



Fort Gymnastics Club  
Parent Handbook 2024/25

<https://fortgymnastics.uplifterinc.com>

# Welcome

Welcome to a new season of the Fort Gymnastics Club!

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

## Mission Statement

To provide quality gymnastics instruction for all ages and all abilities emphasizing fun, fitness, safety, and progressive development at all levels.

## 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).

## Club Philosophy

FGC is a not for profit organization dedicated to the promotion and development of the full athletic, physical, and mental potential of each individual. We believe in giving everyone the chance to be as good as they want to be.

## 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 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).

## Program Goals

- To provide the opportunity for each gymnast to reach their full potential.
- To provide the opportunity for each gymnast to demonstrate and compete for FGC.
- To provide a facility and environment conducive to effective training at a level comparable with other clubs in the area.
- To have fun while learning and developing new skills.
- To promote team spirit among the gymnasts. Enthusiasm is expected for both their own accomplishments and of the team as a whole.

## Communication

All information from FGC is distributed to the parent/guardians through our Uplifter email. It is the parent's responsibility to ensure that FGC has your current email address. A change to your email can be sent to [admin@fortsaskgymnastics.ca](mailto:admin@fortsaskgymnastics.ca) and [operations.director@fortsaskgymnastics.ca](mailto:operations.director@fortsaskgymnastics.ca).

Our Competitive teams use "TeamSnap" for ongoing communication throughout the season. Your coach will send you an invite to join. The app will give you access to checks-ins, class or schedule changes, upcoming events like competitions and communication with your team and coaches.

You may also visit the Fort Gymnastics website at <https://fortgymnastics.uplifterinc.com> and social media sites:

Facebook <https://www.facebook.com/FortGymnasticsClub>,

Instagram <https://www.instagram.com/fortgymnastics/>

YouTube <https://www.youtube.com/@fortgymnastics6506>

## Athlete Information

### Athlete Membership

Athlete participation in the program is subject to continual evaluation. Characteristics such as performance, Athlete's Code of Conduct, attendance, effort, and other attributes, determine whether or not they will continue to participate in our more advanced programs on a yearly basis.

### Equitability/Individuality

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.

### Attendance

Regular attendance is an important aspect of an athlete's progress and it is imperative that gymnasts attend every training possible. No make-up classes will be offered if your child is absent. Preparedness for competition includes attendance. **If there is a situation where a gymnast cannot come to training the week prior to a competition please speak to the coach or Operations Director as this may result in forfeiting the competition and refund.**

It is the parents' responsibility to inform the Operations Director and/or their coach about any extended absences during the training year. This is to ensure you are aware of deadlines or events and can make arrangements if necessary.

## Athlete's Competitive Level

The coaching staff decides upon each competitive athlete's competition level/routines/skill level and all other technical components of their training.

## Athlete's Safe Sport

Both FGC and AGF are committed to creating a system that ensures a cohesive safe sport environment for all participants in the sport of gymnastics across our province and in Canada.

## 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.

## Training Attire / Supplies

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. 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. All gymnasts should have a full **plastic** water bottle, a healthy snack, and a supply of their own gymnastics tape and chalk. A suitably sized gym bag to carry supplies would be helpful. For safety reasons, all jewelry and accessories should be removed.

### Supplies

- Chalk blocks. It is available to purchase at the gym for \$5.00/block
- Small container with lid container for chalk
- Spray bottle to assist with chalk application
- Grips
- Grip wristbands
- Straps for on the bars

## Competitive and Demonstration Attire

Competing gymnasts will be required to purchase FGC uniform items to wear for competitions. The FGC competitive uniform includes a competitive bodysuit, FGC sweater or jacket and black leggings or black sweatpants. FGC attire will be available for demonstration and mock meets for other gymnasts as decided by the coach.

## Private Lessons

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 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.

## Routines

CCP JO 1-5 levels have predetermined routines. Xcel and Level 6+, gymnasts will receive a routine on floor and beam. They are required to keep these routines for 2 years unless their coach decides otherwise. Each gymnast will have two one hour sessions with the dance choreographer to learn their routine, as well as another one hour session (or two half hour sessions) for clean up and review. The fee for these routines are approximate, floor routines cost \$300/routine. There are no refunds for cancellation.

