

Competitive Team Handbook

2019-2020 Season



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1. Yellowknife Gymnastics Club

1.1 MISSION STATEMENT

It is the goal of the Yellowknife Gymnastics Club (the Club) to provide recreational and competitive gymnastics in a safe, supportive and fun environment that promotes overall fitness, skill development and self-esteem.

1.2 CLUB STRUCTURE

The Yellowknife Gymnastics Club is a non-profit organization run by a volunteer Board of Directors. The Board of Directors is elected by the general membership at the Annual General Meeting, typically held in May of each year. The board is made up of four executive officers (President, Vice-President, Secretary and Treasurer) and up to eight members at large. Meetings are open to all members. Should you wish to have an item placed on the monthly agenda, please submit the topic and details of the request directly to the Club President or Club Manager info@ykgymnastics.com at least five days prior to a meeting. Meeting dates, times and locations will be posted on the Club website.

2. Responsibilities

2.1 CLUB RESPONSIBILITIES

The Club has the responsibility to:

- Ensure that coaches are certified and looking out for the best interests of the club and team athletes.
- Maintain a clean, safe, fun, supportive, and welcoming environment at the Club
- Establish fees and payment schedules

2.2 TEAM PROGRAM DIRECTORS

The Team Program Directors are responsible to:

- Be the Head Coaches for their respective programs
- Supervise all assistant coaches within their programs
- Support each athlete in reaching their potential, and building their confidence
- Work with athletes to establish goals and training needs
- Respond to athlete and parent questions in a timely manner

Competitive Program Director:

2.3 GYMNAST RESPONSIBILITIES

Every gymnast has a responsibility to:

- Conduct her/himself in a manner that will bring credit to her/himself, the club, and the sport.
- Practice and perform with a positive attitude and with the commitment to improving her or his skills.
- Take an active role in ensuring that the gym is a safe training environment.
- Recognize that training with fellow gymnasts requires making a commitment to:
 1. Be on time, bring equipment (tape, grips, etc.), and be suitably dressed as outlined in 2.5;
 2. Be supportive and respectful of other athletes, coaches, officials, and members;
 3. Pay attention, follow instructions and be respectful during training;
 4. Refrain from behaviour that would demean or put at risk the emotional and physical well-being of others; and
 5. Bring healthy snacks and water to the gym.

2.4 PARENT RESPONSIBILITIES

Every team parent has a responsibility to:

- Encourage your child and other athletes in the Yellowknife Gymnastics Club abide by the athlete code of conduct.
- Encourage your child to perform and train to the best of his/her abilities and, when he/she does so, praise his/her efforts and provide positive reinforcement and encouragement for him/her to continue. Never ridicule or shout at your child or at any athlete for errors or poor performance in a competition.
- Ensure that, to the best of your ability, your child conducts him/herself in a safe and respectful way in the gym and in a manner that minimizes physical or psychological risks to him/herself or others in the gym.
- If applicable, supply a healthy snack for them during their break time and encourage healthy eating at all times.
- Help create an environment in the gym which will make gymnastics an enjoyable activity for your child, one through which he/she will develop lifelong skills that will foster success. Teach your child that honest efforts are as important as rewards.
- Remember that your child does, or should do gymnastics for his/her enjoyment and development, not yours.
- Refrain from criticism of coaches, officials, administrative staff, board members or other athletes in presence of your child or other club members. If you have any concerns, please address them in both a constructive manner and an appropriate setting.
- To the extent that you are able, offer your talents and time to the Yellowknife Gymnastics Club and support and encourage other volunteers who are doing so.
- Not interrupt a coach during training, unless it is a matter of urgency. The Club asks that you speak with the coach before or after training. If it is simply relaying information, email is also a great option.

2.5 DRESS CODE AND UNIFORMS

For safety reasons, Team athletes are asked to wear proper gymnastic suits. Team athletes will be learning more difficult skills, therefore loose clothing, jewelry and loose hair may interfere with a coach's ability to safely spot. Shorts are permitted except during competitions. As a competition approaches, female athletes will be encouraged to participate in optional no shorts days. Male athletes will be encouraged to participate in the optional competition suit training days. Note that no jewelry, gum or slogan wear is permitted.

All competition uniform fees are currently not included in training fees, however Athlete Travel Accounts (see 5.4) may be used toward costs associated with uniforms. For competitions, team uniforms will be required. These leotard uniforms and track suits will be organized, ordered by the Club. It is the parents' responsibility to ensure their child has proper uniform attire and maintain its quality. Competition uniforms are to be worn only for competitions.

2.6 ROUTINES

Athletes training in the competitive program (JO6 and higher) require optional floor and beam routines. Routines take quite a bit of time and effort to create and choreograph and for the athlete to go through and master it. Considerable time is also spent specifically selecting music, dance and skills to suit each individual athlete.

To ensure it is equitable for all athletes, please remember that athletes will keep their music and routines for a minimum of 3 years. It is at the coach's discretion to change or modify an athlete's routine to allow for competing at different levels, not the athletes.

