

## Mission Statement

To foster and create an atmosphere conducive to the development of quality gymnastics for all levels of competitive athletes empowering them to develop their full potential, and to promote the sport of gymnastics in Northern British Columbia.

### New and Returning Members

Welcome to Prince George Gymnastics. This handbook is a general guide to help parents and their children have a better understanding of the Prince George Gymnastics Society and what it means to be a competitive participant, at any level, at the PG Gymnastics Club.

### Club History

Prior to the Prince George Gymnastics Club there were two Gymnastics Clubs in Prince George; the PG School of Artistic Gymnastics, located on Tomlin Road, and Gympix, located at the Connaught Youth Centre. These two clubs amalgamated in August 1988 and the Prince George Gymnastics Club was born. The Club remained on Tomlin Road until a move in the spring of 1994 to the current location at the Exhibition Sports Centre.

The Exhibition Sports Centre has 16,000 square feet of space for the Gymnastics Club. The Exhibition Sports Centre is rented from the City of Prince George.

### *1.0 Club Structure and Competitive Program Structure*

The Club is a non-profit organization which operates under the Societies Act of British Columbia. PG Gymnastics operates under the direction of a volunteer Board of Directors. The Board meets monthly to discuss the administrative business of the club and set administrative policies. The Board hires a staff of professional coaches who coordinate, implement, and administer the sport of gymnastics at the club. The Board represents the parents of the club and we encourage your participation and input. Please contact any board member if there is something that interests you or perhaps where you have some expertise.

### *1.1 Board of Directors*

The Board of Directors is composed of the following positions, elected on an annual basis at the Annual General Meeting of the Club:

- |                 |  |
|-----------------|--|
| President:      | - Responsible for the overall coordination of the Board, is a non-voting member, and oversees the overall operation of the gym |
| Vice President: | - Takes on tasks as delegated by the President and fulfills the functions of President when the President is absent            |
| Treasurer:      | - Oversees the book-keeping and financial affairs of the Club  |

Secretary: - Responsible for meeting minutes and agendas, and tasks as delegated by the Board

Registrar & Assistant Registrar: - Coordinates and organizes all registration functions

Coach-Parent Liaison: - Ensures consistent and ongoing communication between parents and coaches. The go-to person for both parents and coaches with respect to training, program and staffing concerns.

Pro-Shop Coordinator: - Administers and manages Pro-Shop operations.

For a detailed description of the Board positions refer to Appendix A. There are not necessarily always enough Board members to fulfill all of the positions, and any parents who have an interest in participating on the Board or filling any of the above positions are strongly encouraged to do so. The Board meets once a month, and the dates and times of these meetings can be obtained at the Office. If parents have any inquiries they are to notify the office 7 days prior to the meeting to be included on the agenda. Any requests after the 7 day deadline will be deferred until the next executive meeting. One half hour of every Board meeting is available for these inquiries.

## ***1.2 Canadian and Provincial Competitive Gymnastic Levels***

Women:

<b><u>PROGRAM</u></b>	<b><u>RULES</u></b>
High Performance	CGF – top 24 gymnasts in Canada
National Level	CGF and National Stream
National Pre-Novice	CGF and National Stream
Level 5	Canadian Provincial Program
Level 4	Canadian Provincial Program
Level 3	Canadian Provincial Program
Level 2	Canadian Provincial Program
Level 1	Canadian Provincial Program
Gymstart	

## **Men:**

PG Gymnastics is in the process of rebuilding the Men's Competitive Program.

### **Who is Eligible?**

Boys who are 8 to 12 years old and are currently working on the Purple Cangym Badge or higher may try out for this program.

### **How to Enter:**

Sign up for Club organized try-outs or submit the boy's name at the office and a try-out will be arranged.

### **Levels Covered in our Men's Program:**

Our Men's program currently consists of Levels 1 to 3 of the Men's Provincial Competitive Program.

### **Commitment:**

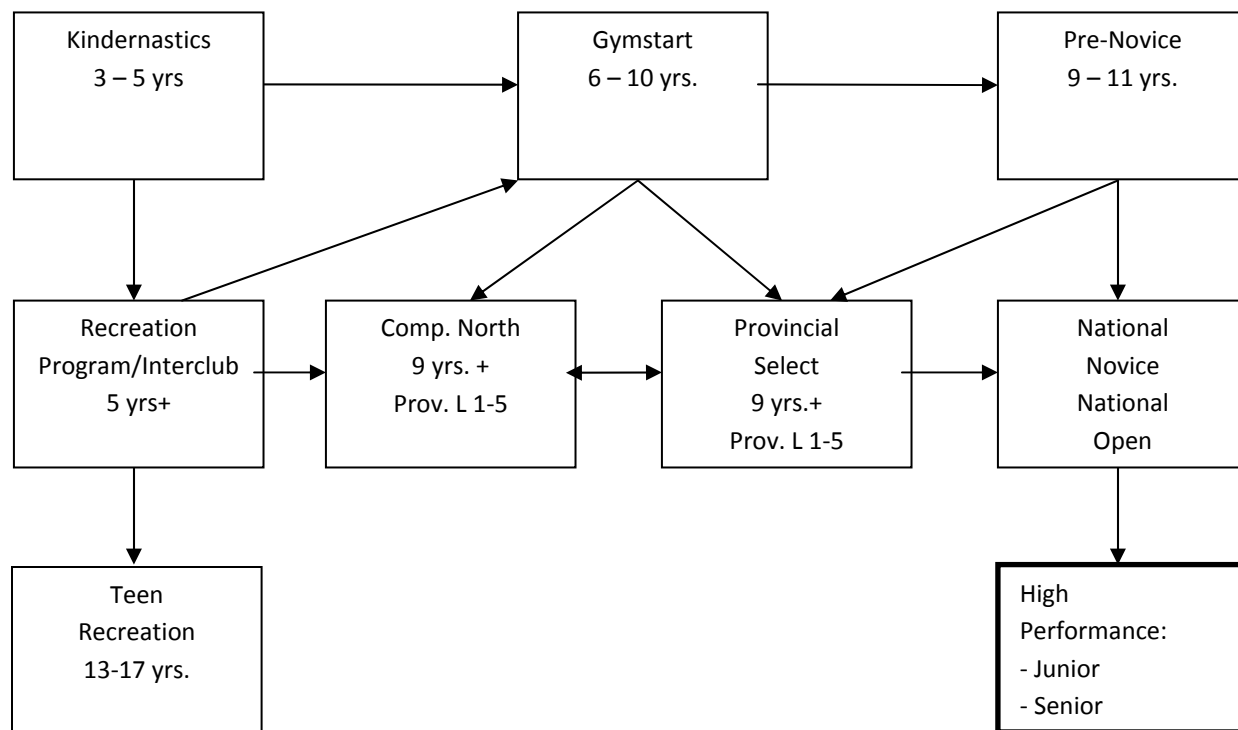
Participants are expected to commit to weekly training (6 to 9 hours) and should attend 2 to 4 competitions each season - as required. Participants (or their families) must commit to an annual goal of volunteering and fundraising.

