

OKANAGAN GYMNASTICS CENTRE
MEMBERS' HANDBOOK

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It is each member's responsibility to be familiar with the information in the information in this handbook.

UPDATED September, 2007

Club History

The Okanagan Gymnastics Centre is a not-for-profit society with a volunteer Board of Directors. Our purpose is to provide the community with recreational and competitive gymnastic programs. Currently we offer a full range of programs for ages 13 months to adult. We also offer specialty programs as well. Our present facility is the largest in the Okanagan region.

At the Okanagan Gymnastic Centre we consider gymnastics the ultimate foundation for all sports. Gymnastics helps develop body awareness, strength, flexibility, balance and coordination, just to name a few. Okanagan Gymnastic Centre believes in enhancing confidence, physical and mental development, and providing an overall great experience.

Mission Statement

Okanagan Gymnastics Centre is a community-based volunteer-run not for profit organization providing quality gymnastic training for all ages and ability levels in a fun and safe environment.

Our Objectives

- To provide a physically and emotionally safe environment for all children to develop in the sport of gymnastics and trampoline.
- To promote the growth and development of recreational and competitive gymnastics, with quality programs enjoyable for all. Every athlete's involvement in the sport is important to the club, and even though the vast majority will never reach the elite level, the club attempts to allow each athlete to develop to his or her own potential. We wish to ensure that gymnastics is available to the maximum number of athletes in the area and not just to those of a high skill level. We wish to encourage those athletes who do display a high level of skill to enlarge upon this talent. We care and are concerned about each athlete's participation.
- To endeavor to provide a variety of programs for both boys and girls in artistic gymnastics and trampoline and tumbling, providing a level of participation which allows us to maintain and retain qualified coaching in a cost-effective manner.
- To endeavor to recruit coaches with versatility in certification and experience which will enable us to provide instruction for a variety of programs at Okanagan Gymnastics Centre.

Why Gymnastics?

Recreational gymnastics provides social interaction, listening, following directions, and problem solving. Mental aspects include the development of self-confidence, self-esteem, concentration, and discipline. Physical aspects include balance, coordination, body

awareness, rhythm, muscle tone, agility, hand-eye coordination, power, posture, limb control, and air awareness.

Competitive athletes receive all the above plus goal setting, visualization skills, planning and time management.

The Organization of Okanagan Gymnastic Centre

All parents or guardians of member athletes enrolled in the competitive and/or recreational programs of Okanagan Gymnastic Centre are members of the Okanagan Gymnastic Centre Society and have one vote per member athlete. The Annual General Meeting of Okanagan Gymnastic Centre will be held on November 25, 2007 at 2:00 pm, which all members are invited to attend. At the Annual General Meeting a board of directors (club executive) is elected by acclamation or ballot by the members of the society.

The Board of Directors runs the Okanagan Gymnastics Centre with the assistance of various committees and a Business manager. The Committee members volunteer. The club executive consists of the following officers:

President	Steve Ott	765-5640
Vice President	Lori Briggs	868-8338
Secretary	Lindsay Watters	860-1227
Treasurer	Vic Gossen	762-3080
Building Maintenance	Russ Hill	861-1069
Public Relations & Media	Dave HARRY	491-1343
Directors@Large	Kim Lefevre Lori Briggs Lorne Friesen	712-1310 868-3575 764-8576

Staff members who participate in decision making at this level are:

Head Coach	Sergei Chelest	765-0888
Recreational Coordinator	Anita Ott	765-5640
Business Manager	Sally Lockhart	765-3681
Tramp and Tumbling Coordinator	Angelo Despotas	801-0765

Standing committees are personnel, finance, fundraising, and meet director. All members of the society are open and invited to participate in these committees.

The Executives meet once a month: the committees meet as often as required. Copies of the bylaws of the society are available in the office upon request. Copies of the

minutes of the executive meetings are also available upon request and are posted in the club following each meeting.

