



# **FLICKA GYMNASTICS CLUB: GYMNAST AND PARENT HANDBOOK FOR COMPETITIVE GYMNASTICS: (revised May 2013)**

## **Handbook Table of Contents**

### **1. The Flicka Gymnastics Club**

- 1.1 History of Flicka
- 1.2 Club Goals
- 1.3 Club Values
- 1.4 Club Structure
  - 1.4.1 Board of Directors
  - 1.4.2 Executive Positions
- 1.5 Club Staff
  - 1.5.1 Club Manager
  - 1.5.2 Competitive and Pre-Competitive Programs
  - 1.5.3 Club Administrators

### **2. The Competitive and Pre-Competitive Programs**

- 2.1 Progression Flow Chart (under construction)
- 2.2 Coaching Philosophy
- 2.3 Discipline

### **3. Selection Criteria and Streaming**

- 3.1 General
- 3.2 Pre-Competitive Program
  - 3.2.1 Girls
  - 3.2.2 Boys
- 3.3 Placement in Training Groups
- 3.4 Placement in the Competitive Level
- 3.5 Participation at Meets
  - 3.5.1 Individual Participation
  - 3.5.2 Team Selections
  - 3.5.3 Travelling Gymnasts (Away Meets)
- 3.6 Participation at Displays, Demonstrations, Special Events

### **4. Club Procedures**

- 4.1 Parent/Coach Meeting
- 4.2 Cancellation, Rescheduling Of Training Session
- 4.3 Competitive Schedule



## **4. Club Procedures (continued)**

### **4.4 Travel Guidelines**

#### **4.4.1 General**

#### **4.4.2 Travel Costs**

##### **4.4.2a Distribution and Payment of Travel Costs**

#### **4.4.3 Itinerary and Reservations**

#### **4.4.4 Car Travel**

#### **4.4.5 Accommodations, Meals**

#### **4.4.6 Supervision**

#### **4.4.7 Withdrawal from Competition and Associated Costs**

### **4.5 Communication and Concerns**

### **4.6 Training of Outside Gymnasts**

### **4.7 Food and Drinks, Housekeeping**

## **5. Gymnast Guidelines**

### **5.1 Attire and Appearance**

#### **5.1.1 Training - Females**

#### **5.1.2 Competitions - Females**

#### **5.1.3 Training and Competitions - Males**

### **5.2 Gym Bag**

#### **5.2.1 Training**

#### **5.2.2 Competitions**

### **5.3 Training Expectations and Guidelines**

#### **5.3.1 Attendance**

#### **5.3.2 Punctuality**

### **5.4 Flicka Gymnast Code of Conduct**

### **5.5 Competition Guidelines**

## **6. Program Expectations and Rules**

### **6.1 Communication**

#### **6.1.1 Vacation & Time away**

#### **6.1.2 Issues & Concerns**

#### **6.1.3 Resolving Conflict**

#### **6.1.4 Program Philosophy**

## **7. Club Policies**

### **7.1 General**

### **7.2 Fees**

#### **7.2.1 Training Fees**

#### **7.2.2 Withdrawal**

#### **7.2.3 Membership Fees**

#### **7.2.4 Competition Fees**

#### **7.2.5 Uniforms**

#### **7.2.6 Supplementary Costs**

#### **7.2.7 Non-payment of Fees**



## **7. Club Policies (continued)**

- 7.2.8 Deferment of Fees
- 7.3 Viewing Policy
- 7.4 Drop-Off Policy
- 7.5 Disability Policy
- 7.6 Volunteer Deposit Account
  - 7.6.1 Definition
  - 7.6.2 Purpose
  - 7.6.3 Setting the Amount
- 7.7 Fundraising
  - 7.7.1 General
  - 7.7.2 Gaming Funds – Direct Access Grant
  - 7.7.3 Raffle
  - 7.7.4 Sales
- 7.8 Private and Corporate Sponsorship and Donations
- 7.9 Flicka Meets and Events
- 7.10 Parent Commitment

## **8. Parent Guidelines**

- 8.1 General
- 8.2 Training
- 8.3 Competitions
- 8.4 Injury or Illness
  - 8.4.1 Procedures and Reporting
  - 8.4.2 Other
- 8.5 Parents' Code of Ethics (From GBC)



## **1. THE FLICKA GYMNASTICS CLUB**

### **1.1 History of Flicka**

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

### **1.2 Club Goals**

Flicka Gymnastics Club is firmly committed to two equally vital goals for youth sport:

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

### **1.3 Club Values**

Flicka Gymnastics Club holds the following core values:

- Holding paramount the safety and security of gymnasts;
- Demonstrating respect for others;
- Valuing and including **all** gymnasts;
- Committing to excellence in coaching and program quality;
- Demonstrating professionalism, enthusiasm and hard work on and off the floor;
- Building and supporting the Flicka community/team.

