



# **Campbell River Gymnastics Association**

## **Recreational Program Handbook**

For Athletes and Parents

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## 1. General Information

### 1.1 Introduction

Firstly, we would like to welcome you and your child to Campbell River Gymnastics Association and our gymnastics programs.

This handbook sets out our expectations, guidelines, and code of conduct for all athletes and their parents.

**Please read through all sections and refer to the final page where you will find a space for both you and your child to sign an agreement stating that you have both read and understood all expectations. If you have any questions regarding these topics, please address them to our office administration.**

**Campbell River Gymnastics reserves the right to refuse service at any time, without refund, to participants and families who disregard gym guidelines and safety regulations.**

### 1.2 Our Organization

Our aim is to provide a safe, respectful, and positive environment for the athletes attending our programmes. Campbell River Gymnastic association is a registered non-profit society, governed by our club members through the direction of the elected Volunteer Board of Directors. We have certified paid coaching staff that deliver our programs and a full time Office Manager to handle our administration. The Gym is affiliated with Gymnastics BC, Vancouver Island Gymnastics Association, and Gymnastics Canada. Every coach and member of our gym is insured with Gymnastics BC through a yearly fee.

### 1.3 Our Vision

Our program strives to give the gymnasts the opportunity to develop a positive self image, physical strength, self-regulation, and sportsmanship. It governs teamwork, the ability to work together, set goals, achieve them, and learn self-confidence that will last a lifetime. Gymnasts learn to reach high, overcome difficulties and to manage fear and overcome adversity. We believe that all children have a place in this sport, and we aim to provide a safe, respectful, and positive environment for the athletes attending our program.

### 1.4 Registration

We thank you for choosing our programs for your child to partake in. Part of the beginning process is our registration and payments.

In accordance with *Gymnastics BC*, all participants are required to have a registration form and an Assumption of Risk waiver signed and submitted. Without these forms, athletes will not be

permitted onto the floor, and not able to participate in their class. Along with this, all monthly payments must be kept up to date. If you are behind in payments, our office administration will call to inform you; however, if we do not receive payment shortly thereafter, your child may not be able to participate until the owing balance has been paid or alternative payment arrangements have been discussed. Pre-registration is recommended to avoid any confusion.

## **2. Athlete Requirements**

### **2.1. Physical Requirements**

- Strength, flexibility, power, and coordination.
- Ability to master basic skills before attempting harder skills.

### **2.2. Psychological & Emotional Requirements**

- Develop trust and respect in your coach.
- Positive training attitude and good attendance.
- Motivation and desire to work hard learn new skills and always follow the coach's instructions.
- Be able to withstand discomfort and aches and pain of hard training.
- Handle constructive criticism and use it to turn not only a weakness into a strength but Improve and Perfect skills and performance.

## **3. Rules & Conduct in the Gym**

### **3.1. Bullying & Harassment**

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

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

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

- Not engage in the bullying and harassment of others.
- Report if bullying and harassment is observed or experienced.
- Apply and comply with the Club's Bullying & Harassment Policy

If you have any questions about your child's training, please address this with your child's coach first. If, after speaking to your child's coach, the issues are not resolved, please arrange a meeting with Todd and your child's coach.

Please note: At gym we have a no bullying, 3 strikes rule. All athletes must be respectful of others and are given 3 opportunities to correct any unfortunate behaviors that may need correcting. If they are unable to correct their behavior after having 3 opportunities, a meeting between Todd and the Parents will occur. This most likely will result in the athlete in question being unable to continue in a competitive program or being unable to continue at the gym if the behaviors are excessive in nature. If an athlete engages in any form of physical bullying, this will result in immediate removal from the gym and its programs.

### **IMPORTANT**

PLEASE SIGN HERE TO ACKNOWLEDGE YOU HAVE READ & UNDERSTOOD OUR POLICY ON BULLYING & HARASSMENT.

\_\_\_\_\_  
**Athlete Signature**

\_\_\_\_\_  
**Parent Signature**

### **3.2. Parent & Athlete Conduct**

All parents and athletes that join our program will be held under the same general scope of conduct. At Campbell River Gymnastics, we encourage a supportive atmosphere and experience for all those who partake. Positivity and politeness towards other athletes and families is always required. Maintaining a positive and encouraging energy towards your child regarding their gymnastics will likely result in higher levels of motivation and demonstrate that they must reflect this behaviour towards their teammates and their families.

