



KEY CITY GYMNASTICS CLUB

2021-2022 COMPETITIVE PROGRAM HANDBOOK

****After reading the Competitive Program Handbook (below) and the 2021-2022 Fundraising Plan, please follow the link below to complete your 2021-2022 Competitive Membership Contract.***

[2021-2022 Competitive Membership Contract](#)

The Key City Gymnastics Club staff would like to welcome all new competitive gymnasts and welcome back all returning competitive gymnasts.

The coaching staff understands that gymnastics is an individual sport, and each gymnast will be treated as an individual. Coaches will give the gymnast appropriate guidance and through the development of foundation skills, will promote a positive learning experience where each child will experience success and conquer challenges along the way – building confidence, courage, and self-esteem.

We will respect the balance between working out and taking care of our bodies and each gymnast is encouraged to strive for quality and excellence at their own pace. In this way, we hope the gymnasts will retain the love for the sport that originally motivated them to become gymnasts.

PROGRAMS

Key City Competitive Programs

- Super Star Program
- Interclub Program
- High School Program
- WAG Xcel Program
 - Xcel Bronze
 - Xcel Silver+
- WAG Junior Olympic Program
 - JO Compulsory Program: Levels 1 – 5
 - JO Optional Program: Levels 6 – 10

A description of all programs and our competitive program overview can be found on our website at www.keycitygym.ca

COMPETITIVE PROGRAM FEE POLICIES

Yearly Membership Fees

September 1st to August 31st annually.

- Everyone who participates in a program at Key City Gymnastics is required to be a member of our club and Gymnastics BC. Membership fees include Gymnastics BC Fees, Insurance Levy, Gymnastics Canada and Zone One Fees.
- Fees are paid in full upon registration and are non-refundable.

Yearly Training Fees

Training fees are determined by your child's program and training commitment.

- September 13, 2021 – June 25, 2022 (40 Weeks)
- July 4, 2022 – September 2, 2022 (4+ Weeks)
- All outstanding fees must be paid in full by August 31st of the current year to register in programs for the upcoming season.
- Summer training provides athletes with valuable, skill-based training opportunities and is required to participate in Key City's competitive programs.

- Fees are calculated on a 44-week schedule and divided into 11 monthly payments. If you would prefer to pay your fees in 12 monthly payments, please contact Melanee Sandberg at programming@keycitygym.ca or by calling 250.426.2090.

Training Fees and Requirements can be found on our website at www.keycitygym.ca

PAYMENT OPTIONS

- Training Fees can be paid in full or in monthly installments (on or before the last day of each month).
- Monthly fees can be paid by providing post-dated cheques at the time of registration or parents can make payments via credit card on the registration portal (keycity.egymportal.com) upon receipt of emailed monthly invoice.
- Family Discounts – Key City Gymnastics offers a 10% discount to families with two or more children registered in our programs. The discount is applied to the ‘training fees’ of the 2nd and subsequent registrations of lesser value.
- If, during the season, there is a change in program recommended by the Head Coach or requested by the parent due to academic or medical concerns, training fees for the remainder of the season will be recalculated accordingly.

NON-PAYMENT POLICIES

- Delinquent Accounts – Key City Gymnastics requires fees to be kept up to date for your child to participate in their program. In cases of financial hardship, the family may approach the Club Director or Head Coach for consideration.
- NSF Payments – There will be a \$50.00 service charge for any NSF Cheques. Following notification, parents will have 5 working days to submit a replacement cheque or payment. This payment must include the \$50.00 service charge owed to Key City Gymnastics.
- Failed Credit Card or Automatic Debit Charge – Please inform the office of any changes to credit cards or banking information. Failure to do so that results in automatic debit charges will be subject to a \$50.00 service charge, 2 failed attempts to process a credit card will be subject to a \$25.00 service charge. An email reminder will be sent to the family after the attempts are made, please phone or email back as soon as possible to bring your account up to date.
- Outstanding Training Fees - Families with outstanding training fees will be notified by email if their payment does not clear or an NSF payment is received. If the payment has not been received in two weeks’ time a second reminder will be sent. If account is not brought up to date within the next 30 days, a late fee of \$50.00 on top of NSF charges will apply and athlete's training will be discontinued until payment is received. Exceptions will be considered through a written request and subsequent approval by the Club Director.