### **1.4 Club Structure**

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

#### **1.4.1 Board of Directors**

The Board of Directors is elected at the Annual General Meeting, which takes place at the end of the training year (June). Their term runs from August to July of each year. The responsibility of the Board of Directors is to ensure, through a number of elected members, that the Club functions in a financially sound manner. In addition, the board will provide oversight and guidance to the club's management team to ensure that the goals and mandate of the society are being met.



Board members meet at least once a month. A member can request that an item be placed on the agenda of a board meeting and can attend any board meeting, provided a request is made to the secretary prior to the meeting.

### 1.4.2 Executive Positions

The Board of Directors executive positions are as follows:

- **President:** Responsible for overseeing the activities of all Board members and the Club in general.
- **Vice President:** Assistant to the President and responsible for additional committee portfolios as required.
- **Treasurer:** Responsible for monitoring and reporting the financial activities of the Club and additional committee portfolios as required.
- **Secretary:** Responsible for maintaining the official records of the Club, reporting and recording the activities of the Board, external communications, and additional committee portfolios as required.
- **Directors at Large:** Responsible for various committee portfolios to ensure the effective management of the Club.

## 1.5 Club Staff

### 1.5.1 Club Manager

The Club Manager is responsible to the Board for the operations of the Club. This person is the liaison between coaching staff and parents, as well as between all staff and the Board. In co-ordination with the management team, this person plays an integral part for operational aspects of the Club.

### 1.5.2 Competitive and Pre-Competitive Programs

- **Girls' and Boys' Competitive Head Coaches**

The Head Coaches are responsible to the Board, through the Club Manager, for the technical administration of the Girls' and Boys' Competitive, and Pre-competitive (developmental) programs. In addition, the Head Coaches are responsible for the implementation of training guidelines, schedules, uniforms, etc.

- **Competitive Coaches**

Competitive Coaches are responsible to the Head Coach and Club Manager, for providing quality gymnastics training in the competitive programs within established guidelines and for reporting on gymnasts' performance to the Head Coaches and parents.

### 1.5.3 Club Administrators

- **Office/Transition Manager:**

The Office/Transition Manager oversees all aspects of the administration of the Club and reports directly to the Club Manager and through the Club Manager to the Board. Duties include:

- Club correspondence and records
- Collection of fees
- Maintenance of financial records
- Registration for competitive meets
- Registration for all programs
- Club payroll
- Information and public relations
- Filing of safety and injury reports

- **Bookkeeper and Registrar:**

The bookkeeper and registrar report directly to the Office/Transition Manager and are responsible for helping the Office Manager carry out the duties of the office as listed above.

## 2. The Competitive and Pre-Competitive Program

### 2.1 Progression Flow Chart

#### **Glossary of terms:**

GBC – Gymnastics British Columbia

GCG – Gymnastics Canada Gymnastique

CPP – Canadian Provincial Program (competitive)

CPN – Canadian Pre-Novice

HP – High Performance

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

**This area is under construction**

The progressive (competitive levels) of male gymnasts in the competitive program under the governing sports bodies Gymnastics BC and Gymnastics Canada is described below.

**This area is under construction**



## **2.2 Coaching Philosophy**

The Flicka Gym Club's philosophy is to assist all gymnasts in reaching their fullest potential through the best possible instruction in a professional and affirmative environment of mutual respect.

The Flicka Gym 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 Flicka Staff consistently display personal standards that project a favourable image of their sport, of the coaching profession, and of our club.

