



**BGC PARENT/ATHLETE HANDBOOK
COMPETITIVE PROGRAMS
SEPT 2020 – AUG 2021**

Prepared by: Battlefords Gymnastics Club Board of Directors (August 2020)

CLUB CONTACT INFORMATION

Mailing Address Battlefords Gymnastics Club
301B 114th Street
North Battleford, SK

Phone Number 306-445-2298

Email Addresses Recreational: battgymclub@hotmail.ca
Competitive: bgc.competitive@gmail.com
Rhythmic: bgc.kelsee.d@gmail.com

VOLUNTEER BOARD OF DIRECTORS:

President— Beth Walls Vice-President—Amy Brost Secretary—Lesley Silver Treasurer— Alana Bryant Fundraising Chair-- T'Neale Bosman		
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STAFF:

Competitive Head Coach - Keisha Taylor	Recreational Head Coach - Kelsee Douglas	
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CLUB POLICIES-FEES

- All outstanding fees from the previous year or from summer camps must be paid in full prior to acceptance of registration for the next year.
- All fees and ALL deposits must be paid PRIOR to the first class in order to participate on the gym floor.
- Training is full hours from September to June, as well as reduced summer training in July/August for most competitive programs.
- Withdrawal from a program requires a 30 day written notice of request for either a credit or refund. Credits/refunds are based on when the office receives the 30 day written notification, not from the last class attended.
- Athletes who do not participate in summer training will not be guaranteed a spot in programming for the following season.
- There will be a \$25.00 service fee on any NSF cheques and ALL outstanding balances must be recovered before the gymnast will be allowed to participate in the gym.
- Monthly training fees do not include costs for clothing, equipment (grips/hoops/balls/tape etc.) or choreography.
- Fees will not be adjusted to accommodate voluntary absences (i.e. vacations or other commitments).
- Fees will not be adjusted for illness or injury lasting less than 5 consecutive days of training.
- There are no make-up classes if an athlete can't come on your regular training day/time.
- Medical- if an athlete is unable to continue training because of an injury or any medical reason a detailed medical note will be required. Refunds/credits will be calculated from the time the athlete has missed

more than 5 consecutive days of training. The gym office must be notified in writing of any changes to an athlete's regular training schedule as a result of injury before any adjustment in fees may be considered.

- Refunds- Meet Fees:
 - Medical note must be provided 3 weeks prior to meet
 - Fees will not be refunded without a medical reason for non-attendance (i.e. choosing not to attend)
- Refunds- Program Fees:
 - At least one week prior to the first class: will be issued a full refund minus the GymSask/GymCanada membership fees.
 - Less than one week before the start of their class or immediately after the class: will be issued a refund minus the cost of the first class, a \$25 administration fee and the GymSask/GymCanada membership fees.
 - Five days after the first class has begun WITH medical/relocation note: will be issued a partial refund minus a \$25 administration fee, and the GymSask/GymCanada membership fees.
 - Five days after the first class WITHOUT a medical/relocation note: will be offered a partial refund minus the next month's fees, a \$25 administration fee, and the GymSask/GymCanada membership fees.

COMMUNICATION POLICY

IF YOU NEED TO REACH THE HEAD COACH TO SPEAK BRIEFLY REGARDING INFORMATION HE/SHE SHOULD KNOW FOR TRAINING, PLEASE FOLLOW THESE STEPS:

1. Wait at the doors entering the gym- have your child find the coach to ask them to come speak with you- DO NOT ENTER THE TRAINING AREA.
2. This is appropriate for conversations that require minimal face time and limited privacy- if the coach feels there is not adequate time/privacy/ for this to take place; he/she will ask you to follow the steps below.

IF IT IS SOMETHING THAT REQUIRES MORE THAN A QUICK CHECK-IN, PLEASE FOLLOW THESE STEPS:

1. Detailed Email- please send a detailed email first; the head coach will then decide if a phone call is necessary
2. Phone call
3. In person meeting

COMMUNICATIONS PROTOCOL

We are confident that with open and effective communication we can eliminate most concerns before they arise. However, we recognize that some issues may arise and therefore we ask that you adhere to the following protocol:

1. Speak to your child's coach at a scheduled appointment that is not during class time.
2. Talk to the Head Coach at a scheduled appointment, her hours is 12:00 – 4:00 Monday to Thursday and 2:30 – 4:00 on Friday. If not solved...
3. Write a detailed letter to the Board of Directors. The Board of Directors will be the final authority on all grievances.