### **Future Plans:**

Future plans (Fall 2011) include a Pre-Competitive Program for boys 6 to 8 years old who will train twice per week (4 hours). Try-outs will be held in June 2011 and training will begin in July 2011.

### 1.3 Competitive Progression/Advancement

Women:



## **2.0 Competitive Teams**

The training season will begin anywhere from mid August to the end of July. **No gymnast can miss any training days in the two weeks prior to any competition.** Missed training during this time may result in being pulled from the competition *with no refund*. Attendance at BC Gymnastics Championships is mandatory for Women's Provincial Select Level 3 and higher. Training days and hours will be set for each athlete according to their team placement and the following sets of requirements at the beginning of each year. These hours are non-negotiable.

There are four teams in the competitive women's program as follows:

Gymstart  
Competitive North  
Pre-Novice  
Provincial/National Select

### **2.1 Training Requirements**

The training requirements for each competitive team are as follows. Evaluations for team placement are done periodically at the beginning of each competitive year, and on a regular basis throughout the year – making it possible for athletes to move from one team to another during the season. (Please note, however, that athletes in Levels 1-5 Women's, cannot change between competitive teams after the month of November for planning purposes.)

#### Gymstart

Gymstart is a developmental gymnastics program that is designed to put the young gymnast on a solid path for competitive gymnastics. The Gymstart philosophy focuses on drills and basic skills with greater emphasis on physical preparation than the traditional competition. Routines are optional for Gymstart 4, and Gymstart 5 will perform routines.

#### Competitive North

The Competitive Northern Team is for athletes from Levels 1 to 5 who do not meet the Provincial/National Select requirements. Training requirements for this team are not as stringent as those for the Provincial Select Team. This team exists in order that athletes that do not meet the Provincial/National Select Requirements, or who may not wish to pursue gymnastics at an advanced level, still have an opportunity to compete. Gymnasts on this team are always eligible for entry into the Select Team – advancement which is contingent on meeting the requirements for the Select Team. Members of this team must attend three out-of-town meets, in addition to the Prince George Invitational meet.

### Pre-Novice

The Pre-Novice Program is an advanced program intended for the introduction of young athletes into the National competitive stream. The National Pre-Novice Program has been created to assist in the development of young athletes across Canada as they set their sights on participation in future high level competition. The program is dedicated to mastering strong basic skills on all four events upon which to build advanced elements in the years to come. Although the athletes will not compete “compulsory” routines, their optional routines will be created from a set of indicated skills, connections, and requirements listed for each event. The emphasis is on the quality, not the quantity of the elements performed.

Gymnastics Canada is responsible for the content of the National Pre-Novice Program. Provinces and Territories will implement it where the need for such a program exists.

The advancement of gymnasts into this program is to be done according to the discretion of the Women’s Competitive Coaching Staff. The criteria the Staff will be looking for include the following:

- Ages
- A high level of commitment
- Consistent attendance at training sessions
- Excellent work ethic
- A certain degree of natural ability

### Provincial Select

The Provincial Select Team is for athletes from Levels 1 to 5 who meet the training requirements for the Team. Athletes eligible for the team must meet the following criteria:

- Demonstrated Proficiency and Consistent Performance of quality gymnastics at one of the 5 Provincial levels – to be assessed by the Competitive Coaching Staff
- Consistent attendance at training sessions
- Consistently strong work ethic
- Demonstrated conformance with the Expectations and Guidelines outlined below
- Attendance at a minimum of 2 competitions that will be determined by the competitive staff, for that year, in addition to the following two competitions:
  - BC Championships
  - Competition that hosts Western Trials
- Training at set hours (hours determined at the beginning of the year) for the entire season without exception

Proficiency and success with this team is dependent upon the athlete’s motivation and *consistent attendance at training sessions*. It must be stressed that an athlete who does not attend training sessions regularly will have great difficulty meeting the criteria above. Extraneous circumstances may make regular attendance difficult at times. However, the performance of safe gymnastics at this level is not possible without regular attendance, regardless of the nature of any circumstances that may affect an athlete’s attendance.

