

KAWARTHA



GYMNASTICS

2020/2021

Competitive Handbook

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Mission Statement

Kawartha Gymnastics Club is a not-for-profit, Gymnastics Ontario sanctioned organization dedicated to providing the community with a complete range of gymnastics programs focusing on fun, fitness, and fundamentals through excellent coaching and individual attention in a safe, caring environment. We offer challenges and opportunities to develop confidence and wellbeing for all individuals.

Kawartha Gymnastics Club is committed to protecting the privacy, confidentiality, accuracy, and security of the personal information that it collects, uses, retains, and discloses while conducting business.

Our Coaching Philosophy

We strive to develop well-rounded, healthy, technically competent athletes in a supportive, fun, safe, and clean environment.

We will focus on the development of the whole athlete, which includes skill competence, artistic abilities, a strong work ethic, and a positive attitude.

The training of our athletes will stress the technical excellence of the necessary skills for each level and proper form at all times. No athlete will attempt a skill they are not ready to perform.

As a Coaching team, we commit to:

- Creating an inclusive and positive environment for all members;
- Leading by example;
- Staying positive with our athletes and fellow coaches at all times;
- Respecting each other and working as a team towards the development of the athletes; and
- Communicating with other coaches, our athletes, and their parents.

Code of Conduct

This Code of Conduct applies to all matters that may arise during Kawartha Gymnastics Club operations, activities, and events. This includes but is not limited to; the office environment, the parent viewing area, competitions, texts, emails, social media practices, and any meetings of staff, committees, parents, or athletes.

Every member of Kawartha Gymnastics Club must show respect and understanding for the rights of fellow members and conduct themselves in a way that reflects the principles of the organization.

All members shall maintain and enhance the dignity of members and participants by demonstrating respect to individuals regardless of gender, age, race, culture, marital status, ability, or economic status.

All members will refrain from criticism in public. Any matters of concern regarding coaching are to be directed first to your Coach and then to the Head Coach. If the issue pertains to fees, concerns should be brought to the attention of the General Manager.

All members will refrain from any form of bullying directed at any member, their families, and friends. Types of bullying include but are not limited to disrespectful language about others, excluding or ignoring others, teasing in a mean way, and cyberbullying. (including texting, emailing on through social media channels.)

Gymnastics Ontario code of conduct:

<https://www.gymnasticsontario.ca/wp-content/uploads/2019/04/Code-of-Conduct-Ethics-Policy.pdf>

Parent Commitments

Kawartha Gymnastics Club is a not-for-profit organization, and as such, fundraising is an integral part of the financial success of the club. **ALL** parents are expected to participate in the various functions and activities of the club. These functions and activities include and are not limited to the following:

1) Fundraising/Volunteer Requirements

Due to covid-19, we are no longer able to host a meet and have created alternative options to supplement our fundraising income. We are asking parents to complete either:

- 1) Fundraise up to \$200 throughout the season,
- 2) Volunteer up to 20 hours (1 hr = \$10),
- 3) A combination of fundraising and volunteer hours
- 4) Buyout of \$200

All completed fundraising and volunteer hours will be tracked on your account. Parents will be required to pay a \$200 deposit towards this initiative at the start of the season. This deposit can be given by post-dated cheque for April 1, 2021 or can be made as a payment on your account. When your \$200 goal has been met, deposits will be refunded or can be used as credit on your account for future use.

2) Gym Shutdown

***N/A - Please note there is no shut down for the 2020-2021 season.** Each family is responsible for participating in at least one shift during the shutdown or setup of the gym, which occurs every July/August. **This is an obligation given the many people and numerous hours required to complete each phase.** A family will be invoiced \$200 if they do not participate in the shutdown or setup.

3) Hosting a Competition

***N/A - Please note we will not be hosting a meet for the 2020-2021 season.**

In the event the Kawartha Gymnastics Club hosts a meet, all families are required to complete the following:

- 1) Participate in either set up or tear down for the meet; *and*
- 2) Work two (2) shifts during the meet.

Many volunteer opportunities are available, including coordinating certain aspects of the competition, being judges' helper, playing music/announcing, etc. The chance to sign up for shifts will be completed electronically before the competition. A family member must be present for their entire shift. If a family is unable to make their scheduled shift, they will need to make alternative arrangements to get their shifts covered.

