

Capital City  
Gymnastics Club  
2011/2012  
LEAP  
Pre-Competitive  
Competitive  
Members Handbook

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# Capital City Gymnastics Club Member Handbook 2011-2012

## Introduction

Welcome to the 2011-2012 season of the Capital City Gymnastics Club and congratulations to those new athletes that have been invited to take part in our LEAP/Pre-Competitive/Competitive Programs. The LEAP/Pre-Competitive/Competitive Programs consist of athletes who have met the criteria set forth by the Women's or Men's Program Director. This handbook contains guidelines that each member and his/her family are expected to abide by for the entire duration of the contract.

"LEAP/Pre-competitive/Competitive Member" refers to a person who is duly registered in a LEAP, Pre-competitive or Competitive training program at the Capital City Gymnastics Club. Each person under the age of 18 years of age has the right to be represented by his/her legal guardian.

The Capital City Gymnastics Club is a non-profit society incorporated under the Societies Act of Alberta. It is run by a volunteer Board of Directors whose members are elected by the members of the Capital City Gymnastics Club. The Club is administered by paid staff including the General Manager, Program Director(s), coaches, and Administration Office Personnel. Throughout the year policies may be revised or developed as the need arises. Up-to-date policies are available for viewing by members in the Club Administration Office. Suggestions for management of the club by the membership are encouraged and can be submitted in writing to the General Manager. CCGC has an Annual General Meeting (AGM) every year in September and all members are invited and encouraged to attend. The Board of Directors is elected on a yearly basis at the AGM. **The next AGM will take place on Monday September 26, 2011 at 6:00pm at CCGC.**

## Mission Statement of Capital City

Capital City Gymnastics Club is dedicated to providing safe, high quality gymnastics in a state of the art facility. We encourage fun, physical fitness, family involvement and community spirit. Individuals of all ages and abilities are encouraged to develop in a positive, respectful environment. We offer two equally important and interdependent programs – competitive and recreational.

## Mission Statement of the Competitive Program

Competitive programs challenge athletes to achieve their personal goals and be the best that they can be. By offering high quality coaching and training methods consistent with international standards, personal excellence is achieved at the Provincial, National, International and Olympic levels.

## Philosophy

CCGC is dedicated to the development of youth in the activity and sport of gymnastics and to promote physical fitness and amateur sport through the provision of high quality coaches and facilities. Each gymnast is encouraged to reach his/her own potential. These children develop not only as gymnasts, but also as citizens with the leadership to inspire others to their maximum potential in all endeavors. We encourage, in all participants, the development of personal character, self-discipline, self-motivation, good sportsmanship, honesty, courage, persistence, dedication and respect for one's self and authority. In order to maintain a healthy training environment for athletes, coaches and parents, it is imperative that we maintain an open-door communication policy and encourage a positive exchange of ideas and information.

### **Women's Competitive Program**

The L.E.A.P. program is for gymnasts aged 6 – 9. It is a developmental program, which focuses on physical ability and skill preparation. L.E.A.P. (Lets Evaluate our Athletes Progress) is a province wide program governed by the Alberta Gymnastics Federation and designed to measure the progress of young gymnasts.

The provincial program is designed for gymnasts' aged 9 and up who demonstrate above average ability for the sport of gymnastics. These athletes will train a minimum of twelve hours per week. They will compete at invitational competitions as well as trials for a spot to represent their club at the Provincial Championships.

The national stream program is for gymnasts' aged 9 and up who demonstrate exceptional ability for the sport of gymnastics. These athletes will train a minimum of twenty hours per week. They will compete at invitational meets, Provincials as well as trials for a spot to represent Alberta at Western Canadian Championships and National Championships.

### **Men Competitive Program**

The Men's Competitive program at Capital City is comprised of pre-competitive, Provincial, National and International Levels. This program is designed for those gymnasts who have demonstrated exceptional talent in gymnastics as well as other qualities, which may include: age, ability, body type, determination, flexibility, and competitive drive. Those athletes that desire to strive for excellence in competitive gymnastics are invited to participate in the CCGC men's program. Recommended training hours will be determined by the Men's Competitive Coaches.

### **Terms of Commitment**

The 2011-2012 Contract Commitment will be from September 1, 2011 to August 31, 2012. Annual training fees are based on the average number of training hours per week over the course of the entire year. Actual hours in any given week may vary according to training demands, competition schedules, statutory and civic holidays, and coach vacations. No training will be offered on civic or statutory holidays, except under special circumstances.

