



2022

Xcel Program Handbook

FOR ATHLETES AND PARENTS

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1 GENERAL INFORMATION

1.1 Purposes

- To provide a focal point for - and promote - the enjoyment and development of the sport of gymnastics.
- To provide training, coaching, equipment, and facilities as required to facilitate and encourage gymnastics excellence within the capabilities of its members.
- To promote physical literacy and self-discipline for all children.
- To develop and operate a gymnastics club with the primary objective to develop gymnastic excellence through a diversity of mutually supportive programs for all ages and abilities.

1.2 Goals

- To build confidence, self-esteem, and life skills through sport.
- To achieve excellence in sport.

1.3 Values

Flicka Gymnastics Club holds the following core values:

- Safety.
- Respect.
- Inclusion.
- Coaching & Program Excellence.
- Community Building.

1.4 History

The Flicka Gymnastics Club (“FGC” or the “Club”) was founded in 1962 by Louise Hemmingway who represented Canada at the 1960 Olympic Games in Rome. During the intervening period, the Club has developed a tradition of excellence in instruction at all levels and continues to produce excellent gymnasts.

The Club offers Kinder gym, Recreational, Xcel and Competitive programs and has given gymnastics a high profile in the local community, British Columbia, and Canada. The Club has also provided seven Olympians to the sport community, most recently at the 2016 Rio and 2021 Tokyo Olympics.

1.5 Structure

Board of Directors: The Club is a non-profit society and operates under the direction of a volunteer Board of Directors. The Society is governed by the British Columbia Society Act, its constitution, and bylaws, as amended from time to time. The constitution and bylaws of the Club are available for perusal in the office and a member of the Club can obtain a copy upon request.

Staff: Management staff including the Women’s Head Coach, Xcel Head Coach, Recreation Program Director, and Administrative Office Manager report directly to the Board of Directors. Coaching & administrative/office staff report directly to head coaches or program leaders.

1.6 Gymnastics BC (GBC)

Gymnastics BC (“GBC”) is a non-profit organization that governs all competitive and recreational programs for the sport of gymnastics in British Columbia. GBC is responsible for the governance, promotion, and development of gymnastics in BC and is dedicated to making gymnastics an accessible sport for all.

All gymnastics clubs in British Columbia that are in good standing may become voting members of GBC. Gymnastics clubs within British Columbia must adhere to the Standards, Policies and Procedures as set out by GBC. More information can be found at the [Gymnastics BC Website](#).

1.7 Coaches

The Club recognizes that our coaches play a critical role in the personal as well as athletic development of the athletes and therefore insists that the Club staff consistently display personal standards that project a favourable image of their sport, of the coaching profession, and of our Club.

The Club coaches are expected to comply with the GBC Code of Conduct policy. The full Code of Conduct policy can be found within the GBC Complaint Management Handbook, section 3c. [Complaint Management Handbook](#) .

1.7.1 Coaches Code of Conduct

The Code of Conduct Policy includes:

- **Compliance:** With all applicable laws and GBC's by-laws, policies, and procedures.
- **Certification:** Coach, supervise, and teach skills to athletes that are appropriate to, and within the scope of, the current level of National Coaching Certification Program training and certification.
- **Display Respect:** Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly.
 - No Abuse, Maltreatment, Harassment or Discrimination
 - Athlete Safety and Support
 - Support of Other Coaches and Clubs
- **Prohibited Relationships:** Under no circumstance shall a coach engage in an intimate relationship of any kind with an athlete under 25 years old or with an athlete 25 or older where the coach holds a position of trust and authority that may constitute a [power imbalance](#).
- Regular Communication.

1.7.2 Coaches Code of Ethics

The Coaches' Code of Ethics is organized around four ethical principles:

- Respect for Participants.
- Responsible Coaching.
- Integrity in Relationships.
- Honouring Gymnastics.

For further information please see page 5 of the GBC Conduct and Discipline Policy ([GBC Conduct and Discipline Policy](#)).

1.8 Contacts

Xcel Coach Contacts:			
Coach	Title	Level	Email
Holly Morgan	Xcel Head Coach	L2	xcel@flickagymclub.com
Christina Sgourakis	Xcel Coach	L1	office@flickagymclub.com
Office Contacts:			
Marti Farkas	Office Manager		marti@flickagymclub.com
General Office			office@flickagymclub.com
Board of Directors			board@flickagymclub.com

2 XCEL PROGRAM STRUCTURE AND REGISTRATION

2.1 Women's Artistic Gymnastics (WAG)

The progression (Xcel levels) of female gymnasts in the Xcel program under the governing sports bodies Gymnastics BC and Gymnastics Canada is described below.

(Most current GBC edition 2021.)

