during class too. We like to have the same club leotard for 2-3 years, as long as company carries them. Parents can swing leotards with other families, as some kids have growth spurts. We will have a folder set up in office if you would like to sell your child's leo for cheaper to another family, to offset, if you need a bigger size. Club leotards are \$40.

Pictures will be scheduled in December, so club leotard forms will be due at end of September!

Returned Check Policy

The ALGC Administration Office will charge a \$25 fee for cost of a returned check. If you do not contact our office within 72 hours for other payment options, the account will be turned over the local collection bureau and your child's space will be terminated immediately. If a check is returned for insufficient funds, future payments will only be accepted in the form of credit card, cash or money order.

Recreational Class Transfers

Class transfers are permitted on the condition that the class being transferred into is not full to capacity with regards to coach/gymnast ratio. There is no additional fee for transferring to another same leveled class.

Recreation Class Move Up Policy

Every two months gymnasts will be evaluated to move to the next level. Please understand that children improve and excel at different rates. It is highly possible that a child may remain in the same level for a full school year. Some levels (i.e. Advanced Beginners) this is 95% a possibility, as there are many skills to master prior to advancing. Mastered is defined as a gymnast being able to complete a skill with correct form on their own at least 3 times in a row with no verbal or physical assistance from coach. This promoted self-confidence and above all, safety for the gymnast.

Insurance/Liability

Liability waiver is published on our website and also on our online parent registration account. It will also be given if registering in-person. Albert Lea Gymnastics Club carries insurance on employees, and

Gymnastics Parent Handbook

overall coverage if a child gets hurt in case of equipment malfunction, employee negligence. Just like any other sport, gymnasts may get hurt even though their skills might not be as big as a future competitive gymnast. Parents are advised to carry adequate personal insurance coverage for their children.

Important Events at ALGC

Each year we have two fun events!

Gymnastic Show-Late Winter-Early Spring

Similar to a recital, gymnasts perform in a class setting on all gymnastics apparatuses. We create fun routines and show family and friends what we have learned thus far this year. It's a great opportunity to build self-esteem in a group setting, and shine like a star.

In-House Meet-Early Spring

This is a voluntary in-house meet! A "meet" in gymnastics is another word for competition. Gymnasts are given the opportunity to test out their skills, and pick two apparatuses for scores. They will be given medals/ribbons or trophies for their placement/achievement. Additional practices are added, and a competition fee of \$65 is required to enter. This is a great opportunity for our gymnasts to get a feel for a competition, but on a smaller scale than USAG competitions.

General Behavior & Code of Conduct

Children are expected to conduct themselves in an appropriate manner at all times in both recreational and competitive team gymnastics. Children should refrain from being verbally and/or physically abusive to others. Children should have respect for staff members and should respond positively to guidance and direction. Persistent behavior problems may result in dismissal from the gymnastics program.

Parent's Rights

Parents have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what their child's class descriptions and activities begin held.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of their children.
- Be notified when their child has been injured however minor or severe the injury.
- Be aware of upcoming events, or scheduled performance, pictures, club leotard orders, etc.

Parent's Responsibilities

Parents have the responsibility to:

- Observe the rules of the program as set forth by Albert Lea Gymnastics Club.

Gymnastics Parent Handbook

- Pay tuition and fees on time.
- Inform staff of any and all relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- To keep the child's records up-to-date with changes in phone numbers and addresses.
- Pick up children on time; contact the gym if you are to be late.
- Let the staff know if their child will not be attending class for the day.
- Be available to be reached by telephone in case of an emergency; be able to pick up the child or have someone pick the child up within 30 minutes of the call, especially due to unforeseen illness.
- Inform staff if their child has been exposed to a contagious illness.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Replace any equipment that their child is responsible for misusing.

Birthday Parties

Gymnastics Birthdays

We love birthday parties at Albert Lea Gymnastics Club! Our parties are scheduled for two hours with you birthday boy or girl in mind. During the first hour and a half we start in the big gym. Warm up with music and our long trampoline with kids dismounting on our long cushioned landing mat. We then travel over to our obstacle course and start relay races on our bouncy floor. After the races are complete we travel around to all the equipment for fun and to also learn a new skill or two! We then adventure to our second gym and have an open gym type concept for play! We usually head back to the big gym for the last few minutes, and finish our party with a bang. The last half-hour is set up for food, cake, beverages, and presents. We have plenty of room in our gathering space. Usually at this point, parents arrive for pickup and the kids leave with a smile!

NERF Gun Parties

We love to do Nerf Gun parties at our club, and we get all decked out! From blacklights, colored spotlights, dozens and dozens of targets, utilizing equipment to climb, crawl, aim and shoot is an exciting time for kids. We typically start in the gym designated for the nerg extravanganza, then give a little variety and head down to our other gym for games, and an open gym concept. Then head back to nerf gym, and finish with a bang. The last half-hour of party is held in our waiting/gathering space. This is set up for food, cake, beverages, and presents.

PARTY COST: \$125

Total of 2-Hours (two coaches for party safety-up to 14 kids)

*We do accommodate larger parties, just send an email for more specifics

If you would like to book a party, email team@albertleagymnasticsclub.com

USAG Competitive Gymnastics Team

ALBERI LEA
GYMNASTICS CLUB

Gymnastics Parent Handbook

Competitive Team Program

The USAG competitive program may be comprised of a Pre-Team through Level 9. The Pre-Team does not compete but focuses on developing the fundamentals of gymnastics. Levels 2-5 are known as the Compulsory Teams and gymnasts perform the same routines and attend competitions while certain criteria for each level. Levels 6-9 gymnasts have individual routines and each gymnast must meet criteria for each level.

