



Athlete and Parent Handbook 2017-2018

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CONTACT INFORMATION

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To reach the Board of Directors, please email: admin@canmoregymnastics.com. For private matters, please send the board a simple request to be contacted immediately through the admin address, then a board member will reach the parent by telephone or personal email.

Canmore Illusions Gymnastics Club – Policies and Procedures

SECTION A – GENERAL INFO

MISSION STATEMENT

To provide athletes of all ages and skill levels, the opportunity to achieve personal excellence through the sport of gymnastics.

CIGC HISTORY

In January 1994, CIGC's former head coach, Marti Przibislavsky, started an after-school gymnastics program at Elizabeth Rummel School. One year later, an advanced group from the after-school program formed a small pre-competitive group and used the gymnastics facility available at the Canmore Recreation Centre. In September 1996, a Parents Committee was formed and the club was registered under the Societies Act with the name Rocky Mountain Illusions Gymnastics Club. In 2000, the club changed its name to the Canmore Illusions Gymnastics Club. In 2015, CIGC moved to its new location in the previous swimming pool space at the Canmore Recreation Centre.

ALBERTA GYMNASTICS FEDERATION

In order for CIGC to be a member of the Alberta Gymnastics Federation (AGF), each competitive and recreational member must pay dues. These dues are included in CIGC fees. The AGF is comprised of more than 100 member clubs throughout Alberta.

The AGF has two general areas of responsibility:

- 1) Coordination of gymnastics activities that are provincial in nature, such as leadership development, the recreation development program and the competitive program.
- 2) Provision of services to clubs (particularly services that would otherwise be unavailable to clubs).

Benefits of belonging to AGF include:

Communication

- The ability to access an AGF toll-free line to call the AGF office
- Clubs receive copies of the AGF newsletter and are encouraged to submit articles and other items of interest for print
- Regular mail-outs to clubs to keep them informed of upcoming events (e.g., Calendar of Events, NCCP Technical Courses/Judging Course Dates).

Services and Resources

- A comprehensive liability insurance package to protect club directors, coaches and supervisors from potential lawsuits, as well as a sports accident insurance policy that compensates participants for sport-related injuries. This insurance is valid from July to June each year (meaning, if a participant joins in January for a winter session, they still need to purchase the full AGF insurance for that year)
- The ability to purchase resource materials at member prices
- The opportunity to participate in the national CANGYM badge program
- The opportunity to raise funds for member clubs by participating in AGF-sponsored events
- Opportunities for leadership development (e.g., coaching and judging clinics)
- The AGF makes available medals, crests, pins and other materials for clubs to purchase at cost

- AGF affiliated Clubs are eligible for grants, available through various government agencies
- Member clubs have voting privileges at the Annual General Meeting and can nominate people for positions on the Board of Directors. Thus, member clubs have direct input into the AGF's operation and policy development
- Member clubs have the opportunity to access the AGF Resource Library.

PRIVACY POLICY

When registering for a CIGC recreational or competitive program, the personal information collected may be used for registration, club communication, insurance and emergency purposes by CIGC staff, CIGC board and/or sub-committees, the Town of Canmore and the AGF.

FEE STRUCTURE

- 1) It is the policy of the CIGC that the complete program fee must be satisfied regardless of attendance and that there will be no pro-rating. Example: If a program runs two days per week, and the athlete attends only one, the program fees for two days must still be paid. The board reserves the right to make exception to this rule on a case-by-case basis. The exception must be presented in writing to the board.
- 2) NSF cheques will result in a \$25 administration fee. Should this situation occur, a new cheque must be provided prior to the next class for the same amount, including the administration fee. In the case that an NSF cheque has not been replaced, the athlete will be unable to participate until payment has been received. The club endeavors to provide gymnastics to all athletes. Alternative sources of funding may be available. Please contact the board if interested in learning more about these resources.
- 3) In the event an athlete is unable to afford their monthly payments, the Board requests that the family put this in writing to them immediately. A 30-day grace period will be allowed from the date of the missed payment. Thereafter, interest of prime plus five per cent will be added to the outstanding monthly payments and cumulated as such. The board will do everything possible to find financially creative ways to keep the athlete in gym.