BC Program	Canadian Program	High Performance	
Xcel Program	Development Program & Aspire	FIG and Canadian Models	
	Level 10 2013 ↓ (09/CC)	HP Senior 2006 ↓	
Diamond 2013 ↓	Level 9 2014 ↓ (10/CC)	HP Junior 2007-2010	
	Level 8 2014 ↓	HP Novice 2009 - 2011	
Platinum 2014 ↓	Level 7 2015 ↓	Aspire 2 2010 - 2013	
	Level 6 2016 ↓	Aspire 1 2011 - 2013	
Gold 2015 ↓	Level 5 2016 ↓	Compulsory	JO L1 – L5: Athletes under the age of 7 (2016 and younger) must use the Gold, Silver, Bronze awards.
	Level 4 2016 ↓		
Silver 2015 ↓	Level 3 2016 ↓		
	Level 2 2017 ↓		
Bronze 2015 ↓	Level 1 2017 ↓		

Fédération International de Gymnastique (FIG)

2.2 Selection Criteria and Streaming

2.2.1 General

The Head Coach will determine, through testing and observation, whether a gymnast has or potentially could have the strength, flexibility, endurance, and power necessary to succeed in the Xcel program.

The Head Coach will also evaluate, through observation and past training experience, whether the gymnast displays the emotional and psychological qualities needed to succeed in the Xcel program.

This evaluation will include whether the gymnast has, and to what degree they have:

- Maturity.
- Ability to handle stress in competition.
- Desire to learn new skills.
- Desire to work and improve.
- Determination to do their best.
- A positive training attitude.
- Cooperation with coaches and teammates.
- Competitive spirit.
- Good sportsmanship.
- Seriousness of commitment and family support.

2.2.2 Intro to Xcel Program

The Intro to Xcel program is a developmental program designed to enhance physical and psychological qualities. It teaches correct developmental skills in a challenging yet enjoyable environment.

Athletes are assessed invited to this program, based on maturity, age, ability, desire, and the potential to pursue gymnastics as a competitive sport.

The Intro to Xcel program is not a continuation of the Kinder gym or the Recreational Program. The gymnast entering the pre-competitive program and their family must commit to attend all training sessions. Selection into this program is the sole responsibility of the Head Coaches.

2.2.3 Schedule, Probation and Placement in Training Groups

Once selected into the Xcel program, the gymnasts are subject to a probationary period of 3 months. Once this period ends and the gymnast is permanently placed within the program. They will be divided into groups based on such factors as skill level, potential, general training attitude and attendance record.

If the gymnast does not fully meet the requirements outlined previously, they will not be able to hold their spot in the program.

The Club will try to keep training aspects to a set schedule, but unforeseen circumstances or departures from the program may result in a schedule or group change.

Every gymnast is carefully placed in a group where they will be challenged within the group without feeling overwhelmed and will best progress.

2.2.4 Level Placement in the Xcel Program

Each category and level of gymnastics competition has certain skill requirements. The score of a routine is arrived at by determining firstly whether the skill requirements have been met by the gymnast and secondly by the form and perfection displayed by the gymnast in the execution of those skills.

Accordingly, each gymnast will be placed in the level best suited to their skill, form, and maturity.

All gymnasts progress at different rates; according to age, physical growth, maturity, etc., therefore, not all gymnasts can progress from one level to the next at the same rate.

2.3 Program Registration

Registration will include:

- Signing the Xcel Program Handbook before the beginning of each Season.
- Registration through online Registration Form Submission, including Volunteer and Fundraising Commitments.
- Payment of any outstanding fees from the previous season and the 1st month's training fee.
- GBC Insurance fees will be charged on the 1st business day of September.

2.4 Club Calendar

In the fall of each year – once available from GBC - the Club will publish a tentative annual competition schedule. Electronic Calendar will be emailed to parents/guardians.

The calendar will include training holidays, holiday breaks, competitions, year-end dates, and summer training start dates. The Xcel program schedule will be updated periodically and distributed to each Xcel family. There may be times when your child will have to miss school to compete.

It should be noted that invitational meets are hosted at the discretion of individual clubs and FGC cannot control these schedules.

2.5 Competition Registration

- Parents will be emailed a link to sign up for competitions in the fall of each year. The Office Manager will ensure registration is completed.
- Fees are often paid months in advance of the meet and will be charged to your Studio Director account.
- Parents are not permitted to contact the event organizer directly. Should there be any questions regarding events, please contact the Office Manager.

2.6 Parent/Coach Meeting

Throughout the training season, the Head Coach, Office Manager and/or all coaches are available to discuss any concerns parents may have about their child. Parents can contact the office or the coach to arrange for a mutually convenient time for such a meeting. In addition, all coaches or the Head Coach will conduct year-end review meetings with parents to discuss their child's progress, training goals and placement.

- Related information: Section C - 3.2 - [Parent / Guardian Communication](#)
- Related information: Section D – 11 - [Complaint and Concerns Policy](#)

2.7 Cancellation, Rescheduling of Training Session

Generally, the training schedules of the gymnastic groups will not be changed. Where it is desirable or necessary to change the time or date of a training session, the Head Coach will endeavour to give at least 5 days' notice of such change. This notice will be given via email.