**3.0 Policies**

**3.1 Training Fees**

Approved June 2011

Hours/Week	Monthly Fee	Credit-hourly	Vol. Hrs	Vol. Cheque	Comp Fund Cheque	Interclub Fund Cheque
22.0	267.81	2.81	44	\$660.00	\$400.00	
21.5	267.46	2.87	43	\$645.00	\$400.00	
21.0	266.85	2.93	42	\$630.00	\$400.00	
20.5	266.00	3.00	41	\$615.00	\$400.00	
20.0	264.90	3.06	40	\$600.00	\$400.00	
19.5	263.55	3.12	39	\$585.00	\$400.00	
19.0	261.94	3.18	38	\$570.00	\$400.00	
18.5	260.09	3.25	37	\$555.00	\$400.00	
18.0	257.99	3.31	36	\$540.00	\$400.00	
17.5	255.63	3.37	35	\$525.00	\$400.00	
17.0	253.03	3.44	34	\$510.00	\$400.00	
16.5	250.18	3.50	33	\$495.00	\$400.00	
16.0	247.08	3.57	32	\$480.00	\$400.00	
15.5	243.72	3.63	31	\$465.00	\$400.00	
15.0	240.12	3.70	30	\$450.00	\$400.00	
14.5	236.27	3.76	29	\$435.00	\$400.00	
14.0	232.16	3.83	28	\$420.00	\$400.00	
13.5	227.81	3.90	27	\$405.00	\$400.00	
13.0	223.21	3.97	26	\$390.00	\$400.00	

12.5	218.35	4.03		26	\$390.00	\$400.00	
12.0	213.25	4.10		26	\$390.00	\$400.00	
11.5	207.90	4.18		24	\$360.00	\$400.00	
11.0	202.29	4.25		24	\$360.00	\$400.00	
10.5	196.44	4.32		21	\$315.00	\$400.00	
10.0	190.34	4.40		20	\$300.00	\$400.00	
9.5	183.98	4.47		19	\$285.00	\$400.00	
9.0	177.38	4.55		18	\$270.00	\$400.00	
8.5	170.52	4.63		17	\$255.00	\$400.00	
8.0	163.42	4.72		17	\$255.00	\$400.00	
7.5	156.07	4.81		16	\$240.00	\$400.00	
7.0	148.46	4.90		16	\$240.00	\$400.00	
6.5	140.61	5.00		16	\$240.00	\$400.00	
6.0	132.50	5.10		16	\$240.00	\$400.00	\$100.00
5.5	124.15	5.21		15	\$225.00	\$400.00	\$100.00
5.0	115.55	5.34		14	\$210.00	\$400.00	\$100.00
4.5	106.69	5.48		13	\$195.00	\$400.00	\$100.00
4.0	97.59	5.63		12	\$180.00	\$400.00	\$100.00
3.0	77.13	5.94		11	\$165.00	\$400.00	\$100.00
2.0	56.67	6.54		10	\$150.00	\$400.00	\$100.00

**Fundraising paid monthly: Competitive \$33.33/month or Interclub \$10/month  
Dance \$20/month**

### ***3.2 Registration and Fee Payments***

Fees are based on the number of hours the athlete trains in a week. Gymnasts are expected to train the entire year except when the club is closed 2 -3 weeks for the Prince George Exhibition in August. Training fees must be paid in advance, and are due on the first of every month. Payment for September is due upon registration, and all outstanding payments *must* be made prior to registration for a new season. In addition, the athlete must also pay the following annual fees: Gymnastics BC registration fee \$50 -90, equipment fee \$50.00, Scholarship Grant Fund \$5.00, and the training fee for September. Payment for the rest of the year should be in the form of 11 post-dated cheques or pre-authorized credit card payments (October through August) and must be submitted to the office by October 1<sup>st</sup>. PGGC will charge \$27.00 for NSF cheques.

*If competitive fees are not paid by the 1<sup>st</sup> of the following month, parents are notified and athletes are not allowed to train until fees are paid. Following one further month of unpaid fees the account will be sent to collections with no more notices prior. Athlete's accounts must be up to date in order to attend competitive events, as well as competition fees paid.*

*Approved September 21, 2005*

### ***3.3 Volunteer Hours***

To encourage parents or guardians to volunteer, we ask that they donate some of their time to the Club in relation to how many hours the athletes train per week. The requisite number of volunteer hours are indicated above, along with a cash amount that can be paid out in lieu of these hours. In September, a cheque dated for August 31<sup>st</sup> of the next year in the amount indicated beside the number of volunteer hours is required. If the parents do not fulfill the total number of required volunteer hours by the end of the year, the cheque will be cashed and the parents will be credited an amount commensurate with the volunteer hours that *were* completed. If the parents have not volunteered at all, the cheque will be cashed. Parents are encouraged to keep a record of the hours they volunteer. Parents are also to report all volunteer hours to the office for record-keeping. All volunteer hours must be recorded in the office to be credited.

### ***3.4 Fundraising Commitment***

All athletes and their families are required to do fundraising for the club. Each competitive family is required to fulfill a minimum **\$400 fundraising commitment**. This amount will be reached from the profit from each fundraising activity your family participates. Another option is to pay \$33.33 each month for fundraising. Fundraising may not be carried forward to the next gym season.

Excess funds raised through sponsorships and/or grants beyond the \$400.00 stays with the club and is not transferable to another gymnast's fundraising commitment or carried forward to future gym seasons.

For example, if you obtain a grant or sponsorship on behalf of the club, the funds may only be used to clear out your current year's fundraising commitment. That is, any sponsorship or grant funds in excess of \$400 may not be used for meet fees, training fees etc. A reminder, excess fundraising may not be carried forward to the next competitive season.

*Approved March 21, 2007*

For competitive gymnasts who continue to train **after** their high school graduation year **and** who have a **minimum of 2 years** training with the Prince George Gymnastics Club, the athlete's fundraising will be decreased to \$100 for the competitive season. Approved May 13, 2009

### ***3.5 Training Cancellation and Rescheduling***

Every effort will be made to ensure all training sessions are held as per the training schedule that is set out in September of each year by the Head Coach and coaching staff. Modifications to the training schedule can occur with approval from the Head Coach as long as notification is provided to the parents in advance.

If the club or a coach has to cancel a training session, the coach will contact the affected parents as soon as possible. The coach will let the parents know when the make-up session will be held. If a day cannot be set for a make-up session, then the athlete's account will be credited.