## Use of the Gym

- SAFETY IS OUR MAIN CONCERN!
- All safety rules MUST be followed.
- Athletes will not be permitted to have cell phones on the floor during training.
- Gymnasts will not use any equipment or be in the gym area unless under direct supervision of a coach during training time.
- No one trains alone.
- Common sense, respect for one's own limitations, and for other participants around, must be applied at all times.
- All accidents/incidents must be documented and reported to the Operations Director or coach on the floor.
- No outdoor shoes are allowed in the gym area. Please place shoes/boots on the boot rack, or in provided bins at the front door.
- No food, gum, beverages (except water bottles) allowed in the training area.
- No smoking, vaping, or alcohol is allowed on the premises.
- Only water in a plastic water bottle is permitted in the training area.
- There are no specific snack breaks, and snacks are eaten alone in the viewing room at an appropriate time with permission from their coach.
- Please be conscious of the nutritional value of their snacks.
- All gymnasts must respect the club and clean up after themselves. Hands must be washed before re-entering the gym floor.
- **We are a nut free facility.**
- Parents are welcome to observe training and are not to distract your child, other gymnasts, or coaches while classes are running.
- Parents will enter the building through the main entrance and sit in the viewing room.
- Giving verbal directions, hand signals, coaching your child, entering the gym area without permission, interference, or distractions of any kind, are not permitted. Violating this, with the discretion of the operation director, will result in no longer being able to view your child training at any time for an indeterminate length of time.
- Should your child require your assistance, the coach will make sure they come to the viewing room at an appropriate time.
- In the event of a fall or injury, please remain calm and stay seated in the viewing room. If you are required into the gym area a coach will ask you to come out.
- Parents are welcome to approach their child's coach with questions or concerns before or after class. Be aware that the coach may not have time to fully address you at this time. Consider booking an appointment to allow the coach to give their undivided attention to the situation.
- Every member of FGC is expected to treat others with dignity and respect. This includes our participants, parents, coaches, staff, and volunteers. Any behavior that is insulting, humiliating, intimidating, malicious, degrading, or offensive, is not acceptable and will result in appropriate disciplinary action.

# Athlete's Agreement & Code of Conduct

## Athlete's Rights:

- The right to participate at a level that is consistent with developmental ability.
- The right to participate in a safe and healthy environment.
- The right to learn proper preparation in the sport of gymnastics.
- The right to be treated with dignity by all coaches, staff, and fellow athletes.
- The right to have fun through sport

## Athlete's will be expected to:

- Arrive on time for class prepared to work.
- Follow the coach's instructions.
- Treat everyone with respect and courtesy.
- Remain with the group unless permission is requested and granted from the coach.
- Inform their coach of any absences.
- Leave all valuables at home. The club assumes no responsibility for lost items.
- Store cell phones in the cubby's provided during training hours.
- Encourage your teammates. Bullying will not be tolerated.

**Behavior:** Athletes are expected to always behave in an appropriate manner. Rowdy, disrespectful, or disruptive behavior, as well as, attempts to embarrass others, violate the Athlete Code of Conduct. Athletes should show respect for themselves, and others, during all training and competitions.

**Honesty:** Athletes should demonstrate honesty in communications with their coach regarding completion of programs and exercises. Cheating will not be tolerated at any level, and will result in disciplinary action decided by the coach.

**Work Ethic:** Athletes are always expected to give a continuous effort throughout practices and competitions. Best efforts should be made to complete programs developed for the athlete, as they are working hard to fulfill goals.

**Communication:** Athletes are responsible for reporting any injuries to their coach at the onset of pain. Untreated injuries can escalate and result in more serious, long-term issues. Athletes should also openly discuss with their coach concerns of any sort relating to their gymnastics, including fears. Open communication with the coach is a key component to efficient training.

**Harassment** is defined as any behavior such as:

- Comments, gestures, or contact which causes offense or humiliation, or any conduct which is not welcomed and unsolicited.
- Psychological harm to an individual which causes fear, mistrust, or devalues the individual.
- Abuse of authority, or position.

The FGC believes in providing a harassment-free work, and training environment, and therefore will not tolerate any harassment by coaches, athletes, volunteers, or parents when training or competing at any club.

- Formal harassment complaints must be in writing and submitted to the Coaching Director or President of the Board of Directors.

## Discipline

FGC commits to the athlete and their family for the season. However, the Operations Director has the right to remove an athlete from the program at any time, temporarily or permanently, under any of the following circumstances:

- If the Operations Director in their discretion feels that the child's temperament, development, or skill level prevents the athlete from meeting the requirements of the program.
- If the conduct of the athlete or their parents is disruptive or disrespectful.
- If the monthly fees are not being paid.
- In the event the athlete is repeatedly absent, frequently arriving late, or leaving early.

