



2025 - 2026

12 Month Member

Handbook/Commitment

It is the responsibility of the member to carefully review this contract before signing. 2025 - 2026 12 Month Member Handbook/Commitment

9419 94 Ave, Fort Saskatchewan, AB T8L 1N6

(587) 285-3441



# INTRODUCTION

## Welcome to a new season of the Fort Gymnastics Club!

Congratulations to those gymnasts who have been accepted into our Developmental and Competitive programs. We are looking forward to a successful and fun year!

### Privacy Policy

When registering for any program at Fort Gymnastics Club (FGC) the personal information collected may be used for registration, club communication, insurance, and emergency purposes by FGC staff, and Alberta Gymnastics Federation (AGF).

### Board of Directors

FGC is a non-profit organization under the umbrella of the Minor Sports Association of Fort Saskatchewan (FSMSA). The Board of Directors consists of elected volunteers who govern the FGC as per the FSMSA bylaws. Board meetings are held monthly and all parents in good standing are welcome to attend. Board positions are voted on at the Annual General Meeting held in May or June. If you have any comments or concerns please contact our President by emailing [president@fortsaskgymnastics.ca](mailto:president@fortsaskgymnastics.ca).

### Respect in Sport

- All athletes who will be 13 years of age or older are required to take the **Respect In Sport (RIS)** certificate effective September 15, 2019. You can access the course here [https://gymnasticscanada.respectgroupinc.com/koala\\_final/](https://gymnasticscanada.respectgroupinc.com/koala_final/).
- All staff (coaches, judges, managers, admin) are required to have completed the RIS course through Gymnastics Canada within 60 days as a term of employment.
- Those not having the course completed prior to the start of training will not be allowed to participate at FGC.

## 1.0 OBJECTIVES

1. To develop and support athletes at all levels.
2. To instill in those athletes the qualities that **Fort Gymnastics Club** represents.
3. To strive for excellence in all levels of Artistic Gymnastics.

## 2.0 COMPETITIVE PROGRAMS PHILOSOPHY

1. We believe in the safety and personal well being of our athletes, above all else.
2. We believe that each athlete is ultimately responsible for the success of their own involvement and progress in gymnastics.
3. We believe in assisting children to reach their maximum potential.
4. We believe that parents and coaches are active supporters of athletes and their efforts.
5. We believe that gymnastics should be a positive experience in children's lives and that through it, they may get to know more about themselves, about life in general, and about the challenges that come with it.
6. We believe in being honest with each gymnast and their parents about the athlete's progress and potential.
7. We believe in promoting team spirit amongst all our athletes. Enthusiasm is expected for both their own accomplishments and for the team as a whole.
8. We encourage and promote open communication between the coaching staff, members, and their parents. We believe that an honest, respectful, and open exchange of information and ideas from all involved is fundamental to a healthy atmosphere.
9. Every athlete is an individual, and as such, requires unique coaching. Equitability does not mean the exact same coaching for each athlete. The coaching staff will determine the best course of action for

each individual based on their strengths, weaknesses, how they progress, their personalities, and what is ultimately the best for them as individuals.

## 3.0 TERMS OF COMMITMENT

1. The commitment is based on a written recommendation made at any time by FGC Representatives, which is offered to the selected athletes at the start of the commitment term or at any other time during the year when **Fort Gymnastics Club** deems it appropriate.
2. The commitment covers the period of **July 1, 2025 to June 30, 2026**.
3. Annual training fees are based on the number of training hours per week over the course of the entire year.
4. This contract is not tied to a set schedule. In other words, agreeing to this contract is agreeing that the schedule may change at any time during the year. Actual hours in any given week will vary according to training demands, competition/camp schedules, statutory and civic holidays, and staff vacation.
5. **Fort Gymnastics Club** may offer commitments by “invitation only” and/or on a “trial basis” to certain athletes in order to assess their suitability for a particular program. Upon review of these invitations after the trial period, a revised recommendation may be issued to the athlete.
6. Athletes and their family **must** be in good financial standing with the club and Fort Saskatchewan Minor Sports Association (FSMSA) in order to keep training and be allowed to represent **Fort Gymnastics Club** at various events.

## 4.0 ANNUAL AGF MEMBERSHIP FEES

1. An Annual AGF Membership Fee is payable by ALL gymnasts upon signing the Contract, as follows:

Program	Yearly Membership Cost
	*Subject to change based on AGF 2025/2026 pricing
Competitive CCP 1-2	\$ 150.00
Competitive CCP 3-8 & Xcel	\$ 325.00

2. This fee is collected at the time of registration. This membership is valid from July 1, 2025 -June 30, 2026. The fee includes AGF, GYM CAN, and insurance fees as well administration costs, and equipment maintenance.
3. The Annual AGF Membership Fee must be paid upon signing the current Handbook/Commitment and is non-refundable & non-transferable to another gymnast. The membership fee must be paid by **June 15<sup>th</sup>**.
4. Developmental athletes who are invited to compete at the end of the season will be required to pay the membership fee upgrade difference.
5. In the event a gymnast moves from the Recreational program to a 12-Month program, the Annual AGF Membership Fee difference must be paid in accordance with the amounts stated above, at the moment of the change, regardless of the number of months left in the contract year, unless specifically authorized otherwise by FGC staff.
6. In the event a gymnast moves to **Fort Gymnastics Club** from another club, the Annual AGF Membership Fee difference must be paid in accordance with the amounts stated above, at the moment of the change. The onus is on the new member to provide proof of their paid AGF membership with their previous club to **Fort Gymnastics Club**.