A non-refundable pre-registration fee of \$250/athlete prior to May 1<sup>st</sup>, 2011 is required to hold your spot in the competitive program. It is important that we know who is planning on returning for the 2011/2012 season as this affects group numbers, tryouts and coaching. This fee will be deducted from your September training fees. Pre-registration fees paid after May 1<sup>st</sup>, 2011 will be considered late and will not be deducted from your September training fees.

New athletes accepted in the program prior to the start of the competitive year are required to pay the pre-registration fee within 2 weeks of acceptance. The fee will be deducted from the athletes September training fees. For pre-registration fees paid after the 2 week time period, the fee will not be deducted from the September training fees.

**The completed membership package (pages 10-15 printed from this handbook) including your choice of payment plan and payment arrangements (credit card number or post dated cheques) must be submitted to the CCGC office by July 28, 2011 at 3 pm or is subject to a \$100.00 late fee.**

The fee schedule is outlined in Appendix A at the end of the Handbook. Training fees are payable in advance by providing monthly post-dated cheques and/or pre-approved Visa or MasterCard. All cheques must be dated on or before the 1<sup>st</sup> of each month.

Members must be in good financial standing with the club in order to keep training and be allowed to represent Capital City Gymnastics at various events. CCGC cannot afford to allow any athlete to train if fees have not been paid, therefore, no athlete will be allowed to train with fees outstanding. Capital City Gymnastics Club will make every effort to provide members information on outstanding fee balances. It is the responsibility of each member to be aware of current outstanding fee balance and provide payment in a timely fashion.

For existing members, all volunteer hours for 2010-2011, must be completed (or in the process of being completed) prior to registration, for the 2011-2012 season, being accepted.

In the event an athlete is injured during training/competition and will be unable to train for more than two weeks, the athlete may request in writing,, to waive fees for time lost (provided that they are away from the gym and unable to train for the entire two weeks). In the event of an injury, extended illness or other special medical circumstances lasting for more than four weeks, an athlete may request in writing to waive fees for time lost. A medical note (from a physician), indicating the nature of the injury and the expected time of recovery must be provided. Without a medical note there will be no adjustment of fees. All documentation is to be provided to the appropriate Program Director in order for fees to be adjusted.

If the athlete is doing modified training, while injured, then regular updates on medical status are to be provided to the Coach.

Each athlete is expected to attend training on a regular basis. Members are expected to notify their coach if they are going to be absent. Members wishing to take personal vacation time when regular training is scheduled (including both fall and summer training hours) are advised that training fees will not be waived, nor will any make-up training be scheduled.

### Athletes making Western or National Teams

Athletes making either the Alberta Western Teams or National Teams will be required to pay a \$500.00 per team deposit to CCGC immediately upon confirmation of their spot on the team. The balance will be payable once CCGC receives invoicing from AGF.

### AGF Registration

All athletes must register with Alberta Gymnastics Federation. This annual fee covers insurance at the gym and at competitions within Canada. To be covered by AGF insurance, each athlete competing at a competition must have paid the competitive AGF fee. At time of print of this handbook the AGF fees are:

Elite Athletes (High Performance, National & Pre-Novice)	\$ 200.00
Competitive (Provincial stream)	\$ 140.00
L.E.A.P.	\$ 75.00
Pre-Competitive	\$ 25.00

We have not yet received the 2011/12 fees from AGF so this fee may increase slightly. We will notify you of the cost as soon as possible. This fee is due at time of registration.

### Payment Plans and Volunteer Commitments

We have fee payment and volunteer options for athletes. The fee schedule is outlined in Appendix A at the end of the Handbook. Training fees are payable in advance by providing monthly post-dated cheques and/or pre-approved Visa or MasterCard. All cheques must be dated on or before the 1<sup>st</sup> of each month. Fees are paid over a 12 month period, from September to August. All payments will be processed on the 1st of the month based on the method of payment you have provided. If an alternate payment method is to be used, it will be accepted up to and including the 1<sup>st</sup> of the month. There will be a \$25.00 handling fee on all NSF cheques. The Club reserves the right to request payment by credit card, certified cheque or cash only after two NSF cheques. NSF cheques not cleared within 10 days of notification to the parent/guardian may result in the suspension of the child's training until the account is back in good standing. There will be no reimbursement for missed training as a result of this action.

