



KEY CITY GYMNASTICS CLUB 2023-2024 COMPETITIVE TEAM PROGRAM HANDBOOK

Once you have reviewed the Competitive Team Program Handbook, please [click here](#) to complete the 2023/2024 Competitive Membership Contract. The contract must be completed prior to the start of classes on September 18.

The Key City Gymnastics Club staff would like to welcome all new and returning gymnasts taking part in the 2023-2024 competitive season.

Key City Gymnastics, which includes staff, parents, and gymnasts, has the responsibility to provide a safe and positive environment for learning the sport and activity of gymnastics.

Gymnastics is an individual sport, and as such each gymnast will be treated as an individual. Coaches will provide proper teaching, 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.

Key City coaches respect that there is a balance between working out and taking care of our bodies. Each gymnast will be encouraged to strive for quality and excellence at their own pace and in this way, we hope they will retain the love for the sport that originally motivated them to become gymnasts.

KEY CITY PRE-TEAM AND TEAM PROGRAMS

- Super Star Program
- Performance Interclub
- WAG Xcel Program
 - Xcel Beginner Bronze
 - Xcel Bronze, Silver, Gold, and Platinum
- WAG Canadian Competitive Program
 - CCP Compulsory Program: Levels 1 – 5
 - CCP 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

AND/OR

Please see PROGRAM DESCRIPTIONS – Appendix A, at the end of this document.

COMPETITIVE PROGRAM FEE POLICIES

Yearly Membership Fees

September 1st to August 31st annually.

- Everyone who participates in a program at KCGC 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 18, 2023 – June 29, 2024 (40 Weeks)
- July 8, 2024 – August 30, 2024 (4/5+ 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 44–45-week schedule and divided into 10 or 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 can be found on our website at www.keycitygym.ca

AND/OR

Please see 2023-2024 FEE SCHEDULE, GYMNASTICS BC MEMBERSHIP FEE & CHOREOGRAPHY – Appendix B, at the end of this document.

TRAINING COMMITMENT AND SCHEDULE

- Program Training: September 18, 2023 – June 29, 2024
40 weeks
- Summer Training: July 8, 2024 – August 30, 2024
8 weeks

Super Stars

Program Training: 1 day per week – 1.5 hours

- Summer Training: A minimum of 4 weeks required

Performance Interclub, CCP Level 1, Beginner Xcel Bronze

Program Training: 1 day per week – 2 hours

- Summer Training: A minimum of 4 weeks required

Xcel Bronze

Program Training: 2 days per week – 4 hours

- Summer Training: A minimum of 4 weeks required

Xcel Silver

Program Training: 2+ days per week – 7+ hours

- Summer Training: A minimum of 4 weeks required for Xcel Silver

Xcel Gold, and Platinum

Program Training: 2+ days per week – 7+ hours

- Summer Training: A minimum of 5 weeks for Xcel Gold and Platinum

CCP Compulsory Level 1

Program Training: 1 day per week – 2 hours

- Summer Training: A minimum of 4 weeks required for CCP Level 1

CCP Compulsory Levels 2+

Program Training: 2+ days per week – 7+ hours

- Summer Training: A minimum of 4 weeks required for CCP Level 2/3 and 5 weeks for CCP Level 4/5

CCP Optional Levels 6+

Program Training: 2+ days per week – 7+ hours for Level 6

- Summer Training: A minimum of 5 weeks required

Program Training: 3+ days per week – 11+ hours for Level 7

- Summer Training: A minimum of 5 weeks required

Program Training: 4+ days per week – 15+ hours for Level 8+

- Summer Training: A minimum of 5 weeks required

Training Requirements

- Athletes are expected to maintain a 90% attendance average throughout the year.
- Please contact Garry Ricks at headcoach@keycitygym.ca or by calling 250.426.2090 in the event your child will be away from practice.
- KCGC **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 KCGC has cancelled your child's class.
- Additional training days may be requested and will be booked based on availability. Please contact **Melanee 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 **Melanee 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.

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 with a credit card through your account, cash, cheque, debit/credit in the office or etransfer to office@keycitygym.ca.
- If you would like your training, choreography and meet fees (if applicable) to be divided over an 11 to 12-month period please contact the office at programming@keycitygym.ca or by calling 250.426.2090.
- 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 Director of Finance 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 Director of Finance.