An electronic sign-up sheet for donated food items will be available before the competition. We require that food items be brought to the gym according to the sign-up schedule and before the start of the competition. Please note, we aim to be a peanut-free facility.

Note: *At no time is a non-working attendee permitted to enter the competition area.*

Accessible Customer Service

The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* was passed by the Legislative Assembly of Ontario with the goal of creating standards to improve accessibility across the province. The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that have been developed and made law is the Accessible Standards for Customer Service. These standards detail specific requirements for all services. The standards pertain to all employees and volunteers.

In general, service providers must deliver service in a way that preserves the dignity and independence of people with disabilities. As

such, Kawartha Gymnastics Club requires **all parents/guardians** who will be working at our upcoming competitions or volunteering in our facility to be trained. A copy of this document, including the designated form to sign, is available in the following areas:

1. A printed copy is available in the office area.
2. On our website <http://www.kawarthagymnastics.ca/policies-and-procedures.html>
3. Completed already via work or other volunteer positions; documentation can be provided to KGC administrator.

The Role of Parents

Research shows that parents/guardians are the most important role models for their children. With this comes incredible responsibility as it relates to several different situations, including a child's sport experience. It is, therefore, essential that parents, as well as coaches, teach children the meaning of fair play, mutual respect, understanding, and patience while participating in sport. According to child psychology experts, parents should focus on the FUN aspects of the sport experience and how it contributes to the development of their child's self-esteem, physical and moral development, and their overall sense of accomplishment when they master a new skill.

Competitive Fees

The training season runs from July to June. Before registration, all outstanding fees from the previous season must be paid in full.

Monthly Payments

Payments by MasterCard, Visa, or Bank Draft can be made through your portal account located in the top right-hand corner of our club website. Payments may also be made in person at the club office by Master Card, Visa, debit, cash, or post-dated cheques. If you would like to sign up for our automatic billing, please notify our General Manager. Automatic

payments are processed on the 1st of each month.

Possible Additional Fees

In addition to your fees, you will be required to purchase the following items:

1. Club training suit – styles may change year to year requiring new purchases (\$60–\$100)
2. Competitive leotard – styles may change year to year requiring new purchases (\$150–\$250 for competitive; \$50–\$100 for pre-competitive)
3. Competitive warm-up suit – styles may change year to year requiring new purchases (\$90–\$150)
4. Extra meet fees included in some programs (\$75–\$150 per meet). In the case of Provincial groups, this would include meets such as Provincial Championships.
5. Overnight hotel costs (depending on timing and distance of competition)
6. Grips, training leotards as needed by individual (grips – \$80, leotards – \$40–\$80)
7. Routine choreography (if needed, \$50–\$200)

Club Fee

The club fee is an annual fee that covers the following costs: Gymnastics Ontario annual insurance fee, registration costs for three competitions; coach's expenses for those competitions; and administration costs. The Club fee ranges from \$50–\$650, depending on the competitive group.

Your club fee will be due in four installments over the first four months of the season.

Any refund of fees after September 1st will be at the discretion of the General Manager in consultation with the Board of Directors and will be subject to a 10% administration fee.

Overdue Balances

Monthly fees are posted to your account on the 1st and due by the last day of the month. Parents will receive a written reminder to pay their fees as the end of the month approaches. Overdue accounts will receive a written reminder to pay their fees. A 10% penalty fee will be applied to the outstanding balance on overdue accounts on the 15th day of the second month. All fees (including penalty) must be paid in full by the end of the second month to avoid athlete suspension.

Fees will continue to be due by the end of the month for athletes reinstated from suspension. Failure to pay in full at the end of each month will result in the athlete's immediate re-suspension.

Withdrawal from Training

Your financial commitment is for the entire gymnastics calendar year. If your child needs to withdraw from the program, a request in writing to the Head Coach and General Manager is required at least **30 days** before leaving the club. To be released from payment obligations, the General Manager needs to be notified, and decisions will be made on a case-by-case basis in consultation with the Board of Directors. Any issued refunds are subject to a 10% administration fee.

Discounts

- 1) Families with two siblings in the competitive program will receive a 5% discount on the second athlete.
- 2) Families with more than one child in our Recreational programs will receive a 10% discount for additional siblings.