7. Additional registration fees may be required from time to time for access to services and membership in foreign countries (particularly the U.S). Those costs are the responsibility of each



athlete and are charged from time to time as travel requires it.

8. An athlete whose registration status with **Fort Gymnastics Club** or the Provincial (AGF) or the National Federation (G.C.G.) is not in good standing will not be allowed to represent **Fort Gymnastics Club** at any type of event and may be suspended from attending practice, unless otherwise specified.

## 5.0 YEARLY TRAINING FEES

1. Yearly Training Fees to be paid by providing a **Visa** or **Mastercard** or by **Pre-Authorized Debit** from your bank account. All payments are processed on the first day of each month for the 12 months of training. Summer training fees will be split into 2 equal payments due on the first day of July and August.
2. Changes to the billing information on file must be done a minimum of five business days before the payment due date.
3. Fort Gymnastics Club reserves the right to temporarily or permanently remove a gymnast from the program if payment is not received within thirty (30) days of the original due date or satisfactory payment arrangements have been made.
4. Fort Gymnastics Club reserves the right to withhold any FGC apparel and to restrict an athlete's participation in upcoming competitions - without refund - until the account is in good standing or satisfactory payment arrangements have been made.
5. Should you require payment arrangements, please contact the office prior to the payment due date.
6. Private lessons are available throughout the year. These may be requested for polishing routines, skill development, competition preparedness, etc. Please see the Operations Coordinator during office hours for pricing and to fill in the form for requesting a private. A form can also be emailed to you upon request. Keep in mind that Competitive coaches are extremely busy during the competitive season and are not always available for private training time. The club and coaches will make their best effort to accommodate requests. There are no refunds for cancellations.

### **JULY 1, 2025 – August 31, 2025 Training Fees ( Will be split into 2 equal payments)**

Training Hours per Week	Total Cost including GST
6 Hours	\$ 200.00
9 Hours	\$ 250.00
12 Hours	\$ 300.00
16 Hours	\$ 400.00



## SEPTEMBER 1, 2025 – June 30, 2026 Monthly Fees

Training Hours per Week	Monthly Cost including GST
6 Hours	\$ 225.60
9 Hours	\$ 304.20
12 Hours	\$ 354.20
16 Hours	\$ 384.00

## 6.0 BEAM & FLOOR ROUTINE COSTS

1. All athletes competing in CCP 6+ and Xcel Gold+ must learn an optional beam and floor routine, choreographed specifically for them. Production fees for individual floor and beam routines - including choreography and/or music - are in addition to regular training fees. These fees vary depending on the experience and certification level of the assigned choreographer. Typically, both the floor and beam routines will be used for two years. Floor Choreography sessions must be scheduled outside of regular training hours. All decisions regarding choreography and music are made by the athlete's personal coach.
2. Prices for CCP 6+ and Xcel Gold floor routines and beam routines will be purchased for a price of \$200.
3. Compulsory and Xcel Bronze/Silver gymnasts will learn their beam and floor choreography during their regular training time in a group setting. If an additional practice(s) are required for routines, private lessons can be arranged with their coach. Private lesson fees will apply.
4. All aspects of choreography are arranged by **Fort Gymnastics Club** and communicated to parents.
5. Each CCP 6+ gymnast will be provided with a copy of their floor music and must download it onto a phone or other personal device.

## 7.0 CLOTHING & ACCESSORIES COSTS

1. Developmental members are required to purchase the team training suit only. Price will be according to current cost from the supplier.
2. All new competitive Team Members are required to purchase the Fort Competitive Team Package which includes: Fort team training suit, competition suit, hair accessories and team jacket, according to the specification of **Fort Gymnastics Club**.
3. Team Apparel Package. CCP /Xcel 12-Month: Total cost approximately \$500.00

Payment schedule	Team Apparel Package
June 15, 2024	\$125.00
July 15, 2024	\$125.00

August 15, 2024	\$125.00
September 15, 2024	\$125.00 or remainder balance

4. Competition suits are used for 3 consecutive years and outgrown suits will be available on consignment in the office for athletes needing a new suit.
5. For returning athletes require individual items they will be available for purchase separate from the package and pricing will be provided accordingly.
6. Training suits are updated yearly and are mandatory in this program.
7. Additional swag items are available throughout the year for purchase but are not mandatory.
8. If an athlete qualifies for a provincial team, they may have to purchase other specific pieces of clothing & accessories, as required by the **Alberta Gymnastics Federation**.