Where circumstances are such that 5 days' notice cannot be given then the Club will make every effort to communicate by phone, in person or by email with each family in the training group.

3 EXPECTATIONS ATHLETES AND PARENTS / GUARDIANS

3.1 Program Expectations and Commitment

When a child joins FGC's Xcel program the parent or guardian of the gymnast in return makes a considerable commitment of time, energy, and finances towards the operations and various functions of the Club.

3.2 Athletes

3.2.1 Athlete Rights

- Have fun through sport.
- Play as child athletes.
- Participate in sports regardless of ability.
- Participate at a level that is consistent with the developmental level.
- Have qualified, sensitive leadership.
- Participate in a safe and healthy environment.
- Share in the leadership and decision making of their sport.
- Proper preparation in the sport.
- An equal opportunity to strive for success.
- Be treated with dignity by all involved and be free from harassment or discrimination.

3.2.2 Athlete Expectations (GBC Code of Ethics)

- Be encouraging and supportive to all teammates and competitors at meets, through social interaction and when using electronic communication.
- Avoid the use of, advocating for, condoning, promoting, or distributing banned substances as published by the Canadian Centre for Ethics in Sport from time to time in the Drug Classification Handbook.
- Be respectful and courteous to coaches, judges, volunteers, and spectators.
- Acknowledge and follow instructions from coaches or other persons of authority at events and when travelling, for the athlete's own safety and protection.
- Always train with a positive attitude.
- Attempt to do every move with good form.
- Always try to be the best that she/he can be.
- Take good care of the Club's equipment.

For further information please see page 4 & 5 of the GBC Conduct and Discipline Policy (**[GBC Conduct and Discipline Policy](#)**).

3.3 Parent Expectations

- The essence of gymnastics training is for the coach to consistently point out and seek to correct even the smallest error in form or technique. The last thing the gymnast needs is yet another source of criticism. Criticism by the parents on certain aspects of training, i.e., bent legs or arms, may cause the gymnast to focus on something other than what the coach is trying to accomplish, i.e., stuck landings - no falls. The parents should refrain from making technical comments or suggestions to their child. Those comments could interfere with the progression sequence followed by the coach and confuse the gymnast.
- A parent / guardian should encourage and promote good healthy eating habits.
- A parent / guardian should never attempt to contact their child directly in the gym during training. The floor space is a distraction-free zone for safety reasons. A parent may contact their child through their coach first or relay a message through the office. When a coach is aware of such situations, it makes the whole gym a safer place. [CONTACTS](#)

3.3.1 Parents' GBC Code of Ethics (GBC Code of Ethics)

- Ensure that their child is willing and wanting to participate in sports.
- Remember that children are involved in organized sports for their enjoyment, not yours.

- Encourage your child to always play by the rules.
- Teach your child that honest effort is as important as awards so that the result of each competition is accepted without undue disappointment.
- Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship.
- Never ridicule or yell at your child for making a mistake or losing a competition.
- Remember that children learn best by example. Applaud good performance by your team and by members of the other teams.
- Not publicly question the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Support a sporting environment of respect, fair play, and integrity.

3.3.2 Parent / Guardian Communication

Communication is vital in supporting your child, and two-way communication is always encouraged. Any matter that could affect your child's training/performance must be reported to the Head Coach. Similarly, any matter that is relevant for parents will be communicated.

If parents / guardians have concerns about the progression of their child or certain aspects of the training, they should make an appointment with the coach to discuss the matter.

Communication can be by email or by requesting an appointment. Please, do not expect coaches to be on call for your concerns when you show up at the gym. Coaches are **not** available when coaching. This includes warm up and warm down times. [CONTACTS](#)

Related information: Section D – 11 - [Complaint and Concerns Policy](#)

3.4 Training and Competition Attendance; Time Away, Vacation

3.4.1 Training Attendance & Punctuality

Gymnasts are expected to attend every scheduled training session. Gymnasts are expected not to miss training except for serious reasons such as illness and medical appointments.

Gymnasts should inform the Head Coach as far in advance as possible of any planned absence. In the case of illness, a message should be left with the Club office prior to the start of the training session. It is a gymnast's parent's responsibility to notify the office and/or the coach that the gymnast will not be able to attend prior to the start of the session in the case of sickness and as early as possible in the case of planned absence.

FGC's Xcel gymnasts are expected to train September to July (10 months). Going on vacation between January and June is not acceptable as this is the competition season. If this is the only time that a family can take vacation, the Head Coach must be informed well in advance.

Parents should ensure that the gymnast arrives a few minutes early for training, so that the gymnast is ready to start "warm-up" promptly. Warm up, which occurs at the beginning of each training session, is a very important part of training and is essential to the prevention of injury. Being late puts the athlete at risk. For safety reasons, coaching staff reserve the right to not permit an athlete to train or compete if they are in violation of this policy.