- Members on Plan A will be exempt from Bingo, Casino and Volunteer Hour Requirements.
- Members on Plan B will be required to fulfill 8 Volunteer Hours.
- Members on Plan C and D will be required to fulfill all Bingos, Casino and Volunteer Hour Requirements.

Members, whose hours are changed by their coach, will pay the new fee rate for the rest of the year. There will be no decreases in bingo, meet, casino or volunteer shifts if training hours are decreased. Members starting in the program after January 1, 2012 may only have the option of Plan A; this is at the discretion of the General Manager. Any decrease in training hours that is not the decision of the coach will require one month's notice.

Each Bingo, Casino and Volunteer Hour has a dollar value assigned. Any part (or all) of these commitments that remain unfulfilled at the end of the contract year is considered an outstanding balance. All outstanding fees and uncompleted commitments must be paid in full by the end of the contract year or registration for the next year cannot take place.

### Withdrawing from the Competitive Program

Members intending to withdraw from the Competitive Program must provide written notice to the Competitive Program Director or General Manager ONE FULL MONTH IN ADVANCE. Fees are due in full for the final month. Deposit cheques will be returned only when all the financial/membership requirements are fulfilled. If a member withdraws from the LEAP/Pre-Competitive/Competitive Program and requests to re-enter the program within three months of terminating the contract, the member must pay for the missed months of training fees.

- During the first month of the training year, September, athletes can withdraw without having to complete half of their commitments. After September, the below rules apply.
- If a member wishes to withdraw prior to six months into the competitive year, the member will be responsible to fulfill or pay one half of all member requirements (bingo, volunteer hours, casino)
- If a member wishes to withdraw after six months of the competitive year, the member will be responsible to fulfill or pay out all member requirements (bingo and volunteer hours and casino).

A CCGC Competitive Program Director reserves the right to remove an athlete from the program at anytime during the season, temporarily or altogether under any of the following conditions:

- If the coach feels that the child's development or skill level prevents him/her from meeting the requirements of the competitive program
- If the conduct of the child is disruptive to their group on an ongoing basis after written and verbal communication to both the child and parent has occurred and a time period of at least four weeks has elapsed to determine if there has been an improvement in the behavior.
- In the event the gymnast cannot commit to the required training schedule set out by coach for that particular gymnast. This may include being frequently late for training, frequently absent from training without the prior knowledge of the coach.

### Member Commitment Binder

Members are required to sign for their completed requirements in the CCGC Member Requirement Binder located at the Front Desk of the gym. Each member will have a page that completed requirements can be recorded on.

### Communication

It is a priority for CCGC and the coaches to communicate with you on a regular basis to ensure smooth running of the program. Please speak to your child's coach if you have any questions about the progress and development of your child's gymnastics. We will do our best to ensure that everyone is informed at all times but please remember that it is a shared responsibility and you can help by checking your mailbox and responding to all correspondence with the coaches and office. Any communication with the coaches should be done at the beginning or end of the training session so as to minimize disruption during training. If a meeting time needs to be arranged, this can be done through the office. No parents should be out on the training floor at any time.

CCGC will communicate in the following methods:

- In person
- Email – please ensure the gym has your current email
- Competitive mailbox – located at the entrance to the gym. Every family has their own file.
- Posters – for upcoming events and fundraisers
- Newsletter

## Fundraising

CCGC is a parent Board run and not for profit organization. The involvement and donation of skills and time by our competitive families plays an important role in helping to maintain and run the gym. The fees that the gym generates are only a portion of what is needed to cover the cost of rent, utilities, coaches, supplies, equipment and facility maintenance. Fundraising activities are an important source of income and are essential to the fiscal viability of the competitive programs at CCGC. As a result, your participation and assistance in our fundraising activities is vital to the success of the club. Numerous fundraising activities will take place throughout the year and each competitive family is required to complete fundraising activity equal to \$500 (in sales). A \$250 deposit cheque will be required and will be cashed if \$500 fundraising sales are not met by June 1<sup>st</sup>, 2012. You may choose to pay out the \$250 at the time of registration (or at any other point in the year) if you do not wish to participate in fundraising activities.

## Volunteer Requirements

CCGC is a non-profit organization and volunteer participation is appreciated to help us function efficiently. Plan B, Plan C and Plan D members must commit a certain number of volunteer hours per year as part of their fee reduction. Members are required to sign up at registration time for bingos, volunteer shifts and casino shifts if available. Registrations will not be accepted without all commitments signed up for in advance at time of registration. Members must be 14 years of age or older in order to participate in volunteer shifts. This includes Gym Power shifts.