If a gymnast is unable to attend a training session for various personal reasons, there is NO make-up session available.

### ***3.6 Competition Fees***

Competitions to be attended by the athletes of each competitive team will be determined between the months of September and December of each year. The calendar will be provided early in the year indicating all the meets for that season. The parents will then have two weeks to discuss any discrepancies in the calendar. After those two weeks, the calendar will be considered **FINAL**.

Prior to the competition, the athlete will be given a permission slip. The slip will indicate the cost of the meet, in addition to the Coach's and Judge's fees, and when these and the permission slip are due.

Fees for the competitions are set by the Host Club and may vary from \$65.00 - \$100.00. Fees to fund the coaches and judges are approximately \$75.00 per meet. **Meet entry fees that are paid after the due date will be subject to an additional \$25.00 late payment fee.**

The Host Clubs of the various competitions make available meet schedules and accommodation information. If a parent is not able to attend a meet and travel with the athlete, the parent(s) should make alternate travel arrangements for the athlete. When a gymnast misses a scheduled meet there will be no make-up or credit for training missed and their spot on the Competitive team may be jeopardized.

### ***3.7 Training Withdrawal***

If a gymnast is unable to continue in the competitive program for any reason, except medical, **two week's written notice** is required and must be delivered to the office. The gymnast may attend training sessions during this period. If a gymnast cannot continue in the competitive program due to medical reasons, a note from the child's doctor will waive the two week's written notice requirement. Any remaining post-dated cheques will be returned.

### ***3.8 Refund – Missed Training for Medical Reasons***

The Club works very hard to ensure the health and safety of the gymnasts. However, it is possible for the gymnasts to be injured. There are no refunds if a gymnast is off due to a cold or flu.

If the gymnast has an injury and is unable to train, a doctor's note is required. Provide the office with a doctor's note within two weeks after injury and fees will be adjusted accordingly. Failure to provide a doctor's note within two weeks of missed training will result in PGGC charging for the missed training. Parents should consult with coaches about a **Modified Training** Program if an injury persists. Gymnasts who take more than **six consecutive** weeks medical leave may lose their space in the competitive program (payment for fundraising and volunteer obligations will be prorated).

### ***3.9 Credits to Account***

PGGC will credit missed training hours to gymnast's account for the following:

- Statutory Holiday if gymnast normally trains
- Medical reason as per existing PGGC policy
- If coach cancels training and does not schedule an alternate make up class ( or gymnast cannot do make up)
- If gymnast misses a scheduled meet due to extraordinary circumstances (i.e. coach decision, meet changes date) and no alternate training is available. Extraordinary circumstance to be approved by Head Coach.

**Please check your file folder for training schedule changes or make up classes.** Gymnasts are expected to train during Christmas, Spring and Summer; coaches will provide schedules in file folders. Please communicate with your child's coach about changes in training.

### ***3.10 Private Lessons***

Private lessons are available. Please leave a message with the office and we will have the appropriate coach contact you directly. The cost for private lessons is \$30.00 per hour, payable to the PG Gymnastics Club.

### ***3.11 Drop Off and Pick Up Policy***

With the large number of children at the gym at any given time, the coaches cannot be responsible for the coming and going of everyone. Parents need to ensure that their children are **DROPPED OFF INSIDE AND PICKED UP INSIDE** the gym. The Club does not want children leaving the gym alone. Please ensure you drop off and pick up your child on time.

## **4.0 Expectations and Guidelines**

Welcome to the sport of gymnastics – which is entirely unique as a sport and way of life.

Gymnastics is a very technical and physically demanding sport. Gymnastics is a sport which develops every capacity of human motion to the highest extremes possible. Quality gymnastics has the potential to develop human movement to a nearly infinite degree. Limitations and restrictions to human movement are constantly being redefined, as is the capacity to express aesthetic athletics, as each athlete is empowered to explore his/her potential for motion.

As a technically demanding sport and a sport with such enormous potential, a training atmosphere that is conducive to the development of *quality* gymnastics skills *at all levels* is absolutely necessary.

It is the responsibility of the coaches to administer and implement this atmosphere and environment. It is for this reason that the Board of Directors hires a staff of professional coaches. However, all participants have a responsibility to contribute to the environment of a gymnastics training facility. Therefore, all members of the PG Gymnastics Club are expected to adhere to the following policies and guidelines.

### **4.1 Performance and Athletic Guidelines**

Competitive Gymnastics, *at any level*, involves the presentation of artistic gymnastics movements to credited officials who judge the merit and worth of an athlete's demonstrated ability. This is how progressive gymnastics is measured. This is also how the extremes of human movement can be explored in a safe way that is cognizant of commonly understood principles and skill requirements.

In addition, the standards of gymnastics which are established, and which are recognized through national and provincial codes, are objective and technically established principles and skill requirements. These standards do not vary from athlete to athlete. The nature of gymnastics, as outlined above, implies that they cannot. It is therefore up to the athlete, with the instruction of coaches, to meet these standards. It is not up to the coach to alter the standards of gymnastics to the varying abilities of athletes, but rather to realize the potential of athletic ability within each gymnast.

Nonetheless, gymnastics is an artistic sport – and is the ultimate expression of artistic human movement. It is therefore understood that when an athlete realizes the skill requirements inherent in gymnastics, phenomenally unique abilities can be expressed.

It is therefore crucial that both athletes and parents realize that competitive gymnastics is a sport which *judges* the physical abilities of athletes. This judgement is carried out on a regular basis by peers, coaches, and official judges – who seek to ensure that common standards are met. These standards are applicable regardless of the level of the competitive athlete. Gymnastics is therefore instructed by professionals who understand, and are familiar with the standards of the sport.