CIGC CODE OF ETHICS

Every member of CIGC is expected to treat others with dignity and respect. This includes our participants, parents, coaches, staff and volunteers. Any behaviour that is insulting, intimidating, humiliating, malicious, degrading or offensive is not acceptable and will result in appropriate discipline.

Athlete's Bill of Rights

- The right to have the opportunity to participate in sports regardless of ability.
- 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 Code of Conduct

- Behaviour: Athletes are expected to behave in an appropriate manner at all times. Rowdy, disrespectful or disruptive behaviors, as well as attempts to embarrass others, violate the code of conduct. Athletes should show respect for themselves and others during all trainings and competitions.
- Talking during class should be kept to a minimum, to allow athletes and coaches to focus on their tasks.
- Honesty: Athletes should demonstrate honesty in communications with the 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.
- Presentation: Athletes in the girls' competitive stream programs must present themselves suitably at each practice. This includes a proper gymnastics body suit, hair pulled into a tight bun, no outside clothes over the gym suit, and a ready-to-work attitude. Bodysuits without shorts are preferred.

Should this Athlete's Code of Conduct not be adhered to, disciplinary action will be taken as per the Behaviour Protocol.

Coach's Code of Ethics

- Coaches are expected to do everything in their power to fulfill the Athlete's Bill of Rights
- Coaches are expected to treat athletes and parents, board members and volunteers, judges, meet officials and each other with courtesy and respect at all times.
- Coaches are to refrain from malicious gossip and demeaning remarks with or without intent to bias opinion concerning athletes, other coaches or judges, and board members.
- During a competition, coaches should consider it unethical to express displeasure at a judge's work to that judge through any means other than the standard protest procedure.
- It is unacceptable for a coach to threaten, yell or strike any athlete or judge, regardless of the situation or location. It is unacceptable for a coach to use abusive language, inappropriate tone of voice or body language at any training session, meet, or meeting.

Parent's Code of Ethics

- I will remember that my child participates in gymnastics for his or her enjoyment and that the goals that my child is striving to achieve will be set by him or her, and not by me.
- I will treat the coaching staff and other members of the club with respect.
- I will approach coaches in a calm and respectful manner when discussing a concern regarding my child.
- I will not interrupt the class by requesting the attention of the coach or by walking over to the coach while class is in session.

- I will allow my child and the coaching staff to participate in gymnastics practice sessions and competitions without interference from me.
- I will never ridicule my child for her or his performance at a gymnastics practice or event.
- I will be supportive of my child's participation and efforts in gymnastics and will offer praise and encouragement for doing her or his best, participating fully, and being supportive of the other gymnasts.
- I will encourage my child to follow the gymnasium rules and to treat the other gymnasts and the coaches with respect.
- I will address all of my concerns regarding the gymnastics program to my child's coaches. In the case that my concerns have not been resolved, I will address them in writing to the Board of Directors. (See complaint/concern protocol on next page.)
- I will address any concerns regarding club administration to the Board of Directors in writing.
- I will show appreciation for club volunteers and supporters and will not be unduly critical of work done by club volunteers.
- I will do my best to foster a positive image for CIGC within the community.

BEHAVIOUR PROTOCOL

The following is the recommended disciplinary protocol for behavioural issues in a single class; however it is the coach's decision as to the appropriate level of discipline required:

- 1) Verbal warning.
- 2) Time out from training.
- 3) Parents phoned to come and pick up their child.
- 4) Class suspension (without reimbursement of fees)

The coach may fill out a Behavioural Incident Report following the class. Upon completion, the coach will provide a copy of the report to the parent.

REMOVAL FROM A PROGRAM

For its part, CIGC commits to the child and his/her family for the competitive season. However, the Program Director/Board of Directors have 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 appropriate Program Director in his/her discretion feels that the child's temperament, development or skill level prevents the athlete from meeting the requirements of the competitive program
- If the conduct of the child or his/her 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 the athlete receives 3 Behavioural Incident Report Forms*

If the above situation(s) occur at any time, protocol is as follows:

1. A 1st warning, either verbal or written to the individual from the group coach or Program Director
2. If unresolved, a 2nd warning in a written notification to the individual from the Board of Directors
3. If unresolved, removal from the program.