Athletes

Attendance

Regular, punctual attendance is vital if the athlete is to get the benefit of training sessions. This includes summer months. Families are requested to notify the club/coaches, in advance if possible, if an athlete is going to miss a practice.

Due to covid-19, all athletes must line up at our main entrance before their class on the orange painted lines. We encourage only one parent to wait in line for athletes under 13 years. Athletes will be picked up from our rear door (East side of the building) at the end of class. Coaches will ensure parents are here and ready before allowing athletes to exit. Athletes should arrive no earlier than 5min before the start of class and need to be picked up on time at the end of class.

The annual fees are prorated into 12 installments from July - June, which includes the following:

- Four weeks' vacation for the athletes
- All long weekends (all statutory/civic holidays will be observed)
- Time for team building activities
- Time off after competitions

Failure to attend 75% of the scheduled training may result in the athlete no longer being able to participate in the competitive program (at the discretion of the Head Coach).

Grooming & Attire

Athletes are expected to be clean and neat at the gym and during competitions. Athlete's hair (if long enough) should be tied back securely in a bun or be short in length. Bobby pins are not permitted in the gym as they could become a safety concern.

All competitive athletes will be required to own a competitive uniform

consisting of a club training suit, a competitive leotard suit, and a warm-up suit. No modifications are to be made. These are ordered through KGC. Payment for these suits will be required at the time of order and will be communicated with you by our Head Coach.

Competition hair protocol: Hair must be in a bun unless too short.

KGC training suits are to be worn on a designated day each week at the coach's discretion.

Breaks

Breaks will only be scheduled for those groups that train three or more hours at a time. Total break time will be no longer than 15 minutes. Please send snacks that do not require athletes to put their hands in their mouths (use fork/spoon, granola bars, etc.). We ask that all athletes bring home any garbage from their lunch bags.

Movement of Athlete during Regular Season (July to June)

An athlete may move to another group during the regular season. If this is the case, the athlete's hours of training will either increase or decrease according to the new grouping. Consequently, the athlete's fees may increase or decrease.

Medical/Injury Leave

If an athlete sustains an injury while training, that would prevent the athlete from participating in regular training, then following a one (1) month waiting period. Upon approval by the Head Coach, the fees will be adjusted based on the athlete's limited participation (such as conditioning) at an hourly rate to be determined. A medical note will be required.

Please notify the coach if an athlete is ill and will not be attending training. Please note that if an athlete is too sick to participate in school, they are too sick to participate in training. If an athlete has been

exposed to someone with covid-19 or is displaying symptoms, please notify your coach immediately and do not come to practice.