## Bingo Commitments

- All bingo workers must be a minimum 18 years of age as required by law. Members may sign up for only their allotted bingo requirements. 50% of the Bingo requirements must be completed by March 1, 2012.
- Dates for Bingos for the current contract are listed in Appendix B and on the CCGC website. Sign up sheets will be provided at time of registration.
- A deposit of \$150/bingo must be submitted at the time of Registration with a separate cheque written for each bingo. If bingo commitments are not completed in full by the end of the year, a cheque will be cashed for each bingo not completed.
- Each member is solely responsible for his/her bingo spots. If a member is unable to work a scheduled bingo, he/she MUST arrange a substitution on his/her own and inform the Bingo Chairperson (Renea Marsden) of the change. The Bingo Chairperson will not fulfill this function for the member.

A no-show at a bingo will result in one \$150.00 bingo deposit cheque being cashed for the member and the member must sign up for another bingo. If the member has two no-shows for bingos, the second no-show deposit cheque will be cashed and they will be requested to pay out remaining bingo shifts and switch to Plan A or B fees with no further bingos available.

Late arrivals or no shows for bingos (Plan C and D) may result in cancellation of subsequent bingos or fines to the Club by the Bingo Association. Therefore, please be on time for bingos that you have committed to work. All members must abide by the rules and regulation outlined by our Bingo Associations. If the gym receives a fine for a late arrival to the bingo, the member will need to pay the fine and may lose the privilege of working bingos to reduce fees

## Volunteer Hours

All Plan B, C and D members must complete volunteer hours. A \$25.00 deposit/hour must be given at registration (to be written as \$100.00 cheque per 4 hours) to cover the volunteer hours required. Once the volunteer hours are completed, the cheques will be returned. If you are unable to attend one of your volunteer shifts you are responsible for finding a replacement or a deposit cheque will be cashed.

No shows for meet shifts will result in one deposit cheque being cashed for each four hours that is missed. Families are responsible for finding their own replacements.

## Casino Commitments

Approximately every two years, each Plan C and D member is required to work casino shifts as outlined in Appendix A. Each shift is approximately 6-8 hours in length and the shifts are available in the daytime as well as the evening. A deposit cheque for \$150.00 will be required at signing for each casino shift. No show or being late will result in your deposit cheque being cashed. All casino workers must complete an Alberta Gaming Casino Volunteer Worker Application form, which you will receive at contract signing. Additional forms are available at the Administration office. In the event that we do not have a casino in the competitive year all \$150.00 deposit cheques will be cashed.

## Other commitments

### Schank's

We will be hosting an adult evening out in the fall of 2011 at Schank's. Each family is required to either purchase a minimum of 4 tickets at \$10/ticket or they can choose to just pay out their \$40.00. Payment must be made at the time of registration.

### Gym Power Baskets

Each family is expected to make a \$10 contribution to the Gift Baskets that will be raffled off at Gym Power. This fee is can be post dated for December 1, 2011.

## Meets and Travel

Each competitive and developmental athlete who consents to participate in an event that requires an entrance fee must be paid before they will be registered. The member will be required to pay any late fees associated with late registrations. Parents and gymnasts will be given as much notice as possible regarding out-of-town meets and training camps. A participation agreement will be sent home with all the information required and must be returned promptly. All late registrations will result in your child not being able to attend the meet or a late registration fine of \$15.00. CCGC is not responsible for any travel costs for competitions for athletes.

Exemplary behavior is expected from all participants representing Capital City Gymnastics Club. If any gymnast displays unacceptable behavior they will be sent home at the parent's expense, and may be suspended from attending any other meets.

Further information regarding meets and travel as representatives of the Club can be found in the Capital City Gymnastics Club Meet and Travel policy.

## Competitive Attire

- All Capital City Gymnasts must purchase a team tracksuit (price to be determined on a yearly basis) if they are to attend a competition as a representative of CCGC.
- Bodysuits/singlets are available for purchase and are required to attend a meet as a representative of CCGC. These items will be available for purchase before the first scheduled meet.

## Grievance

Grievance is defined as "conflict between two or more parties concerning interpretation, application, administration or alleged violation of policies governing programs of CCGC". Concerns or questions must be handled through the proper channels.

Starting with the person you have the grievance with and progressing upwards, the order of addressing a grievance is as follows:

Coach > Program Director > General Manager > Board of Directors Executive > Board of Directors