*In the case an individual receives 3 Behavioural Incident Reports, protocol will be immediate removal from the program, without reimbursement of fees.

COMPLAINT AND CONCERNS PROTOCOL

CIGC coaches and Board of Directors endeavour to run the club to the best of their ability. However, the club is unable to foresee every problem that may occur. Please, do not let a problem go un-addressed or assume it cannot be resolved. CIGC wishes to tackle any and all problems before they grow into larger issues. Please follow the complaint protocol listed below. If a parent or guardian has a concern with their child, they must follow the outlined steps:

- 1) After waiting 24 hours from experiencing an issue - Arrange an appropriate time to first discuss the issue with the class coach.
- 2) If the problem cannot be resolved by the coach, then the issue is to be brought to the appropriate Program Director.
- 3) If the appropriate Program Director is unable to resolve the problem, then he or she will present the matter to the Board.

CIGC coach email contact:

jordana@canmoregymnastics.com – Women’s Program Director

ashley@canmoregymnastics.com – Women’s Competitive

maiyysha@canmoregymnastics.com – Women’s Competitive, Preschool Director

keenan@canmoregymnastics.com – Women’s Competitive, Recreational

aundrea@canmoregymnastics.com – Women’s Developmental, Recreational, Camp director

kelly@canmoregymnastics.com – Men’s Program Director

GYM RULES

Look before you leap! For a safe and positive experience, these are the rules at CIGC:

- 1) Group leaders are responsible for the conduct of their group and must ensure that group members adhere to the following rules of the gym.
- 2) All participants wait in the lobby to be called in to the gym by the coach, where drop-off and pick-up will occur. No use of equipment without permission or direct supervision of the coach.
- 3) In registered programs, participants must remain with their group at all times. Coaches must be notified of the need to leave class for any reason.
- 4) No shoes in the gym – bare feet only. Outdoor footwear is removed and placed neatly on the shoe racks outside the change-room doors.
- 5) No jeans. Proper attire must be worn (shorts and T-shirts are acceptable)
- 6) No jewelry. Leave valuables at home. CIGC is not responsible for lost or stolen property.
- 7) No gum, food, or drinks except water are allowed in the gymnasium.
- 8) Hair must be tied back.
- 9) No rough play.
- 10) Wash hands after bathroom use.
- 11) Plantar warts must be taped on feet or hands.
- 12) CIGC is a NUT-FREE facility. We have some members with life-threatening allergies.
- 13) **Allergies/medical conditions:** If required to carry medication, advise the coach and keep medication labelled and in a designated spot (Epi Pens, inhalers, medical alert bracelets, etc)
- 14) Parents are not permitted to enter the gym unless they have been called upon by the coach. Viewing must take place through the front windows. Messages that need to be relayed to an athlete while a class is in session, must be relayed through an office staff member.

SECTION B – COMPETITIVE PROGRAM POLICIES

PROGRAM COMMITMENT

Athletes returning to a new season of the competitive program are required to reserve their spot with a deposit in the previous spring. A minimum of 2 weeks' notice will be given to returning families to prepare their deposit. Athletes who submit their deposit on or prior to the deadline given will be guaranteed a spot in the program in the upcoming season. The Program Director(s) and competitive coaches will form appropriate groupings with the deposits that have been submitted. Therefore, spots for athletes who submit their deposit after the deadline given will be subject to space.

By submitting a pre-season deposit, the athlete and his/her family understand that their commitment is to the *competitive program*, and not to a specific group, coach, or training schedule. The Competitive Program Directors will endeavor to release final program information within 4 weeks following the deposit deadline.

