



Gymnastics Energy
Competitive Team Policies
2023- 2024

Welcome to the Gymnastics Energy Competitive Program!

The Competitive Program runs on a 12 month annual contract. The 2023/2024 season runs from July 2023 to June 2024, in line with the Gymnastics Ontario fiscal year.

The following information is regarding our Competitive Team policies and procedures, and it is the responsibility of the competitive team members to read and understand these policies.

Competitions & Cost Sharing

The competitions that your athlete's group will be attending will be given by the respective Program Managers once meet dates are available. The meet costs for families will be paid via a monthly estimated amount from September to March, during which time the bulk of the meets will take place. Gymnastics Energy will be registering all athletes for competitions via the KSIS system used by Gymnastics Ontario. All Ontario gymnastics clubs are to use this system for registration to meets. For any USA meets, the gym will register the athletes directly with the hosting club. All meet payments will be done via Gymnastics Energy's online registration system, Jackrabbit.

Cost-sharing fees are the fees incurred by the gym to have the coaches attend the meets and are added to the registration fee for the total cost to families. These fees will be calculated once the rotation schedule has been released for each competition. It is generally released 3-4 weeks before the competition and every effort will be made to calculate the fees as soon as possible. The final cost-sharing fees will be calculated in May and compared to the estimates that were paid by families from September - March. An adjusting invoice will be added to each family's Jackrabbit account either in the form of a credit to your account or a debit that will need to be paid..

Please note that Gymnastics Energy will not assume any athlete's cost-sharing fees from any required or invitational competitions or off-site training (e.g. development camp; demonstrations). The general manager will determine the overall cost sharing and divide the bill equally between the number of athletes registered in that competition. Cost sharing fees are non-refundable. We have a "user-pays" Cost Sharing System. This system encourages coaches to be thrifty in their expenses and pragmatic in their choices for these meets. Cost sharing fees include:

- Per Kilometer allowance for coach/program manager travel (carpooling where possible)
- Shared hotel accommodations (two coaches of the same gender per room)
- Airfare/car rental (where applicable)
- Meals allowance for coaches per day
- Meet registration fees (coaches, team fees)
- Travel time at minimum wage for hours traveling by car, train or plane (includes direct driving/flight time only, not stops and layovers).
- Other reasonable incidentals (e.g. parking, tolls)

To make fees more manageable, cost sharing allocation between the athletes and the gym are generally set as follows:

- 5 or more athletes attending – Athletes pay 100% of the cost
- Any optional training, development camp, invitational meet, make-up qualifier or other event which does not require athletes to qualify – Athletes pay 100% of the cost
- 3 to 4 athletes attending, and the event has a requirement for the athlete to qualify (e.g. Nationals, Easterns, Tour Selections) – Athletes pay 75% of the cost
- 1 to 2 athletes attending, and the event has a requirement for the athlete to qualify (e.g. Nationals, Easterns) – Athletes pay 50% of the cost

Members are welcome to request the full details of cost sharing from the General Manager for review if desired.

Invitational competitions are always optional, but for those athletes who do not attend the competition there will be no training at home because the club is already maintaining their staff at the competition site.

Refunds for meets are rarely granted by the host club for any reason (even medical), so competition fees should be considered non-refundable. If there is an injury preventing participation in a competition, the Program Manager will apply for a refund on your behalf and advise you of the outcome. A doctor's note is required for the refund application.

Your questions regarding the schedule or registration should be filtered through your coach and/or Program Manager. Correspondence with the host club or Gymnastics Ontario is exclusive to the Program Manager.

Do not contact the host club or Gymnastics Ontario under any circumstances about a competition or any other matter. All inquiries to host clubs must come through our Club representative directly.