OKANAGAN GYMNASTICS CENTRE CODE OF ETHICS:

Every member of the Okanagan Gymnastics Centre is expected to treat others with dignity and respect. This includes our participants, parents, coaches, staff, and volunteers. Any behavior that insulting, intimidating, humiliating, malicious, degrading, and offensive is not acceptable and will result in discipline by the Board of Director's to the parent, athlete, or both.

Athletes Bill of Rights

- The right to have opportunity to participate in sports regardless of ability.
- The right to participate at a level that is consistent with developmental ability.
- The right to have qualified sensitive leadership.
- The right to participate in a safe and healthy environment.
- The right of child athletes to play as children.
- 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.

Parent's Code of Ethics

- Do not force an unwilling child to participate in sport
- Remember children are involved in organized sports for their enjoyment, not yours
- Encourage your child always to 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 child and/or team and by members of the other teams as well.
- Do not publicly question the official's or coaches' judgment or honesty.
- Support all efforts to remove verbal and physical abuse from sporting activities.

Coach's Code of Ethics

- Coaches are expected to do all in their power to fulfill the athlete's bill of rights.
- Coaches are expected to treat athletes, 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.
- 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 accepted (Standard) protest procedure.

- It is totally unacceptable for a coach to threaten or strike any athlete or judge, regardless of the situation or location.
- It is totally unacceptable for a coach to use abusive language at any training session, competition or meeting

Fee Structures and Payment Plans

Recreational:

All athletes are required to pay the GBC registration fees at the beginning of September or the start of a recreational session throughout that year. Fees for the recreational classes/programs are based on the number of classes in the session. All fees for classes are due at the time of registration. There will be no placement in classes without full payment of all fees; spots will not be held. We accept cash, cheques, debit, Visa, and MasterCard. All NSF charges incurred will be assessed back to the family along with a club administrative charge of \$20.00.

Competitive:

All athletes are required to pay the BCGA registration fees at the beginning of September for the full competitive year. Fees for the competitive programs are based on the number of hours each athlete trains per week and calculated to the number of training weeks in the year to give a yearly total. Payments are by 12 equal monthly installments, from September to August. A specified number of meet fees are included in this yearly total only for the competitive artistic girls. Post dated cheques or pre-authorization to bill your Visa or Mastercard is required. All uniforms, tracksuits, and music will be charged separately and must be paid before receiving these items.

Late payment fees will be applied and all NSF charges incurred will be assessed back to the family along with a club administrative charge of \$20.00.

Athletes are not allowed to participate if fees have not been paid. All fees are to be paid on the 1st or the 15th of every month. If you would like to set up a different payment plan or date please discuss this with our Business manager.

The Okanagan Gymnastic Centre does not subsidize the fees for any athlete.

Fundraising (a big part of OGC)

Fundraising activities are an important source of income and are essential to the fiscal viability of competitive programs for the Okanagan Gymnastic Centre. All our fees and fundraising revenues we receive over the year are directed to company purchase or replacement. As a result, your participation and assistance in our fundraising activities is vital for the success of our club and programs. Numerous fundraising activities will take place throughout the year and they will be listed on the information board. Each family is required to participate in or contribute to each seasonal fundraising event.

We currently have scheduled charity bingos. The revenue gained from the bingo is a substantial part of our budget. Without sufficient volunteers, we will lose our charity bingo license and the lost revenue would have to be made up through other fund-raisers so please help out in this important area. Sign ups are available as the dates are given to us from Kelowna Bingo Assoc. You are responsible for the dates you sign up for, please find a

replacement if you cannot make it and make sure to let us know. (A “No Show” is very detrimental to this funding! One volunteer hour with bingo is worth \$1,000 to the club.)

Also available at the office are Starbucks coffee cards and Save On foods gift cards. A portion of each card sold goes to the club.

Okanagan Gymnastics Centre Rules

Discipline in the gym is vital to every athlete's success and safety. These are the general rules for every athlete to follow in order to provide the best and safest environment for training. If there are infractions of the basic rules then disciplinary action will be taken.