The deposits for the 2017-2018 season, DUE MAY 5th, 2017, are based on the program the gymnast will be placed in the upcoming season:

- \$250 – Competitive stream
- \$150 – Pre-competitive and Interclub streams

See pg. 9 for more info on streaming

PROGRAM FEES

- The CIGC competitive program's fiscal year runs from September 2017-August 2018.
- Program payments must begin Sept 1st, and may be made in a lump sum, quarterly, or monthly for 12 months.
- Program fees include the minimum training weeks that the athlete is expected to complete both during the regular season (Sept-June) and summer 2018 (July/August).
- Program fees also include (but are not limited to) estimated pre-payment for meets (see Competition Fees pg.12), Competition Cost Share, AGF insurance, and a locker rental fee.

Note: Gymnasts may participate in more training weeks throughout the year than is required and pre-charged. Families will be separately charged according to the additional weeks of training not included in the registration package, depending on the nature of the additional training.

CIGC COMPETITIVE PROGRAM STRUCTURE

MEN'S PROGRAM

<u>Stream of Gymnastics</u>	<u>Group Details</u>	<u>Description</u>
Competitive	Gymnasts ages 8 and up <i>Training hours dependent on level</i>	This program follows the Provincial Pathways Program which uses the Compulsory Routines for the first 2 Levels and Optional requirements for Provincial Level 3 and up, using the 6 apparatus in Mens gymnastics.
Pre-Competitive	Gymnasts ages 6-8 <i>2 days/week</i>	This program develops the physical attributes of strength, agility, coordination and flexibility in a “fun type” atmosphere. Gymnasts will work on the 6 Men’s apparatus- floor, pommel, rings, vault, parallel bars and horizontal bars.

WOMEN'S PROGRAM

<u>Stream of Gymnastics</u>	<u>Group Identification</u>	<u>Description</u>	<u>Competitions</u>
Competitive	Team 1 through 5 <i>10-24 hours/week</i>	Gymnasts ages 8 and up, grouped according to level and age, who have developed through past pre-competitive or developmental programs, endeavouring to compete in Junior Olympic (JO) Level 4 and higher.	<i>See Competition Attendance Policy below (pg.11)</i>
Pre-Competitive	Elite Petite Pre-Team 1 and 2 <i>5-9 hours/week</i>	Gymnasts ages 4-8 learning the basics of pre-competitive gymnastics using both the JO program and competitive program fundamentals.	Summit Invitational Only – pending preparation
Interclub	Interclub (IC) 1 through 4 <i>2.5-7 hrs/week</i>	A beginner competitive program, grouped by age and training commitment, where gymnasts will learn and master the basics and routines of JO levels 1-3.	Minimum participation in Summit Invitational + 1 additional meet. Maximum participation in Summit Invitational + 2 additional meets.

TRAINING ATTENDANCE

- All groups in the competitive program will require **80%** attendance for the main season, September-June
- Attendance records will be kept daily by each coach, at all times of the year
- In the interest of athletes' safety, the coach will have full discretion regarding removing an athlete from a competition if attendance does not meet the requirement for any period of time
- **Attendance that does not meet the requirement over the course of the season may result in being reassigned to a non-competitive program in the following season***
 - *Exception may apply if the athlete cannot attend gymnastics due to injury for an extended period of time, or an extenuating personal circumstance at the discretion of the Program Director/Board of Directors

TRAINING HOUR REQUIREMENTS

In order for participants to maintain a sufficient level of physical and psychological preparation for gymnastics, thereby reducing the risk of injury, a minimum level of training hours is required based on level. Physical preparation is gained both through a set number of training hours, as well as appropriate training plans. Athletes in the CIGC competitive program are required to follow the minimum Training Hour Requirement policy *for the level they are working towards* as follows:

MEN'S PROGRAM

- Provincial Level 4 – 16-20 hours/week
- Provincial Level 3 – 14-18 hours/week
- Provincial Levels 1-2 – 7-11 hours/week

WOMEN'S PROGRAM

- Aspire 2, JO Level 9, 10, High Performance – Minimum 22 hours/week
- Aspire 1 – Minimum 20 hours/week
- **JO Level 8 – Minimum 18 hours/week**
- JO Level 7 – Minimum 16 hours/week
- JO Levels 5-6 – Minimum 12 hours/week
- JO Level 4 – Minimum 10 hours/week
- JO Levels 1-3/Pre-competitive, Interclub streams – Hours as determined by the program schedule