Flicka coaches are expected to:

- Regularly seek to increase their level of professional training and development.
- Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly.
- Treat gymnasts with dignity and direct comments or criticism to the performance rather than the gymnast.
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the gymnasts and educate the gymnasts as to their responsibilities in contributing to a safe gym environment.
- Communicate with the gymnasts' parents or legal guardians and to regularly inform them of their child's development and progression. This is done through appointments that are made between the coach and parent.
- Communicate and cooperate with registered medical practitioners, relevant sport specialists in the diagnoses, treatment and management of their gymnasts' medical and psychological problems or ailments.
- Consider the gymnast's future health and well being as foremost when making decisions regarding an injured gymnast's ability to continue training.
- Encourage the gymnasts to respect and maintain their equipment and training facility.

Flicka coaches will also:

- Discourage the use of tobacco products by their gymnasts.
- Discourage the use of alcohol in conjunction with athletic events or victory celebrations.
- Never advocate or condone the use of drugs or other banned performance enhancing substances.

## **2.3 Discipline**

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

In order to maintain safety in the training environment while allowing for progress, coaches must ensure that the gymnasts will conform to rules, follow specific instructions explicitly, and not disturb, through inappropriate displays of anger or emotion, the concentration of other gymnasts.

Therefore, all behaviour in the gym is to be governed by the dictates of common sense and mutual co-operation and respect between coaches and gymnasts. Rudeness and discourtesy will not be tolerated. However, 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:

- Sitting out
- Notification of parents with documentation &/or phone call
- Probation – a mutually agreed upon time period during which the athlete is given an opportunity to change their behaviour
- Suspension
- Expulsion

### **3. Selection Criteria and Streaming**

#### **3.1 General**

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

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 competitive gymnastics.

This evaluation will include whether the gymnast has, and to what degree he/she has:

- Maturity
- Ability to develop a fearless trust in coaches
- Ability to handle the discomfort, aches and pain of hard training
- Ability to handle stress in competition
- Desire to strive for perfection
- Desire to learn new skills
- Desire to work and improve on personal weaknesses
- Determination to do his/her best
- A positive training attitude
- Co-operation with coaches and teammates
- Competitive spirit
- Good sportsmanship
- Seriousness of commitment and family support





### **3.2 Pre-Competitive Program**

The pre-competitive program is a developmental program designed to enhance physical and psychological qualities and teach correct developmental skills in a challenging yet enjoyable environment.

Girls from age 5 and boys from age 6 are assessed and selected for invitation to this program, based on ability, desire, and the potential to pursue gymnastics as a competitive sport. Recommendations to be assessed may come from other programs within the club.

The pre-competitive program is not necessarily a continuation of the Kinder-gym or the Recreational Program. The gymnast entering the pre-competitive program and their family must understand that they have been selected to a select group and must commit to attend all training sessions in the hope of becoming a competitive gymnast. Selection into this program is the sole responsibility of the Head Coaches.

### **3.3 Schedule and Placement in Training Groups**

Once selected into the pre-competitive or competitive programs, the gymnasts are divided into groups based on such factors such as skill level, potential, general training attitude and attendance record. Flicka will make an effort 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, in the opinion of the coaching staff, she/he will be challenged within the group without feeling overwhelmed, and will best progress to attain success in her/his assigned competitive level. Full care is always taken to ensure that the qualifications of the assigned coach are consistent with the gymnast's level and abilities.

The placement of gymnasts in the respective training groups is the sole responsibility of the Head Coaches.

### **3.4 Placement in the Competitive Level**

Each category and level of gymnastics competition has certain skill requirements. The score of a routine is arrived by at 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 competitive level best suited to her/his skill level, form, and maturity. The Head Coach will assign each gymnast to a category and level which will be challenging yet allow her/him to experience individual success.



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. However, even within the same level, each gymnast who trains seriously is expected to progress and experience increased personal success.

The placement of gymnasts in competitive levels is the sole responsibility of the Head Coaches.

### **3.5 Attendance at Meets**

The Competitive Program is very structured and competitions and events are mandatory unless specified by the coaches. Athletes are expected to attend competitions 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 competitive gymnastics program. The onus is on the family to communicate with the Head Coach if there is any reason why the gymnast cannot attend.

#### **3.5.1 Individual Participation**

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

Generally, a gymnast will not be allowed to enter into a competition if she/he does 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 three week period prior to competition, the coaching staff reserve the right to withdraw the gymnast for safety reasons.

Gymnasts and their parents will be notified of their competing at a meet as much in advance as possible. The notice will also notify the parents of the meet fees, which are payable to the club in advance of the meet.