CHOREOGRAPHY/MUSIC FEES

- Choreographed beam and floor routines are required for Interclub Performance, Xcel & CCP.
- Choreography fees are based on program requirements and will be billed at the beginning of each season 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	Training to Compete, competitions are not required
Performance Interclub	1+ meets per year
Xcel Beginner Bronze	1+ meets per year
Xcel Bronze	2+ meets per year
Xcel Silver+	3+ meets per year
Xcel Gold and Platinum	4+ meets per year
JO Compulsory Level 1	2+ meets per year
JO Compulsory Level 2 – 5	3+ meets per year
JO Optional Level 6+	4+ meets per year

**Trials Events, BC Winter Games and Provincial/Western Canadian Championships are over and above the minimum meet requirements above.

- **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 \$150.00 - \$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 for your child's program/level will be sent out by the end of October.

Training Level	Meet Fees	Required Meet Commitment	Additional Meet Fees
Interclub Performance	\$150.00	1+ meets	\$150.00
Xcel Beginner Bronze	\$150.00	1+ meets	\$150.00
Xcel Bronze	\$175.00	2+ meets	\$175.00
Xcel Silver	\$175.00	3+ meets	\$175.00
Xcel Gold/Platinum	\$175.00	4+ meets	\$175.00
CCP Level 1	\$175.00	2+ meets	\$175.00
CCP Level 2 - 3	\$175.00	3+ meets	\$175.00
CCP Level 4-5	\$175.00	3+ meets	\$175.00
CCP Level 6+	\$175.00	4+ meets	\$175.00

Required Training Prior To Meets – PLEASE CHOOSE YOUR MEETS WISELY!

We understand that families may wish to take a vacation, or your child may need to be away during the competition season. To ensure athlete safety and competition readiness the following criteria will apply:

- 100% attendance for one week leading up to trials meets and club invitationals.
- 100% attendance for one week leading up to Zone Championships.
- 100% attendance for two weeks leading up to Provincial Championships
- 100% attendance for three weeks leading up to BC Winter Games and Western Canadian Championships

TRAINING AT OTHER GYMNASTICS CLUBS

Training at a gym away from home can be beneficial and exciting for athletes. Please note, it is **mandatory** to let Key City Gymnastics know of your plans to ensure that:

- An insurance transfer has been requested and is in place if applicable.
- Coaches can connect to discuss your child's level/training plan.

If you would like to have your child train at another gym, please contact Garry Ricks at headcoach@keycitygym.ca or phoning 250.426.2090 and he can assist you with this process.

ILLNESS OR SICKNESS

Communicable Diseases: Please keep your child at home if they are not feeling well.

For the health & safety of our participants and coaches, we reserve the right to remove any child or participant from a class that we feel should not be participating in a class due to heavy coughing, fever, chicken pox, flu symptoms or any other illness that might be highly contagious and harmful to others. The parent/guardian will be called and asked to take their child home.

PHYSICAL EXAM/PHYSIO ASSESSMENT FOR THE COMPETITIVE PROGRAM

Key City Gymnastics strongly recommends that every new gymnast entering our competitive program has a complete medical examination to ensure their child can meet the physical demands of the sport. It is further recommended that the gymnast have a complete physical examination and/or physio assessment at the beginning of each season. Any pertinent changes in your child's medical health should be discussed with your child's coach.

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

ATHLETE BRACES/WRAPS

- If your child is required to wear a support brace, tensor or requires a part of their body to be taped (e.g., ankle) we will require a note from the Doctor or Physiotherapist seen, stating why this has been recommended and which gymnastics activities can be safely trained/which should be avoided.

WITHDRAWAL POLICIES

The competitive program is a year-long commitment. Refunds apply to training and meet fees only and are given with one month's paid notice.

Withdrawal Process

- 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.
- Meet Fees will be pro-rated based on number of meets attended.
- 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.