COMPETITION ATTENDANCE

WOMEN'S PROGRAM

- Athletes in the Competitive Stream will be expected to attend a minimum number of meets, based on level:
 - JO 3 – Minimum 4 meets
 - JO 4 and up = Minimum 5 meets
- Coaches will endeavour to offer 1 additional meet than required for all levels, to account for missing a meet if needed
- **Athletes who do not attend the minimum number of competitions over the season may be reassigned to a non-competitive program in the following season***
 - *Exception may apply if the athlete cannot attend their competition requirement due to injury, or an extenuating personal circumstance at the discretion of the Program Director/Board of Directors

PRE-COMPETITION PERFORMANCE

The coaches are responsible for the safety of the athletes when participating in a competition or event, and must follow specific protocol in order to permit the athletes' participation in the event. The group coach and/or program director have full discretion in removing an athlete from a competition or event, without reimbursement of fees, if the following occur:

- 1) Gymnasts in the competitive program do not attend 100% of their practices in the week leading up to a meet or event
Ex. If the last practice before a meet is a Thursday, the gymnast must attend each practice in its entirety from the previous Friday onward, up until the meet
 - 2) Gymnasts are unable to show full proficiency with their competitive routines in the week leading up to the meet or event
 - 3) The gymnast has taken a holiday prior to a competition and the coach feels the gymnast's preparation level upon return is not sufficient for the upcoming competition
- In any of these situations, the parent of the gymnast will be notified of their child's withdrawal prior to leaving for the competition.
 - In the event that the gymnast is unable to show full proficiency in their competitive routines after arriving at the competition, the coach also reserves the right to withdraw the athlete from either a portion, or the event in its entirety if deemed necessary, without reimbursement of fees.

SUMMER TRAINING POLICIES

Summer training is an important part of being a competitive gymnast. Artistic gymnastics is a year-round sport, requiring athletes to stay in shape at all times of the year. In particular, the risk of injury can be reduced with a sound summer training program. In addition, both coaches and athletes can experience a smoother transition when returning to training from the break period, and preparing for the upcoming season.

The CIGC minimum summer training recommendation is based on the level the gymnast *will be working towards* in the upcoming season. Certain levels are offered in certain weeks and unless notified otherwise by the group coach, gymnasts may choose their training weeks from the offerings.

Notes:

- Summer training weeks include a half day training session from Monday-Friday.
- Gymnasts are permitted, and encouraged, to participate in additional weeks beyond their minimum requirement.
- Fees:
 - Summer 2017 fees will be due at the time of registration
 - **Summer 2018 fees will be included in the 2017-2018 registration package**
 - The coaches will predict the appropriate minimum number of weeks required for each gymnast for Summer 2018. Balances may be due in the case that the number of weeks (based on level prediction) was over- or under-estimated.
 - Athletes who would like to do additional weeks may pay separately at a rate of \$150/week

In order to ensure the gymnasts are physically prepared for their respective levels, the following guidelines are in place as a strong recommendation for Summer 2017, and required for Summer 2018.

MEN'S PROGRAM

STREAM:	Summer Training Weeks
Competitive Provincial Level 3 Provincial Level 1 & 2	4 weeks 3 weeks
Pre-Competitive	2 weeks (starting Summer 2018)

WOMEN'S PROGRAM

STREAM:	Summer Training Weeks
Competitive JO 8+, Aspire level JO 7 JO 4-6	5 weeks (PLUS Week 9 Aug 28 season start) 4 weeks (PLUS Week 9 Aug 28 season start) 3 weeks (PLUS Week 9 Aug 28 season start)
Pre-Competitive	2 weeks (2018 = 3 weeks)
InterClub JO 1-3	2 weeks

COMPETITION INFORMATION

Competition Fees

- An estimated amount for competition entry fees will be pre-charged in the yearly fees at the time of registration with CIGC. They will be based on:
 - The Competition Attendance policy requirements (Women's program – see above)
 - Group and/or level (Men's program)
- In the case an athlete attends more meets or spends more registration fees than the prepaid amount, a balance will be owing to CIGC, and must be paid before the last day in June. Athletes will be notified of any outstanding balances after the final meet of the season.
- Prepaid competition fees will not be returned at the end of the season should an athlete miss one or more of the required meets. *Exclusions:
 - *Coach amendment to the number of required meets for any athlete, based on level change or personal circumstance
 - *An athlete is injured and provides a Doctor's note. Efforts will be made to return fees if not already submitted to the competition, and may or may not be returned as per the Host Club's policy