Gymnasts, and their parents, are thereby expected to respect and recognize the judgement and discretion of those entrusted to instruct and judge the sport of gymnastics. This is inevitability in competitive gymnastics. If this is not the case at a training facility, it is undoubtedly the case at any sanctioned competitive gymnastics event. It is with this in mind that the Board of Directors hires a staff of professionals who understand these standards of judgement and who are empowered to exert discretion over training, advancement, class placement, and the administration and coordination of a training environment.

In addition, measures which are taken to monitor and evaluate the progression of the athletes' abilities are to be respected. These measures ensure quality gymnastics, they ensure that progress is being made, and they submit the abilities of the athletes to the judgement of the objective standards which are in place.

It is therefore the philosophy of the Club that:

“It is a privilege to be able to participate in competitive gymnastics”

A privilege is a 'special right'. It follows that special responsibilities are placed upon those who wish to accept this privilege. If athletes are serious about accepting the privilege of competing as a gymnast, they must be willing to accept and adhere to the following guidelines:

1. As a PG Competitive Gymnast, I will, to the best of my abilities, follow and respect the policies for as long as I am a member. I will remember that my coaches, parents, club and teammates all put effort to help me reach my potential as a gymnast.
2. To be a gymnast is special and requires much dedication and effort. As a PG Competitive Gymnast I must accept the challenge for the duration of my membership with the club. I realize that in sports there will be ups and downs. I will do my best not to let myself down.
3. I understand that gymnastics is very physically demanding, and that I must put just as much effort into conditioning and strengthening exercises as I put into performing gymnastics. This is the only way to achieve consistent, safe progress.
4. The start of my workout must be on time and with the frame of mind that I am here to learn and progress as a gymnast, and perform quality gymnastics. If I arrive late I need to get permission from my coach to proceed. If I am permitted to do so, I need to complete the warm-up correctly without disturbing the other gymnasts, this needs to be my first concern.

5. When my coach for the event that I am on gives me permission to leave that event, then and only then, can I leave to rotate, get a drink or take care of any workout business.
  - a) When rotating from event to event you may go to your locker to return or take out workout equipment only.
  - b) When rotating you may also get a drink of water or juice, have a very light snack, or go to the washroom. This is the opportunity for athletes to have a light refreshment *off of the floor area*. Sugar drinks and junk food are **NOT PERMITTED** and will be taken away.
  - c) Bathroom breaks, emergency phone calls or anything that takes more than a few seconds must get permission from a coach.
6. I will choose a locker to keep my workout equipment and any personal items that I might need. I will place my name with a label onto the locker and will make sure the locker stays clean.
7. Conversations or interaction with family members during workout is not permitted. The only exception to this rule is by permission from your coach. This includes making and receiving phone calls (messages will be passed by coaches). EMERGENCY ONLY
8. If my coach feels I am not putting effort into my workout or I express any form of disrespect for what I have been asked to do, my coach will have me sit out of workout for a prescribed amount of time. I will be allowed to return to that event only if I accept the responsibility to make a change.
9. If I am sick or injured I need to communicate with my coaches so I can still accomplish something during workout. This is one of the best times to work on any weakness area I might have. Normally some form of conditioning or stretching can be done. IF I AM NOT ACCOMPLISHING ANYTHING, I WILL BE ASKED TO LEAVE.
10. As a gymnast and athlete, good nutrition is very important. It is at least necessary to follow the common rules of low sugar and low fat. The coaches will provide verbal and written information to help each gymnast learn how to eat healthy.
11. A good attitude towards other gymnasts and staff members is very important. This includes SUPPORT and RESPECT.

THESE AND OTHER IN-GYM POLICIES WILL BE EXPECTED TO BE LEARNED BY THE GYMNAST WITHIN A REASONABLE AMOUNT OF TIME. AFTER LEARNING EXPERIENCES HAVE TAKEN PLACE, PUNISHMENTS AND EVEN REMOVAL FROM THE TEAM ARE POSSIBLE COURSES OF ACTION.

In accordance with these guidelines, competitive athletes are to sign the 'Code of Conduct for Athletes' provided to them at the beginning of the competitive year, in addition to the 'Competition Code of Conduct'.

Failure to adhere to these guidelines will result in the following:

1. Verbal . . . meeting with parent, coach, coach's liaison, and/or board member.
2. Written . . . note home to be signed by parents and returned.
3. Suspension . . . for one week.
4. If a gymnast does not abide by these rules and is given these three warnings, they will be asked to leave the competitive program.

## **4.2 Athlete Bill of Rights**

Throughout the course of each athlete's competitive career, they have a right to:

- have fun through sport
- the opportunity to participate in sports regardless of ability.
- participate at a level that is consistent with the developmental level.
- have qualified sensitive leadership.
- participate in a safe and healthy environment.
- share in the leadership and decision making of their sport.
- play as children.
- proper preparation in sport.
- an equal opportunity to strive for success.
- be treated with dignity by all involved.

## **4.3 Attendance and Punctuality**

Gymnasts are expected to attend every training session. Gymnasts should only miss training if they are ill, have an injury, or for medical and dental appointments (there should be an attempt, however, to schedule these appointments around training schedules). Gymnasts must have a minimum of two weeks training prior to attending a competition. For planned absences gymnasts must contact their coaches. Athletes *must* notify the gym ahead of time if they are to be absent from practice.

A message can be left at the gym office at any time to this effect. Failure to notify the Club of an absence from practice will result in an unexcused absence. Unexcused absences result in suspension from one training session. Repeated unexcused absences result in further suspensions and eventual removal from the competitive team.

Training sessions will start on time. Gymnasts should arrive a few minutes before the start of the training session in order to have time to get ready, go to the washroom, etc. When athletes arrive at the gym only by convenience, or at consistently irregular times, we can have 3 to 4 different groups warming up all at different times. This is completely unacceptable. Warm-up is crucial for training sessions and is an important part of injury prevention, as is the performance of quality gymnastics. In addition, with more than one late start, proper supervision and coaching are not possible, and regular tardiness will severely inhibit the athletes' ability to progress.