Medical Refunds

Non payment requests due to season ending injury and/or payment reduction rate due to injury requiring long-term (***more than 1 month***) reduction in training hours require the following information to be submitted:

- Doctor's note or other suitable documentation to explain the medical condition or issue that is requiring the athlete to cease or reduce hours in gymnastics. The note should include date of injury and expected return date (if applicable).
- Letter or email from parent/guardian to the Finance Administrator and Program Manager, explaining the reason for the non payment request or reduction in rate.
- Partial months will not be refunded, and if reduction in payment and or non payment is approved this will be reflected in the next payment month.
- The GO Fee and other auxiliary fees (e.g. choreography) and commitments (volunteer, fundraising) are non-refundable in all circumstances.
- In the event the original doctor's note did not indicate a return date, an additional doctor's note indicating the athlete is fit to return to training is required. It can also be requested by the coach/program manager even if the original note has a return date. Any training limitations should be included on the note and discussed in person with the coach/Program manager

Refunds - No Injury

Gymnastics Energy understands that occasionally an athlete may decide to leave our organization mid-season for a variety of reasons. If you are moving to a new location or simply decide Gymnastics is no longer for you, please contact your Program Manager to advise them of your decision to leave the gym. If you are unhappy with your training we encourage you to contact your coach to discuss things so we may find a suitable solution to your concerns. All training concerns should start by scheduling a conversation with your athlete's coach. If you still feel your concerns have not been addressed, you can then request a meeting with the Program Manager.

If you do leave mid-season please provide 30 days written notice.

Attire and Accessories

All disciplines have requirements for competition attire, competitive training attire and accessories (e.g. grips, etc.).

ATTIRE REQUIREMENTS:

- Women's Competitive Suit
- Women's Training (practice) suit
- Women's Team Jacket
- Men's Singlet and Shorts
- Men's Pommel Pants
- Men's Team Jacket and Pants

Note: Your Coach will provide additional information about attire purchase. Athletes will be measured and suits will be ordered early in the season (i.e. Aug/Sept). Athletes may be required to purchase additional attire if they are successful in qualifying for Tour, Easterns or Nationals. Late registrants or payments may be subject to regular pricing of that item (i.e. no bulk order discount is received raising the price of the item).

Attendance Policy

Athletes who miss training 4 weeks or less before a competition may not be able to compete in the meet at the coach and Program Manager's discretion. The meet fee will not be refunded in these circumstances.

The four-week rule is in place for athlete safety and to help maximize their confidence in their performance leading up to competition. When an athlete takes time off, they can lose strength and flexibility, which can make them more vulnerable to injury during the important final weeks of their pre-competition program. Please talk to your coach as soon as you know you will miss any training prior to a competition.

Medical

Any competitive athletes training for 16 hours/week and up, **must** have a full body assessment done prior to the training season start. It is suggested that **all** athletes get a full body assessment done by a medical professional at their own expense. It is advised that the assessment include a

minimum of the following: pre-concussion assessment, Functional Movement Screen, ROM of all major joints, and injury prevention activities for weak areas. This can be completed by a chiropractor, physiotherapist or osteopath. For athletes training less than 16 hours, that do not see one of the mentioned professionals, a family doctor may complete the assessment.

A copy of the assessment is to be turned in to the Program Manager. This will help to ensure athletes are fit to train and aids in injury prevention. In addition, in the event an athlete is injured, this provides a baseline for the healthy state of each athlete (to compare to post-injury results).

Allergies

Gymnastics Energy does its best to accommodate athletes and guests with allergies; however, as our gym is open to the public, we cannot guarantee an allergen-free environment. We respect the concerns of our athletes and guests who have allergies triggered by nuts. We also request that all parents and athletes refrain from bringing nuts into the gym. It is our intention to provide a clear and transparent allergy policy, so guests and athletes can make informed decisions about attending the gym.

Private Lessons

Program Managers and the competitive coaching staff have put together a program with the needs of the athletes in mind. Our goal is to prepare each athlete for their current year of competition and challenge them with new skills for the next level(s). We believe that these programs are very comprehensive and do not need to be supplemented with regular private lessons. **Gymnastics Energy will not be offering private lessons to our competitive team unless there are exceptional circumstances identified by the athlete's coach.** Parents may make requests for private lessons, but the private lesson request must be approved by the Program Manager. Only if the Program Manager agrees a special circumstance exists, that cannot be addressed in a group training setting, will the private lesson be scheduled. The child's current competitive coach has first refusal to do the private lesson before **any other** coach takes the private lesson. Once scheduled, any lesson canceled with less than 24 hours' notice (an email must be sent to both the office and the coach's personal email) will be fully charged for the lesson.