CONTACT INFO:

Registration/Fees/Administrative Tasks	Natalie Elliot Keisha Taylor	battgymclub@hotmail.ca/ 445-2298 bgc.competitive@gmail.com
Gymnast's Progress/Competition Guidelines	Keisha Taylor	bgc.competitive@gmail.com
Fundraising		
Absences	Keisha Taylor	bgc.competitive@gmail.com

MEMBERSHIP FEES:

Every member must pay a NON-REFUNDABLE Gymnastics Saskatchewan/Gymnastics Canada membership fee when registering for any of the offered programs. Membership fees vary depending on the level each athlete is training and may need to be upgraded if an athlete is moved to a higher level at any point in the season. Membership fees are due at the time of registration and cover the 2020-2021 (September – June) season. Gymnastics Saskatchewan provides professional development opportunities for coaches, club assistance, advice, materials, insurance, and much more.

PROGRAM POLICIES

Attendance and Punctuality: Gymnasts are expected to attend every scheduled training day; the maximum amount of missed training per month is 1 class. The only acceptable excuses for missing practice are sickness, family vacations, weddings, funerals, and school activities that are required for a grade. Gymnasts must attend a minimum of two weeks training prior to a competition. Gymnasts may not enter the building more than 5 minutes prior to their class, with the exception of platinum/diamond athletes coming to use muscle rollers before their class.

***Our viewing area will remain closed until guidelines from the government change and the numbers allowed in our club at one time change**

Arrival and Departure: Gymnasts are to be dropped off no more than 5 minutes prior to the start of their class (with the exception of Platinum/Diamond athletes coming to use muscle rollers before their class) and picked up within 5 minutes of their class being completed. Please wait for your athlete in your vehicle or outside the competitive entrance and we will ensure your child gets to you. As per guidelines from the government there can be no parents in the club.

***Gymnasts under 10*- please let us know when you are here and we will bring your child out to you.**

*** Please enter/exit through the side door facing A&W (the door closest to Lifeways)**

Illness and Injuries: All injuries must be reported to the coaches immediately no matter how insignificant the injury may seem. Gymnasts are expected to attend practice (or a portion thereof) even if they are injured. If a gymnast is experiencing any symptoms of illness we ask that you keep them home. The coach and gym should be kept up to date on the progress of the athlete's recovery from an injury. It is the responsibility of the parents to make sure that coaches are aware of any relevant medical, personal, or emotional issues that may have occurred outside the gym and to make them aware of any medications an athlete may be taking due to illness or injury that may affect their training. Medications such as Tylenol, Advil, etc. will not be given to gymnasts without parental consent.

Administering Medication: If your child requires medication to be taken during training, please contact the Head Coach.

Dress code: For training, gymnasts must wear a bodysuit (tight fitting spandex shorts are also allowed). Hair must be in a neat ponytail or bun. No jewelry/watches allowed. Gymnasts should be neat and clean at all times. Keep finger and toe nails trimmed.

Gym bag: Athletes should keep the following with them:

- Proper gym attire and an extra bodysuit
- Healthy snack and a plastic water bottle (no glass please)
- Extra hair clips/elastics
- Necessary equipment: i.e. toe shoes, grips, rhythmic apparatus
- Deodorant
- Sport tape

Viewing Classes: **PARENTS ARE NOT ALLOWED ON THE GYM FLOOR** unless they are involved in a Parent and Tot class/Drop-In. For safety reasons, only **REGISTERED GYMNASTS** who have a scheduled class should be in the gym. Our viewing area will remain closed; we are hoping to be able to open it again in the new year.

Change Rooms: ***Our change room will remain closed, please have your athlete come prepared for class***
When the weather starts to get colder there will be something in place for the athletes to store belongings.

Healthy Snacks: Please send nutritious snacks for gymnasts, such as fruits/vegetables/yogurt/diluted fruit juice/sandwiches/etc. Please make sure everything is **"NUT FREE"**. This is not DINNER time. We also ask that you

Speak to your child about the importance of washing their hands after breaks- we do have athletes with severe allergies in the gym.