When an athlete arrives late they will be given a late slip at the end of class. This slip must be returned at the next training session with an explanation for the tardiness. Tardiness that is not due to exceptional circumstances, or the reasons noted above, will lead to the following consequences:

- 1st late arrival – one of the supplemental conditioning lists (body tension or flexibility).
- 2nd late arrival within 30 days of the first – both lists of supplemental conditioning. It is clear at this point that the athlete does not wish to benefit from quality instruction and participation with the competitive team. They are, however, still free to use the facilities to progress physically.
- 3rd late arrival within 30 days of the first – entire evening of conditioning consisting of the above in addition to a repetition of the regular conditioning lists.
- 4th late arrival within 30 days of the first – suspension from two training sessions; review of the athlete's competitive team placement

#### ***4.4 Gymnast Code of Conduct***

Appearance at Training:

- Female Gymnasts are to wear a body suit.
- Male Gymnasts are to wear either a tank top, or no shirt, and wear shorts that do not hang below the knees.
- No jewelry or watches shall be worn. Stud earrings are allowed.
- Hair must be neatly tied up out of the gymnasts face.
- Gymnasts should be neat and clean at all times.
- No junk food will be tolerated (chocolate, McDonald's, Chips, Pop, etc...).

Appearance at Competition:

- Competitive team bodysuit
- Competitive team track suit
- Hair has to be neatly and tightly tied back
- Must wear competitive scrunchie
- No nail polish

Gym Bag for Training:

- Water Bottle
- Healthy Snack (if required)
- Grips and Wrist Bands
- Extra hair clips and elastics
- Tape
- Ankle weights
- Skipping Rope
- Weight Belt (Bike Tire Tube – filled with sand to weigh 5-7% of the athlete's body weight)

Gym Cleanliness:

Locker rooms need to be kept clean, and this is the responsibility of the athletes who use them. If locker rooms are repeatedly untidy after use from any team or group of athletes, that team or group will no longer have rights to access these rooms.

At the end of each training session, gym clean-up duties are handed out to each athlete. Failure to complete an assigned clean-up will result in extra clean-up assignments after the next training session.

#### ***4.6 Gymnast Team Placement***

Gymnasts and parents are asked to respect the decision of the coach in placing gymnasts in a group or class, which he or she feels will allow them to work in the most comfortable settings that are conducive to progressive and quality gymnastics.

- All athletes progress at different rates, and in very unique ways. There may be a variety of opinions and perspectives regarding the progression of any gymnast at any time. It is the responsibility of the coaches to ensure that athletes are training in an environment that is conducive to progressive gymnastic development, and are progressing in a manner that reflects quality gymnastics – at any level. Therefore, the placement and the advancement of gymnasts is left to the discretion of the coaches, whom parents are free to consult with at any time.

#### ***4.7 Placement with the Competitive Team; Competitive North, and All-Around Competitive***

Placement with the Competitive Teams outlined above will be carried out through regular evaluations of the following:

- Conformance with the guidelines and policies set out above.
- The athlete's demonstrated ability to meet the criteria set out for the respective competitive teams.

#### ***4.8 Competition Guidelines***

Parents are not allowed access to the competition areas, only GBC registered gymnasts and coaches are allowed on the floor during training sessions and competitions. Gymnasts are to keep in mind they are representing PG Gymnastics and must conduct themselves in a responsible and courteous manner while attending meets. All gymnasts will respect the coaches' decisions regarding supervision.

When staying at hotels or with billeting families, gymnasts will be expected to conduct themselves in a responsible manner. Respect the wishes of host families and follow the guidelines set for you. Gymnasts will be held accountable for their actions, behavior, and attitudes.

If gymnasts are to enjoy gymnastic meets and do their best they must do the following:

- Arrive at the meet on time and be prepared
- Be well rested and ready to do their best
- Eat carbohydrates for the meal preceding the meet
- Wear the full competitive uniform in good condition
- Have hair and appearance neat and tidy
- Bring a copy of the floor music as an emergency backup
- Behave in a manner directed by the coach – respectful, positive, and sportsmanlike
- Have fun at all times

#### **4.9 *Discipline***

In order to maintain safety in the training environment while allowing for progress, coaches must ensure that the gymnasts will conform to rules, follow specific instructions and not disturb, by talking or tears or other inappropriate displays, the concentration of other gymnasts.

When a gymnast's conduct or performance does not meet the coach's expectations some disciplinary actions may be taken. This discipline usually takes the form of the following, in increasing severity:

- Sitting out
- Being dismissed from training sessions
- Suspension from future training sessions – in conjunction with a coach-parent meeting (verbal warning)
- Written warning
- Suspension for one week
- Possible removal from the competitive team (and either placement with another team, or referral to the recreational program)

### **4.9.1 Nutrition Information**

What follows is some overall information concerning nutrition that is applicable to the sport of gymnastics.

**“A GOOD DIET WILL NOT MAKE AN AVERAGE ATHLETE GREAT, BUT A POOR DIET MAY MAKE A GREAT ATHLETE AVERAGE”**

Carbohydrates are the most important energy source to enhance gymnastics performance. A diet high in carbohydrates serves to supply the body with the fuel gymnasts need for working muscles.

<b>Carbohydrates</b>	<b>Protein</b>	<b>Fats</b>
Fresh and dried fruits	Chicken/turkey	Avocado
Fresh vegetables	Eggs	Nuts
Whole grain breads	Nuts	
Pasta	Milk	
Rice	Cottage cheese	
Potatoes	Fish	
Cereal	Yogurt	

A diet that is at least 60% carbohydrates is an excellent way to increase the body’s supply of fuel. Consuming carbohydrates 1-4 hours before exercise optimizes performance.

Ingesting carbohydrates within 30 minutes after the exercise and every few hours thereafter can enhance recovery and make the next day’s workout easier.