If there is a problem with conduct a meeting will be called between the coach, Operations Director, and the parents. The gymnast may be given a probationary period during which time improvement in behavior must be shown, or the gymnast may be asked to leave the competitive program.

If a gymnast consistently fails to adhere to the Athlete Code of Conduct, and policies, it may result in temporary removal and their position with the competitive program will be reevaluated.

Penalties for Violation of Policy:

Any staff, parent, athlete or volunteer violating the club policies may be subjected to one or more of the following penalties:

- Verbal reprimand (written record)
- Written reprimand
- Suspension of training or employment
- Termination of membership/employment
- Legal action

## Injury

In the unfortunate event that your child becomes injured or ill for an extended period we may be able to reduce or suspend your fees. You must submit any request for fee suspension to the Operations Director in writing.

For injuries, a doctor note must be provided stating the nature of the injury and the time required to recover.

- Injuries incurred at gymnastics, resulting in missing more than two weeks of training, will be refunded.
- Injuries incurred outside gymnastics, resulting in missing more than one month of training, will be refunded.

Any athletes, who think they may have sustained a concussion, MUST see a doctor. Following this, FGC will follow the AGF concussion return to play protocol.

**Athletes MUST have medical clearance to resume training. Please submit this note directly to the Operations Coordinator, in person or by email :**

**[admin@fortsaskgymnastics.ca](mailto:admin@fortsaskgymnastics.ca)**



# Competitions

The Operations Director, in consultation with the competitive coaches, will decide which competitive events gymnasts participate in, and at which level. Competitions are an integral part of this program, and the coach will determine if your child is ready to compete. Competition fees must be paid to the club by the deadline, or the gymnast will not be entered in the competition. Consent forms must be completed for each meet.

Please keep in mind that 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 and be decided by Coaches on an annual basis. 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)

The entries for meets are due as a club. All information and deadlines will be emailed to you. It is your responsibility to ensure that fees and forms are submitted to the club on time. Sometimes competition packages have a short turnaround, and the club will do what we can to ensure everyone gets the information required. Your child will not be entered until the forms and payment are made. If your child must be scratched from a meet due to illness or injury, we ask that you talk to your coach, or email [operations.director@fortsaskgymnastics.ca](mailto:operations.director@fortsaskgymnastics.ca). Do not contact the club hosting the meet for any reason. If you have questions about the meet, please contact your coach or Operations Director and they will happily answer.

## Parents

Parents are required to have the **Respect in Sport Certificate**, you can access the course here [https://gymnasticscanada.respectgroupinc.com/koala\\_final/](https://gymnasticscanada.respectgroupinc.com/koala_final/) please remember to link your gymnast and our gymnastics club to your course registration.

Parents are expected to act appropriately at competitions. Respect, good sportsmanship, and manners are required. It is your responsibility to know when and where your child competes. If you are unsure please ask their coach.

Parents should **not**:

- Signal to, wave, talk to, or otherwise distract any gymnasts while on the competition floor from the time warm up begins until after the awards have been presented.
- Enter the competition floor.
- Enter conversations/discussions regarding the competition with judges or coaches before, during, or immediately after the competition.
- Make public displays or use inappropriate language.
- Speak negatively about other clubs, coaches, gymnasts, judges, or parents.

## Gymnasts

Gymnasts must arrive fully prepared for meets and events a minimum of 30 minutes prior to the start of warm up. Failure to be punctual may result in removal from the event, or scratched from the meet without a refund. A schedule will be provided as soon as one is available, usually a week or two prior to the meet. Any assistance with hair should be arranged for a time prior to when the gymnast is required to be ready. Gymnasts should have FGC attire available during competitions and march-ins when requested by the coach.

Gymnasts may **never**:

- Approach any judge or judging panel before, during, or after the competition unless requested to do so.
- Leave the competition floor during the meet without permission from their coach.
- Enter the spectator area until the competition is over without permission from their coach.
- Use any equipment, play games, or fool around during waiting times.
- Speak negatively about other clubs, coaches, gymnasts, judges, or parents.

All gymnasts and parents are representatives of FGC and as such are expected to show exemplary behavior and good sportsmanship

## What to expect on Competition Day:

Contacting your coaches:

If you need to get in contact with your coach on the day of your competition it is best to directly message your coach instead of phoning, emailing or messaging the gym.