TEAMWEAR REQUIREMENTS

Training Gear

- Minimum of 1 – 2 sleeveless training suits
- Black training shorts (optional)
- Short-sleeved t-shirt (optional/can be worn during warm-up if athlete is cold)
- Long wrist bands
- 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
- Refillable water bottle (non-breakable)

UNEVEN BAR GRIPS AND TIGER PAWS

These items are to be recommended by your child's coach as their use is based on individual athlete need and competitive level. Proper sizing of these items is extremely important to the safety of your child, one of our coaches will be happy to help out in this area as needed.

If you have any questions about the use of these items/if your child would benefit from them, please contact Garry Ricks at headcoach@keycitygym.ca or by calling 250.426.2090.

COMPETITION GEAR

- Team bodysuit and tracksuit are mandatory for competitive athletes.
- Team gym bag is available for all competitive athletes.
- Flip flops or slippers to wear between events.

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.

Please see the **2023-2024 PARENT PARTICIPATION INFORMATION – Appendix C**, at the end of this document.

KEY CITY GYMNASTICS CLUB STANDARD FOR BEHAVIOR

Be polite and respectful of others, listen, pay attention, have a good work ethic, and share.

RESPECT yourself, all coaches and fellow gymnasts, the equipment and facility (including the change rooms) and gym rules. The equipment and facility must be used in a safe manner. Take ownership of your surroundings. Help us to keep it clean and tidy. There is no food or drinks allowed in the gym – all snacks must be taken in the kitchen.

Your best **EFFORT** is required at all times, not only in the gym but in other aspects of your life that are connected with gymnastics.

A positive **ATTITUDE** towards your training is the only one to have. Sportsmanship and fairness are to be demonstrated and practiced at all times. Be helpful and encouraging to your teammates and coaches.

Please see the **KEY CITY GYMNASTICS CLUB CODE OF CONDUCT – Appendix D**, at the end of this document.

APPENDIX A – KEY CITY GYMNASTICS CLUB PROGRAM DESCRIPTIONS

SUPER STARS

An introductory program which introduces young athletes to competitive gymnastics. This program focuses on age-appropriate athlete development in areas such as strength, flexibility, and skill progression.

INTERCLUB PERFORMANCE

The BC Interclub Program is performance based and is meant to focus on the opportunity to perform rather than the skill requirements of the routine. Athletes are given creative license in routine development and work alongside coaches to prepare routines. Athletes will have the opportunity to showcase their personal ability without the pressure of being ranked or having scores displayed in events throughout the year. There will be competitive opportunities offered to athletes throughout the season.

WAG XCEL

In 2020, BC partially adopted the USA Gymnastics Xcel program to bridge the gap between the BC Interclub and the Canadian Competitive Program (CCP). This program is an alternate competitive program which offers flexibility in skill achievement to gymnasts, and its goal is to provide a rewarding gymnastics experience to gymnasts of varying abilities and commitment levels.

Key City Gymnastics Club Offers the Following Xcel Training Paths:

Xcel Beginner Bronze and Xcel Bronze

The Xcel Beginner Bronze/Xcel Bronze Program will provide gymnasts of varying abilities, ages, and commitment levels the opportunity to enjoy all the benefits that gymnastics has to offer along with a rewarding competitive gymnastics experience. Athletes will develop skills and learn routines on each event that reflect their individual abilities, motivating them to improve and be part of a team while participating in a challenging and fun environment.

Xcel Silver, Gold, and Platinum

The Xcel Silver, Gold and Platinum Program runs alongside the CCP Program and is for athletes who have the desire to build a solid gymnastics foundation and progress to the skills that are suited to each individual athlete and needed to advance to higher levels of gymnastics. The Xcel Silver, Gold and Platinum Program provides athletes who have a goal to compete in the CCP Optional Levels a pathway to move forward by working on event skills that are most beneficial to each individual athlete.

WAG CANADIAN COMPETITIVE PROGRAM

The CCP Program provides an excellent conditioning system and progressions, teaching each skill in a particular order. The program was developed to help gymnasts build a solid foundation in the sport of gymnastics and safely advance on to harder skills and higher competitive levels. The CCP Program consists of 10 levels, 1-5 being compulsory levels and 6-10 being optional levels.

CCP Compulsory starts at Level 1 and goes to Level 5. All gymnasts perform the same routines. As they advance through the levels, the routines become progressively harder and more complex.