- Athletes are not allowed in the gym or on the equipment unless directed and supervised by a coach. (this includes ages 13 months to adult)
- Equipment and the facility must always be respected and used in a safe manner.
- Athletes are expected to attend every class, please call the gym if an athlete will not be attending. Missed classes cannot be made up or refunds given. (Requests for special exceptions may be made to the board of directors, through the office. Board decisions are final.)
- Please notify the coach (in writing whenever possible) if your child will be leaving early.
- For the safety of all athletes, let the coach know if someone other than a parent or guardian is picking up your child.
- Please come into the centre to pick up your child, as children are encouraged to remain inside until picked up. If using the drop off lane, be very careful of other children and please be quick.
- All injuries must be reported to a coach immediately no matter how minor.
- All athletes are expected to behave in an appropriate manner at all times in the gym. No physical contact! (ie. pushing, hitting, shoving, budging, etc).
- Athletes must wear appropriate clothing to the gym or they may not be allowed to train. (Clothing that is considered too revealing or that is too restrictive is not appropriate; the coach is at liberty to make a judgment call on appropriate clothing.)
- Competitive athletes must wear a training gym suit (not the competition suit). Certain approved shorts are allowed, No T-shirts
- Hair that falls into the eyes must be tied back with plain elastics; no bobby pins are permitted for safety reasons. **BRING YOUR OWN HAIR ELASTICS – We do not supply these.**
- Jewelry must be appropriate, no long necklaces, rings, long earrings, etc. for safety reasons. **ONLY stud earrings are allowed.**
- Athletes are expected to treat public areas with respect. This means cleaning up meal/food wrappers, refraining from food fights, keeping the change room clean, and not writing on walls and wrappers, refraining from food fights, keeping the change room clean and not writing on walls and lockers. **REMEMBER- NO STICKERS!**

Discipline in the gym

Discipline in the gym is vital if injuries are to be kept to a minimum. It is the responsibility of the athlete to use the equipment safely and to behave in an orderly and respectful manner at all times. If this is not strictly adhered to, then disciplinary action will be taken. Disruptive or distracting behavior is not acceptable. A logbook is kept of infractions

that occur. This is the recommended disciplinary protocol; however it is coach's decision as to the appropriate level of discipline required:

1. Verbal warning
2. Time out with in group
3. Parents phoned to come and pick up their child
4. One class suspension (without refund for fees paid)
5. 2-3 class suspension (without refund for fees paid)
6. Long term suspension (without refund for fees paid)

It is important that athletes are on time and ready to participate. This goes for classes, displays, Competitions, etc. This is out of common courtesy to teammates, coaches, and other competitors.

Arriving late for a function will require you to do an unsupervised quick warm up on your own. This is not the proper way to prepare for activities and may result in an injury. Warm up is the most important part of preparation for any athletic endeavor. At a competition if you are late you will be disqualified from the competition. When representing our club we expect athletes to always be on their best behavior and be courteous. The club will not tolerate bad mouthing other clubs, athletes, coaches, judges, officials, etc. You will be asked to thank the host club organizers and coaches.

Removal from the Program:

For its part, Okanagan Gymnastics Center commits to the child and his/her family for the competitive season. However, the Head Coach or Manager necessarily has the right to remove an athlete from the program at anytime during the season, temporarily or altogether, under any of the following conditions:

- If the head coach in his/her discretion feels that the child's temperament, development, or skill level prevents him/her from meeting the requirements of the competitive program.
- If the conduct of the child **or his/her parents** is disruptive. In fact, if such inappropriate behavior continues, the Board of Director's may terminate the membership of the athlete and his/her parents altogether.
- If the monthly fees are not being paid.
- In the event the athlete is repeatedly absent, frequently arriving late, or leaving early.

Recreational Programs (for your information, to share with others)

The emphasis of our program is the development and enhancement of agility, balance, and strength, while teaching the basics of the sport of gymnastics. The recreational programs are offered in the three sessions per year (*Fall*- September to December, *Winter*- January to the end of March, *Spring*- April to the end of June). We also offer Half Day Camps and Preschool classes during the summer months of July and August, as well as Birthday Parties, and a full range of field trips.