How to Become Part of the Competitive Program

The competitive program is a year round commitment with tuition based on number of hours of coaching required each month and which level your child is on. If space allows, team tryouts are held each year for any recreation gymnasts that are eligible (based on skills obtained in the recreational program) and willing to become part of the competitive program. There is no obligation to be a part of the competitive program. Competitive gymnasts from another gym moving into the area or desiring to change gyms may also apply to be part of the competitive program. In this case, evaluation can be set up with coaching staff to determine to competitive level that the gymnast will be a part of. Once a gymnast has been evaluated and has been approved to be in the gymnastics main office. At this time an account will be set up and monthly tuition payments will begin. The exact date for first payment will depend on the start date for the gymnast. Please note that a new registration form must be filled out each year for a team gymnast.

Team Practices

The practice schedule is based on the competitive team program and level. The higher the level the more weekly practice hours there would be for a gymnast. Your gymnast depending on level, will practice 2-4 times per week at our gym. Our coaching staff is USAG certified and have completed all necessary safety certified and criminal background checks to work with your child in their endeavor to pursue the sport of gymnastics. Any questions or concerns please direct them to either Nicole LaFrance, or Jenny Edwin.

It is important to understand that your child's progress is related to the frequency of making practice. Please make every attempt to have your child at practice when the team meets. Too many missed practices may prevent your child from competing in a meet. Finally, attendance is mandatory 2 weeks out from a competition. Any unexcused absence will result in inability to compete.

Team Meets

The number of team meets for each year is determined by the coaching staff for USAG meets. It is important to note that a gymnast will not be required to attend every meet scheduled if skills are not met or injuries occur. Competitive meets will involve traveling to other gymnastics facilities typically within the State of Minnesota. There are occasions when a meet will be in a surrounding state. A volunteer parent booster club is currently being developed and will help assist in handling of meets.

Gymnastics Parent Handbook

Monthly Tuition

Each gymnast is selected by the coaching staff at that level that is related to their ability and commitment, and tuition is established for each of those competitive levels. The payment of the tuition is made on a monthly basis.

Team	Monthly Rate	Hours Per Week	Typical Practice Schedule
Pre-Team	\$130.00	4	Th & Sat
Level 2	\$130.00	4	Tu & Th
Level 3	\$155.00	6	Tu/Th/Sat
Level 4-5	\$155.00	6	Tu/Th/Sat
Level 6-9	\$180.00 - \$200.00	8-10	Tu/Wed/Th/Sat

*Subject to Change

Payment DUE: Payments are due every four weeks. School year payment due dates are September 10th, October 7th, November 4th, December 2nd, January 13th, February 10th, March 16th and April 13th. Payments made 10 after the due date will incur a \$10 late fee.

Payments may be made by personal checks, cash, credit cards (Visa and MasterCard) are accepted at the gymnastics club office, online, or in black drop box outside main waiting room door. If you will like to set up a automated payment for convenience, please swing by office to fill out authorization form.

Competitive Team Fees

Monthly team tuition rates are paid directly to ALGC. All other fees are paid through or gymnastics booster club soon to be established. Fees include, but are not limited to:

- Team Leotard and warm up suit
- Meet enter fees (all meet entry fees are non-refundable, even if your child cannot participate; meet entry fees must be submitted on or before the date requested.
- USAG Gymnastics Athlete Registration Fee
- Other related fees

Gymnast Responsibility

- Team members should report to all practices and events on time and in good health to perform at their optimum level. Please notify your team coach regarding circumstances such as illness, or missed practices.
- Gymnasts are responsible for their own actions during practices and meets. Respectful behavior from gymnasts should always be present to team mates, coaching staff and the staff.
- All gymnasts must wear a leotard. The competitive team leotard and warm up suit are required for march-in, competition, and awards ceremonies.
- Long hair must be pulled away from face and well off the shoulders.
- Food, drinks or gum are not permitted in the gym. Please do not leave un-eaten food or drinks in waiting area.

Gymnastics Parent Handbook

Recreation & Team Coach Responsibilities

- To provide instruction, constructive critique, and ongoing motivation for all gymnasts.
- To provide a safe and encouraging environment for each gymnast to improve and excel at the sport of gymnastics.
- To provide timely information to parents related to their gymnasts progress or a setbacks.
- To respond to emergencies and always make safety a number one priority.
- To act honest and fair manner towards all gymnasts.

How Do Competitive Gymnasts Advance to the Next Level?

A gymnast advances to the next level by "scoring out" at any given meet during the season. A total combined score has been set in order to advance to the next level. Once a gymnast reaches that score or higher in a meet they are eligible to move to next level. Advancement is for final approval from Head coaches.

Booster Club

The booster club is a non-profit parent volunteer support organization for the competitive team program. ALGC encourages are team members to participate in serving the booster club through fundraising, attending meetings and other activities. The booster club's function is to raise funds that in turn help assist with meet costs. The booster club is structured with an executive board whose members are voted in each year by the booster club at large. Please contact Nicole LaFrance for Booster Club contact information.

USAG Level Requirements

Gymnasts will be placed at a level based on the skills they are able to perform. USAG provides a minimum set of skills necessary to be classified at a certain level and these skills must be demonstrated in order to compete at any given level. Some skills progression and achievement will be at the coach's discretion based on a variety of factors specific to each athlete. Pre-Team focuses more on maturity, attention span and coach ability to prepare gymnasts for a competitive atmosphere. Specific skills for the Pre-Team will be provided by the coach. Each gymnast receives a folder with leveled requirements.