MEETS AND JUDGING

Practice leading up to Competition: It is expected that athletes will attend every training day leading up to competitions. If training is missed and the coach does not feel the athlete is prepared to compete, they may make the decision to pull that athlete from the competition and NO refund will be issued.

Meet Fees: As of right now we are unsure if there will be any meets. There will not be any meet fees charged with your regular fees. If there are meets scheduled and your athlete would like to attend, the meet fees will then be paid in addition to the regular fees. Our club will charge a \$25.00 late fee for any registrations received after our set deadline; to offset costs that we will incur.

Travel: Parents are responsible for their own travel and accommodation arrangements. Coaches will be responsible for athletes only during their scheduled time on the floor at competition.

At a Meet: Parents are not allowed to access the competition area. Only registered gymnasts, coaches, and judges are allowed on the floor during competitions. Gymnasts should keep in mind they are representing Battlefords Gymnastics Club and must conduct themselves in a responsible and courteous manner. To show good sportsmanship, gymnasts are required to remain on the floor until the last competitor's routine is completed. Parents should address concerns and ask questions to coaches before/after competition, NEVER during competition.

If gymnasts are to enjoy the meet and do their best, it is the responsibility of the parents and gymnasts to do the following:

- Parents are required for transportation to and from the competition
- Arrive early before warm-up (30 min-XCEL/ WAG/MAG/T&T) (2 hrs- RG) so they feel prepared and focused- no exceptions;
- Athletes must arrive at warm-up in Competition Attire with Competition Hair done - RG athletes can arrive without makeup done
- Be well rested and ready to do their best – behave in a sportsmanlike, respectful, and positive manner.
- Eat healthy – include carbohydrates in your meal preceding the meet. Bring healthy snacks. Please avoid fast food the day before/day of the competition.
- Wear the full competitive team uniform, clean and in good condition. Bodysuits should be worn without underwear – bras are permitted as long as the straps do not show. Singlets (MAG) can be worn without underwear.
- Hair and appearance neat and tidy. Competition hair guidelines will be released in the fall and a tutorial will be held in Sept/Oct. No polish on fingernails/toenails.
- Please cheer before/after routines and during “dance” rather than during routine skills. Cheering after a fall is also encouraged.
- As you watch your gymnast, focus on improvement in skills. Do not compare scores to other gymnasts. Accept all scores in a positive manner.
- Parents should be positive at all times. Your attitude will determine your child's attitude and their success in gymnastics.
- Under no circumstance is a parent to ever approach a judge or meet official before, during, or after a competition to comment on, complain about, or even ask about a score.
- All gymnasts are expected to stay until the end of the awards ceremony whether they are receiving an award or not. They need to cheer on all participants – especially their teammates.
- The day before competition pack the following items in a bag (please do not use a plastic bag):
 - ☐ Plain white socks
 - ☐ Hairspray/Hairbrush/Extra ponytail holders (neutral colour or black)
 - ☐ Notebook/Pencil or Pen
 - ☐ Necessary equipment (Rhythm Cat: Toe shoes, Ribbon/Ball/Hoop/etc.) (XCEL/WAG: grips) (TG: slippers/socks)
 - ☐ Medical necessities (inhaler/epi-pen)

- ☐ Water bottle (plain water only)
- ☐ Healthy snacks
- ☐ Do NOT pack cell phones, tablets, iPod or other computerized devices

CODE OF ETHICS

Gymnastics is a very technical and physically demanding sport that can develop every capacity of human motion to the highest extremes possible. Gymnastics has the potential to develop great athletes and can empower each athlete to explore his/her potential. As a technically demanding sport with such enormous potential, a training atmosphere that is conducive to the development of quality gymnasts is necessary. It is the responsibility of the coaches to administer and implement this atmosphere and environment; however, ALL participants have the responsibility to contribute to the environment of a gymnastics training facility. Therefore, all members, parents, athletes, and coaches are expected to adhere to the following policies and guidelines.