Our class organization consists of:

Bouncing Babies – once a week for 30 minutes, 13 months to 20 months

Parent & Tot – once a week for 45 minutes, 19 months to 24 months

Terrific 2's & 3's – once a week for 45 minutes, 2 & 3 years PARENT PARTICIPATION

Fabulous 4's – once a week for 1 hour, 4 years

Fantastic 5 & 6's - once a week for 1 hour, 5 & 6 years

Mighty Mites – once a week for 1½ hours, 5-6 years.

By invitation only from our Recreational Coordinator or Head Coach.

Girls Beginner Recreational – once a week for 1 hour, 6-13 years.

Intermediate #1 Recreational – once a week for 1 hour, 6-13 years.

Intermediate #2 Recreational – once a week for 1 ½ hours, 6-13 years.

Advanced #1 Recreational – once a week for 2 hours, 6-13 years.

Boys Beginner Recreational – once a week for 1 hour, 6-13 years.

Intermediate Recreational – once a week for 1 ½ hours, 6-13 years.

Advanced Recreational – once a week for 2 hours, 6-13 years.

Tramp & Tumbling Beginner – once a week for 1 hour, 8-13 years.

Intermediate– once a week for 1 hour, 8-13 years.

Advanced– once a week for 1 ½ hours, 8-13 years.

NOTE: All training times are subject to change at the discretion of the Head Coach and or Recreational Program Coordinator. If enrollment is not sufficient classes may have to be cancelled. For a full description of our classes, times and costs for each session, check our website at www.OkanaganGymnastic.com.

Classes for Teens and Adults:

We have a Teen girls' class available for girls 13 – 18yrs. Adult classes are run on a restricted basis. Please contact the office for more information.

Birthday Parties

Our Nationally qualified coaches will treat you to an action filled party on the bars, trampoline, floor, beams, and relay races. All Parties must be pre-scheduled with our office and pre-paid 2 weeks before the date of the party. :

Costs 1 hour – up to 10 children/1 coach in the gym \$80.00 (based on ages 5 and up)

1 hour – 11 – 18 children/2 coaches in the gym \$115.00

Party Room/upstairs for 1 hour \$40.00

Party Room/downstairs for 1 hour \$20.00

Times Available Saturday 3:30-5:30, 4:30-6:30

Sunday 3:00-5:00, 4:00-6:00, 5:00-7:00

Our Competitive Programs:

OGC offers a full range of competitive levels of training for Artistic girls and Trampoline & Tumbling. Athletes are invited into the competitive programs at the discretion of the coaches. Training hours for athletes will vary depending on their age, ability level, and level of competition. All athletes are expected to represent their club at competitions in BC. On occasion, opportunities may arise to compete out of the province or out of Canada.

******NOTE:** All training times are subject to change at the discretion of the Head Coach****

Program Improvements

1. The competitive program operates on a 50 week schedule with 1 week off at Christmas and a 2nd week credited to athletes for the stat holidays throughout the year. The program will continue from September to the end of August.
2. Monthly fees will incur the following cost allocations:
 - a. Competition fees
 - I. \$75 will be allocated for each away competition allocated by the coaches in addition
 - II. \$40 for OGC Cobweb entry fee
 - III. \$60 for OGC Ogopogo entry fee
 - IV. Competition fee refunds are only issued with medical certificates. If the athletes are registered and do not show up they will be required to pay the club for any differences.
 - b. Coaches travel costs
 - I. A fee of \$25 per away competition will be allocated.
 - II. This is an increase from \$15 per event as both competitive programs have both female and male coaches as well as covering the increased cost of fuel.
 - c. Dance instruction
 - I. Most athletes will have ballet instruction as part of training. The fee is to cover costs of the contract instructor.
 - II. Dance instruction is allocated as per coach's recommendation.
 - III. Dance instruction does not include the development and training of floor routines. The creation of floor routines is independent of monthly fees which are contracted out.

IV. \$3.75 x 50 weeks

d. End of year celebration

- I. \$15 per athlete is allocated. This is to cover costs of trophies and engraving only.

e. Weekly training fees

I. Weekly training fees are broken into 2 components:

1. Monies- The fee rates are aimed to cover the cost of the coach's salaries and wages only.
2. Volunteer commitment hours- Volunteer hours are calculated based on the number of hours an athlete trains per year. Each volunteer hour is worth \$15. The volunteer component aims to cover the competitive program portion of operational costs of running the gym.