CCP Level 6-10 are optional levels. Routines are composed and choreographed individually for each gymnast. All events have certain criteria that the gymnast must meet to maximize their potential score. Each level has progressively harder criteria.

APPENDIX B – 2023-2024 FEE SCHEDULE, GYMNASTICS BC MEMBERSHIP FEE & CHOREOGRAPHY

HOURS PER WEEK	COST PER HOUR
1-3	\$16.70
4	\$15.80
5	\$14.95
6	\$13.80
7	\$12.65
8	\$11.50
9	\$10.35
10	\$9.50
11	\$8.90
12	\$8.35
13	\$7.75
14	\$7.50
15	\$7.20
16	\$6.90
17	\$6.60
18	\$6.30
19	\$6.05
20	\$5.75

**The registration portal calculates the yearly fees and monthly instalments based on the exact number of training days in the season minus stat holidays and days off gym.*

**The yearly/monthly fees include the mandatory meet fees and mandatory summer training fees.*

GYMNASTICS BC MEMBERSHIP FEE – MANDATORY

PROGRAM	GYM BC FEES	GYM CAN FEE	ZONE FEE	TOTAL
Super Stars	\$49.00	\$8.00	\$6.00	\$63.00
Interclub Performance	\$49.00	\$8.00	\$6.00	\$63.00
Xcel	\$157.00	\$8.00	\$6.00	\$171.00
CCP	\$157.00	\$8.00	\$6.00	\$171.00

CHOREOGRAPHY/MUSIC FEES

- Choreographed beam and floor routines are required for Interclub Performance, WAG Xcel & CCP
- Choreography fees are based on program requirements and will be billed at the beginning of the season as follows:
 1. Shared Routines \$60.00
 2. Compulsory Routines \$60.00
 3. Yearly Routine Update \$80.00
 4. New Routine \$115.00
 5. Forgotten Routine Fee \$50.00

APPENDIX C - PARENT PARTICIPATION PROGRAM

PARENT PARTICIPATION PROGRAM

2023-2024 Competitive Season

WHY WE DO THIS PROGRAM

Key City Gymnastics Club is a not-for-profit society that is guided by a volunteer Board of Directors. There is a priority to keep training fees as low as possible and for the past 25 years, the society has operated from a yearly budget.

The operations portion of the budget receives revenues from training fees plus some grants and staff initiatives that generate revenues. The expenditures are utilized to cover staffing expenses and general operating expenses (rent, utilities, city taxes, supplies, etc.) We have a revenue neutral goal, meaning all revenues are spent in a balanced way.

To keep our programs as affordable as possible, we offer our Competitive Programs a discount on training fees. To offset our Competitive Program discounts, the expectation is that parents participate in fundraising initiatives that can contribute to the non-operations portion of the budget.

The non-operations portion of the budget receives revenue from three main initiatives: Key City Fundraisers, the Key City Classic and grants (when applicable). The funds from these initiatives allow the gym to utilize this revenue for the following expenditures that do not have to be solely funded through training fees:

- Equipment purchases
- Facility improvements
- Electronic and Office Equipment
- Coach Training
- Special Projects

All of our non-coaching activities are supported by our community of family members. We believe that your involvement has a positive effect on your child's passion for their sport, while building a strong family network within our organization.

CONSIDER HOW YOU CAN HELP

There are many simple ways to meet the participation requirements. Please take the time to consider where you and your family can best contribute. We need your valuable time to make our events successful, and to maintain our wonderful facility.

As an added bonus, when you participate, you'll get to know other families and learn more about the sport!

HOW CAN I SIGN UP?

We list opportunities to participate on the website and we will send an email to our competitive members as opportunities arise. Sign up is on a first-come, first-served basis. New opportunities to help are posted/emailed regularly.

REMEMBER TO RECORD YOUR PARTICIPATION HOURS

Although we will remind everyone to record their participation hours throughout the year, parents are responsible for recording all hours as they are completed. A parent participation form to report hours will be sent out with each fundraiser and volunteer opportunity.