Competition Registration

- The appropriate Program Director will be the registrar for CIGC athletes attending competitions
- Competition registration may occur months in advance of the meet. When required, the appropriate Program Director will notify all applicable participants by email, who will automatically be registered in the meet

- If the participant does not wish to attend the competition at hand, the appropriate Program Director must be notified in writing by the deadline given

ADDITIONAL FEES

Choreography – **WOMEN'S PROGRAM ONLY**

- Participants will be responsible for routine choreography fees separate from the yearly training fees, as follows:
 - \$250/optional level routine (2 year cycle - includes cleaning session in between year 1 and 2)
 - \$100/compulsory level routine (includes beam & floor)
- ~~Choreography fees will be paid to CIGC at the time of learning routine~~ (included in reg fees)
- If a participant switches levels during the year, they will be responsible for the fees for learning the additional routine

Attire

MEN'S PROGRAM

The Competition Uniform will be required for all male athletes competing at any competition outside of Summit Invitational. Fees for uniform items will not be included in the annual gymnastics fees.

This uniform consists of:

- Singlet
- Longs
- Shorts
- Track Jacket

WOMEN'S PROGRAM

The current women's competitive team attire is in use for the 2016-2017 and 2017-2018 seasons, and is mandatory for all gymnasts in the competitive program.

An attire fee estimation for the 2017-2018 season **will not** be included in the yearly gymnastics fees.

~~Gymnasts ordering all or part of the team attire will be charged separately.~~ **Balances will communicated from the office once the final order has been placed.**

The uniform consists of:

- Competition bodysuit
 - Mandatory long-sleeve style for Optional JO Levels 6+
 - Mandatory tank style for Compulsory JO levels 1-5
- Team training bodysuit – Ordering NEW for 2017-2018 season
 - Mandatory for gymnasts in the Competitive stream
 - Optional purchase for gymnasts in the Interclub and Pre-Competitive streams
- CIGC Track jacket
 - Mandatory for gymnasts in the Competitive stream
- CIGC Hoodie – Ordering NEW for 2017-2018 season
 - Mandatory for gymnasts in the Interclub stream
 - Optional purchase for gymnasts in the Competitive and Pre-competitive streams, and General members of CIGC
- Team Bag
 - Mandatory for gymnasts in the Competitive stream
 - Optional purchase for gymnasts in the Interclub and Pre-Competitive streams

REFUND POLICIES

Yearly Competitive Programs

This policy is to be made available to parents upon registration.