Typically, routines are composed between the preparation months, July-December. During the competition months January-June, no new routines are made but there may be minor adjustments made to routines as directed by the coach.

For Floor music, athletes will have the option to choose from two songs of their choice.

Floor and beam routines will be choreographed and created by YKGC staff. Parents are permitted to choose an outside consultant – at the parent’s cost (please keep in mind that these can cost \$300+) for floor routines if they so choose but need to make sure that the coach at YKGC is given the music, a video of the routine and the skills in the routine (if done) so they the coach is able to properly aid the athlete with their routine.

2.7 TEAM GEAR

The Club will be getting new gear for the competitive program for the 2019-2020 year. Approximate pricing is noted below.

	Training suit	Competitive Suit	Track pants	Sweater	Shorts
Pre-comp Girls/Level 3	Required (\$50)	N/A	Optional (\$50)	Optional (\$70)	Optional (\$40)
Level 4-9	Required (\$50)	Required (\$280)	Required (\$50)	Required (\$70)	Required (\$40)
Pre-comp Boys	N/A	N/A	Optional (\$50)	Optional (\$70)	N/A
Boys	N/A	Received new in 2018-2019 will order new as required	Required (\$50)	Required (\$70)	N/A

The gear is to promote the program, and the Club during every day activities, all team events, fundraisers and competitions. For this reason, we ask that all athletes respect the gear and act in a respectful manner while wearing it.

As more gear becomes available, funds from your child's Travel Accounts (see 5.4) can be used to purchase new or replacement items. Order forms will be provided.

3. Disciplinary Action

3.1 DISCIPLINE IN THE GYM

The rules in the gym need to be followed to ensure injuries are kept to a minimum. It is the athlete's responsibility to use the equipment safely and to behave in an orderly and respectful manner at all times. If safety rules are not adhered to, disciplinary action will be taken. This is the recommended disciplinary protocol; however, it is the coach's decision as to the appropriate level of discipline required:

- Verbal warning
- Time out from the group
- Parent-Coach meeting
- Suspension

The Club will not tolerate bullying or harassment of any kind.

Athletes who have been disciplined with a suspension during the season will not be eligible for travel with the Club while suspended, also for the rest of the season at the coach’s discretion.

3.2 REMOVAL FROM THE TEAM PROGRAM

The Competitive Program Director has the right to remove any athlete from the program at any time during the season, temporarily or altogether, under any of the following conditions, if:

- The Competitive Program Director feels that the child's temperament, development, or skill level prevents him/her from meeting the requirements of the teams program. This would include absenteeism or tardiness for training. Should this happen, the Club will do its best to place the athlete in a more appropriate class that will aid him/her to be successful.
- The conduct of the child is disruptive or disrespectful. In extreme circumstances, the club may terminate membership.
- Fees are not being paid and or poor family volunteer commitment

4. Registration

4.1 TRAINING SCHEDULE

The competitive season begins in September 2019 and runs until June 2020.

4.2 REGISTRATION PROCESS

Every gymnast in the Team Program must register for the Team on the Club website once a year. If they change groups throughout the season, you will be asked to register again. For assistance with registering using the Club website, please ask either the Program Director or Club Manager.

4.3 FEE STRUCTURE

Level	Hours	2019-2020 Fees	Volunteer Deposit	Pit Clean
Pre-comp	2	\$1020.25	N/A	N/A
Pre-comp	4	\$1809.50	N/A	N/A
Level 3	6	\$2367.75	\$200	1
Level 4	9	\$2598.75	\$200	1
Level 6	12	\$2656.50	\$200	1
Level 7	16	\$3542.00	\$200	1
Level 8/9	16	\$3542.00	\$200	1
Boys	16	\$3542.00	\$200	1

4.4 REFUND POLICY

Fees paid will not be refunded unless a gymnast is unable to participate in the program in which he/she is registered for a period of two or more consecutive weeks due to illness or injury with a doctor's note.

If a gymnast chooses to leave the program, one month's notice must be given. If you have to withdraw for any reason, including medical, and you have put deposits down for out-of-town competition, you may be subject to cancellation fees outside of the Club's control. If this is the case, you are expected to take full responsibility for these fees.

5. Competitions

5.1 COMPETITION OUTLINE

All Team athletes are expected to participate in all in-house meets and showcases. These events are held within our facility to provide opportunity for athletes to show their progress and to promote the Club. (see 7.2 for tentative dates)

All team athletes may participate in out of town competition. However, it is at the coaching team's discretion as to which opportunities will be available to each athlete to ensure the best experience possible. It is important that an athlete be physically, emotionally and mentally ready before exposing them to out of town competition. Team athletes trying out or that qualify for Westerns are STRONGLY encouraged but not required to participate at least one out of town meet.

Team travel to competitions benefit both the Club and its athletes as it fosters team bonding, team spirit, goal setting, while building their self-esteem, and trust between the coach and athlete.