Volunteer & Fundraising Program

All athletes' families are required to participate in fundraisers and volunteer throughout the year at various Gymnastics Energy events. It is your responsibility to ensure you complete the volunteer shifts required in each quarter of the season. Families who decide they cannot fit volunteering and fundraising into their life are welcome to purchase the Opt-out Pass through our Jackrabbit system at a cost of \$800 for the season. We do make every effort to contact all parents at the correct email address, but at times typos or spam filters may interfere with the receipt of information. Volunteers must be 15 years or older to count towards commitments.

Athletes who are at least 12 years old are also encouraged to help with one shift at the meet (with appropriate parent supervision if required). Gymnastics Energy encourages participation of our athletes in gym events however participation of a minor athlete does not replace the family volunteer commitments (which are intended for adult members to fulfill).

Sign-up for volunteer shifts is currently done online (via Sign Up Genius) and is coordinated by

the volunteer coordinators and will be filled on a first come first served basis. While there is a minimum requirement, we always encourage our families to get involved with more than the basic requirements and we appreciate all your hard work and efforts throughout the year. Failure to notify within 48 hours prior to a missed shift will result in a \$50.00 charge and you will still be required to fulfill your shift obligation. The fundraising and volunteer coordinators will be selected by the Board of Directors for the 2023/2024 season.

The following are the expectations for the season:

1st Quarter (July, August, September): 1 volunteer shift (likely during maintenance week at the end of August) and 1 fundraiser (participation required)

2nd Quarter (Oct., Nov., Dec.): 2 hosted meet shifts and 1 fundraiser (minimum of \$100 in sales)

3rd Quarter (Jan., Feb., Mar.): 2 hosted meet shifts and 1 fundraiser (participation required)

4th Quarter (Apr., May, June): 1 volunteer shift and 1 fundraiser (minimum of \$200 sales)

The fundraising team will be raising money for specific gym needs and those needs will be communicated to all Energy families.

As stated in the Contract, each quarter that these requirements are not fulfilled, your credit card will be charged the respective amounts: 1st Quarter-\$175, 2nd Quarter-\$225, 3rd Quarter, \$225, 4th Quarter-\$175. If a volunteer shift is required during a time when you are not available due to exceptional circumstances, please contact the General Manager to arrange an alternative.

Parent /Guardian Code of Conduct

Gymnastics Energy we are focused on the essential elements of character building and ethics in sports which is embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential is achieved when training and competition reflects these principles. It is especially important to ensure caring for each other and respecting the rules put in place for health and safety purposes. We expect that Gymnastic Energy parents will:

- Ensure that athletes are punctual for training sessions and send them dressed with a full water bottle.
- Respect the gym and all training athletes and coaches by communicating in advance by email with any concerns or provide a follow up phone call opportunity
- Teach their children that honest effort is as important as awards, so that the result of each competition is accepted without undue disappointment.
- Empower their athlete with the positive attitude and confidence that through consistent hard work and determination; with this support they will be better equipped to reach their goals.
- Understand, and help them to understand, that each athlete is different, has different strengths and weaknesses, and that they will develop in different ways and at different rates.

- Show respect and trust for their athlete's coach by acknowledging their expertise, training, knowledge and supporting their decisions .
- Make a phone appointment with their athlete's coach or program manager to discuss any issues. At no time should a parent discuss issues during training time or in front of athletes or when a coach is on the training floor. parents are welcome and encouraged to email their athlete's coach to set appointments by phone, zoom or in person at an agreed time.
- Always remember that children and teens learn best by example. Applaud good performance and sportsmanship by your team and by members of other teams. Model respect and courtesy towards other athletes, coaches, parents and officials – and expect the same from your athlete.