Please note that once your participation requirement has been reached, we would still like to know if you put in any additional hours. This helps us with our annual application for BC Gaming funds. We must demonstrate to the BC Gaming Policy and Enforcement Branch that we have active volunteers. The application for gaming funds requires comprehensive accounting for volunteer activities and the associated hours. This list is translated into dollars or, how much we would have to pay to replace those volunteer activities. More hours could affect the amount of funding we receive. This grant helps us keep our fees as low as possible.

HOW ARE PARTICIPATION REQUIREMENTS CALCULATED?

Your participation requirements depend on your total family training hours (total training hours for all of your children in the Competitive Programs). Please note that your participation is the most important thing you can give – these events cannot happen without help! The Key City Classic cannot take place without helpers in place at the event.

WHO MUST PARTICIPATE IN THE FUNDRAISING AND PARTICIPATION PROGRAM?

- Parent Participation is mandatory for the families in our Competitive programs, who use our gym the most, but no matter what program your child is in, we welcome your help and expertise.
*Please note – an age requirement will be in effect for each opportunity.
- We calculate your participation requirements based on your total family competitive athlete weekly training hours.
- You can contribute by:
 - ✓ Participating in supporting events, which involves your time and effort, and/or
 - ✓ Opting out and paying Parent Participation fees

2023 – 2024 KEY CITY GYMNASTICS CLUB FUNDRAISERS

PROGRAM	FUNDRAISER	MANDATORY SALES	OPT OUT AMOUNT
All Stars, Interclub, Competitive Boys, Xcel, CCP Compulsory, CCP Optional	Cookie Dough	5 buckets of cookie dough/muffin batter, or 5 boxes of cinnamon buns (or a combination) per gymnast	\$60.00 per gymnast. Charges will be processed one month after the fundraiser.
All Stars, Interclub, Competitive Boys, Xcel, CCP Compulsory, CCP Optional	Kernels Popcorn	25 bags of popcorn per gymnast	\$60.00 per gymnast. Charges will be processed one month after the fundraiser.
All Stars, Interclub, Competitive Boys, Xcel, CCP Compulsory, CCP Optional	<u>Gift Cards</u> Safeway, SuperStore, Landmark Theater and FundScrip	\$500.00 worth of gift cards (any combination) per gymnast, per season	\$60.00 per gymnast. Charges will be processed June 1, 2024.

There are 3 mandatory fundraisers for competitive athletes. Information for our set yearly fundraisers is listed above, the information for additional fundraisers (TBC), minimum sales and buy-out option information will be available well in advance of each one.

ADDITIONAL PARENT PARTICIPATION REQUIREMENTS FOR 2023-2024 SEASON

Training Tier – Training Hours per Week	Key City Classic Requirements	Key City Classic Participation Opt Out Fees	Additional Participation Requirements	Additional Participation Opt Out Fees
2 – 4 hours per week	5 hours	N/A	5 hours	\$100.00
5 – 6 hours per week	8 hours	N/A	10 hours	\$200.00
7 – 8 hours per week	10 hours	N/A	10 hours	\$200.00
9 – 11 hours per week	12 hours	N/A	15 hours	\$300.00
12+ hours per week	15 hours	N/A	20 hours	\$400.00

KEY CITY CLASSIC PARTICIPATION OPTIONS

Volunteers are essential to running a successful invitational; therefore, there is not an opt out option for the Key City Classic. A \$300.00 penalty fee will be billed for non-participation. Please note the list below is not inclusive and other opportunities will be added.

- ✓ Medal/Ribbon Inventory Counts.
- ✓ Organize medals and ribbons prior to Key City Classic.
- ✓ Organize Gift Baskets
- ✓ Raffles and 50/50
- ✓ Assist with equipment set up and take down.
- ✓ Assist with hospitality.
- ✓ Help at the judging tables by being a timer or score recorder.
- ✓ Help out at welcome/registration.

ADDITIONAL PARTICIPATION OPTIONS

Additional participation involves ways families can contribute to the growth, maintenance and improvement of our facility, equipment, operations, and events. Opportunities are listed below, and additional options will be added as required:

Year End Celebrations

- ✓ Assist with our year end barbecue and/or Awards Night

Board of Director/Committee Chair Positions

- ✓ Join our Board of Directors or take on the role of a Committee Chair

Fundraising Distribution Helpers

- ✓ Assist with sorting/delivering the fundraiser products and helping us promote this fundraiser to club members.