- II. The new rate structure has been developed to create consistency and is functional and increments are based on a formula.
- III. Families with 2 or more competitive athletes will be charged the rate of all athletes total training hours combined.

3. What costs are not included in the monthly fees

a. Gymnastics BC registration

- I. Each year athletes need to renew their GBC insurance coverage and this is an additional payment made in September along with your first monthly fee payment.
- II. Coverage is good from September 1 to August 31 of each year.
- III. GBC athlete insurance is \$85 for the 2007/2008 season.

4. Each family will have the option of up to 6 weeks vacation time which they can allocate to suit their own needs throughout the year. This is in addition to the one week allocated at Christmas. Vacation weeks are to be taken in week blocks not in single days. The coach and office needs to be notified of vacation dates prior to vacation. Credit will **not** be allocated if the office is notified after the vacation time is completed.

Family Commitment Plan (competitive program only) formally volunteer credit hours

For families with athletes in both the recreational and the competitive program only the family commitment plan will apply for competitive. This program is a mandatory part of all our competitive programs

The family commitment plan (FCP) plays an important role in helping to maintain and run the club. The fees that are generated are only a portion of what is needed to cover the cost of rent, utilities, coaches, supplies, equipment, and so forth. Since OGC is a not for profit, parent run organization, every family must take on the responsibility to do their share in helping to fundraise, and volunteer in various activities. The understanding used in designing the FCP is that the greater the involvement of your child in the competitive program, the

greater the commitment of your family through FCP. This commitment helps to subsidize your fees. If time is an issue, there is the option of buying out the hours. The number of FCP hours is determined annually by the Board of Directors and is based on the proposed activities for the year. A signed agreement for each family stating the commitment on their part to the FCP is required prior to their child being allowed to train in the competitive program.

The expectation is that all families will contribute time to the club for various tasks that might otherwise cost the club money (such as gym maintenance) or help with other activities in the running of the club. Hosting competitions is the most labor-intensive activities for the club. If your child is competing at an OGC hosted competition you will be expected to do at least one shift even if your FCP hours are already completed. In addition to volunteer hours at events, all families will be required to do ONE gym clean up over the course of the year and dates will be posted as scheduled throughout the year. The Board recognizes that some jobs require greater time and effort and therefore are more demanding on individuals. Also, some families due to individual circumstances are not able to contribute on a yearlong basis or may wish to have some flexibility in the types of jobs for which they volunteer. The important issue is that all of these jobs should not fall on only a few members of the club, as has been the case in the past. For a family wishing to buy out their FCP, this may be done at a cost of \$15.00 per hour owing. If there are some suggestions or alternatives that you have about your commitment, please present this in writing to our Board of Directors.

Competitive Attire (for all competitive athletes):

Club suits and track suits

- I. Club competition and track suits are not part of your monthly fees
- II. Trading of second hand tracksuits and suits is the families' responsibility, if you have suits for sale or trade and swap. We will have a sale card available for you to fill out and post of the competitive notice board. It is the parent's responsibility to talk between yourselves and trade the suits. The office will not be responsible for the trading of second hand suits.
- III. A sale card will be issued on payment of annual training registration if you wish to take advantage of the program.
- IV. Dates for taking measurements for new suits will be announced, If you miss the suit fitting days, it is the responsibility of the parent to complete the suit order form with measurements to the office. Only one order will be placed.
- V. We are upgrading our track suits and over the next couple of years we will phase out the old tracksuits. We are moving to a red top with a black pant. Everyone will have the opportunity to participate in the selection process over the next few months.

All athletes representing the Okanagan Gymnastic Centre MUST wear appropriate team clothing (for all competitions, demo's, parades etc). Please do not show up in street clothes or individual gym suits. Our **Team clothing** consists of:

Tracksuits & Training/ Demo Suit- Black pants and tops are being revised and phased in over the next 2 years.