The program Director will provide parents with the options for out of town competitions. Once committed, the administrator, with the assistance of the Club Manager, will be in charge of coordinating this travel and will provide information well in advance to allow the Club and parents adequate time to plan, prepare, and find best possible rates.

5.2 COMPETITION TRAVEL

All athletes and families are individually responsible for travel costs associated with competitions.

Flights will be booked by the parents once the coaches and chaperone flights are booked. Hotels will be booked by the club for the athletes not traveling with their parents. Parents who are traveling with their athlete will be required to book their own hotel room. Parents are not required to attend out-of-town competitions; however, chaperone fees may apply.

Costs for the competition may include:

- registration and or training fees
- Shared Coaches and Chaperone travel costs
- Accommodations
- Flights
- Transportation (rental & gas)
- Team Entertainment Activities (indoor trampoline park, movie, go-carts, etc.)
- Food and shopping allowance

Please note that the participating athletes share the coach and chaperone travel costs (flights, accommodations, per diem) for each event.

If the number of athletes exceeds the supervision limits of the coaches attending (greater than 6:1), the manager may request a chaperone to assist. All chaperones will be required to submit a Criminal Records/Vulnerable Sector Check to the Club prior to travel. If driving athletes chaperones will need to submit a drivers abstract prior to travel.

5.3 FUNDRAISING/TRAVEL ACCOUNTS

Each team family has a fundraising travel account. Throughout the year, the team's parent will provide fundraising opportunities for members to earn money for competition travel and the purchase of team gear/uniforms. We encourage parents to assist with organizing team fundraising activities.

The money in travel account funds is not transferable to any other athlete/family accounts. If an athlete decides to leave the club, the money in their travel account will be transferred into the coaches' travel account.

Athlete travel accounts may be used for required deposits for competition travel and summer gymnastic camps. Reimbursement may be submitted to the club manager and will require expense claim form, receipts and copy of boarding pass. Reimbursements must be submitted prior to July 15th of the current training year. Reimbursements will not be refunded if training fees are not up to date.

6. Miscellaneous

6.1 TRANSFERS

Athletes are regularly monitored and assessed. Athletes may be invited to move groups. Moving up a level is at coach discretion and is based on focus, commitment, social happiness, physical abilities and skill development; an athlete and parents may decline the move. This may involve an increase in training hours and fees

The Club wants each athlete to enjoy their training and to reach their potential in the sport of gymnastics. Therefore, if an athlete wishes to transfer out of the team program, or just decrease their hours, the Club will do its best to find an appropriate class that suits the athlete's needs.

It will be the parent or guardian's responsibility to pay any additional fees associated with a transfer, or if a month's notice is not given, may forfeit fees already paid depending on the timing of the transfer.

6.2 FAMILY VOLUNTEER COMMITMENT

The Club appreciates and relies on volunteers to help with operation of the gym. As a result, the Club asks that each family commit to a certain amount of volunteering.

There is a volunteer deposit of \$200 to be paid by post-dated cheque (Dated June 1st 2019) must be submitted prior to first day of training.

Volunteer requirements are as follows:

1. Pit Clean (1 of the two per year) (You will be assigned 1 of the 2. If you can't make the one assigned you will need to find someone to switch with) They will be March 8th 2020 and August 30th 2020.
2. 10 hrs additional volunteering (Board members in good standing will have the hours waived)

If either of these 2 requirements are not fulfilled the volunteer deposit will be forfeited.

Volunteer Opportunities	Fundraising (Travel Account)
Board Member Club Maintenance (when needed) Facility Cleaning Club Fundraising (Money goes back to the club) Halloween Haunt Additional Pit Clean	Drop-ins Fundraising Activities TBD (money goes into family travel account)

6.3 TRACKING VOLUNTEER HOURS

Each member is responsible for logging any volunteer hours in the Competitive Team volunteer binder to receive credit. Only hours in which you do not receive any kind of compensation may be logged. Each family have their own sheet. If your log has not been initialed monthly or you have any other issues regarding volunteer hours please contact the Club Manager.

6.4 COMMUNICATIONS

If you are interested in helping us improve our communications, we encourage you to become part of our new Communications Committee. Signal your interest to either the Club Manager or Club President.

7. Calendar and Dates

7.1 TRAINING CALENDAR

Training Schedule

Sunday September 8th – Friday December 20th

Monday January 6th – Friday March 13th

Monday March 30th – Friday June 19th

No training on the following dates

- Thanksgiving weekend – October 13th, 14th
- October 27th
- October 31st
- Remembrance Day – Monday November 11th
- Easter Weekend Sunday April 12th
- Monday May 18th

7.2 OTHER IMPORTANT DATES

Please see below a current list of important dates. You will be notified of changes.

Halloween Haunt October 27th

Christmas Party December 22nd

In house competitions

December 14th 2019 (Tentatively Arctic Winter Games Trials)

Territorials April TBA

****If you have any suggestions for ways to improve either this Handbook, or the Club overall, please contact any Club manager or board member****