3.4.2 Competition Attendance

The Xcel Program is very structured, and competitions and events are mandatory unless specified by the coaches. Athletes are expected to attend a minimum of 3 competitions per season unless injured or ill. Opting to not attend is unacceptable and a refusal to compete will result in no future contract being offered to continue with the Xcel gymnastics program. The onus is on the family to communicate with the Head Coach if there is any reason why the gymnast cannot attend.

A gymnast will be registered in a meet based on factors such as:

- Competition level.
- Gymnast's preparedness.
- Gymnast's health and attitude.
- Gymnast's commitment and effort at training sessions.

The registration of a gymnast in a meet is the responsibility of the Head Coach and the Office Manager.

For younger gymnasts especially, the coaching staff may determine that the gymnast does not yet have the required skills or is not ready to compete in one of the events and may therefore only enter the gymnast in one event. The gymnast's parents should help the gymnast understand that there are required skills for each event at each Xcel level and that the Club's practice is to enter gymnasts safely into competitive meets and events only when they are able to achieve personal success and gain satisfaction from the experience.

A gymnast will not be allowed to compete in a competition if they do not attend training sessions immediately before the meet. This is at the discretion of the Head Coach. If 10% (or more) of training is missed within a 3-week period prior to competition, the coaching staff reserve the right to withdraw the gymnast for safety reasons.

3.5 Guidelines

- Gymnasts should arrive at the competition site at least 15 minutes before the start of the scheduled warm-up period.
- Parents or guardians should not enter the competition area for any reason.
- Parents or other spectators shall not attempt to contact or speak to their children during the competition (even if the gymnast is injured). The coach will come and request your assistance, if need be, in an emergency.
- Parents or guardians shall be supportive of all FGC gymnasts and exhibit good sportsmanship as a spectator.
- Where applicable, parents or guardians should not leave the competition site before checking with their child's coach.
- A gymnast cannot leave the competition area, for any reason, even at the end of the competition, unless they obtain the coaches' and the event chief judge's permission.
- Good sportsmanship is also expected from all FGC gymnasts. No rude or abusive language to coaches, officials or athletes will be tolerated. No comments can be made which are meant to distract or demean other competitors.

3.6 Attire, Appearance and Nutrition

3.6.1 Attire and Appearance – WAG

For training, all FGC Xcel gymnasts are required to wear:

- A bodysuit.
- Tights or stretchy shorts are optional.
- Gymnasts should come to the gym in running shoes in the event conditioning involves outdoor running or running of stairs.
- No jewellery or watches shall be worn (this constitutes a safety hazard for spotting), stud earrings are allowed.
- Hair must be neatly tied up, out of the gymnast's face for safety reasons. If the hair as tied up still reaches collar length it should be looped up again.

All FGC Xcel gymnasts are required to obtain and wear a team uniform as follows:

- Xcel team bodysuit.
- Team track jacket and white socks.
- No nail polish is to be worn during competitions.

3.6.2 Gym Bag

Gymnasts should have a bag in which they carry their personal equipment to the gym every day, including items such as:

- Spill proof water bottle: water is essential to replenish fluids over a long training session.
- Healthy snack for eating during any breaks. (Cut up into small pieces, for ease of consumption).
- Grips and wristbands (with small elastic for holding finger straps) (if required).
- Extra hair elastics and clips if applicable.
- Band-aids: Although band-aids are available in the office, the gymnasts are encouraged to keep a selection of small and large band-aids.
- Athletic tape to tape ankles and wrists or hands, to protect rips.
- Tensor bandage for taping.
- Chalk and spray bottle (tape and chalk are available for purchase in the Club's office).

3.6.3 Nutrition

To master one of the key components of gymnastics – flight; the gymnast must have the proper nutrition. A fast-food diet or one rich in simple carbohydrates and/or sugar will not aid the athlete in achieving progress and may also put that athlete at risk – not only for long term health, but for gymnastics safety. The Head Coaches can offer advice in this area if you require any assistance.

3.7 Volunteering and Fundraising

3.7.1 Volunteering

FGC is a non-profit society and depends on the volunteer effort of its members to function effectively.

The volunteer commitment is double the number of hours your child trains a week. For example, if your child trains 6 hours a week, your family's volunteer commitment for the year is 12 hours. Each additional child adds 5 hours to your total.

Volunteer positions are necessary to operate the Club. Volunteer credit values will be communicated and posted prior to the various events.

It should be noted that even if the parents of Xcel gymnasts fulfill every assigned credit there would remain numerous volunteer tasks to be fulfilled in order for the Club to operate. As such, the Club will continue to count on the generosity and dedication of its parent body over and above the volunteer deposit account requirements.