In addition, parents/guardians and delegates/guests are not to engage in any conversation or conduct against the gym, coaches, staff, athletes and/or Gymnastics Energy members in the gym or at gym related events that is known or ought reasonably to be known to be unwelcome. This may include criticizing, bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls/messages or social media posts..

Pursuant to the disciplinary process set out in our bylaws, failure to adhere to this code of conduct will result in progressive disciplinary action which includes:

1. Verbal warning – discussion with program manager, general manager and/or board members
2. Documented written warning
3. Temporary suspension from facilities
4. Permanent suspension from facilities

More serious violations can result in some disciplinary stages being skipped (i.e. discipline could start at #2 or #3) Note that members are to receive 15 days written notice outlining the reason for the disciplinary action and will have the chance to provide a written response as per section VIII.03 of the bylaws.

By enrolling in our competitive program, parents/guardians agree to sending athletes to gymnastics practices and related events on time, well fed, well rested and healthy, free of any symptoms of illness. Further, you agree to support your athlete's commitment to continue their training at Gymnastics Energy through good times and tough times. The role of a parent/guardian in the gym is one of support and encouragement.

Code Of Conduct

All members are required to abide by the Parent/Guardian and Athletes Code of Conduct. Any member who breaches this may be disciplined by one of the disciplinary measures outlined through the code. Depending on the severity of the breach, the whole family may be disciplined equally for the actions of one member.

Athletes should understand that it is a privilege to be a part of the Gymnastics Energy competitive team and should agree to come to all training and other activities on time and prepare for gymnastics. Respect must be shown to coaches and fellow athletes and the rules of the gym at all times.

Athlete Code of Conduct

Participants in Gymnastics Energy programs shall:

- Arrive at the gym on time and be physically and mentally prepared to work hard and focus on their training.
- Be attentive to your coaches and follow their instructions – your best effort is always required.
- Take responsibility for the gym facility, locker room and equipment by keeping it clean and using equipment appropriately.
- Always demonstrate good sportsmanship in practice, competition and outside the gym, whether you have excelled or are disappointed. Honest effort is as important as awards. Have a positive attitude and confidence that through consistent hard work and determination you will be better equipped to reach your goals.
- Understand that each gymnast has different strengths and weaknesses and will develop in different ways and at different rates.
- Treat athletes, coaches, staff and members with courtesy and respect to maintain a positive environment where everyone thrives and succeeds.
- Remember that you are an ambassador of the club and should always demonstrate respect, courtesy and a positive attitude towards competitors, judges, meet officials, other team coaches and spectators.
- In addition, athletes are not to engage in any negative or unwelcome conversation or conduct against the gym, coaches, staff, other athletes and/or Gymnastics Energy members.

Failure to adhere to this code of conduct will result in progressive disciplinary action which includes:

1. Verbal warning – discussion with program manager/coach, General Manager and/or Board Members
2. Documented written warning
3. Suspension
4. More serious violations can result in some disciplinary stages being skipped (i.e. discipline could start at #2 or #3).

Concussion policy

While we recognize that concussions cannot be fully prevented, education and training, as well as prompt and appropriate management can better protect the health and well-being of our athletes, and potentially reduce the amount of practice and competition time missed from subsequent concussions.

Gymnastics Energy is strongly encouraging all athletes age 10 + to complete baseline testing.

If a concussion is suspected, whether occurring as a part of gymnastics or otherwise, the

athlete is to be removed immediately from all practices and/or competitions and not permitted to return until cleared by a CCMI trained practitioner or their primary care physician.

- a. All suspected concussions must be reported to the Program Manager and General Manager.
- b. An accident report will be completed as with any injury and the parent is to sign that they received the notification that a concussion is suspected.
- c. When notifying the parent or guardian, all athletes with suspected concussions should be encouraged to see their primary care physician or make an appointment at the nearest CCMI clinic as soon as possible to receive a proper diagnosis and begin the Return-to-Play process. If any red flags are suspected the athlete should immediately visit the nearest emergency department.