- 1) Refunds are to be made upon request by the affected athlete or family. It will not be the responsibility of CIGC or coaches to monitor this issue.
- 2) All refund requests are to be made promptly by the affected athlete or family, within one month of the withdrawal. Requests must be directed to the Board of Directors in writing.
- 3) Refund requests must be made before the end of the regular season (June 30), before year-end financial statements are prepared by the CIGC administrator. Once these statements are prepared for the year, no refunds shall be considered or made by the board.
- 4) All refunds are to be approved by a majority of the board, which shall then direct the treasurer to issue or not issue a refund accordingly. The decision shall be communicated to the athlete or family in writing.
- 5) Competitive coaching fees may be refunded if an athlete withdraws from the program involuntarily (i.e., for medical reasons, family leaves town, etc.). In the case of post-dated cheques, all uncashed cheques for the remaining months of the fees may be returned to the athlete or family. All refund requests must be presented to the board in writing.
- 6) For voluntary withdrawal from the program, a refund shall be granted for the remainder of the program if the athlete is in their first year of a competitive stream program, and the refund request is made within four weeks of the commencement of classes.
- 7) In the case of voluntary withdrawal for a returning member, or for a first-time member after the first 4 weeks of the program:
 - a. If the withdrawal occurs prior to Jan. 1st, the participant will be responsible for 1 additional month's payment following the withdrawal.
 - b. If the withdrawal occurs after Jan. 1st, the participant will be responsible for 3 additional month's payment following the withdrawal.
- 8) If the Program Director determines that an athlete is unsuited for the program in which she/he is registered, and recommends that the athlete be reassigned to another program, the athlete shall be entitled to a refund for the difference in the registration fees of the original program and the one to which he/she has been reassigned by the Program Director.
- 9) If upon the recommendation of the Program Director an athlete is reassigned to a program different from the one in which the athlete was originally registered, and the athlete chooses not to participate in the reassigned program, the athlete shall be entitled to a refund equal to the remainder of the original program fee.
- 10) If a gymnast is injured or becomes ill during the period of time in which he or she is registered for a gymnastics program and, as a result, is unable to participate in any aspect of the program for a period of more than four consecutive weeks, the gymnast or his or her parents may submit a request, supported by a letter from a physician, in writing to the board requesting a refund of fees for that time period of inactivity. The board shall consider the request based on the intent of this policy. No refunds shall be granted due to injury or illness if a gymnast is able to participate in some aspect of the program during the course of injury or illness, or if the gymnast is able to participate in any aspect of the program for less than four consecutive weeks.
- 11) The board, at its sole discretion, can waive the provisions of this policy, if it considers that there are sufficient, reasonable and compassionate grounds for doing so.

Additional Programs (summer programs, training camps, other)

- 1) Fees may be refunded if an athlete withdraws from the program involuntarily (i.e., for medical reasons, family moves out of town, etc.).
- 2) In the case of voluntary withdrawal from the program, fees may be refunded if the withdrawal is made more than 1 week prior to the commencement of the program. No refunds shall be made for requests within one week of the commencement of the program.
- 3) If the appropriate Program Director determines that an athlete is unsuited for the program that she/he is registered, the athlete shall be entitled to a refund of the remaining days.

VOLUNTEER COMMITMENT

Volunteer hours play an integral role in helping to maintain and run CIGC. The number of volunteer hours is determined annually by the board and is based on the proposed activities for the year. An online signed agreement and a volunteer-bond cheque for each family stating their commitment to the volunteer hours is required prior to their child being allowed to train in the competitive program.

The volunteer commitment is based on the following training hours:

- **Athletes training 5.5 or LESS hours/week: 10 hours total, divided into:**
 - 4 minimum hours at Summit competition
 - 1 gym cleaning (@ 2 hours)
 - 5 additional hours
 - PLUS 1 mandatory casino shift during CIGC's eligible year (once every 3 years)
- **Athletes training 6-10 hours/week: 20 hours total, divided into:**
 - 8 minimum hours at Summit competition
 - 2 gym cleanings (@ 2 hrs each)
 - 8 additional hours
 - PLUS 1 mandatory casino shift during CIGC's eligible year (once every 3 years)
- **Athletes training MORE than 10 hours/week: 30 hours total, divided into:**
 - 12 minimum hours at Summit competition
 - 3 gym cleanings (@ 2 hours each)
 - 12 additional hours
 - PLUS 1 mandatory casino shift during CIGC's eligible year (once every 3 years)
- Family maximum 2+ children in comp program: 40 hours/family

Other opportunities to fulfill volunteer hours include but are not limited to: sitting on the CIGC Board of Directors, attending the Annual General Meeting in the Fall, helping with fundraising events, and helping with seasonal/year-end shows.

Each family will be asked for a Volunteer Bond in the form of a post-dated cheque dated for June 1st, 2017, at the beginning of the season. The amount of the cheque will be directly proportional to the number of hours the family is committed to. If the required number of volunteer hours is not met by the end of the season, the volunteer bond cheque will be cashed at a rate of \$50 per hour. (For example, if a bond cheque is received for \$700 and all but two hours of volunteer time was fulfilled, the bond cheque will be cashed and a subsequent cheque of \$600 will be refunded.)

The board recognizes that due to individual circumstances some families are not able to contribute volunteer time on a yearlong basis or may wish to have some flexibility in the types of jobs for which they volunteer. If there are suggestions or alternatives that you wish to discuss, please present them in writing to the board.