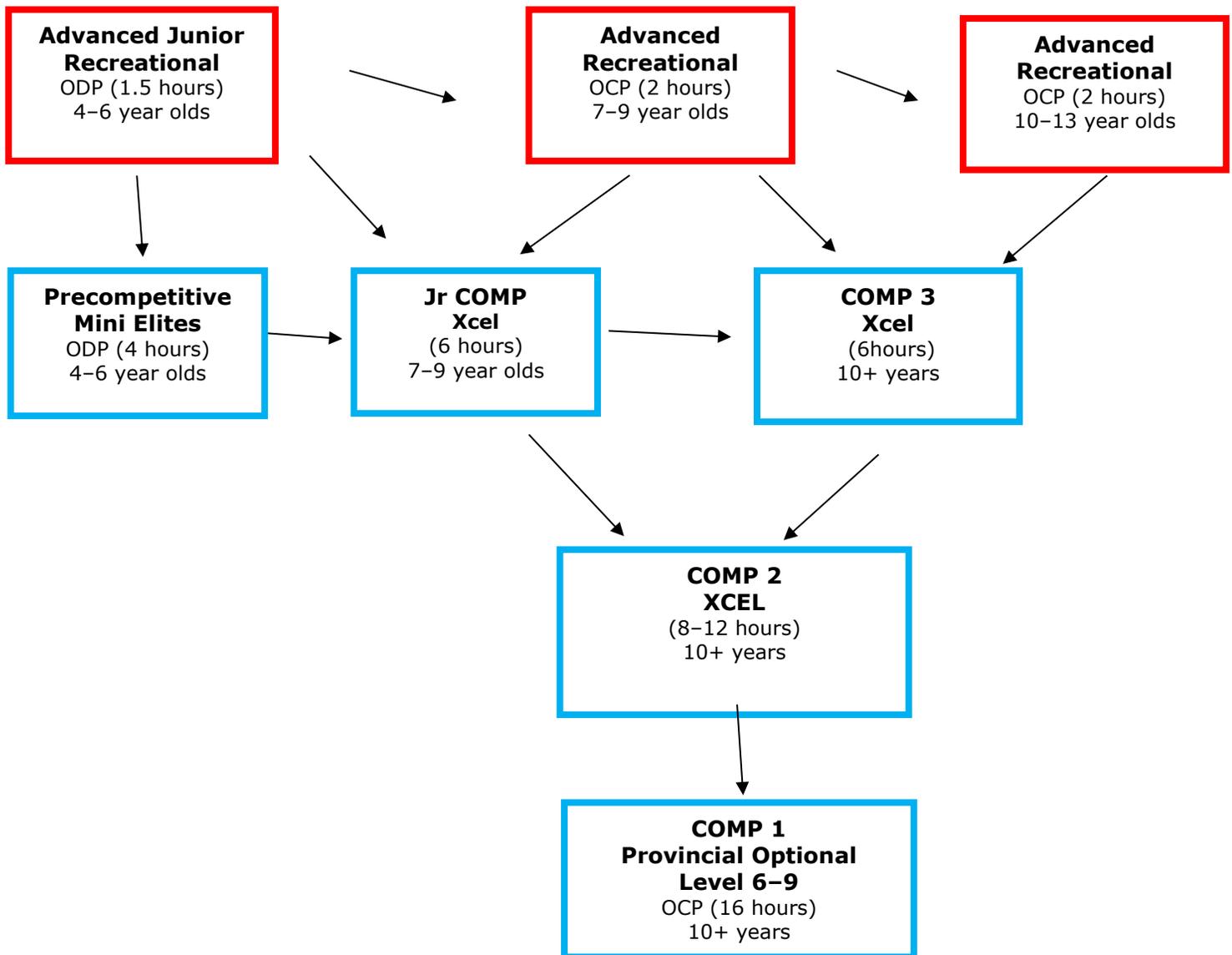
Competition Basic Rules and Conduct

1. No athlete may leave the competition floor to talk with people in the viewing area until the last competitor of that session has performed. Failure to abide by this rule can result in athlete disqualification by the meet director or head judge.
2. The athletes must be responsible for their grip bags, warm-up clothing, etc. These items must be removed from the competition floor at the end of the athlete's session.
3. While waiting for a rotation to be called, athletes may have a light snack, but only if food is allowed on the floor.
4. Athletes must ask the judges at the event for permission to leave the floor for a washroom break.
5. Protests are permitted only at the Provincial Artistic Qualifying Competition level and can only be initiated by a registered club coach. If and when the coach feels a protest is necessary, the coach will approach the parents of the gymnast to pay the protest fee (usually \$30). Protests are rarely successful and are typically ruled in the judge's favour; however, the outcome can rule in the gymnast's favour if it is regarding faulty apparatus or missed technical elements.

Conflict Resolution and Appeals

Parents and athletes have the right to appeal any decisions made by KGC staff based on policies. Conflict resolution or appeals can be made to the General Manager, who will consult with the Board of Directors. Issues are to be brought to the attention of the General Manager in writing (e-mail or letter) and will be addressed in an orderly, timely manner.

Kawartha Gymnastics Competitive Flowchart for 2020–2021 (Age as of Dec. 2021)



Communication

All coaching concerns are to be brought first to the attention of the athlete's coach. They can be elevated to the Head Coach if concerns are not resolved. The Head Coach will apprise the General Manager, who will consult with the Board of Directors at monthly meetings.

Our primary source of communication is via email. All communications with the coaches will be done through e-mail. Due to covid-19 measures, spectators are not permitted to attend scheduled training. KGC has set up a Seesaw account for all competitive parents to see photos and videos posted by their coach. Brief communications can also be done through the Seesaw App. Please note that text messages from parents to coaches are not permitted.

Please keep us updated if your email, address, phone number or other contact information has changed. You can also update your personal and banking information anytime through your portal account.