Confirmation of Concussion/ Diagnosis

If a parent or guardian has been notified that their athlete has a suspected concussion the athlete will be removed from training until Gymnastics Energy receives a signed waiver from the parent or guardian **or a** note from a primary care physician and/or rehabilitation centre confirming the athlete has been examined and is concussion free.

The waiver acknowledges that the parent and guardian has been advised of the injury and suspected concussion; has read the **Rowan's law concussion information** package; and has opted not to seek medical attention. Note that if this occurs and the coach sees any further signs that the athlete can not safely train the athlete will be removed from training and cannot return without leave from a physician.

Gymnastics Energy Return-to-Train Process:

Each stage must be separated by at least 24 hours and the athlete must be completely symptom-free at each stage prior to progressing to the next stage. If symptoms are experienced at any stage, the athlete is to drop back to the previous stage for a period of 24 hours and be symptom-free at that stage prior to attempting the next stage again. Any stage below marked with ** indicates that this stage must be completed under the supervision of a CCMI trained practitioner or your personal physician.

Stage 1 – Symptom limited rest **

Once the athlete has received a diagnosis of concussion from a trained CCMI practitioner, or their primary care physician, the first step is symptom limited cognitive and physical rest. At this stage, it is important that the athlete not engage in any physical or cognitive activity that may provoke symptoms or increase the risk of a secondary injury.

Stage 2 – Light ‘Cognitive’ Activity

“Cognitive” means mental. At this stage, the athlete should begin incorporating short periods of light reading, homework, TV viewing, etc. If the athlete can tolerate 1 hour of light cognitive activity without increasing symptoms, progress to stage 3 the following day.

Stage 3 – Half-Day of School with Modifications

The athlete is now permitted to attend a half-day of school with modifications. Typical

modifications include but are not limited to: No tests, No gym, No homework, No music class, Frequent breaks etc. If the athlete can complete a half-day of school without increasing symptoms, progress to stage 4 the following day.

Stage 4 – Full Day of School with Modifications

The athlete is now permitted to attend a full day of school. If the athlete can complete a full day of school without increasing symptoms, progress to stage 5 the following day.

Stage 5 – Light Physical Activity **

This stage incorporates the addition of light physical exertion to see how your brain responds to an increased demand for blood flow. You will need to book an appointment with a CCMI practitioner to complete this stage. Dress in athletic attire and be required to complete 20-30 minutes of clinician supervised physical activity while your heart rate and blood flow are monitored.

Stage 6 – Reduced Practice – Phase I (Low Intensity)

The athlete is now permitted to return to sport specific activity at a reduced training time and administered by a coach/trainer. The athlete will be asked to complete various simple “sport specific” drills at a training level below their usual level with low risk of fall. These drills will be individually based and will involve fairly low physical stress.

Stage 7 – Full Practice – Phase II (Higher Intensity)

This stage will once again be administered by your coach and/or trainer. The athlete is now permitted to take place in sport-specific drills at a higher intensity and for a longer period of time, approaching their pre-concussion training schedule. At this stage, athletes are still NOT permitted to participate in any drills that involve contact or that have the chance for potential fall.

Stage 8 – Re-Testing of Baseline **

The athlete will immediately undergo full re-testing of all baseline parameters to assess every area of neurological function to determine if the athlete has reached full brain recovery.

Stage 9 – Full Practice

Upon successful completion of stage 8, the athlete is free to resume full gymnastics training.

Stage 10 – Participating in Competitions

The athlete should be tolerating full training and is able to return to competitions when their coach determines they have sufficiently regained their abilities to safely compete.

Concussion Diagnosis and Treatment

The above re-entry Stages are based on the protocols and stages from the most current scientific research and this policy has been adopted to help keep athletes safe. This policy is subject to revisions as new research emerges. Participation in this program for concussion monitoring and rehabilitation is not mandatory. If you choose to use your primary care physician and/or another Rehabilitation Centre please note that Gymnastics Energy will require a medical release note that indicates when the athlete is cleared for full practice.