## **8.0 ATHLETE TRAINING ATTIRE, GYM EQUIPMENT, AND SUPPLIES**

1. The club's gymnastics equipment must be used with all of the necessary precautions as it is used by a large number of different users. Equipment which is damaged as a result of negligence or vandalism will be replaced or repaired and all costs related to this will be the responsibility of the parents of the gymnast at fault.
2. Gymnasts are encouraged to notify their coach if they notice any defective parts or pieces of equipment.
3. Gymnasts must wear a **proper fitting leotard/singlet and shorts to all training days**. Shorts are permitted during certain training activities provided they are fitted and worn over a leotard/singlet. Only bare feet or gymnastics slippers are allowed in the gym.
4. Hair should be fixed tightly, and out of the gymnasts face, as this could cause difficulty for the coach spotting and the gymnasts ability to execute skills.
5. All Competitive athletes at **Fort Gymnastics Club** may be required to bring the following items to practice: *Each coach will be responsible for communicating which items are required for your athletes' group.*
  - a. Water bottle – leak proof and unbreakable
  - b. Grip bag
  - c. Skipping rope
  - d. Rolls of white athletic tape
  - e. Foam roller
  - f. Ankle weights
  - g. Chalk container
  - h. Mini spray bottle
  - i. Theraband – as directed by the coach
6. **Fort Gymnastics Club** is not responsible for personal articles lost or stolen from club property. A "lost-and-found" basket is provided on-site, items are donated at the end of each month so please check often.
7. Each CCP 6+ and Xcel Gold+ gymnast will be provided with an MP3 version of their floor music and must download it onto a phone or other personal device.



8. Each gymnast who trains:

- 16 hrs a week or more, will receive 1 chalk block per month.
- 12 hrs a week or less will receive 1 chalk block every 2 months.
- If additional chalk blocks are needed, they will be available for purchase through the office for \$5 a block.

## 9.0 FGC TRAINING SCHEDULE / CREDITS / REFUNDS

1. Although every effort is made to notify the members in advance of schedules and events, it is understood that changes will occur, sometimes on very short notice.
2. **Fort Gymnastics Club** has the discretion to use up to TEN (10) floating days per contract year where FGC is NOT obligated to offer training for various reasons, such as professional development days, scheduling conflicts, competition scheduling, and various other circumstances such as staffing of the gym not including stat holidays.
3. The following scheduled closed dates are not included in the 10 floating days and have been accounted for in your fees:
  - July 1, 2025 (Canada Day)
  - August 4, 2025 (Civic Holiday)
  - August 25-31, 2025
  - September 1, 2025 (Labour Day Weekend)
  - September 30, 2025 (Truth and Reconciliation Day)
  - October 13, 2025 (Thanksgiving)
  - October 31, 2025 (Halloween)
  - November 11, 2025 (Remembrance Day)
  - December 24, 25, 26, 31, 2025
  - January 1-2, 2026
  - February 16, 2026 (Family Day)
  - April 3-6, 2026 (Easter Weekend)
  - May 18, 2026 (Victoria Day)
  - AGF Training Camps (TBA)
  - Team Photo Day (TBA)
  - Last week in June 2026
4. If a scheduling change is made by **Fort Gymnastics Day**, every effort will be made to provide a make-up unless circumstances are beyond our control, in which the 10 allotted floating days will be in effect.
5. In the event that an athlete qualifies for a team such as Alberta Winter Games, **Fort Gymnastics Club** reserves the right to amend or cancel training for any groups that may be affected due to team coaching assignments. These days will not be included in the 10 floating days.
6. If the scheduling change is made by the member, **Fort Gymnastics Club** is not obligated to provide a make-up.
  - Absences due to vacations or other activities will not qualify for make-up classes. Athletes may request to attend an additional training class by coordinating with their coach. A fee of \$50.00 + GST will apply per extra practice. Approval for make-up classes will be considered in the case of illness lasting more than five (5) days leading up to a competition, bereavement, or other family emergencies.
7. If the participants are invited to attend an event or competition, but choose not to participate, there will be no training offered during that day/or weekend unless otherwise communicated by



## 10.0 ATTENDANCE / ABSENCES / PUNCTUALITY

1. It is an **expectation** that athletes attend a minimum of 80% on average of their scheduled training throughout the year. Failure to maintain the 80% attendance average could result in termination from the program or participation in upcoming competitions without refund.
2. If a gymnast is going to be late by more than fifteen (15) minutes, they will be required to do an independent warm up/stretch prior to joining their class.
3. Repeated absences, late arrivals, and early departures will result in a conversation between the coach and parents. If the athlete is not maintaining the 80% average, this could result in withdrawal of competitions or dismissal from the program. Coaches are instructed to address the issue with the parents of the child.
4. In the event where an athlete is sick, going to be late or unable to attend training, the parents/guardians are requested to notify their child's coach by email or club phone.
5. Please refrain from contacting coaches outside of their work hours. If needed, **email** your communication to your child's coach. Coaches will respond at their earliest convenience.
6. Only communicate with your athlete's coach through email or TeamSnap. **Communication through social media is prohibited.**