Competitive Leotard- We are looking at new suit for senior girls to be phased in over the next 2-3 years.

For T&T Athletes (Males only, Ladies have new suits):

Singlet - with shorts over, New Design to come this year

White Trampoline Pants - we will coordinate exchanges for athletes and then order what we need.

Competitions for Artistic and T&T:

The schedule is being finalized and will be emailed out ASAP.

Competition Guidelines:

Gymnastics meets are the forum where your child can exhibit the skills that have acquired through all the long training hours. The opportunity to attend meets is obtained by hard work in the gym during practices, good overall attendance, good behavior and a good attitude. In order to attend a meet, the athlete must have good consistent attendance at practices. If repetitive absence, injury, or inconsistent performance occurs, the competitive coach reserves the right to decide if the athlete can compete, and this decision is final.

If athletes are to enjoy the meet and do their best they must do the following:

- Arrive 15 minutes before warm up so they feel prepared
- Be well rested and ready to do their best
- Bring light snacks and water bottles for use during competition
- Wear the full competitive team uniform in good condition
- Have their hair and appearance neat and tidy
- Bring a copy of the floor music as an emergency back up
- Behave in a manner directed by the coach – respectful, positive, and sportsmanlike. Any unsportsmanlike behaviour and emotional outbursts will not be accepted. Deviation from this rule could mean withdrawal from the competition.
- Lastly, all athletes are to have fun!

Important note to Parents: Please note that parents are not to distract or interrupt any athletes during a competition or even during the warm up. To show good sportsmanship, athletes are not allowed to leave the floor of the competition until the last competitor's routine has been completed. Parents are not allowed on the competition floor at any time! Any questions or concerns that they have should be addressed to the coaches either before or after the competition. Parents are not to express their concerns or inquiries directly to the judges or any meet official, **SPEAK TO YOUR CHILD'S COACH!**

And remember, gymnastics competitions although competitive should still be fun!

Travel Costs:

The parents will help cover the coach's costs of travel, accommodations, and meals to meets. A portion of these travel costs will be pre-determined at the beginning of the year and a nominal charge will be assessed to each family based on how many meets your child is attending. Spread amongst many families, these costs are quite low. Athletes who attend

additional training camps and competitions will be required to cover coach's expenses for travel and accommodations on their own. OGC covers the cost of the coach's wages and the cost of a substitute coach, if required. The only exception to this policy would be if the club is sending a coach to a specific event (GBC Fall Congress) anyways.

There are some grants available to help those traveling to major competitions. The Business Manager has information of how to apply for grants and grant requirements. Some sources of additional funds are Gymnastics BC, GBC Zone 2, Pacific Sport, and the City of Kelowna. Please contact the manager for more information.

Floor Routine Choreography:

Frequency of New Routines

It is time for everyone to begin thinking about floor routines again. If your daughter has had her floor routine for two or more competitive seasons, then it is time for a new one! An athlete can keep a floor routine for more than two seasons if the routine is well executed and performed, however, this needs to be discussed with the coaches, athlete, and parents.

If your daughter learned a new floor routine last year or if we have decided that she is keeping the routine for another season, then you can ignore this letter.

All level 1 athletes will share a floor routine again, similar to last year, so please do not be alarmed by this notice. Although please consider that this procedure will be relevant to your family in the near future.

Time Line

All routines need to be completed prior to November 30th, 2007 so the routine will be ready to be performed for the entire competitive season.

Please begin to look and listen for floor music with your daughter, if you haven't already.

There is also the possibility of re-using a floor routine/music from a previous athlete and a previous year. This is sometimes a good option, especially for the younger athletes. There are many floor routines and a lot of music in our archives, so please give that option a thought. If you are interested in taking home a few CD's or tapes to listen to, just notify me.

Certain athletes, depending on their level, should get their own brand new routine and the re-using a routine may not be an option.

Payment

The payment will be made directly to Heather and will be appreciated prior to completion of the routine.