If families do not complete their volunteer commitment a volunteer fee will be added to their Studio Director account. This fee will be equal to one month of their child's training fee.

If the Club is unable to provide volunteer opportunities, the volunteer fee will be waived.

3.7.2 Fundraising and Sponsorship

Fundraising is an integral part of every non-profit society. It allows the Club to maintain the quality of the training and equipment offered.

FGC organizes a few fundraising events every year, and support for these events by the members, their relatives, friends, and associates are greatly appreciated. Every family is expected to contribute to each fundraising event. The amount of each contribution will be stipulated at the time the fundraising event is announced.

FGC is active in seeking and obtaining private and corporate support for various projects and events. It looks to the expertise of its parent body to assist in new and better ways to secure financial support.

FGC typically hosts several meets or events during the year as a means of maintaining its profile in the gymnastic community and raising funds for the Club. The meets may include:

- Flicka Invitational and Mini-Meet
- Zone 5 Championships

Along with earning credits for volunteer work at those events, parents of Xcel gymnasts may be asked to prepare or donate various food items (brownies, muffins, prepared vegetables, etc.) to be sold at the concession or for the coach/judge hospitality room during the event.

4 POLICIES AND PROCEDURES

4.1 Fees

4.1.1 Training and Membership Fees

The Board of Directors establishes the training fees each year prior to the commencement of the Xcel training season. Monthly fees are due and payable on the first business day of each month and paid by post-dated cheque or credit card.

4.1.2 GBC Membership Fee

The Club collects and remits the fee on behalf of GBC. All participants must be registered with GBC within 30 days of starting a gymnastics activity. Every FGC athlete must pay GBC Insurance/Membership fees yearly. The current GBC Insurance/Membership fee for Xcel athletes is \$165 and is subject to change depending on GBC fee increases.

GBC Insurance/Membership fee is payable yearly. This fee is set by the Board of Directors and payable each new training season.

4.1.3 Competition Fees

When a gymnast is entered to participate in a meet, there are competition fees to be paid. The fees normally range between \$120 - \$150 as determined by the host club. These fees are payable to FGC prior to the competition. Competition fees typically cover meet insurance costs, meet organization costs, judging fees, and awards.

4.1.4 Teamwear Fees

The Xcel gymnasts are expected to obtain the Club Xcel competition body suits and track suits as designated by the Club. The teamwear is usually updated every two years, with track suits and gymnastics suits being updated on alternate years.

Typically, several gymnastics suits are required for training, the style of which is left to the discretion of the individual gymnast.

4.1.5 Choreography Fees

FGC will charge the \$50/fee on the athlete's accounts. The fee covers the time the coach spends with the athlete to teach the routine (this cannot exceed 1.5 hours), as well as selection and preparation of music.

All choreography is to be completed outside of regular training hours.

4.1.6 Supplementary Costs

Throughout the year the parents of Xcel gymnasts may be asked to pay for special teamwear, apparel, etc. if the gymnast is acting as runner or flasher at a meet, or other uniform items if the gymnast is selected on a special team. The gymnasts will also normally require grips, wristbands, and other equipment.

4.1.7 Non-Payment of Fees

Parents of gymnasts will be notified if fees are in arrears for two months. If no payment is made after two months, the gymnast will no longer be permitted to attend training sessions until all fees are paid in full.

There will be an administrative fee of \$35 for all unpaid fees over 14 days late unless a late payment is approved in writing by the Office Manager. Written approval will include a payment date(s). The administrative fee will be charged if payment is not received by the date(s) given in written approval.

4.1.8 Deferment of Fees

Due to the nature of FGC as a non-profit society, it is not reasonable for the Club to support any individual members with regards to any inability to pay training fees.

The following guidelines shall apply:

- Waiving of any costs, whether training fees, entry fees, travel costs, or uniform costs, etc., would amount to a subsidy to one member of the Club from the other members. The Club members are not in a financial position to subsidize any individual member.
- Where an individual member anticipates difficulty in paying any fees, it is the responsibility of that member to approach the Board of Directors in advance to discuss the situation and possible remedies.
- The Board shall consider deferment of training fees only. Competition entry fees, travel expenses, etc. shall be due in advance of any competition.
- The Board will consider any non-payment of training fees as a deferment of payment only, and in all cases the member is expected to make complete restitution to the Club.
- The Board shall consider deferment of training fees only as a last possible alternative under the following guidelines:
 - Payment of fees will only be deferred for a short duration, up to 3 months maximum.
 - Cheques post-dated to a mutually agreeable date when the member expects to be able to resume normal payments will be provided.
 - The member will sign a letter of commitment to the Club acknowledging such indebtedness to the Club for the fees and agree to repayment of the fees over a specific period, regardless of whether the gymnast continues as a member of the Club.
 - If the member cannot meet the repayment schedule, the Board reserves the right to suspend or revoke membership in the Club.
 - Normal notice periods for resignation from the Club will still apply.
 - The Club will not charge interest for the deferred fee payments but will reserve the right to take such action as is required to enforce the agreement between the member and the Club.