## 11.0 MEDICAL ISSUES / INJURY

1. Gymnasts from time to time incur injuries while at the gym or doing other activities. Individual injuries should be assessed by independent and appropriate medical professionals. The coach and office must be notified once the injury has occurred, and a doctor's note provided as soon as possible.
2. Should an injury occur within the care of **Fort Gymnastics Club** and its facility, a copy of the incident report will be emailed to the parent/guardian. As directed by their healthcare professional, an injured competitive gymnast is required to continue training (if possible) in a conditioning and/or modified training capacity until recovered from the injury. Modified training regimens will be developed to turn a difficult situation into something positive by giving the injured athlete a specialized training plan to work on flexibility, strength, and specific skills not related to their injury.
3. There is no reduction in fees unless the injury takes the athlete completely out of the gym for over two weeks and prohibits their participation in any way. In that instance, fees may be adjusted, depending on the circumstances. The office must be contacted. Without a medical note, there will be no adjustment of fees.
4. If an athlete has sustained an injury and has obtained a medical note prohibiting competing, and has already registered for a competition, the host club may offer a refund or a partial refund. This is at the discretion of the host club. Refunds generally occur at the completion of the competition.
5. Coaches reserve the right to send home an athlete from training if they are exhibiting signs of pain or injury that may compromise their ability to participate safely.

## 12.0 VACATION TIME

1. **Fort Gymnastics Club** recognizes the need for athletes and coaches and their families to take

holidays at various times during the year.

2. For planned holidays/vacations during competition season (January-June), the club requests at least two (2) weeks written notice via email. It is the responsibility of each athlete's parents to notify the Fort **Gymnastics Club**.

FGC 2025/26 Competitive Handbook Page 8 | 17



3. Training fees will not be waived nor adjusted, nor is **Fort Gymnastics Club** obligated to schedule any make-up training in the case where a competitive athlete is going away on holidays/vacation at any time (when training is regularly scheduled).
4. During the summer months, the training schedule is modified and will be provided to members by June 1<sup>st</sup>. It is strongly recommended that gymnasts attend as much summer training as possible.
5. If you go on holiday, it is recommended that your gymnast miss no more than 2 weeks of training.
6. Each gymnast is expected to attend training, as dictated by their schedule. Parents are expected to notify their child's coach and **Fort Gymnastics Club** when the child will be absent from regular training sessions with as much notice as possible and to specify the reason for the absence & the expected duration of such absence.

## 13.0 TERMINATION

1. An athlete will not be officially released from **Fort Gymnastics Club** unless all financial and contractual obligations have been met.
2. **Fort Gymnastics Club** in exceptional circumstances which involve athlete's and/or parent/guardians' behaviour or commitment, may interrupt or terminate (with or without written/verbal notice) an athlete's contact. Each situation will be dealt with on a case-by case basis.
3. **Fort Gymnastics Club** reserves the right to remove an athlete from the program at any time during the season, temporarily or altogether under any of the following conditions.
  - If the coach/competitive director feels that the child's development or skill level prevents them 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 period of at least four weeks has elapsed to determine if there has been an improvement in behaviour.
  - Failure to meet financial obligations including repeated instances of Non-Sufficient Funds (NSF) or declined credit card transactions.
  - In the event the gymnast cannot commit to the required training schedule set out by the coach for that particular gymnast. This may include being frequently late for training, frequently absent from training without the prior knowledge of the coach.
  - Breaking of the gym rules, Athlete Code of Conduct, or Parent Code of Conduct
  - Conduct which threatens oneself or others, displaying unusual and potentially self endangering behaviours during training.
  - Assaulting another person.
  - Possession or use of illegal drugs, alcohol, or inhalants.
  - Theft.
  - Willful disobedience and/or open opposition to authority.
  - Use of improper or profane language.
  - Inappropriate social media use as per Athlete Code of Conduct.

- Negative or inappropriate behaviour at events by an athlete or parent.guardian. 4. If any of the above have been determined as a reason for release, all expenses already contracted and owed to **Fort Gymnastics Club** are immediately owed to and payable to **Fort Gymnastics Club**.



## 14.0 PERMANENT WITHDRAWAL

1. **Fort Gymnastics Club** requires a minimum of 30 days for any competitive athlete deciding to permanently withdraw from the program. Fees will be required for the remaining 30 days of training and will be prorated when applicable.
2. In the absence of a written notice of withdrawal from the athlete, but in presence of the obvious absence of the athlete from training, **Fort Gymnastics Club** will make its own determination as to the athlete's status in the program at that time. **Fort Gymnastics Club** will communicate with the parents, and request written notice be submitted.
3. Fees for all services already rendered or for expenses already contracted (due to the athlete's participation in various activities) must be paid by the athlete prior to being officially released from **Fort Gymnastics Club**.
4. All competition fees paid prior to withdrawal are non-refundable.

## 15.0 GROUPINGS

1. The **Fort Gymnastics Club** Competitive Stream Programs are by invitation-only. Athletes are grouped according to several factors. These may include coach availability, skill level, developmental potential, attitude, athlete commitment, and coach-to athlete ratio. Not all members of every group will compete at the same level, nor may they be the same age or ability.
2. If an athlete and their family feel that the program does not fit for whatever reason, there are alternatives that can be discussed. Training groups may remain the same from season to season, or they may not. We evaluate each athlete individually and not as a group.