### Expectations:

Please have your gymnast arrive 30 minutes prior to the competition start time. This ensures time for any last minute preparations.

- Make sure the athletes get a good meal before the competition.
- Athletes arrive at the competition with hair up in their competition bun and competition suit on.
- Parents are to sit in the parent viewing section. Please refrain from talking to your child during the entirety of the competition. Cheering and picture taking (with no flash) is encouraged!

### Competition Timeline:

- Athletes will join their coaches and teammates 30 minutes before warm up time.
- Athletes will do a 15 minute general warm up.
- Athletes will go to their first event and do a check in with the judges.
- Athletes will have a designated amount of time to warm up on each event and then complete their routine.
- They repeat this at every apparatus.
- Athletes from each session will gather into one designated area for awards.

### Competition Awards:

- **CCP 1/ 2:** Each athlete will earn a medal. The judges will add up each score from each event and the athletes score determines the medal they earn.
  - **Gold:** 36.00-40.00
  - **Silver:** 32.00-35.99
  - **Bronze:** 31.00 or lower.
- **CCP 3-10 & Xcel :** Athletes will compete against other athletes in their age category. Medals are given for each event and All Around for athletes who place 1st, 2nd or 3rd. Ribbons are given for each event and All Around for athletes who place 4th-8th.

### Live Meet App Instructions:

- Download LiveMeetApp on the app store.
- Open the app and select "Free Version" in the bottom left corner.
- Click "Active Meets" the second option from the top.
- Select the meet you are attending.
- Select "Sessions" the first option from the top.
- Select the session you are competing in.
- Look for your child's name (For some larger competitions your child may be in rotation B which you can select at the top of the screen)
- After switching events select the next round at the bottom of the screen.
- Please be aware that some competitions may not use the app or have the app ready until the day of the competition. The app will potentially lag depending on the number of users on the app.
- Also note that the Livemeet Software once populated with gymnast birthdates (from your registration completed by your coaches) will configure groupings for competition to make manageable sized groupings. This may alter the age category slightly and your athlete may compete against younger or older competitors as a result. This will change at each competition depending on the competitor registration for that competition.
- As coaches we do not share your child's scores with them until the end of the competition to help with nerves.

### Packing List for Competition Day:

- Competition suit.
- Scrunchie and hair supplies.
- Black leggings or sweatpants
- FGC hoodie (or any plain sweater if you do not have the FGC sweater).
- Water bottle.
- Healthy snacks.
- Chalk and grips if your athlete has
- Any personal necessities such as tape, ankle or knee braces, deodorant, inhaler, etc.

# Fees

The Competitive program is a 10 month program plus summer. Registration will take place in June and the gymnasts will be registered for the full year. Program fees can be paid as a lump sum, biannually, quarterly, or as 10 monthly payments. Payment arrangements are mandatory at the time of registration.

Summer training fees are based on the number of hours per week each individual athlete trains during the regular season (Sept - June), and dates for training will be sent by the coaches prior to the end of the current regular training season. Summer training fees are due in full the first week of July and calculated separately from regular program fees.

Competitive program fees are based on the number of athletes in the program and therefore it is important to understand that you must pay the entire amount whether your child is at all of the training sessions or not as we must pay our staff for the entire year. There are no adjustments for holidays, or missed training days for other activities. If your child becomes ill or injured for an extended period of time, then you may be eligible for a reduction. Please contact the office if you require more information.

Payment of all registration fees must be arranged at the time of registration via credit card, post dated cheque, or cash up front. Any post dated payment options must be received at the time of registration but can be dated for the date due.

## AGF Insurance

The Alberta Gymnastics Federation (AGF) insurance fee is mandatory and MUST be paid IN FULL prior to participation in the first class. Typically this is July 1 of every new competitive program season. These fees are subject to change and are set by AGF and cover your gymnast from July 1- June 30 of each year.. See their website for more information:

<https://www.abgym.ab.ca/>

### AGF Annual Insurance and Registration Fee

Level	Yearly AGF Registration Fee – Due July 1
Developmental	\$100
Xcel	\$300
*WAG **CCP 1-2	\$100
WAG CCP1-2 Competing in Championships	\$300
WAG 3-5	\$300
WAG 6+	\$300
***MAG 1-2	\$300