Prices

A brand new floor routine has a flat rate of \$150, which includes, music editing if needed, planning time, organization of requirements, and choreography and teaching time. If you and your daughter decide to use a previously choreographed routine, then there is a flat rate of \$100 which will include, planning time, organization of requirements, and re-choreographing any portion of the routine that does not fit the athlete or any portion that needs to be updated depending on requirements.

Both of these prices include any tweaking that is needed throughout the year. If the coaches decide that they do like a portion of the routine or if your athlete moves up a level during the course of the two year stint with the routine then the routine will need to be revamped due to requirement changes. This is included in your flat rate.

Please note that I also choreograph and organize the composition of all beam routines to make sure that the girls have the proper requirements for their appropriate levels. Beam routines are not charged out, however, please remember this is included in your choreography and regular monthly fees.

Questions

Please contact Heather directly if you have any questions.

Athlete Development Fund:

At Okanagan Gymnastics Centre, we recognize the hard work and dedication our athletes demonstrate in order to reach higher levels of competition. As a non-profit organization, we cannot afford to absorb costs for athletes reaching these levels. We would however, like to support them by providing some additional funding to help those representing our club at major competitions. This support will be evaluated each year, based on the club's financial situation. The Athlete Development Funds have been set as follows:

Criteria:

- The athlete must qualify to be on the provincial team at these events.
- The cost of the coach's travel and expenses will be paid for by the club if the coach is not chosen as a "team" coach. The exception to this policy is T&T Westerns.
- Applications for this funding can be obtained at the office and must be completed by the Board meeting directly following the qualifying event.
- An assessment will be done by the OGC Board of Directors prior to each event based upon travel and need.

Trampoline and Tumbling:

Westerns up to \$150 (coach not covered)

Nationals up to \$300

WAGS up to \$500

Artistic Women's:

Westerns up to \$300

Elite Canada up to \$250

Nationals up to \$500

Communications

Club Communication is an important issue in the running of a smooth program and facility. All competitive families are given a mail slot at the gym where all notices, information and communications will be put. Starting this year, any families with an email address will have these things emailed to them as well. It is the expectation of the program for all families to check their mail and keep up with all required correspondences with the coaches and office. As well, our club newsletter will be handed out approximately twice per year with dates pending. This newsletter will have schedules, events, changes, and any information needing to be confirmed. It is also open to any families wishing to include articles that may be of

relevance to our competitive athletes and families. We do our best to keep everyone informed but please remember it is a shared responsibility!

Breaks

All Competitive and Pre-competitive athletes attending training sessions which are 3 hours or longer will be given a short break during which they may choose to eat a snack (or dinner). Only healthy, light snacks are permitted though, as junk food is detrimental to productive training. NO POP, CHOCOLATE BARS, CHIPS, DONUTS, etc should be eaten prior to training or during the break. Please save these types of snacks for after training. It is expected that each child will respect the building and clean up after eating. All wrappers, juice containers, and spills are to be cleaned up by the athlete themselves.

Awards Banquet

At the end of our competitive season in June, the Okanagan Gymnastic Centre has its annual awards banquet for all competitive athletes and their families. A \$15 charge is included in monthly fees to cover the cost of the awards and hall rentals. Every athlete is recognized with an award to celebrate their hard work and achievement over the year. This is also a time to recognize outstanding athletes of all ages within our club and to give thanks to our volunteers and community sponsors. We encourage all athletes and parents to attend this fun event. This event is held towards the end of June after competition season.

Care of Valuables

The Okanagan Gymnastic Centre is not responsible for lost or stolen items. As our gym is open and a public facility, it is unfortunately accessible to the issue of theft. We highly recommend that no valuables be left unattended anywhere in the gym or facility, including our change rooms. Anything of monetary or personal worth should be left at home. (Especially jewelry, watches, school books, etc).

Lockers:

There are a limited number of lockers available for our competitive athletes who are training more than 2 days per week, and the athletes are expected to share with at least one other athlete. The lockers are booked on a yearly basis and a \$25.00 damage deposit per year is due at the time of assignment. Although the locks are provided by the athletes, the lockers are the property of the Okanagan Gymnastic Centre and are not to be mishandled, drawn-on, and ABSOLUTELY NO STICKERS ALLOWED! (Use magnets!). We reserve the right to

inspect lockers, contents and condition throughout the year. Damage deposits will not be returned for lockers that are found to be damaged (ie. Stickers).