## 16.0 COMPETITIVE LEVELS/STREAMS

1. The level of each individual athlete is determined by the coach.
2. Coaches will not guarantee the competitive level of a gymnast.
3. An athlete's level is determined by ability, work ethic, attitude, and willingness to perform all skill requirements.
4. Competitive levels and streams are non-negotiable. Placement decisions are final and made in the best interest of the athlete's development and safety.
5. The expectations are that the athletes are performing the required skills months prior to the competition season.
6. After 3 consecutive years at a level, Fort Gymnastics Club reserves the right to move the athlete to a more appropriate stream/level.

## 17.0 PROMOTIONAL OBLIGATIONS

1. Each year, **Fort Gymnastics Club** produces and publicly displays promotional materials, with the intent of marketing its athletes, status, successes, programs, activities, and staff. 2. Unless **Fort Gymnastics Club** is notified otherwise by the athlete's parents (in writing), gymnasts' performances, names and likeness may be used in perpetuity for commercial purposes by **Fort Gymnastics Club**. Please consult our Privacy Policy for these matters (available upon request).



3. **Fort Gymnastics Club** Competitive gymnasts agree to have their biographical information, pictures, and any pertinent audio-visual materials used for these purposes without direct financial compensation by **Fort Gymnastics Club**. Any special circumstances preventing or limiting this must be discussed and agreed upon with **Fort Gymnastics Club** in advance with the member. Please consult our Privacy Policy for these matters (available upon request).

## 18.0 YEARLY TEAM PICTURES

1. All Competitive gymnasts must attend the yearly team picture day, wearing the designated **Fort Gymnastics Club** competition attire.
2. The purchase of team photos is optional for families, however athletes' attendance for team photo day is mandatory.

## 19.0 USE OF SOCIAL MEDIA

1. **Fort Gymnastics Club** uses the Internet and social media to post pictures, videos, and the accomplishments of our athletes. All posts on social media should portray the positive, safe, and fun environment that **Fort Gymnastics Club** provides to its members.
2. All Competitive athletes at **Fort Gymnastics Club** are welcome to post on social media regarding their own athlete, however, must completely refrain from posting statements, videos or pictures of other athletes on any social media outlet/website. The same is applicable to parents and other family members.
3. Athletes are restricted from using their phones and taking pictures/videos in the changeroom areas of the facility. This is to protect our athletes.
4. Fort Gymnastics Club produces and publicly displays promotional materials each year to market its athletes, successes, programs, activities, and staff. Unless notified through email by a gymnast's parent/guardian, Fort Gymnastics Club, may use athletes' performances, names, and likenesses for commercial purposes in perpetuity, in accordance with our Privacy Policy (available upon request). Additionally, PIPA forms must be completed each season, starting in July, with forms emailed on July 2nd and due by July 15th, 2025.

## 20.0 VIEWING

1. **Fort Gymnastics Club** offers gym viewing in 1 designated viewing area. All persons must remain in the designated viewing areas. No unauthorized persons are allowed in the training area.
2. When you do come watch, interaction with the athletes who are training is not permitted – even when they are very young. They need to learn to work on their own and have family time separate from the gym. They need you, once they leave the gym, to show support. Calling or visiting from the sidelines distracts the gymnast, the team, and can compromise the coach's

efforts during the practice. If parents and gymnasts are not following this rule, they will be asked to leave the workout for the rest of the day. If it is an emergency, you must speak to the coach directly or have another staff member relay your message to the coach.

3. Sideline coaching from a parent, guardian, or other affiliated relations to the athlete will not be permitted. Code of conduct is strictly upheld for the benefit of our athletes, parents, and coaching staff.



## 21.0 COMPETITIONS

1. The Coaches will decide which competitive events gymnasts participate in and at which level. Competitions are selected to assist your child in preparing for a successful year. The number of meets offered for gymnasts to attend will vary for each competitive level. These competitions will be shared with parents via email and parent meetings. There are some mandatory meets for various levels:
  - Level 3-5 athletes must attend the Compulsory Championships
  - Level 6+ Zones and Provincials (if they qualify)
2. To attend a meet, the athlete must have good consistent attendance at practices. If repetitive absence, injury, or inconsistent performance occurs, the coach reserves the right to decide if the athlete can attend, and this decision is strictly a coaching decision. There will be no refund of competition fees paid if the decision has been made to not participate.
3. As the level of gymnastics increases, the expectation of volume and training load will also increase. If at any point in the year the athlete is not able to train with the required volume and loads due to soreness/injuries/sickness, the coach reserves the right to change the competitive level of the athlete. All decisions are made with the safety of the athlete as the top priority.
4. FGC Representatives have the responsibility to provide competitive meet schedules as early as possible. Some of these competitions may require travel and accommodations.
5. Competition registration is the responsibility of parents with the exception of AGF sanctioned events, which are mandatory. Registration must be completed by the deadline on Uplifter.
6. Late competition registration will be subject to the availability of each level from the host competition.
7. Competition fees must be paid to **Fort Gymnastics Club** as directed by office administration or the gymnast will not be entered in the competition. Late registrations will incur the late fee of the hosting club. Consent forms may be required for each meet. Please check your emails regularly during competition season (December to June).
8. FGC will add a fee to each competition registration to cover the cost of coach expenses and will base this on the number of gymnasts and coaches attending a particular competition. This fee is meant to cover coach expenses like travel, meals, accommodation, and coach salaries during the event. This fee is included in the competition fee sent to parents at the time of competition registration and is reviewed annually. Competition registration usually costs \$150 or more.
9. Costs incurred to participate at competitions, whether local or out of town, are the sole responsibility of the family of the gymnast participating in these events. These expenses include meals, hotels and travel to and from the location. It will be the responsibility of the parents to organize any travel and accommodations for these events. Be aware there may be a viewing and/or parking fee at most competitions.
10. **Fort Gymnastics Club** reserves the right to amend training schedules before or after each competition to allow for athletes and coaches recovery.
11. If at a competition an athlete fails to warm up all required skills, the coaches **have the right**