4.1.9 Illness, and Injury Fee Policy

Where a gymnast is unable to train due to an injury or medical condition and will not be able to take part in full training, the Club will consider reducing the Xcel fees under the following guidelines:

- It is the responsibility of the parent/guardian to approach the Head Coach and the Office Manager with regards to any fee reduction due to injury or illness and provide a medical note.
- The injury or illness will prevent the gymnast from actively training and competing for more than a one-month period.
- The gymnast will typically be making use of the Club's equipment and facilities for conditioning with limited attention from the coaching staff.
- The Office Manager will reduce the fees for the period during which the gymnast cannot take part in normal training, to not less than one-third of normal fees for the gymnast.
- The Office Manager reserves the right to increase the reduced rate fees as the gymnast gradually returns to full training status, and to reinstate the fees to normal as soon as the gymnast can return to full training status.

4.2 Travel Policy

4.2.1 Travel Guidelines

The Club believes in the importance of attending "away meets" to expose gymnasts to new competitors and judges, to increase their independence and maturity, and to reinforce team spirit.

A tentative travel schedule will be posted in the Fall showing the dates and locations of probable "away meets" in order to allow Xcel families to plan for school days off, vacation and costs for meets at which their child may compete.

4.2.2 Travel Costs

Parents are responsible for flight, accommodation reservation and all related costs, except where designated by GBC or Gymnastics Canada rules (i.e., qualifying meets).

The cost per gymnast for any travel related competition is based on:

- Proportionate costs of accompanying coaches' accommodations, meals (\$50/day per diem – CAD in Canada, USD outside Canada) and flights.
- Costs of transportation (mileage, airfare, car rental).
- Costs of accommodation.
- Meet fees and insurance fees (if out of province).

A volunteer parent will be chosen for each away competition to be the meet travel coordinator. The travel coordinator will be designated to arrange flights, hotels, team dinner, coordinate with coaches and the office and communicate to parents / guardians.

4.2.3 Distribution and Payment of Travel Costs

Once the coach has decided which athletes will be travelling to an away meet; intent forms or communications will be sent to the athletes. These forms will be due back to the office by a certain date. When that date arrives, the office will advise the travel coordinator of the number of attending athletes and coaches.

The travel coordinator will then calculate (as closely as possible) the coaches' costs and divide these by the number of athletes. The office will then advise each family of the approximate cost they will be responsible for, with regards to the coaches' costs.

4.2.4 Itinerary and Reservations

The travel coordinator for away meets. This person will notify families of flight choices and room availability where applicable. After consultation with the accompanying coaches, the travel coordinator will prepare an itinerary for the entire trip, including:

- Travel days.
- Team meeting time at destination.
- Team meals.
- Practice time.
- Competition time.
- Free time.
- Arrival and departure time.
- Map and directions to destination.

4.2.5 Car Travel

When it is necessary to travel by car, parents are encouraged to carpool whenever possible. To ensure a successful trip, parents who can accompany their traveling gymnasts are essential, and are appreciated by the Club.

4.2.6 Accommodation, Meals

The accompanying coaches will assign each unaccompanied gymnast to a room. Accompanied gymnasts may choose to stay with their parents or with other athletes, depending on factors such as age and competition level.

Gymnasts without an accompanying parent will be roomed with another gymnast or a gymnast and parent.

Each gymnast will eat meals designated as team meals with their coaches and teammates. This is an important part of creating team bonding and essential preparation for various competitions where gymnasts may not be able to share accommodation or cafeteria services with their accompanying parents, or where parents may not be able to accompany the gymnast to the meet. Each family is responsible for the cost of their child's food. Athletes travelling without parents should be given sufficient money to cover their food costs before they leave for the competition.

4.2.7 Supervision

Traveling gymnasts, even accompanied ones, fall primarily under the supervision and control of the accompanying coaching staff. Gymnasts must follow their instructions, and participate in all scheduled team activities, either within or outside the competition. In the absence of coaches, due to attendance at meetings, etc., wherever possible, an adult traveling with the team will be designated to act as a chaperone.

Accompanying parents are welcome to most activities of the team but should recognize that they are primarily supporters and spectators and should not interfere with the schedule of the gymnasts and the designated adult.

4.3 Withdrawal from Program

- FGC requires 30-days written withdrawal notice from parents/guardians. Notice must be made on the 1st of the month for withdrawal the following month. (Example: If notice is given March 1st, no fees will be charged for April 1st. If notice is given March 17th, April fees will be payable).
- In the event a gymnast desires to return to the program, they must be re-evaluated by the appropriate Head Coach. Invitation back to the program is not guaranteed.