Lost and Found

The Okanagan Gymnastic Centre is not responsible for lost or stolen items. Our Lost and Found bin is located in the concession area of our club. Any clothing or other items left in the gym or change rooms are placed in this bin and kept for no longer than 3 months.

Demonstrations and Community Events

The Okanagan Gymnastic Centre traditionally participates in several demonstrations and community events such as Family Fun Day and YMCA Day throughout the year. The exposure we receive from these events positively impacts new registrations each year and, therefore, is important to the financial viability of OGC. The Demos are generally open to all levels of artistic and T&T competitive athletes and participation is voluntary but is strongly encouraged to promote our centre and the competitive programs. It is also imperative that we have adult helpers, with strong arms and trucks to haul equipment, in order to make these possible. These events are excellent ways to work off those Family Commitment hours. Typically demos are held in the spring and summer but watch our lobby and boards for dates and sign up sheets for these events.

Missed Classes

Classes missed by an athlete for any reason may not be "made up" or refunded except by the approval of the Head Coach and/or Business Manager. This includes classes missed for illness and/or injury, which will still require a Doctor's note. Classes cancelled by Okanagan Gymnastic Centre due to any unforeseen circumstances will be either "made up" in some manner or refunded based on the Head Coach and Business Managers decision.

Complaint Protocol

The Board of Directors of the Okanagan Gymnastics Centre attempts to run the club to the best of their ability. However, we are unable to foresee every problem that may occur. PLEASE, do not let your problem go un-addressed or assume it cannot be resolved. We want to tackle any and all problems before they grow into major issues. Please follow the complaint protocol listed.

If a parent or guardian has a concern with their child they must follow the outlined steps:

- Discuss the issue first with the class coach.
- If the problem cannot be resolved by the coach, then the issue is to be brought to our Head Coach for competitive or to the Recreation Coordinator for the recreational program.

- If the Head Coach/Recreational Coordinator is unable to resolve the problem then he/she will present the matter to the Business Manager.
- If the Business Manager is unable to resolve the problem then the Business Manager will present the matter to the Board of Directors, with the Board's decision being final.

Private Coaching Lessons

- I. *Okanagan Gymnastics Centre staff conducting private lessons*
 1. All Okanagan Gymnastics Centre coaching staff may take private lessons and will be paid at their normal rate of pay based on qualifications to a maximum of 40 hours including regular work hours. Once the number of regular work hours and private coaching hours exceed 40 hours coaches will be paid at a rate of \$25 per hour thereafter.
 2. Okanagan Gymnastics Centre will actively promote private coaching hours by staff.
- II. *Non coaching staff conducting a private lesson*
 1. All external coaches wishing to use the gym for private lessons can either:
 - a. Become an employee of the Okanagan Gymnastic Centre and be paid the regular coaching wage rate based on qualifications for the first 40 hours. Then \$25 per hour thereafter.
 - b. Or, if the coach has a business number, WCB insurance and a current registration with Gymnastics BC they can conduct private lessons during regular hours of operation. All non employees working in the facility will be referred to as contractors.
- III. *Cost of private lessons*
 1. All private lessons conducted by Okanagan Gymnastics Centre staff will be charged at a rate of \$35 per hour for OGC athletes. All other athletes will be charged at a rate of \$40 per hour.
 2. All private lessons conducted by an external coach working as an Okanagan Gymnastics Centre employee will be charged at a rate of \$40 per hour for all OGC and other athletes.
 3. All private lessons conducted by contractors will pay \$50 per hour during normal hours of operation or \$80 per hour for a private rental of the gym.
 4. Rates for multiple participants in a private lesson are:
 - a. 2 people- split the costs of the private lesson
 - b. 3 people- \$15 per person
 - c. 4 people- \$15 per person
 Maximum of 4 per private lesson.
 5. Public holidays cost the normal rate of \$40 plus an additional \$25 for the coach's wages. (Coach will receive normal rate plus \$25.)