NOTE: As of April 2017, the Club will be conducting an audit of the volunteer hour commitment. All efforts will be made to minimize the number of required volunteer hours where possible.

FUNDRAISING COMMITMENT – New for 2017-2018 season

In order for the Club to see the greatest benefit from the time and efforts of the CIGC competitive program families, the Club has implemented a Fundraising Commitment as follows:

- Each competitive family will be required to purchase \$100 in grocery cards per month, per child, from September through June. Grocery cards will be available from Save-On Foods, Safeway and Valbella. A maximum of two children per competitive family will apply.

SECTION C – RECREATIONAL PROGRAM POLICIES

REFUND POLICIES

Recreation Programs

1) Voluntary withdrawal: There is a one-week grace period in which the child is entitled to a full class-cost refund if the first class was not a good fit. In order for the refund to be granted, the gym club must receive in writing 48 hours prior to the start of the second class that the child will not be continuing their participation.

Refund/credit requests made after 48 hours prior to the second class, the following applies:

A) In the case that a replacement participant can fill the spot, a gym credit for the remaining weeks of the class cost (excluding AGF fee) may be granted to the participant (for use within the immediate family). The credit will exclude the class cost for the first and second classes at minimum, with the remaining credit amount dependent on the time the replacement is registered. The credit can be applied to a later session, or camp*

B) In the case that the spot cannot be filled by a replacement participant, there will be no refund. A credit to the participant or immediate family member may be issued to use in a later session or camp.*

*Note: Credits are only available within the annual gymnastics season (September through August, if summer programs available).

2) Involuntary withdrawal: Refund or credit (excluding AGF fee) may be granted for involuntary withdrawal from the program (such as injury or illness), for the remainder of the session. A doctor's note stating the child's inability to continue participation must be provided to the CIGC board along with a written request in order for the refund to be considered. If applicable, the credit may be used by the immediate family and within the season.

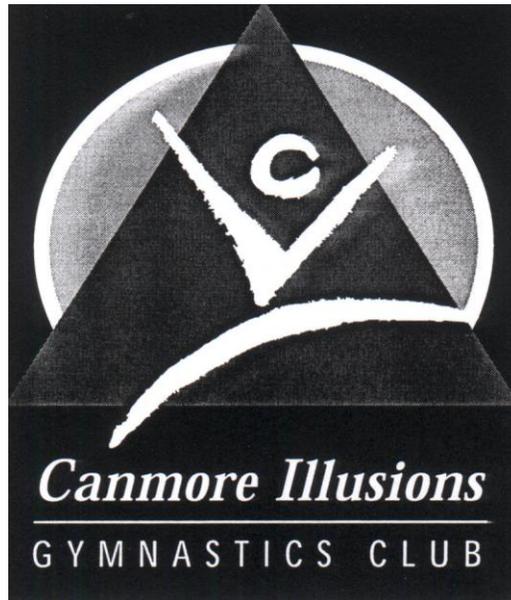
NOTE: AGF membership is non-refundable and non-transferable at any time.

Additional Programs (summer camps, training camps, other)

- 1) Camp fees may be refunded if an athlete withdraws from the camp involuntarily (i.e., for medical reasons, family moves out of town, etc.).
- 2) In the case of voluntary withdrawal from the camp, camp fees may be refunded if the withdrawal is made more than 1 week prior to the commencement of the camp. No refunds shall be made for requests within one week of the commencement of the camp.

- 3) If the appropriate Program Director determines that an athlete is unsuited for the camp in which she/he is registered, the athlete shall be entitled to a refund of the remaining camp days.

CONTRACT between the Competitive Athlete, Parent and CIGC



I _____ (athlete name) have read, understand and agree to the **Athlete's Bill of Rights, Athlete's Code of Conduct, Gym Rules, Behavioural Protocol, Removal from the Program, and Competitive Program Policies** sections of the CIGC Athlete & Parent Handbook

Signature

Date

I _____ (parent of athlete) have read, understand and agree to all sections of the Competitive Program Handbook.

Signature

Date