4.4 REFUND POLICY

4.4.1 Training Fee Refund

Training fees may only be refunded if:

- The withdrawal is due to medical reasons (must be accompanied by a doctor's note).
- At the discretion of the Board of Directors (eg. emergency closure, public order closure).

FGC will not refund training fees for any other reasons.

4.4.2 Withdrawal from Competition and Competition Fee Refund

- If an athlete withdraws from a local competition with a medical note, the Club will make every effort to obtain a refund (less any administration fee assessed by the host club). However, the Club will not be held financially liable if the host club will not issue a refund.
- If an athlete is forced to scratch from a travel competition for a medical reason, the Club will cover all or a portion of their share of the coaches' costs (at the Board's discretion), so as not to impose further costs on the families whose athletes are attending the competition.
- An athlete who scratches for medical reasons but who chooses to attend the competition, anyway, will incur their portion of the coaches' costs.
- An athlete who registers for a competition but chooses to withdraw for non-medical reasons will incur their portion of the coaches' costs.
- If for any reason the gymnast cannot attend a competition the Head Coach and the Club Administrator must be notified immediately, to avoid unnecessary costs to the Club and to the gymnast. Typically, if a gymnast is notified of a meet and does not notify the Club that they cannot attend, or must cancel after confirming attendance at the meet, the meet fees will not be refunded to the parent unless the Club can obtain a refund from the host club, less any administrative holdback the host club may assess. A medical note may also be required.
- Please note, it is very difficult to make one policy that covers every situation. Consequently, the Board reserves the right to consider individual circumstances. Please note that if the athlete in question is related to a Board member, that member will excuse themselves from any discussions surrounding their child's situation.

4.4.3 Teamwear Refund

- If a gymnast withdraws from the Xcel program after the FGC teamwear is ordered, but before it is distributed, the cost WILL NOT be charged to parents/guardians.
- In the event the FGC teamwear is distributed but not worn, FGC will provide a full refund. The teamwear must be in original packaging.
- In the event the teamwear is distributed and worn, FGC will provide a 50% refund upon return of any items provided they are in resalable condition.

4.5 Drop off and Pick Up Policy

Parents shall ensure that children are dropped off and picked up at the gym entrance in a timely fashion. FGC is unable to supervise children outside of the boundaries of the gym.

Please note that parents who are more than 15 minutes late picking up their child will incur a fee unless the office or the coach has been notified about expected delays. Coaches spend many hours in the gym, and it is not fair to expect them to wait with your child after they are finished for the day.

The Club does not want any children leaving the gym alone, especially at night.

4.6 Washroom Policy

- Athletes aged 9 and under will be accompanied by a FGC coach of the same gender to the door of the washroom. The coach will then conduct a visual scan of the washroom to ensure it is safe for the child to enter. The coach will then stand in the doorway of the washroom and in sight of the security cameras until the athlete(s) departs the washroom. The athlete(s) and coach will then return to the gymnastics facility. Occasionally, a male member of the coaching staff may not always be available to escort male athletes. In this instance, a female coach will accompany the boys and wait outside the washroom.
- All athletes aged 10, 11 and 12 who take a bathroom break during training must be accompanied by two other athletes of the same gender who are age 10 or older.
- All athletes aged 13 and older who take a bathroom break during training must be accompanied by at least one other athlete of the same gender who is age 13 or older. The athletes must accompany each other into the washroom area and return to the gymnastics facility together.
- Athletes aged 15 or older can take a bathroom break without being accompanied.

4.7 Discipline Policy

Gymnastics is a very exacting sport that requires athletes to exhibit maturity and behave in a highly disciplined manner. Every day, FGC gymnasts are asked to execute difficult skills that imply a certain amount of risk at all levels.

To maintain safety coaches must ensure that the gymnasts will conform to rules, follow instructions, and not disturb, through inappropriate displays of anger or emotion, the concentration of other gymnasts.

Behaviour in the gym is to be governed by the dictates of common sense, cooperation and respect between coaches and gymnasts. Rudeness and discourtesy will not be tolerated. When a gymnast's conduct or performance does not meet the coaches' expectations some disciplinary actions may be taken. This discipline usually takes the form of, in increasing severity:

1. Sitting out.
2. Notification of parents with documentation and/or phone call.
3. Probation – a mutually agreed upon period during which the athlete is given an opportunity to change their behaviour.
4. Suspension.
5. Expulsion.

4.8 Injury, Illness, and Disability Policy

If a gymnast should become ill or injure themselves during training, the respective coach will assess the situation and depending on the severity of the condition take appropriate action:

4.8.1 Minor injury

- Ask the child to ice the injury if appropriate.
- Sit and rest for part of a rotation.
- Modify the training so that the injured area is not used.
- Parent/guardian is informed of the injury after training.