If for any reason the gymnast cannot attend the meet, 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 she/he 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.

The registration of a gymnast in a meet is the responsibility of the Head Coach and the Club Registrar after consultation with the gymnast's personal coach or coaches.



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 two or three events. The gymnast's parents should help the gymnast understand that there are required skills for each event at each competitive level and that Flicka'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.

### **3.5.2 Team Selection**

The selection of gymnasts to represent Flicka as a team at a meet will be based on various factors such as:

- The gymnast's ability
- The gymnast's past performance
- The gymnast's attitude before the meet
- Flicka's overall objective at the meet (winning or placing at certain meets may be of strategic importance for the Club, for example at a qualifying meet)
- The needs of all Flicka gymnasts participating in the meet (for example, allowing each gymnast an opportunity to place or win as a Flicka team member at some point during the season)

The Head Coach will ensure that the participating gymnasts are informed by their respective coaches as to the team selections before the meet. It is especially important for new gymnasts that their parents help them understand that not everyone can be on the same team or on any particular team for every meet.

The selection of team members for a particular meet is the responsibility of the Head Coach with consultation with the gymnasts' personal coach.

### **3.5.3 Traveling Gymnasts (Away Meets)**

The selection of a gymnast to travel to a meet outside of the Lower Mainland is based on various factors, including:

- The gymnast has qualified for a designated meet (i.e. B.C Winter Games, Westerns, Team BC, etc.)
- The gymnast needs to be exposed to different levels of competition and judging (e.g. U.S. levels)
- The gymnast needs to gain experience as an independent traveler and team member

The selection of traveling gymnasts is the responsibility of the Head Coach and Club Manager, except where designated by GBC or Gymnastics Canada rules (i.e. qualifying meets).



Not all "away" meets are compulsory, and the Club will endeavour to give as much notice as possible to the gymnasts' parents as to upcoming "away" meets so that they can plan for such things such as travel costs, school days off, vacation, etc. [Please also see the updated "Travel Policy" section]

### **3.6 Participation at Displays, Demonstrations, Special Events**

The Club Manager, in consultation with Head Coaches/Management Team as applicable, may arrange for:

- The location and dates of various demonstrations
- The appropriate content and nature of the demonstration activities
- Which coaches will attend
- Which participants from the competitive & pre-competitive programs will attend

The need for promotion and public displays is based on vacancies in our programs, the need to raise the Club's public profile to obtain sponsorship, etc. and will be evaluated based on the costs to the Club and the amount of coaching and volunteer time required.

Any public appearance by the Flicka Gym Club is subject to the review and approval of the Management Team and consideration, if necessary, by the Board of Directors.

## **4. Club Procedures**

### **4.1 Parent/Coach Meeting**

Throughout the training season, the Club Manager, Head Coaches and/or all coaches are available to discuss any concerns parents may have about their child. Parents only need to contact the office or the coach to arrange for a mutually convenient time for such a meeting. [Please see section on "Communications and Concerns"] 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.

### **4.2 Cancellation, Rescheduling of a 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 either in writing, notices posted on the information boards, website and/or via email.



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

### **4.3 Competitive Schedule**

By November of each year, to help planning for vacations, etc., the club will publish a tentative competitive and pre-competitive annual schedule. This schedule will display all training holidays; the Christmas Break dates, other important dates and Year-End together with summer training start dates. It will also display major competitive events and invitational's, however it should be noted that invitational meets are hosted at the discretion of individual clubs and Flicka cannot control these schedules. There may be times when your child will have to miss school to compete. The competitive schedule will be updated periodically and distributed to each competitive family.

### **4.4 Travel Guidelines**

#### **4.4.1 General**

The Flicka Gym 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 November showing the dates and locations of probable "away meets" in order to allow competitive families to plan for school days off, vacation and costs for meets at which their child may compete.

#### **4.4.2 Travel Costs**

Meets which involve travel also involve extra costs. The cost per gymnast for any travel related competition is based on:

- Proportionate costs of accompanying coaches' accommodations, meals and flights
- Costs of transportation (gas, airfare, car rental)
- Costs of accommodation
- Meet fees and insurance fees (if out of province)

#### **4.4.2a 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. This cost will be due in to the office before the departure for the competition.