to scratch the athlete from the event.

## 22.0 AT COMPETITION(S)

1. An athlete must be able to safely perform their expected competition routines at least TWO weeks prior to departure for an event (unless exempted by **Fort Gymnastics Club**), in an environment similar or equal to that of the regulation competition environment (mats, no spotting, full routine, full difficulty & high level of execution). In the case where the athlete is unable to

FGC 2025/26 Competitive Handbook Page 12 | 17



perform those requirements, they may not be authorized to attend/compete at the event and no refund will be provided.

2. All questions regarding competition schedules, scores, results, rules, selection processes or programming should be directed to your child's coach.
3. Our sport has many rules and policies, it is important that parents refrain from communicating with their child during the competition. For emergency situations, contact the coach directly. Athletes must remain on the competition floor for the entire duration of the competition and stay until the end of the award ceremony.
4. All athletes are required to compete in the official club bodysuit, unless otherwise specified. 5. Athletes are expected to arrive ready to go a minimum of 30 minutes prior to their scheduled warm up time. Athletes not in attendance prior to the completion of general warm up, will not be eligible to compete and no refunds will be issued.
6. If at a competition an athlete fails to warm up all required skills, the coaches **have the right** to scratch the athlete from the event.

## 23.0 TRAVEL TO VARIOUS EVENTS (Domestic & International)

**Fort Gymnastics Club** expects all its athletes, coaches, and chaperones to always behave and conduct themselves with the highest standards of sportsmanship and civility in accordance with Gymnastics Canada, Alberta Gymnastics Federation, and **Fort Gymnastics Club**.

1. As a rule, **Fort Gymnastics Club** athletes will travel to competitions with their parents
2. When parents wish to take their child away from a delegation during or immediately after an event, they are required to inform and obtain the agreement of **Fort Gymnastics Club** PRIOR to depart for the event; it cannot be assumed that these requests will always be agreed to. Communication by email to that effect must be completed by the parent and delegation manager PRIOR to departure.
3. International airline travel will ALWAYS require parents of a minor athlete to supply a notarized Permission to Travel to **Fort Gymnastics Club** and a passport.
4. If participation at an event is cancelled by **Fort Gymnastics Club**, all prior payments will be reimbursed to the member, so long as they themselves are collected back from the original recipients. It is understood that some amounts may or may not be refundable (i.e. but not limited to airline tickets, hotel rooms etc.)
5. If a gymnast (or their parents) cancels their previously confirmed attendance to an event, the member (and their parents) will be responsible for costs and cost shares. There is no refund for association memberships. In the event of an injury withdrawal some costs may be adjusted on a case-by-case basis by **Fort Gymnastics Club**.

6. All competition assignments are tentative. All assignments are pending a positive verification of the athlete by the Head Coach at least one week before departure.
7. Ensuring the athletes have the necessary equipment/attire for athletes attending events (accommodation, transportation, grips, chalk, etc.) is the sole responsibility of the parent/guardian and athlete.

## TRAVEL COSTS & ARRANGEMENTS

Parents of duly assigned Competitive gymnasts are collectively responsible for all costs incurred by the

FGC 2025/26 Competitive Handbook Page 13 | 17



**Fort Gymnastics Club** coaching staff, as a result of travelling and attending the assigned events.

1. All travel arrangements for coaches attending events (accommodation, transportation, etc.) are made by **Fort Gymnastics Club**, unless otherwise pre-arranged by coaches. The costs associated with the coaches' travel expenses will be cost-shared amongst the participating athletes. After the event, costs will be billed to the families. The invoice must be paid in full on the 1<sup>st</sup> or 15<sup>th</sup> of the month in which they are due.
2. All travel arrangements for athletes attending events (accommodation, transportation, etc.) are made by their parents.
3. **Fort Gymnastics Club** recommends to all parents that they purchase their own separate SICKNESS and ACCIDENT medical insurance (for travel outside of Canada) for their child.