Fat should make up not more than 20% of your diet. Fat exits the stomach slowly and can cause cramping. Substitute low fat foods and avoid high fat foods like fried food, donuts, potato chips, or processed meats. For example, eat frozen yogurt instead of ice cream, rice cakes instead of crackers, grilled chicken sandwiches instead of cheeseburgers, baked potatoes instead of French fries.

Protein is used to build and repair body tissues like muscles, ligaments and tendons, but it is not a primary source of energy. Low fat sources of protein are lean beef, skinless poultry, low fat cottage cheese, and skim milk.

Water – drink lots of it regularly, even when exercising, and drink some before you feel thirsty. Avoid carbonated drinks, drinks containing caffeine and drinks with high sugar content.

Some healthy suggestions for snacks at the gym include: pieces of fruit, veggies, crackers, protein or granola bars, and nuts.

**MAKE A CHOICE! TRY TO EAT A WELL BALANCED DIET THAT IS HIGH IN CARBOHYDRATES AND LOW IN FATS – YOU’LL HAVE THE FUEL FOR GREAT GYMNASTICS!!**

## **5.0 Parent Guidelines**

### **5.1 General**

Parents of gymnasts should always be supportive and positive in their comments on the performance and progress of their child's gymnastics skills.

Gymnastics training is based on constant corrections and instructions from the coach, striving for constant improvement. The last thing any gymnast needs is another source of criticism.

It is always possible to find corrections in any aspect of training. However, the coach may be concentrating on a particular correction, such as stuck landings. If criticism is simultaneously given by parents for other things, such as straight legs, the gymnast may no longer focus on the area the coach is trying to address. Parents should always refrain from making technical comments or suggestions to their child. Those comments could interfere with the progression sequence being followed by the coach. (This is not only applicable for parents – it is practiced amongst coaches as well).

A parent should encourage and promote healthy eating practices, discourage junk food and high fat food, and teach the gymnast to make educated nutritional choices.

### **5.2 Coach-Parent Consultation and Appointments**

Parents are free to consult with the coaching staff concerning training hours, advancement, training requirements, and the progression of gymnasts. This is to be done by scheduling an appointment with the coach; parents are not permitted on the floor area during training sessions. Parents can arrange meetings with the coaches by leaving a message at the gym office for your child's coach to contact them. Parents can schedule meetings with any Competitive Coach in the gym as well as the Head Coach. We also have a parent-coach liaison if you feel your concerns are not being addressed.

### **5.3 Grievance Procedure**

If parents have concerns about the progression of the child, they should make an appointment with the coach to discuss the matter, and follow these outlined steps:

- Discuss the issue first with the class Coach at a scheduled appointment
- If the problem cannot be resolved with the Coach, then the issue is to be brought to the Head Coach
- If the Head Coach is unable to resolve the problem then he/she will present the matter to the Board who will in turn, act as a mediator (parent-coach liaison).

## **5.4 Training**

Parents should ensure gymnasts arrive a few minutes before each training session so the gymnast is ready to promptly start the warm-up portion of the training session.

It is the responsibility of the gymnast's parents to notify the club office or coach if the gymnast is unable to attend the start of the training session due to sickness. To assist the coach, a planned return date should be estimated.

For planned absences parents should inform the coach at the vacation planning stage to review impacts to the gymnasts training preparation for competitions and possible cancellation of competition attendance.

## **5.5 Observation**

Parents and family are welcome to observe training sessions periodically. Family members are encouraged to set a day every month to come and observe. Excessively frequent viewing can, however, become a distraction and another source of criticism for gymnasts. Daily observation does not convey the real progress that gymnasts are making on a long term basis, and praise and support are much easier to provide when substantial progress is observed – progress which only occurs over periods of at least one month.

## **5.6 Suggestions for Parents**

1. Make sure your children know that, win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. Be the person in their life that they can look to for constant reinforcement.
2. Try your best to be completely honest about your children's athletic abilities, their competitive attitudes, their sportsmanship and actual skill level. Remember that you don't know what happens in practice; you can't second guess the coach's decisions, because you don't have all the information.
3. Try not to re-live your athletic life through your child in a way that creates pressure. Do not pressure them because of your pride.
4. Be helpful, but don't coach them on the way to the gym, at the breakfast table, etc. Teach attitude, not skill. Leave that to the coach.
5. Teach them to enjoy the thrill of competition to be "out there trying", to be working to improve their skills and attitudes. Don't say "winning doesn't count", because it does. Instead, help them develop the feel for competing, for trying hard, and for having fun. Find out what they're all about and don't assume they feel the same as you; they want the same things you do, or have the same attitudes as you.

6. Don't compete with the coach. In many cases, the coach can become the hero to the athlete, someone who can do no wrong. At first, because the coach is the hero who hands out pats on the back and is sympathetic, the gymnast will be very happy. But, this will come full circle, when the coach has to correct, criticize, discipline the gymnast or ask for an extra effort or sacrifice, the gymnast will be unhappy with the coach. Parents should understand to work with the coach and wait this out.
7. Remember, gymnastics involves the presentation of movement and ability in an environment of review and judgment. The coach is the first judge for the athlete – their judgment has to be respected if the athlete can be expected to make consistent progress.
8. Never compare the skill, athletic ability, or attitudes of your child with other members of the team, at least not within their hearing. A team needs all kinds of different athletes to fulfill essential roles. Celebrate your child's special attributes.
9. Get to know the coaches so you can be assured that their attitudes; philosophy, ethics and knowledge are such that you are comfortable with your child being with them. Coaches have a tremendous potential influence on the child.
10. Make a point of understanding courage, and the fact that it is relative. There are many different forms of courage, and explain to your child that courage does not mean an absence of fear, but doing something in spite of fear or discomfort.