#### **4.4.3 Itinerary and Reservations**

A volunteer – parent/coach will be chosen to be 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

#### **4.4.4 Car Travel**

Where 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 Flicka Gym Club.

#### **4.4.5 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.

#### **4.4.6 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 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.

#### **4.4.7 Withdrawal from Competition and Associated Costs**

If an athlete withdraws from a local competition with a medical note, Flicka will make every effort to obtain a refund (less any administration fee assessed by the host club). However, Flicka 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, Flicka will cover all of 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.

An athlete who is not invited to compete but chooses to attend the competition, accompanied by a parent, for the purposes of cheering on the team, will not incur any of the coaches' costs.

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.

#### **4.5 Communication and Concerns**

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.



- 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 Club 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 Club 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.

In order to arrange for a mutually convenient time to discuss concerns, that will not encroach unduly on training sessions, parents should phone or e-mail the club office to schedule an appointment with the athlete's Coach, Head Coach or Club Manager.

As a general rule of ALL gymnastics clubs, parents must not go "on the floor" during training sessions to initiate discussion about concerns. This is a safety and liability concern and must be adhered to at all times. Please set up an appointment. Parents are also forbidden to go "on the floor" during competitions. Gymnasts may be penalized or even disqualified for this type of behaviour.

#### **4.6 Training of Outside Gymnasts**

Any outside gymnast coming in for specialized hourly training with Flicka must go through the Club Manager, pay the designated rate at the time and have insurance. It is the responsibility of the gymnast to inform his/her own personal coach as to this specialized training.

Any outside gymnast coming in to use the Flicka Gym for regular training with their own coach must go through the Club Manager, who will determine the fees to be paid. The visiting gymnast must have GBC insurance or equivalent.

#### **4.7 Food and Drinks, Housekeeping**

Gymnasts are expected to come to training with a spill-proof water container and a healthy snack. No junk food is permitted. If parents are unsure of an appropriate snack, please contact your child's coach for suggestions.



The cooperation of all parents is requested to maintain a clean training environment and protect the club equipment, especially the gym floor and mats as well as the gym carpet.

## **5. Gymnast Guidelines**

### **5.1 Attire and Appearance**

#### **5.1.1 Training – Females (WAG: Women's Artistic Gymnastics)**

- Gymnasts should wear a gym suit or leotard
- Tights or stretchy shorts are optional, but please note that some trainings will require no tights/shorts etc due to preparing properly for competitions
- Gymnasts should come to the gym in running shoes in case 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
- No bright coloured nail polish shall be worn
- Hair must be neatly tied up, out of the gymnast's face. If the hair as tied up still reaches collar length it should be looped up again
- Gymnasts should be clean and neat in appearance at all times

#### **5.1.2 Competitions - Females**

All Flicka competitive female gymnasts are required to obtain and wear a team uniform as follows:

- Competitive team bodysuit.
- Competitive team track suit and white socks.
- A team hoodie (sweatshirt with hood).
- For warm-up, gymnasts are allowed to wear a gym suit, tights and the team tracksuit (no additional or sloppy clothing is allowed).

#### **5.1.3 Training and Competitions – Male (MAG: Men's Artistic Gymnastics)**

For Training, all Flicka pre-competitive and competitive male gymnasts are required to wear for training:

- Shorts and a form-fitting T-shirt or singlet

For competition, all Flicka pre-competitive and competitive male gymnasts are required to wear:

- A team singlet
- Appropriate shorts



- Appropriate pants
- A team hoodie (sweatshirt with a hood)
- A team track suit

## **5.2 Gym Bag**

### **5.2.1 Training**

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

- Water Bottle: Water is essential to replenish fluids over a long training session
- Grips and Wristbands: If the gymnast wears them (with small elastic for holding finger straps)
- Extra Hair Elastics and Clips: The gymnast is encouraged to include these
- 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

### **5.2.2 Competitions**

Gymnasts should bring a healthy snack to maintain their energy level. The snack should be cut up in small pieces, for ease of consumption. Care should be taken not to send food that can easily stain or mark the bodysuits, tracksuits or the gym floor.

## **5.3 Training Expectations and Guidelines**

### **5.3.1 Attendance**

Gymnasts are expected to attend every scheduled training session. Gymnasts are expected not to miss training except for serious reasons such as: illness, appropriate medical appointment, etc.