Lost and Found

- ✓ Monthly display of items, washing and donating of unclaimed items.

Foam Pit and Gym Club Deep Clean

- ✓ Assist with clean-up of foam pit and deep clean of the gym.

Gym Special Projects

- ✓ Help with painting walls, chair washing, drywall repairs, equipment set up and other duties as planned.

IF PARENTS CANNOT DO ADDITIONAL PARTICIPATION

- ✓ Opt out - Refer to amount on chart

If you have any ideas on how you could help make Key City Gymnastics Club a better place, or you have specific skills you would like to share with us, please let us know by email at: office@keycitygym.ca

APPENDIX D - KEY CITY GYMNASTICS CLUB CODE OF CONDUCT Coaches, Athletes and Parents

COACHES - NCCP Code of Ethics

Leadership and Professionalism

This principle considers the inherent power and authority that a coach holds.

Ethical standards of behavior:

- Understand the authority that comes with your position and make decisions that are in the best interest of all participants.
- Share your knowledge and experience openly.
- Maintain the athlete-centered approach to coaching so that every participant's wellbeing is a priority.
- Be a positive role model.
- Maintain confidentiality and privacy of participants' personal information.

Health and Safety

This principle considers the mental, emotional, physical health and safety of all participants.

Ethical standards of behavior:

- Recognize and minimize vulnerable situations to ensure the safety of participants.
- Prioritize a holistic approach when planning and delivering training and competition.
- Advocate for, and ensure appropriate supervision of participants, including the Rule of Two
- Participate in education and training to stay current on practices to ensure the continued safety of your participants.
- Understand the scope of your role and skills and call upon others with specialized skills when needed to support your participants.

Respect and Integrity

This principle considers respect and integrity, which are the rights of all participants.

- Ethical standards of behavior:
- Provide equitable opportunity and access for all.
- Establish a respectful and inclusive sport environment where all participants can raise questions or concerns.
- Obey the rules and participate honestly and respectfully.
- Be open, transparent, and accountable for your actions.
- Maintain objectivity when interacting with all participants.

Rule of Two

The Rule of Two is a leading practice to ensure a safe sport environment for all. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. The purpose is to protect participants and coaches. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations.

EXPECTATIONS FOR GYMNASTS

Punctuality

- Punctuality is important. Notify coaches if you will be late for practice, have to leave early, or will miss a practice entirely.
- Arrive for practices and meets on time, preferably 10 minutes ahead of schedule.
- Gymnasts are expected to attend every class. Absence is not beneficial to progress.

Phones And Social Media

- The use of cell phones during class is strictly prohibited. All valuables are to be left at home, KCGC takes no responsibility for any lost or misplaced items.
- Photographs/videos are not allowed anywhere in the gym unless permission has been requested and given.
- When using Instagram and other social media, gymnasts should be aware of content that can be viewed by their peers. Gymnasts should keep in mind that they are sport role models and represent KCGC.

Training Attire

- For practice, girls are to wear a body suit and shorts or tights (if desired); boys are to wear fitted T-shirts and their training shorts or longs.
- For safety, long hair must be tied back, and no jewelry is permitted.
- For competition, KCGC Team bodysuits and tracksuits must be worn to all meets.

Smoking/Vaping

- KCGC has a zero-tolerance policy when it comes to smoking cigarettes, cannabis use or vaping on our property and especially inside of the building.
- This also applies when you are representing KCGC at any event.

Be Respectful

- The facility and equipment must always be respected and used in a safe manner. Take ownership of your surroundings and help us to keep it clean and tidy at all times.
- A positive attitude, sportsmanship and, above all, fairness and respect to coaches, fellow participants, equipment, and the gym facility are to be demonstrated and practiced at all times.
- Be helpful and encouraging to your teammates and coaches.