CHOREOGRAPHY/MUSIC FEES

- Choreographed beam and floor routines are required for Interclub, High School, Xcel, and JO athletes.
- Choreography fees are based on program requirements and will be billed annually as follows:
 1. Shared Routines: \$60.00
 2. Compulsory Routine: \$60.00
 3. Yearly Routine Update: \$80.00
 4. New Routine: \$115.00
 5. Forgotten Routine Fees: \$50.00

COMPETITION REQUIREMENTS AND FEES

Your child’s yearly meet requirements are based on their program and competitive level as per below:

Super Stars: 1+ meet per year is recommended though not required

Interclub: 2+ meets per year

Xcel Bronze: 2+ meets per year

Xcel Silver+: 3+ meets per year

JO Compulsory: 4+ meets per year

JO Optional: 5+ meets per year

- The Key City Classic is a mandatory meet for all applicable Key City competitive athletes and must be attended to be invited to other invitationals and championship events.
- Registration and payment for all meets must be received prior to deadline provided by Key City Gymnastics Club.
- Meet fees are set by the Host Club. All information will be included in your child's meet registration package. Meets fees have historically been between \$115.00 - \$200.00.
- Late registration requests can be made by contacting the office at programming@keycitygym.ca; however, they cannot be guaranteed and are subject to an administration fee of \$20.00 as well as a late fee. Late fees vary from meet to meet and are set by the host club.
- A meet information package and schedule which will be sent out by the end of October.

Required Training Prior To Meets

- 100% attendance for two weeks leading up to club invitationals.
- 100% attendance for two weeks leading up to Zone Championships.
- 100% attendance for three weeks leading up to Provincial/Western Canadian Championships
- 100% attendance for three weeks leading up to any Trials Meet, US Invitational Meets, BC Winter Games

TRAINING COMMITMENT AND SCHEDULE

Super Stars

September 13, 2021 – June 25, 2022

- 40 Weeks
- 1.5 hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 1.5 hours per week

Interclub Girls

September 13, 2021 – June 25, 2022

- 40 Weeks
- 2 hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 2 hours per week

High School Girls

September 13, 2021 – June 25, 2022

- 40 Weeks
- 4.5 hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 4.5 hours per week

Xcel Bronze

September 13, 2021 – June 25, 2022

- 40 Weeks
- 4 hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 4 hours per week

Xcel Silver+

September 13, 2021 – June 25, 2022

- 40 Weeks
- 7+ hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 7+ hours per week

JO Compulsory and Optional

September 13, 2021 – June 25, 2022

- 40 Weeks
- 7+ hours per week

July 4, 2022 – September 2, 2022; 9 weeks

- 4+ weeks
- 7+ hours per week

Times/Days	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00-1:00					JO/Xcel Silver & Gold
1:00-5:00				JO/Xcel Silver & Gold	
3:30-5:30	Xcel Bronze		Xcel Bronze		
3:30-6:30	JO 1-3 Xcel Silver				
3:30-7:30			JO/Xcel Silver & Gold	JO/Xcel Silver & Gold	
4:30-6:00				Super Stars	
5:30-7:30		Interclub JO/Xcel Extra Beam/Bars			
5:30-8:30	JO 4+ Xcel Gold High Schools				
7:30-8:30			JO/Xcel Silver & Gold Extra Training		
7:30-9:00			High Schools		

- Athletes are required to maintain a 90% attendance average throughout the year.
- Please contact the Head Coach at headcoach@keycitygym.ca or by calling 250.426.2090 in the event your child will be away from practice.
- Key City Gymnastics does not provide refunds or make-up classes if your child is away and/or does not attend their class.
- A refund or make-up class will be provided if Key City Gymnastics has cancelled your child's class.
- Additional training days may be requested and will be booked based on availability. Please contact the office at programming@keycitygym.ca or by calling 250.426.2090. Fees will be based on your yearly payment schedule and will be added to your monthly invoice.
- Private lessons can be booked by contacting the office at programming@keycitygym.ca or by calling 250.426.2090. Private lessons will be charged to your account at a rate of \$40.00/hour.

ATHLETE INJURY PROTOCOL

- If an athlete is injured or chronically ill during the competitive year and cannot train, the following procedure is to take place to meet the criteria for a credit and/or refund.
- Please report any injuries, both in and outside of the gym, to your child's coach within 24 hours of the injury.
- Please provide a medical certificate, stating the nature of the injury, issued from a doctor and submit it to administration within two weeks of the injury/illness.
- It is *emotionally and physically* beneficial for injured gymnasts to participate in practice and gym activities to the extent it is safely possible.
- Attendance requirements for an injured gymnast will be considered on an individual basis and based on the medical advice given by the athlete's caregiver.
- Fulfillment of your family commitment requirements will be required for the current training season.
- Injuries and illness resulting in time away from gymnastics require a doctor's clearance to return to training.