Gymnasts should inform their respective 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.

### **5.3.2 Punctuality**

Gymnasts should arrive a few minutes before the start of training in order to have time to get ready, go to the washroom, etc. 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.



## 5.4 Flicka Gymnast Code of Conduct

- A Flicka gymnast shows respect to coaches, judges, officials and other gymnasts
- A Flicka gymnast follows the instructions of her/his coach quickly and exactly
- A Flicka gymnast supports, cheers and encourages her/his teammates at meets and in training
- A Flicka gymnast always trains with a positive attitude
- A Flicka gymnast attempts to do every move with good form
- A Flicka gymnast always tries to be the best that she/he can be
- A Flicka gymnast takes good care of the Club's equipment
- All Flicka gymnasts take pride in their Club and make sure that they do their part in keeping the gym clean and tidy

## 5.5 Competition Guidelines

Good sportsmanship is expected from all Flicka 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.

While in a Flicka uniform, a gymnast should not consume junk food in public whether she/he is attending as a spectator or competitor or as a participant in a display.

Specifically, a gymnast cannot leave the competition floor, for any reason, even at the end of the competition, unless she/he obtains the coaches' and the event chief judge's permission.

## 6. Program Expectations and Rules

### 6.1 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. Communication can be made by phone, email, text (if given permission to do so), or by requesting an appointment. 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.

#### 6.1.1 Vacation & Absence from Training

Flicka's competitive gymnasts are expected to train year round, except when the gym is closed or when on vacation. Any absence from training must be discussed with the Head Coach prior to the absence. Going on vacation between January and June is not acceptable as this is competition season. If this is the only time that a family can take vacation, the Head Coach **MUST** be informed well in advance. If 10% or more of



training is missed during competition season, coaching staffs reserve the right to remove an athlete from competition for safety reasons or gross unpreparedness. When planning an extended vacation, parents are expected to arrange for gymnastics training while on vacation. Coaching staff will assist to arrange this.

### **6.1.2 Nutrition**

In order 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 bad 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 need more or any assistance.

### **6.1.3 Issues, Concerns and Conflict Resolution**

We all strive for harmony and peace but we know that the demands of competitive 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. As mentioned earlier, set up an appointment to speak with your child's coach. Remember that a child's perception of words said or overheard are not necessarily the 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.

### **6.1.4 Program Philosophy**

Flicka's Competitive Program aims to develop the abilities and potential of the athletes to the highest degree. As we strive for excellence, our goal is for athletes to attain the GBC CPP Levels 3 and higher, in order to learn and enjoy the benefits of representing the Zone, Province or Country. As a result, Flicka's Competitive Program cannot sustain the coaching of athletes who are unable to achieve the necessary skills, as gym and apparatus space are limited. Moving forward, we simply do not have the resources to offer competitive gymnastics for GBC CPP Levels 1 and 2 beyond the training years shown below.

WAG targets we aim for are:

- Number of Training Years at the P1 and P2 Level – maximum 2.
- Number of Training Years at the P3 Level – 3 to 4.
- Number of Training Years P4 Level – 3.
- Number of Training Years P5 Level – 4.

Please note that the process for MAG takes longer, as there are six apparatus.



## **7. Club Policies**

### **7.1 General**

When a child joins the Flicka Gym Club as a pre-competitive or competitive gymnast, the parent or guardian of the gymnast in turn makes a considerable commitment of time, energy, and finances towards the operations and various functions of the Flicka Gym Club.

### **7.2 Fees**

#### **7.2.1 Training Fees**

The Board of Directors establishes the training fees each year prior to the commencement of the competitive training season. Fees are due and payable on the first day of each month by cash, cheque, or credit card. Post-dated cheques from July to June should be submitted to the Registrar.

#### **7.2.2 Withdrawal**

A minimum of one calendar month's notice is required, in writing, when withdrawing a gymnast from the competitive program. This allows the Club an opportunity to fill the vacant place in the training program.

#### **7.2.3 Membership Fees**

Club membership fees are also determined by the Board of Directors and are included in the registration fees. These fees are paid in June in addition to the gymnast's GBC membership dues, which is collected and remitted by Flicka on behalf of GBC. Membership in the Flicka Gym Club allows every parent member to receive all notices from the Club, attend and vote at all general meetings of the Club.