### **3.3. Athlete Rules**

- Stay Safe, and always follow equipment rules.
- Be on time, hair up, remove jewellery, and socks
- Gym suit (girls), shorts and t-shirt – not baggy (boys). No buckles or Zippers
- Eat Healthy snacks and have water bottle at the ready or use the fountain.
- Stay off the floor until a coach is present.
- Honesty and Respectfulness.
- Treat others as you wish to be treated and remember "teamwork."
- Disrespect to both coaches and your teammates may get you sent home.
- No food or mobile phones on the gym floor.
- Lockers to be kept clean and tidy. (If applicable).
- Always talk to your coach with any problems or concerns.

### **3.4. Parent Rules**

- Be on time, dropping off and picking up your child.
- Have reasonable expectations.

- Talk to your child's coach about any problem first, and then the head coach if needed.
- Keep the coaching to the coaches and in the gym only.
- Remember your child is doing gymnastics for themselves not you.
- Parents are not allowed on the Gym floor or to talk to their child during training.
- Schedule appointments for your child outside of training times if possible.
- Contact the office manager with any other concerns you may have.

### 3.5 Training Attire

All athletes must attend their training sessions ready to participate. This begins with what they bring to wear. For girls, a training suit or leotard, with or without shorts, is recommended. A one-piece bathing suit will also do, but at no time is it appropriate to wear anything that exposes the mid section or the chest. For boys, t-shirts and shorts are recommended, but nothing baggy! **There must be NO zippers, buttons, or buckles on any clothing for all!** If your child does not have appropriate clothing, they will be asked to either change, or they will be given extra clothing that is kept in our office.

### 3.5. Observing a Class

- While some organizations do not permit their parents to watch a training, that is not the case for our programs. With that being said, we would like to emphasise some of the pros and cons of observing a class.
- For many athletes, having a parent or family member stay for an entire training session can have a negative effect on their performance. At no time is it ever appropriate for a parent to come onto the floor, nor is it appropriate to communicate to your child while they are participating. Yelling to your child from off the floor is distracting, not only for them, but for others in the class, and it is important to remember that some children may be embarrassed by this in front of their peers. Building independence will have a positive long-term effect on their training and their day to day lives.
- All coaching staff are trained and have numerous years of experience in the sport. Giving your child directions from off the floor can be contradictory to what their coach would like them to do and can be detrimental to their progress, attention, and safety. Any form of disrespect towards coaches or other classmates is not tolerated.
- In some instances, it is recommended that a parent be present during a training session. If your child has trouble focusing or is reluctant to participate, the support of a parent is appreciated by all. When making the decision to stay or to leave a training session, it is always advised to take into consideration whether your presence or absence will be a benefit to your child or not.

### 3.6. Snacks

As with most sports, success in gymnastics requires a nutritious and fulfilling diet. Most classes are long enough that athletes will have a short break for a snack. We highly recommend that you send your child to gymnastics with healthy options and avoid ``junk foods``. From time to time a treat is okay, but this should not be a regular occurrence. At the end of the season, or over holidays, there

may be class celebrations, and those are acceptable reasons to have your child bring a treat to gymnastics!

#### 4. Training Schedules

The training Schedule/Hours are compiled by the Head Coach and will be sent out prior to the start of the new season in September.

#### 5. Training Fees

Fees are paid monthly and are listed on the registration form due on or by the first of the month. please see the Office Manager for information pertaining to your account and arranging payments.