\* WAG - Woman's Artistic Gymnastics

\*\*CCP - Canadian Competitive Program

**\*\*\* MAG - Men's Artistic Gymnastics**

**\*\*Insurance can be upgraded mid season if needed.**

## Training Fees

Hours/Week	Monthly Fee	Hours/Week	Monthly Fee	Hours/Week	Monthly Fee
2.5	\$100	3	\$120	3.5	\$140
4	\$156.8	4.5	\$176.4	5	\$192.00
5.5	\$211.20	6	\$225.60	6.5	\$244.40
7	\$257.60	7.5	\$273	8	\$281.6
8.5	299.2	9	\$304.20	9.5	\$321.1
10	\$324	10.5	\$340.2	11	\$347.6
11.5	\$350.00	12	\$354.20	12.5	\$358.40
13	\$361.4	13.5	\$365.00	14	\$369.90
14.5	\$371.2	15	\$377	15.5	\$380
16	\$384	16.5	\$396	17	\$408

## Summer Training Fees

Summer programming is mandatory, payment is required in the first week of July. Your child can attend only the minimum or all the summer classes available.

Level	Minimum Number of Days Training	Hours per Day	Cost for Summer
Developmental	10 days	2 hours a day	\$150.00
Xcel	10 day	3 hours a day	\$225.00
JO 1-2	10 days	3 hours a day	\$225.00
JO 3+	15 days	4 hours a day	\$337.50

## Uniform Costs

Training suits (bodysuits) are required for training and it is recommended to own at least three. Costs below are approximate and may change:

### **WAG:**

- Competitive suit \$150-\$200
- Training Suit (bodysuits) \$40-\$85
- Hooded Jacket \$85

### **MAG:**

- Boys Singlet \$65
- Boys Shorts \$30
- Boys Longs \$60
- Hooded Jacket \$85

## Routine Costs (Level 6+)

- Floor \$300/routine

## Competition Expenses

The 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.

Competition registration usually costs \$120 or more.

## Competition Coach Fees

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.

## Refunds/Withdrawal

All competitions, FGC attire, insurance, fundraising, and ticket deposits are non-refundable.

Class fees are refundable for various reasons and are only given on fees already paid. If fees are not paid they are still due. For injuries, a doctor note must be provided stating the nature of the injury, and the time required to recover.

- Injuries incurred at gymnastics, resulting in missing more than two weeks of training, will be refunded.
- Injuries incurred outside gymnastics, resulting in missing more than one month of training, will be refunded.
- Moving/no longer wish to remain in the program, fees are due to the end of the month following when notice is given. For example, if on November 1 you inform us via email that your child no longer wishes to be in the program, fees are due until the end of the month following this notice, which would be the end of December. In this case you would pay November 1 and December 1 fees.
- No partial refunds will be given on session fees due to absence for holidays, or other activities as chosen by families.
- No refunds will be given for gymnasts who have been removed from the program due to lack of participation.

## Arrears

Please note that any gymnast with fees in arrears at the end of June will not be permitted to continue in the competitive program until all payment is arranged. Any family in arrears for 30 days will be charged a \$25 administrative fee, and NSF cheques are subject to a \$50 fee. Any family whose fees fall 45 days in arrears may be suspended from the club until payment is made in full. Should payments not be made, the balance owing will be sent to collections and you will then be responsible for the fees owing as well as the legal costs to obtain payment. If your account is in arrears, your child will not be eligible to compete.



# Fundraising

Due to the number of hours of training required, the hourly cost for the competitive program is reduced when compared to the recreational program. Because of this, the Board of Directors require a commitment from competitive parents to assist the club in various fundraising and volunteer events throughout the year to ensure the best success of our club.

Every gymnast is subject to a Volunteer Deposit Fee which requires a minimum number of volunteer hours and a minimum cash value of fundraising sales with FGC per season. The number of volunteer hours and value of fundraising sales is dependent on the number of training hours. (See chart below.) The volunteer deposit will be added to your registration fees in September, and will be credited back to your account, after the completion of your volunteer hours and fundraising sales requirements.

Hours of Training	Volunteer Deposit	Fundraising Sales Amount	Volunteer Hours to Complete
1- 5 Hours	\$200	\$200	5 Hours
6-8 Hours	\$200	\$350	5 Hours
9-13 Hours	\$200	\$500	5 Hours
14+ Hours	\$200	\$650	5 Hours
Each Additional Child	\$100	50% (dependant on hours of training as listed above)	2.5 Hours

Please familiarize yourself with ***Policy #8002 COMPETITIVE PROGRAM VOLUNTEER DEPOSIT AND FUNDRAISING REQUIREMENTS***. This policy is available to you on Uplifter when registering.