#### **7.2.4 Competition Fees**

When a gymnast is entered to participate in a meet, there are competition fees to be paid. The fees normally range between \$80 and \$100 as determined by the host club. These fees are payable to the Flicka Gym Club prior to the competition. Competition fees typically cover meet insurance costs, meet organization costs, judging fees, awards, and additional coaching time.

#### **7.2.5 Uniforms**

The competitive gymnasts are expected to obtain and maintain the club competitive body suits and track suits as designated by the Club.



A number of body suits are required for training, the style of which is left to the discretion of the individual gymnast.

### **7.2.6 Supplementary Costs**

Throughout the year the parents of pre-competitive and competitive gymnasts may be asked to pay for special T-shirts, 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.

### **7.2.7 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 allowed to attend training sessions until all fees are paid in full.

### **7.2.8 Deferment of Fees**

Due to the nature of Flicka as a parent run, non-profit society, it is not reasonable for the club to support any individual member 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 particular situation and possible remedies.
- The Board shall consider deferment of training fees only and in all cases entry fees, travel expenses, etc. shall be due in advance of any competition, etc. The Board will give special consideration to the payment of fees where a gymnast has been injured and is following a modified training program (See Section 7.5 Disability Policy).
- 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 pay the fees for the deferred period
- The member will sign a letter of commitment to the club acknowledging such indebtedness to the club for the fees and agreeing to repayment of the fees over a specific time 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

Please note with regards to all of the above that communication is key to ensuring the smooth running of the club.

### **7.3 Viewing Policy**

As with many other sports, the Flicka Gymnastics Club advises parents, friends and relatives to restrict their viewing of the gymnast's workouts to only once a month. A policy is required to provide:

- A quiet atmosphere of serious training in the gym
- Complete focus of the gymnast on the instructions of his or her 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 competitive training sessions
- While in the gym, do not attract the child's attention
- No parents are allowed out on the gym floor area
- 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
- Ensure that children's snacks and drinks are appropriate and nutritionally adequate
- Help clean up any waste packaging from snacks, drink boxes, wrappers, etc. while in the gym

Parents who are enrolled as judges or judges in training should consult the Club Judging Coordinator or Club Manager, who will arrange a scheduled practice judging time with a higher level judge to assist and instruct the practicing judges.

#### **7.4 Drop Off and Pick Up Policy**

With the large number of children in the gym at any given time, the coaches cannot be responsible for the coming and going of everyone. Parents shall ensure that children are dropped off inside the gym, and picked up inside the gym in a timely fashion.

Please note that parents who are more than 15 minutes late picking up their child will incur a fee equal to one hour of their child's coach's pay. 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. This, of course, also gives parents a chance to check for notices while in the gym. As well, the Club has a "buddy" rule for going to the washroom. All athletes must go to and return from bathroom breaks in groups of a minimum of 2, which parents as well as the coaches should reinforce with the children. All gymnasts should let their coach know they are leaving the gym for any reason, and should always be accompanied by another gymnast when going to the washroom. Children under the age of 8 **MUST** be accompanied by a coach.

#### **7.5 Disability Policy**

Where a gymnast is injured or disabled during training or competition and will not be able to take part in full training, it is the policy of the club to encourage the gymnast to remain active with the Club during the disability period and to maintain her/his position





as part of the Flicka team. While the Club recognizes the need to strike a fair balance between fees and training effort, the Club must maintain a training position for the gymnast, even though the gymnast is only able to make use of the Club's facilities and coaching to a limited extent. Therefore, in fairness to the member, the Club will consider reducing the member's competitive fees under the following guidelines:

- It is the responsibility of the member to approach the Board with regards to any fee reduction due to disability.
- The disability or injury 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 Board will reduce the fees due from the member, 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 Board 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 is able to return to full training status.

## **7.6 Volunteer Deposit Account**

### **7.6.1 Definition**

In July of every year, the parent of a gymnast shall remit to the Club a cheque, post-dated to June of the following year. The amount of the cheque is equal to the monthly training cost of the gymnast.

### **7.6.2 Purpose**

Flicka Gym Club as a non-profit society depends on the volunteer effort of its members to function effectively.