## RULES OF BEHAVIOUR WHILE TRAVELLING

1. All **Fort Gymnastics Club** athletes and coaches who travel and represent their club, their province, or their country at various types of events, agree to abide by the specific behaviour rules set forth by the various governing bodies in effect. These rules are generally issued in documents for travelling teams and these documents are available from time to time and can be obtained by making a request to the **Fort Gymnastics Club** office.
2. When travelling for their province or their country, all **Fort Gymnastics Club** athletes and coaches MUST abide by that Federation's Code of Ethics and Code of Conduct in effect at the time of signing of the commitment. This document is available by making a request to the **Fort Gymnastics Club** office.

# 24.0 FGC BEHAVIOUR RULES

Gymnastics is a difficult and demanding sport. To develop excellence and safe participation, an individual must contribute a great deal of time, effort and perseverance. Some of the prerequisites for quality performance and learning are a clear, focused, and well-prepared mind and a well-conditioned body.

## GENERAL GYM RULES

1. All athletes must avoid any actions or activities that may negatively affect learning, performance or the safety of one-self or others.
2. Some training sessions, that exceed 3 hours, may have a small break for athletes to consume snacks in designated areas. This will be clearly communicated to parents at the time of registration or on the first day of instruction.
  - All snacks are expected to be healthy and nut free. If parents are unsure of what constitutes an appropriate snack, please discuss with the coach.
  - Water bottles, snacks and personal supplies may not be left at the gym overnight.
  - Unclaimed lost and found items may be disposed of on a regular basis.

3. Tobacco, drugs, and alcohol have negative health consequences and should be avoided altogether. Smoking, vaping, drinking alcohol or taking drugs by any athlete will not be permitted either within the facility, outside of the facility, club premises, or while representing **Fort Gymnastics Club**. The use, possession, or facilitation to possess illegal drugs will not be tolerated and will result in immediate termination from the program.
4. Profanity of any kind is strictly forbidden on club premises and at events and may result in termination from the program.
5. Warts or other contagious conditions need to be treated or covered prior to coming to gym to prevent them easily spreading to other gymnasts. **Fort Gymnastics Club** will not supply tape to cover warts.

FGC2025/26 Competitive Handbook Page 14 | 17



6. Hair is to be neatly tied back, kept off the face and should be a length that does not cause distraction during training. Extreme hair and nail fashions (and colours) will not be accepted for training or competitions.
7. Being on time for warm-up is very important for safety.
8. Jewelry is not allowed during training, with the exception of stud earrings (one per ear for competitions). Rings, necklaces, anklets, watches, and various body piercings are not to be worn during training.
9. **Fort Gymnastics Club** encourages members and their families to place the utmost emphasis on academic achievement. In the case of academic problems, members are encouraged to discuss the matter with the coaches and discuss potential solutions.
10. Participation in diving and gymnastics is not allowed congruently, given the inherent dangers that can result from possible spatial-awareness confusion (landing on the head rather than the feet). Participation in Open-gym type activities at any gymnastics club/trampoline parks is not recommended.
11. It is recommended that parents ensure that their athletes are safely dropped off inside the gym, no more than fifteen (15) minutes before class starts and are available to pick up their athlete at least five (5) minutes before class ends. Coaches and administrative staff spend many hours in the gym, and it is not fair to expect them to check in your athlete early or wait with your child after they are finished for the day. **Fort Gymnastics Club** does not want any child leaving the gym alone.

#### GENERAL (FOR PARENTS)

1. For obvious safety reasons, parents are reminded that sideline coaching is not permitted or any kind of distraction to their child, or any other athlete, during practice. Parents are not to address their child during practice times. Parents wishing to address their child during practice are asked to obtain the consent of their child's coach prior to doing so. Similarly, children are not allowed to leave the training floor without permission from their coach.
  - **Consequences for sideline coaching is dismissal.**
2. Under no circumstances is a parent allowed on the gym floor. If your gymnast is injured, you must wait until the coach has assessed the injury and feels it necessary for you to be with your child. You will then be given permission to enter the workout area. This also applies to competitions. You are not allowed to enter the competition area for any reason.
3. Slander or negative comments of any kind regarding coaches, owners, staff, other athletes, or other members of the **Fort Gymnastics Club** may result in immediate termination of membership and permanent removal of the program.

#### HARASSMENT

1. Harassment takes many forms but can generally be defined as "behaviour" including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals, or which creates an uncomfortable environment".

2. Harassment from any member, athlete, parent, coach, or staff, is absolutely not tolerated and may jeopardize future involvement with **Fort Gymnastics Club**. Depending on the circumstances and nature of the harassment, legal involvement may be introduced including police presence or litigation as the situation requires.
3. This is to ensure that all participants are guaranteed of the existence of a pleasant environment, not a hostile one; and that all participants are entitled to experience gymnastics in a friendly, supportive environment, free from harassment.

### **MEDICAL ISSUES / REHABILITATION PROTOCOL**

1. The program head is responsible to maintain appropriate first aid kits.
2. It is the responsibility of the gymnast (and of their parents for the much younger athletes) to inform

FGC 2025/26 Competitive Handbook Page 15 | 17



the coaching staff of injuries, pains, and aches created as a result of training or as a result of other activities that the athlete may be involved in outside of gymnastics training. Injuries, aches, and pains must be reported to the athlete's coach before training begins, or as they happen.