4.8.2 Major Injury (requires hospitalization)

- Designate one coach to accompany the gymnast in the ambulance to the hospital.
- Inform the parent / guardian about the injury as soon as possible and if unavailable, the emergency contact person identified by the parent at registration will be phoned. For this reason, each parent should ensure that the Club has pertinent medical information on file and an emergency contact.
- Parent/guardian is immediately contacted.

A GBC Incident Report will be submitted online by the coach for all injuries.

4.8.3 Medications

If a gymnast is taking any medication that may affect their condition, it is the responsibility of the parent to inform the coach of any such condition (for example, an ear infection may affect balance). This will allow the coach to properly modify the training of the gymnast.

4.8.4 Other

Parents / guardians should notify coaches if anything has occurred that might unduly affect the athlete's training. This includes things like, sleepovers, medications, a family death etc.

4.9 Viewing Policy

As with many other sports, FGC advises parents, friends, and relatives to restrict their viewing of the gymnast's workouts to only once a month. The viewing times are restricted by Harry Jerome's operating hours.

This policy is required to provide:

- A quiet atmosphere of serious training in the gym.
- Complete focus of the gymnast on the instructions of their coach.
- Enforce the feeling that gym time is the gymnast's very own time and responsibility.
- The feeling that gymnasts belong to a team.

It has been the Club's experience that if parents and relatives restrict their viewing to a monthly viewing day it is easier for the parent or relative to appreciate the progress made over the month.

The intent of the Club's viewing policy is to strike a balance between:

- Giving parents an opportunity to see their children's progress.
- Giving the coaches and gymnasts quality training time together.
- Minimizing disruptions in the gym thereby promoting safety.

With this goal in mind, the following requests are made of all members/parents as to the interpretation of the Viewing Policy:

- Drop off and pick up all children in the gymnasium itself rather than outside the building. On normal pick-up days wait for children at the main entrance to the gym until the last 15 minutes of Xcel training sessions.
- While in the gym, do not attract the child's attention.
- No parents are allowed out on the gym floor area unless invited by the Club.
- Make arrangements for discussions with coaches outside of training times, and do **not** approach coaches on the floor during training periods.
- Leave siblings at home, if possible, while picking up gymnasts, and especially during viewing periods.
- No pets in the gym.
- No food or drinks in the gym training space.
- Wear appropriate footwear in the gym (some shoes are very hard on the surfaces) and clean off shoes before entering the gym.
- Help clean up any waste packaging from snacks, drink boxes, wrappers, etc. while in the gym.

4.10 Bullying and Harassment

Workplace bullying and harassment can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and depression.

- There is zero tolerance to bullying and harassment at FGC and this applies to all members of the FGC community including, but not limited to athletes, coaches, volunteers, parents, directors, and employees. All workers will be treated in a fair and respectful manner.
- Bullying and harassment can include any inappropriate conduct or comment by a person towards another person that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.
- Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

Employees, parents, directors, volunteers, and athletes must:

- Not engage in the bullying and harassment of others.
- Report if bullying and harassment is observed or experienced.
- Apply and comply with the Club's policies and procedures on bullying and harassment.

4.11 Substance Abuse (Drug & Alcohol) Policy

The Club is committed to the health and safety of its employees. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves, their fellow employees, and members of the Club. To help ensure a safe and healthy workplace, the Club reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

You can review FGC Substance Abuse Policy [here](#).

4.12 Complaint and Concerns Policy

We all strive for harmony and peace, but we know that the demands of Xcel gymnastics can cause tension and possibly conflict. We recognize that having your child in the care of other adults and the financial aspects of the sport may cause stress. Communication can help solve these types of matters, but sometimes it can be overwhelming. Remember that a child's perception of words said or overheard may not be actual reality or truth. There will be much less conflict and stress if you ask questions rather than taking (and acting on) information second hand.

FGC staff 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 unaddressed or assume it cannot be resolved.

FGC wishes to tackle all problems before they grow into larger issues. Parents/Guardians with a concern must follow the outlined steps below.

If a parent or guardian has any concern or question about an aspect of their child's training, development, or behaviour in the gym, she/he should (in order of preference as appropriate):

- Schedule a meeting with the gymnast's personal coach to discuss the concern. Phone or e-mail the Club office to schedule an appointment.
- If the matter cannot be resolved with the coach, or if the concern persists, or if it is not appropriate to discuss it with the gymnast's personal coach, then the parent should schedule a meeting with the Head Coach.
- If the matter remains unresolved after these points of communication, the parent should contact the Office Manager, who will address the issue with all parties involved or will direct you to the appropriate person.
- If the parent still feels the issue is unresolved, the parent may be requested to express such a concern in writing for presentation to the Board of Directors.

The Board of Directors will not review any coaching concerns unless these steps have been followed.

The Board of Directors will not review any technical decisions made by the Head Coach such as coaching assignments, group, and level placement, meet attendance, training practices, etc. The Office Manager and Head Coach are responsible for everything that takes place "on the floor" while the Board is responsible for the administration and finances of the Club in general.