The KCGC Standard for Behavior

- Be polite and respectful of others, listen, pay attention, have a good work ethic, and share.
- RESPECT yourself, all coaches and fellow gymnasts, the equipment and facility (including the change rooms) and gym rules. The equipment and facility must be used in a safe manner. Take ownership of your surroundings. Help us to keep it clean and tidy. There is no food or drinks allowed in the gym – all snacks must be taken in the kitchen.
- Your best EFFORT is required at all times, not only in the gym but in other aspects of your life that are connected with gymnastics.

- A positive ATTITUDE towards your training is the only one to have. Sportsmanship and fairness are to be demonstrated and practiced at all times. Be helpful and encouraging to your teammates and coaches.

Examples Of Unacceptable Behavior Include

- Interference with the learning of others.
- Rudeness, disobedience, pouting/whining, tantrums.
- Pushing, talking back, fighting, negative self-talk, and a lack of actively engaged participation.
- Threatening, harassing, or intimidating behaviors of any person within the gym community.
- Use of inappropriate or abusive language.
- Theft or damage to the property.
- Acts of retribution.

Consequences

When determining consequences, consideration is given to the maturity as well as the intellectual, social, and emotional capacity of the gymnast along with the severity and frequency of the misbehavior. Consequences will:

- Be thoughtful, consistent, and fair.
- Seek to prevent a recurrence of the offence.
- Teach acceptable social behavior rather than being merely punitive.
- Any time a disciplinary action occurs, the gymnast will be expected to apologize to the coach and those affected, before returning to the group.

EXPECTATIONS FOR PARENTS AND GUARDIANS

Gymnasts are not to be in the gym, or on the equipment without supervision.

Be Supportive

- Support and understanding from parents and guardians are crucial to the development of a gymnast.
- If a problem arises, be a good listener and avoid taking sides. Ask your son or daughter questions such as, "How do you feel about that?", "What could have been done to avoid it?", or "How would the other person feel if...?"
- Be involved as a parent, understand KCGC's philosophy, and positively support our activities. Your child has made a commitment to be part of the KCGC family and without your support and understanding the coaches cannot help your child reach his or her potential.

Privacy and Safety of Minors During Class Time

Parents/guardians are welcome to watch in the parent viewing area, however, we expect that all parents and guardians will respect the safety and privacy of other participants by following these rules:

- Safety: Please do not create distractions of any kind including, but not limited to, making noise, attracting a child's attention, waving, or setting off a flash. It is crucial that the gymnasts and coaches be able to concentrate. Any distractions can break concentration and lead to injury. DGS cannot accept the increased risk and the potential liability for such occurrences.

- **Privacy:** Please do not take any pictures or videos anywhere in the facility. Even if your goal is to take your own child's photo, you may unintentionally capture the image of another participant. As parents do not have consent from other parents to share their child's image, we ask that no pictures or videos be taken anywhere in the facility.
- **Communication with coaches and staff:** Please talk to coaches after class, not during. Please do not try to contact the coach/staff from the viewing area. If you cannot speak to them after class, you can communicate with them by phoning the office and leaving a message or sending an email.
- For the safety of all children in the gym, only registered participants may remain in the gym box (with the exception of Parent & Tot and Drop-in).

Let the Coaches do the Coaching

- While it is in your child's best interest that you are supportive and interested in their gymnastics training, it is imperative that the coaching be left to the coaches.
- Avoid making technical comments about gymnastics. Your gymnast just spent the last few hours of training being told what they need to work on, they don't need to hear it again from a parent. Also, you may be asking your child to focus on something that is counterproductive to the coach's goals.
- Your child needs to have a break from thinking about the gym when they are outside it. They will talk to you about their gymnastics when they have a concern or exciting news.

Punctuality

- Parents and Guardians must pick gymnasts up from the front entrance of the gym. Children 11 yrs. old and under will not be allowed to leave without a parent.
- Please communicate alternative pick-up arrangements to your child's coach.
- **Contact and payment information:** Any changes to your address, phone, email, Emergency Contacts, payment information or banking information must be communicated to the office staff.
- **Communication:** KCGC communicates with parents via e-mail and newsletters, by posting notices around the facility, and on our Facebook page and website. It is the responsibility of the parent to stay informed and updated.
- If you have a concern about your child's progress, or any matter related to their coaching and learning, please discuss it with their coach first. For more information about how to contact coaches and program coordinators, please see our Frequently Asked Questions.