3. Athletes are not permitted to wear braces or athletic tape without a doctors/physio note and communication with their personal coach.
4. In the case where an athlete is injured or ill and you take them to the doctor, **Fort Gymnastics Club** must be kept updated in regards to the diagnosis, the rehabilitation protocol established by health professionals and the expected duration of the rehabilitation. The member will also inform **Fort Gymnastics Club** of any other information that pertains to the medical aspects of the injury. We want to be able to support their rehabilitation and to discuss what will be the best way to help them return to full, healthy workouts, with the doctor's recommendation.
5. After an injury and rehabilitation period, the club must receive written permission from the health practitioner and the parent's consent prior to the athlete returning to full training.

### **PROGRESSIVE DISCIPLINE FOR ATHLETES**

In some situations where athletes are not adhering to the requirements and expectations of the competitive program, attendance rates, or are involved in harassing or bullying behaviour, there may be a need for progressive discipline.

1. A first offense will result in a verbal warning from the Coach to the Athlete, followed by communication of the situation and expectations to the Parent.
2. A second offense will result in a written warning from the Coach to the Athlete, with a copy provided to the Parent.
3. A third offense will require an in person meeting with the Coach, Athlete, Parent and Competitive Director to discuss the issues and a plan to resolve the issue and move forward with training.
4. Any further offenses may result in a suspension or removal from the competitive program altogether

## **25.0 COMMUNICATION**

**Fort Gymnastics Club** is very intent on ensuring timely and pertinent communication with all its members. Given the number of hours that Competitive gymnasts spend at the gym and given the number of activities which impact on scheduling, communication becomes quite a challenge. To meet this challenge, **Fort Gymnastics Club** has instituted a communication system.

1. Information can only be given once it is received, there are many instances where information can only be provided at the last minute.

2. The preferred communication route is TeamSnap, monthly FGC Newsletter and email notifications. For continued updates on activities and information it is a good idea to follow FGC on Facebook and Instagram.

## E-MAIL & OTHER WRITTEN COMMUNICATION

1. Competitive members' email addresses will be used for most communications emanating from **Fort Gymnastics Club**.
2. Memos and notices are first sent by e-mail to all concerned members. The memos and notices are also copied to all concerned staff.
3. A hard copy of important emails, competition registrations, and notices can be attained in the office and provided if required.
4. Members' email addresses will be made available to the **Fort Gymnastics Club** staff, FGC Board & Alberta Gymnastics Federation. Emails will be issued from coaching and

FGC 2025/26 Competitive Handbook Page 16 | 17



administrative staff, as well as our Uplifter online registration system.

5. Opting out of **Fort Gymnastics Club** emails for competitive families is prohibited, as this is how all communication is to be conducted.

## 26.0 Grievance

1. Grievances should first be addressed directly with your athlete's coach. We recommend allowing a minimum of 24 hours to pass before initiating communication regarding an issue. This "cooling-off" period supports thoughtful and constructive dialogue.
2. If the concern still requires attention after the recommended period, a formal in person or Zoom meeting must be scheduled with the coach and/or staff at their convenience.
  - Meetings may be scheduled for a date more than two weeks after the initial request, depending on the availability of the coach or staff.
  - Coaches and staff are not obligated to accommodate meeting requests outside of their normal availability.
3. Emails will be responded to during the designated work hours of the coaches and staff. Responses should not be expected outside of these scheduled hours.

## 27.0 FUNDRAISING & SPONSORSHIP

1. Due to the high number of hours required in the competitive program, the hourly cost is reduced compared to the recreational program. To support this program and keep fees manageable, all competitive families are required to participate in fundraising and volunteer hours throughout the season.
2. Each gymnast is subject to a **Volunteer and Fundraising Deposit Fee**. This deposit is added to your account and will be credited back after the required volunteer hours and fundraising goals are completed.
3. For families that exceed fundraising requirements, each \$100 in additional sales can be used to decrease volunteer time by One (1) Hour.
4. Fundraising and volunteer requirements are based on the number of hours your gymnast trains a week. The chart below outlines the corresponding expectations:

Hours of Training	Fundraising Deposit	Fundraising Sales Amount	Volunteer Deposit	Volunteer Hours Required	Total Deposit to be added to
-------------------	---------------------	--------------------------	-------------------	--------------------------	------------------------------

					<b>Account</b>
1-5 Hours	\$100.00	\$200.00	\$100.00	5 Hours	<b>\$200.00</b>
6-8 Hours	\$150.00	\$350.00	\$100.00	5 Hours	<b>\$250.00</b>
9-13 Hours	\$200.00	\$500.00	\$100.00	5 Hours	<b>\$300.00</b>
14+ Hours	\$250.00	\$650.00	\$100.00	5 Hours	<b>\$350.00</b>
Each Additional Child	\$50.00	50% of amount (based on training hours above)	\$50.00	2.5 Hours	<b>+\$100.00</b>

Please refer to Policy #8002 COMPETITIVE PROGRAM VOLUNTEER DEPOSIT AND FUNDRAISING REQUIREMENTS for full details. This policy is available on Uplifter during registration.