### ***5.7 Some Technical Notes for Parents and Athletes***

1. Gymnastics is very technical and as such, requires *consistent repetition* of positions, movements, and exercises. It is impossible to perform positions, movements, and exercises on an *inconsistent* basis and expect progress.
2. Inconsistency results from irregular arrival times at training sessions, irregular fluctuations in training hours per week, and irregular effort at training sessions.
3. Strengthening is only accomplished by *overloading* muscles. Simply using muscles does not strengthen them, and is a complete waste of time in terms of conditioning for gymnastics.
4. Most skills in gymnastics are entirely unique to the sport – most of the skills learned will only be done in a gymnastics setting. For significant progress to be made athletes have to increase the amount of time they spend in this setting. Consider this as an example; the average individual spends 99.999% of the day supported by either their leg muscles or on their posterior. However, 4 out of the 6 events in men's gymnastics require that the *arms* support the entire body. Activity of this nature is simply not duplicated anywhere else. This is applicable for most of the muscles employed in the performance of gymnastics.
5. Remember, gymnastics is one of the most difficult sports to excel at – *consistent dedication* is the key!!

Parents of competitive athletes are to sign the 'Code of Conduct for Parents' issued to them at the beginning of each competitive year.

## ***6.0 Guidelines for Coaches***

### ***6.1 Coach Code of Conduct***

In accordance with the Mission Statement, all Coaches will ensure they adhere to the following:

- Coaches are to adhere at all times to the guidelines set out in the Coaches' Manual
- Always come early for class – at least 15 minutes depending on how much set-up will be required, or as required by the Guidelines below
- Use appropriate language at all times
- Ensure proper attire is worn at all times – as set out in the Coaches' Manual
- Ensure proper attire is worn at competitions and any gymnastics related event
- Ensure that the training standards of the gym are followed in all competitive and recreational classes
- Ensure they conduct themselves in a professional manner at training and at any gymnastics related activity
- In the event of illness inform supervisor a minimum of 4 hours in advance
- Ensure to make themselves available for consultations with parents and athletes
- Adhere to all gym policies

## ***7.0 Complementary Program***

### ***7.1 Dance Program***

We have a certified dance instructor on site who offers dance classes to selected athletes. These athletes learn dance components necessary for gymnastics.

### **7.3 *PG Invitational***

Every year the Club typically hosts an invitational competition, unless the Club is hosting a different event that year. The Club needs as many volunteers as possible to make this meet a success – and all members of the gym are strongly encouraged to participate. All competitive athletes of the Club are welcome and encouraged to compete at this meet. The number of competitors at the meet varies each year.

### **7.4 *Christmas/Year End Party***

Over the Christmas Holidays the Club typically hosts a Christmas Party for competitive athletes.

The year-end party is typically a barbeque held at a Fort George Park for all the competitive athletes and their families. Members participate in games and fun activities. Assistance with this event is also greatly appreciated.

## Appendix A

### ***Positions – Executive Board of Directors***

\*Note that there are not always enough Board members to fulfill all of the available positions.\*

#### ***President:***

- Responsible for the overall coordination of the PG Gymnastics Board of Directors
- Non-voting member of the Board who will vote only in the situations and at an AGM
- Oversee the overall operations of the gym
- Involved in the hiring/firing of staff
- Oversees Board orientation
- Facilitates AGM

#### ***Vice-President:***

- Responsible for the overall coordination of the PG Gymnastics Board of Directors when the President is unavailable
- Responsible for the overall operations of the gym when the President is unavailable
- Voting member of the Board
- Take on tasks as delegated by the Board and/or President

#### ***Treasurer:***

- Voting member of the Board
- Take on tasks as delegated by the Board and/or President
- Responsible for ensuring monthly financial statements at monthly board meetings and AGM
- Oversees the supervision of the book-keeper
- Makes club deposits in the bank twice per week (and ensures that the club office staff will complete this if unavailable)

***Secretary:***

- Voting member of the Board
- Take on tasks as delegated by the Board of Directors and/or President
- Attend all board meetings and record
- Ensure meeting minutes are typed and submitted to the Board of Directors one week prior to meetings
- Ensure agenda is typed prior to meetings

***Registrar:***

- Voting member of the Board
- Take on tasks as delegated by the Board of Directors and/or President
- Responsible for photocopying all registration forms from club link for registration package
- Ensure fundraiser is attached to registration package
- Refund and registration policies are photocopied and available with registration package
- Communicate with recreational coordinator and office personal for registration hours
- Communicate with volunteer coordinator to organize Pine Centre Rec mart in September
- Ensure all registration information is forwarded to GBC, via Club Link, before due dates and money forwarded to GBC
- Organize volunteers to help with registration
- Go over books once a month to ensure all forms are completed and registration paid for all athletes
- Ensure all registration times given to PR person for advertising
- Be available for registration
- Assign duties to an assistant
- Pamphlets copied and available for registration and always available in the office
- Filing of registration and refund policy forms in the appropriate files

***Assistant Registrar:***

- Voting member of the Board
- Take on tasks as delegated by the Board of Directors and/or President
- Responsible for the overall functions of the Registrar when the Registrar is unavailable
- Works in conjunction with the Registrar
- Follows duties assigned by the Registrar

***Coach-Parent Liaison:***

- Voting member of the board.
- Take on tasks as delegated by the board of directors and/or president.
- Mediates and ensures consistent and ongoing communication between coaches and parents.
- Mediates between parents, coaches and other staff in areas concerning competitive programming, the coaching staff, and competitive training issues.

***Pro Shop Coordinator:***

- Voting member of the board.
- Take on tasks as delegated by the board of directors and/or president.
- Responsible for overall management of the Pro Shop.
- Order specialized equipment for athletes. Ex. grips.
- Order pro shop inventory as needed.
- Organize pro shop and volunteers for PG Invitational Meet.
- Organize pro shop and volunteers for special events and general sale days.
- Inventory twice per year to be submitted to the Board of Directors.