FEES DURING INJURY

- No training per month 25% of fees paid
- 1-2 weeks training per month 50% of fees paid
- 3-4 weeks training per month regular fees paid

WITHDRAWAL POLICIES

The competitive program is a year-long commitment. Refunds apply to training fees only and are given for the following reasons:

1. *Medical reasons with a doctor's note*
2. *Relocation from the municipality*
3. *Academic challenges with a teacher's note*

- Requests for refunds must be submitted in writing. Once the request is accepted, the withdrawal is subject to one-month (4 weeks) notice, starting from the date the request (with required documentation) is received by the office and the athlete has ceased to attend classes.
- Fundraising and Volunteer Commitment will be pro-rated, and we will provide an updated invoice for any outstanding amounts owed.
- If there is an outstanding balance on your account, we will provide you with an updated invoice showing the amount owed.
- If fees were paid in full, the balance of unused fees will be credited or refunded minus the one-month withdrawal fee.

HOLIDAYS DURING GYM YEAR

- We understand that families may wish to take a family vacation during the competition season. Please review your child's meet schedule and make meet choices accordingly. If you have any questions, please contact Garry Ricks at headcoach@keycitygym.ca or by calling 250.426.2090.
- Training at a gym away from home is encouraged, as it helps the athlete maintain their pre-vacation training level. If you would like to arrange training for your child, please contact Garry Ricks as per above and he will assist you.

TEAMWEAR REQUIREMENTS

Training Gear

- Minimum of 1 – 2 sleeveless training suits
- Black training shorts (optional)
- Short-sleeved fitted t-shirt to be worn if the athlete is chilly during practice (optional)
- Long wrist bands for the strap bar
- Drawstring grip bag (for grips, wrist bands, tape, etc.)

- Extra hair elastics, barrettes/clips (hair must be worn pulled back, loose strands secured with barrettes or clips)
- Bar straps (optional)
- Roll of athletic tape
- Water bottle (non-breakable)

The items below are based on individual athlete needs. If you have any questions about any of these items, please contact Garry Ricks at headcoach@keycitygym.ca or by calling 250.426.2090.

- Grips
- Tiger Paws
- Support brace

COMPETITION TEAMWEAR/GEAR

- Team bodysuit and tracksuit are mandatory for competitive athletes
- Team gym bag is available for purchase in our online store for all competitive athletes
- Pink or black flip flops (girls)
- Bodysuit glue (optional)

All athletes are required to wear the Club's official bodysuit and track suit at all competitions.

Parents will be provided with a teamwear package outlining bodysuit and tracksuit information, quotes from suppliers, measuring dates and order deadlines.

Teamwear design and/or style is updated every 2 – 4 years.

FUNDRAISING AND VOLUNTEER COMMITMENT

When you give back to the club through fundraising and volunteer participation opportunities, you help us achieve more, reach our goals, and keep our facility safe for all our participants. Your involvement has a positive effect on your child's passion for their sport and sense of belonging, while building a strong family network and support system within our organization.

Fundraising and volunteer participation are mandatory for the families who have a child(ren) in the competitive program. More details on the mandatory participation and fundraising programs are outlined in the 2021-2022 Fundraising Plan. We welcome you and look forward to your help and expertise."

Board of Directors and Committee Information can be found on our website at www.keycitygym.ca

GYMNASTS' RESPONSIBILITIES

- To attend scheduled practices.
- To call the coach/gym if you cannot make a practice.
- To be on time to all practices and stay for the duration of practice.
- To wear appropriate training clothing.
- To be attentive, polite, and cooperative to the coaching staff.
- To complete all training assignments before leaving the gym.
- To assist, cooperate and respect fellow teammates.
- To assist in cleaning/upkeep of the gym.
- To be safety conscious for themselves and fellow teammates.
- To be responsible for their personal workout gear i.e.: putting away grips, wristbands, tape, etc.

- To bring a non-breakable water bottle and healthy snack to practice. A short snack break will be taken mid-practice so athletes can refuel.
- To put away their own snack items/packaging and help tidy the kitchen following their snack break.
- To take home any left-over food and water bottles at the end of each training day.
- To turn off cell phones and store them in their gym bag during practice. With a coach's approval, cell phones can be used to video a new skill and/or for coach approved training purposes.
- To be responsible with social media – please represent your sport, team, teammates, opponent's, coaches, and gym community in a positive manner.
- To communicate with your coaches. Training questions, concerns, fears, etc. are all normal and expected and your coach is there to help you. If a meeting outside of practice would be beneficial, please let your coach know and one will be arranged as quickly as possible.