General Manager – Heidi Collins – admin@kawarthagymnastics.ca

Women's Artistic Gymnastics Head Coach – Becky Ansell – kgcheadcoach@gmail.com

Inclement Weather

You will be notified before the start of training if Kawartha Gymnastics Club must close due to inclement weather or other unforeseeable reasons. Make-up classes may be scheduled based on availability and at the discretion of the Head Coach.

Covid-19 Measures

Covid-19 Athlete Wellness Standard

The safety of our staff and athletes is our top priority at KGC. To ensure we are following health protocols, all athletes will be required to complete a daily screening questionnaire before attending their class. This questionnaire can be found on the main login page of your parent portal account, or via email from the Head Coach. If you have developed any symptoms or have been in contact with anyone who tested positive for Covid-19, please notify the Head Coach immediately. At no point is an athlete permitted to train if they exhibit any symptoms of Covid-19.

Facility and Equipment Cleaning Standards

Due to the current Covid-19 pandemic, KGC is dedicated to increased cleaning measures throughout the day of all high touchpoint surfaces and equipment, advised under the guidelines of Peterborough Public Health and Gymnastics Ontario. Cleaning stations are set up throughout the gym and staff document cleaning efforts on logs located throughout the gym. Our equipment is fogged daily using a medical-grade industrial fogger, and Health Canada approved disinfectant solution.

Facility Closure due to Covid-19

In the event of a future facility closure due to circumstances out of our control, refunds will be provided for fees paid where training could not be completed. Refunds are subject to a 10% administration fee. Accounts will be placed on hold until a reopening date is set, and training can resume.

Rules of the Gym

1. Follow and abide by the attached athlete list of expectations.
2. If your child is to be absent from practice for any reason, a phone call, email, or SeeSaw text should be made to the coach or the gym before the start of practice, when possible. Make-up

- or drop-in classes are not possible.
3. Spectators are not permitted during training hours due to covid-19 protocols. If this changes, we will notify all parents immediately.
 4. We are a nut-aware and perfume-free gym.
 5. If your child has a serious communicable medical issue, you should inform the General Manager as soon as possible.
 6. Viewers wishing to use a photographic device, including cameras, video cameras, camera phones etc. must receive permission from the Coach in charge. (not applicable this season)
 7. Please help us by keeping the viewing area and change rooms clean by putting away toys and picking up garbage and personal items.
 8. Athletes are not permitted to bring any electronics on to the competition floor (unless given permission by their coach).
 9. The Head Coach carefully determines the selection of class and coach for our programs. This will ensure the best training experience for the athlete. Placement in a different class is not dependent on space availability but is instead dependent on the proper mix of factors that will ensure a successful training outcome for the athlete. All discussions about class placement must take place with the Head Coach and not with the coaching staff.
 10. Water is the only drink permitted in the gym during training.



Kawartha Gymnastics Club
33 Roger Neilson Way
Peterborough, Ontario K9J 0A4
Tel: (750) 743-0300
admin@kawarthagymnastics.ca www.kawarthagymnastics.ca

Parent/Guardian Agreement

Athlete(s) Name _____.

We/I acknowledge receipt of and have read the terms and conditions set out in the competitive handbook for Kawartha Gymnastics Club, and upon registering our/my child(ren), agree to abide by those terms for the year July 1st, 2020 up to and including June 30th, 2021.

We/I have logged on to our/my parent portal and ensure this information is complete and accurate. We/I understand it is our/my responsibility to keep this up to date.

The following documents:

- Parent/Guardian Agreement*
- Athlete Letter of Expectation*
- Athlete/Coach Code of Conduction (Gymnastics Ontario)*
- Competitive Athlete Medical Data Record*
- KGC Policies & Waivers (Parent Portal)*

must be signed and presented to Kawartha Gymnastics Club along with all necessary payments before your child(ren) participating in their programs.

Accessible Customer Service

I _____ parent/guardian(s) of _____ (child/ren) have read and understand the Accessible Customer Service agreement. I have been trained on _____ day of _____ (month) 20____. I have been trained via (check all that apply):

- Previous work-related training
- Previous volunteer-related training
- Online from website provided in Competitive Handbook
- Printed document in the binder in the KGC office
- Other

Dated this _____ day of _____ 20_____.

Parent or Guardian signature _____.