- Gymnasts and parents are to respect the judgement and discretion of those entrusted to instruct and judge the sport of gymnastics.
- Gymnasts and parents are to respect the decision of the coach in placing gymnasts in a group or level. All athletes' progress at different rates, there may be varied opinions, but it is the responsibility of the coaches to ensure that the athletes are training in a safe and progressive manner. Therefore, the placement and advancement of gymnasts are left to the discretion of the coaches; parents are welcome to consult the coaches about this process.
- It is a privilege not a right to be able to participate in competitive gymnastics. This means special responsibilities are placed upon those who wish to accept this privilege – athletes must be willing to accept and adhere to the club's rules and policies. Athletes will be held accountable for their actions, behaviours, and attitudes.
- Being a team member at BGC is more than just registering and showing up. It means supporting everyone on the team, showing pride in yourself and your club, and showing respect to your coaches, fellow teammates, parents, staff, officials, equipment and facility at all times. It means being committed to training for the entire season, as well as the required weeks of training over the summer.

ATHLETE RESPONSIBILITIES:

- ☐ I will make every effort to attend all practices, competitions, and special events.
- ☐ I will arrive on time and be ready to participate. I will stay until the end of training.
- ☐ I will follow and respect the policies of the club.
- ☐ I will remember that my coaches, parents, club, and teammates all put forth the effort to help me reach my potential as a gymnast.
- ☐ I will respect my teammates and understand that any form of bullying WILL NOT be tolerated.
- ☐ If my coach feels that I am not putting enough effort into my training/I express disrespect for what I have been asked to do, my coach will have me sit out.
- ☐ I will be allowed to return only when I accept a positive frame of mind.
- ☐ If I am sick or injured I need to communicate with my coach. I realize that if I can still accomplish something during training, this is one of the best times to work on an area of weakness that I may have.
- ☐ As a gymnast and athlete I realize that nutrition is important, I will strive to make healthy eating choices.
- ☐ I am aware that it is important to have a good attitude towards other gymnasts and staff members, supporting and respecting all members

Failure to follow the CODE of ETHICS or CLUB POLICIES will result in:

1. Verbal warning to the athlete.
2. A written note will be sent home to parents and must be signed for the athlete to continue training.
3. The head coach will meet with the athlete's parents. A member of the board will be asked to sit in on this meeting. The athlete may also be required to be present.
4. Athlete will face consequences such as suspension from training for a determined length of time.
5. If a gymnast is unable to abide by the rules after the above procedures have been followed, they may be asked to leave the competitive program.

PARENTAL RESPONSIBILITIES:

- ☒ Be supportive and positive in comments to athletes about their training performance and achievements and in respecting the athlete's agreement.
- ☒ Ensure that your gymnast attends regularly, is on time, and stays for the entire practice.
- ☒ Promote healthy, nutritious eating habits and ensure that your gymnast receives adequate sleep/rest.
- ☒ Communicate with the coaches about overall attitude and progress of your child.
- ☒ Encourage all athletes to strive to be the best that can be. Follow all club policies.
- ☒ Participate in the Volunteer Commitment Program and help with events and activities held by the club.
- ☒ Ensure your athlete is bringing home notes distributed in their mailboxes and check your mail.
- ☒ Ensure that required medical information and registration forms are completed and kept up to date.

VOLUNTEER COMMITMENT PROGRAM

Without volunteers, this gym would have operating costs exceeding what it can afford. Therefore it is mandatory for members of the competitive program to participate in the VOLUNTEER COMMITMENT PROGRAM. The greater the involvement of your child in the program, the greater your volunteer commitment.

GROUP	REQUIRED VOLUNTEER HRS/GYMNAST	GROUP	REQUIRED VOLUNTEER HOURS/GYMNAST
Boys Pre-Competitive	4	Boys Competitive	5
Girls Pre-Competitive	4	Rhythmic	8
JO 1 & 2	8	Excel Bronze	4
		Excel Silver	6
		Excel Gold +	10

REQUIRED ATTIRE

Competition suit- Group dependent

Competition suits are mandatory as we will be having team pictures done.

There is a team jacket that is optional

Payment- required to be paid before pickup with post-dated cheque provided at beginning of season

FEES

Post-dated cheques for September to June-dated for the 1st of the month

\$150.00 cleaning fee- to be dated

Fundraising cheque- \$400; post-dated for June 30 (if not all fundraising requirements are met the cheque will be cashed)

Volunteer hours cheque- \$400, cheque to be post-dated for June 30 (if not all volunteer requirements are met cheque will be cashed)

Fundraising

Each family is required to participate in 3 mandatory fundraisers each year. These will vary from year to year.