The volunteer deposit account is a system that allows the Club to give a certain value to the volunteer work required for the Club to function. It recognizes the effort of those parents who continually contribute their time and encourages all members to support the Club in the same manner.

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

### **7.6.3 Setting the Amount**



The Volunteer commitment is equal to the number of hours your child trains a week times 2. For example, if your child trains 20 hours a week, your family's volunteer commitment for the year is 40 hours. Each additional child adds 5 hours to your total.

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

## **7.7 Fundraising**

### **7.7.1 General**

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

Parents should view fundraising as an opportunity to raise revenues for a pre-competitive and competitive program that does not adversely affect their pocketbook. The Flicka Gym Club organizes only a few fund raising events every year, and support for these events by the members, their relatives, friends and associates is greatly appreciated.

### **7.7.2 Sales**

Fundraising in many forms may occur once or twice a year. Every family is expected to sell a required amount, which is stipulated at the time the fundraising event is announced.

## **7.8 Private and Corporate Sponsorship and Donations**

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

## **7.9 Flicka Meets and Events**

The Flicka Gym Club normally 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:

- North Shore Invitational
- Flicka Invitational and Mini-Meet
- Zone 5 Championships

Along with earning credits for volunteer work at those events, parents of precompetitive and competitive 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.



## **7.10 Parent Commitment**

At registration in late June of each year, the parent(s) of each gymnast will be asked to sign a commitment letter, which will confirm his or her obligation to:

- Pay all fees and supplementary cost(s)
- Remit the volunteer deposit cheque
- Complete minimum volunteer hours
- Participate in fundraising
- Follow the procedures and policies of the Flicka Gym Club

## **8. Parent Guidelines**

### **8.1 General**

The parent of a gymnast should always be supportive and positive in their remarks about all gymnasts, coaches and officials.

The essence of gymnastics training is for the coach to constantly 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.

If parents 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. [Please see "Communications and Concerns"]

A parent should encourage and promote good healthy eating habits, discourage the consumption of junk food or high fat content foods, and teach the gymnast to make educated nutritional choices.

### **8.2 Training**

Parents should ensure that the gymnast arrives a few minutes early for training, so that the gymnast is ready to start "warm-up" promptly. It is a gymnast's parent responsibility to notify the Club's office &/or the coach that the gymnast will not be able to attend prior to the start of the session in case of sickness and as early as possible in case of planned absence.



A parent 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 her/him 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.

### **8.3 Competitions**

The parent should ensure that the gymnast arrives at the competition site at least 15 minutes before the start of the scheduled warm-up period.

The parent should not enter the competition area for any reason. This can result in a team deduction according to F.I.G. regulations or even a disqualification.

The parent should 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

The parent should be supportive of all Flicka gymnasts and exhibit good sportsmanship as a spectator.

Where applicable, parents should not leave the competition site before checking with their child's coach to determine whether the gymnast has qualified for further competitive sessions.

### **8.4 Injury or Illness**

#### **8.4.1 Procedures and Reporting**

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

- Ask the child to ice the injury if appropriate
- Sit and rest for part of a rotation
- Modify the training so that the injured limb is not used: (for example: conditioning exercises, bar exercises etc)

If a serious injury occurs that requires hospitalization, the Club Manager and Head Coach or the most senior staff member in the gym will designate one coach to accompany the gymnast in the ambulance to the hospital. The coach will bring the child's personal medical number and any other medical information provided on the registration form. The parents or guardians will be contacted immediately 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.



When a gymnast is injured while training or competing, an injury report will be filed with the Club Manager by the appropriate coach. This report will then be sent to the Club's insurance carrier. If a gymnast reports an injury to her/his parent, the parent should confirm with the Club Manager that such a report has been promptly filed.

#### **8.4.2 Other**

Parents should instruct their child not to share his/her water bottle with anyone under any circumstances.

After an illness or injury, or if a gymnast is taking any medication that may affect his/her 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.

In addition, parents should notify coaches if anything has occurred that might unduly affect the athlete's training. This includes things like; sleep-over's, medications, a family death etc.

#### **8.5 Parents' Code of Ethics (from GBC)**

The following is taken from the GBC Handbook:

- Do not force an unwilling child to participate in sports.
- Remember, children are involved in organized sports for their enjoyment, not yours.
- 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 for your own club teams and for members of other teams.
- Do not publicly question the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.