**Payments not made on or by the 1<sup>st</sup> of the month will result in your child not participating until the fees are paid.** Fees are listed on the registration sheet

#### 6. Attendance

Gymnasts are expected to attend every practice, on time and with appropriate attire. Consistent workouts are essential but never force your athlete to come workout if she/he is refusing or upset. Communicate to your athletes' coach what is going on and encourage your child to attend. Please call the office if your child will be missing a practice, but please note, high absenteeism will not allow your gymnast to succeed. **Choosing to be absent for any reason other than serious medical injury does NOT result in lowered fees for missed training hours. By withdrawing from program, you are responsible for the current fees and the following months fees. We require 30 days written notice to the office.**

#### 7. Injuries

Please ensure your child's coach is aware of any Injury that has occurred outside of the gym. The athletes training can then be adapted. It is important to keep up with strength, flexibility, team bonding and mental training. Your coach will inform you of any injuries that occur at gym, how they happened and any first aid that was required. You will be telephoned if an injury requires medical attention. Our supervising coaches and a good many of the other coaches have had training in first aid. Please keep your coach updated on any Doctors recommendations, as the coach wants to work with the doctor and you to get your gymnast back to full regular training. Gymnasts must have a doctor's note stating that they are able to return to full or modified training following any incident that required more than basic first aid.

## 8. Grievances

From time to time, there may be points where addressing questions or concerns are necessary. If you have a topic that you wish to discuss, there is an order of who you should consult first:

### **The Coach:**

Coaches have your children for the entirety of their training time in the gym. If there is anything that needs to be addressed, this is who you must come to first. Your child's coach will have the most information to give you because they are aware of all the class proceedings. If you have had a meeting with the coach and still feel that a given situation is not resolved, then you may continue to the next step, which is to consult the Head Coach, who is also the program director.

### **Head Coach:**

Having a meeting with the Head Coach of our program may result in having the coach present to express any concerns and bring everyone to an agreement on ways to resolve them. This is often not necessary if the first step has been taken. If there is still a level of dissatisfaction, then the last step will be to consult our office administration.

### **Office Administration:**

Any further concerns should be addressed to the Office Administration if it is regarding our facility as a whole, and not in any particular instance regarding class proceedings. This can often be managed quickly and will only require a brief discussion.

## 9. Competitive Program – Is Your Athlete Ready for the Next Level?

There are two ways that an athlete can move into the Competitive Program. Following outlines those ways.

1. Head Coach Todd regularly approaches the coaches and asks for recommendations of athletes who should be tested.
2. The parents can ask for their athlete to be tested. Todd will test their strength, flexibility and skills and give feedback on any areas of improvement to work on for athlete to be admitted into the competitive program.

Testing is done 3:15pm -3:30pm on any given weekday throughout the year. The test takes about 15 minutes. Normally testing 2-3 athletes at a time.



## 10. Club Information

### Head Coach and Office Manager:

Our Head Coach is Todd Sader; He has over 35 years' experience in gymnastics and has been coaching for 25 years. He is a qualified level 3 men's and women's gymnastics coach as well as a level 2 trampoline coach. He is also a FIG category 2 judge, for which he occasionally attends competitions to judge at international as well as national events. This means he returns with extra knowledge to pass on to other coaches and the athletes in the gym.

If you have concerns about training, competitions, complaints please address these to Todd Sader.

### Office Manager

Our Office Manager is Starla; she can be contacted during office hours Monday – Friday 9:00am – 5:00pm at the Gym in person or by Tel: 250-286-3547, or email at [crgymnastics@gmail.com](mailto:crgymnastics@gmail.com). She deals with most of the administrative component of Campbell River Gymnastics. If you have questions **not pertaining directly to coaching**, please address these to Starla who will either help you directly or find the correct person to help you.

### Board of Directors

Campbell River Gymnastics association is a Non-Profit Society operating under the direction of a Volunteer Board of Directors. We are always in need of Board Members and actively encourage you to attend the AGM in October each year as well as our monthly Board meetings. Notices for upcoming board meetings will be posted at the gym prior to any meeting.

### Website

Information can also be found on our website – <http://www.campbellriversgymnastics.ca/>.

## 11. Acknowledgement of Handbook

Please ensure that you have not only read this document yourself, but that you have also read it with your child participating in our program. Have them initial down below, as well as leave your own signature. In doing so, it is concluded that the above expectations have been read and are understood.

If you have any further questions, don't hesitate to contact our office.

\_\_\_\_\_  
**Athlete Signature or Initials**

\_\_\_\_\_  
**Parent Signature**

Date: \_\_\_\_\_