



## Competitive Team Policies 2021/2022

### Annual Membership/Refund Policy

Although we allow your September to June tuition to be paid monthly, our competitive season operates on a 10-month basis. Our coaches are hired for a full season and our competition schedule is organized and budgeted annually.

**All athletes registering for a program are committing to the full season (10 months). Note that next season we intend to roll out a 12 month contract commencing July 2022.**

#### **Refunds/non payment Due to Injury**

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:

- Letter or email from parent/guardian explaining the reason for the non payment request or reduction in rate
- 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) to the sport.

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.

*Example: An athlete is paying \$502/mth for the 10-month season starting in August. The athlete has a season ending injury on March 15th and has provided medical support. The family would pay for the entire month of March and would not be charged the \$502.00 monthly fee for the rest of the season*

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.

#### **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

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decide Gymnastics is no longer for you, please contact our Head Coach 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 escalate the matter by contacting our Head Coach. A conversation may also be scheduled with our Board of Directors, though they normally do not get involved in programming decisions. If you are uncomfortable discussing things with your coach, you may contact our Head Coach or Board of Directors as your first point of contact.

If you do leave mid-season, your entitled non payment is issued on a quarterly basis and both training fees and volunteer/fundraising commitments for your remaining contract are waived. Your non payment will be calculated as follows:

Date Range Leaving Period Available for Non payment

Sept-Nov	Dec-June
Dec-Feb	March-June
Mar-May	June Only

## COMPETITIONS/ COST SHARING POLICY

In a normal season coaches will be handing out the competition information package by November. Due to COVID-19 we do not know when the details of this competitive season will be available so the timing of sending out this information will be subject to the communication of Gymnastics Ontario and host clubs. This information will include the list of competitions that your athlete's group is invited to attend (some may be mandatory, depending on your level). All meet registration payments will be done via our online registration site, Amilia. Some competitions fill up faster than others and therefore it is in your best interest to register for all meets you believe your athlete will be able to attend at the beginning of the season. It is not always possible to submit late registrants and these registrations often have an additional administration fee, which you would be required to pay should you register after the deadline.

Cost-sharing 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 and share them with our members as soon as possible. Cost-sharing fees will be due the Monday before the competition and will be payable in Amilia.

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 program director will determine the overall travel cost and divide the bill equally between the number of athletes participating 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. Parents should feel free to question the Bookkeeper, Treasurer or appropriate Program Manager on these expenses:

- 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
- Meet registration fees (coaches, team fees)
- Travel time at minimum wage for hours travelling by car, train or plane (includes direct driving/flight time only, not stops and layovers).
- Other reasonable incidentals (e.g. parking, tolls)
- Coach coverage time at minimum wage, for any classes that must be covered while the coach is attending the meet (Note: some classes may be cancelled).

To make fees more manageable for the parents of athletes, 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) – 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

Please feel free to contact our Executive Director if you have questions about cost sharing. Members are welcome to request the full details of cost sharing from the bookkeeper/office 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 head coach will apply for a refund on your behalf and advise you of the outcome. A doctor’s note will likely be required for the refund application.

Correspondence with the host club or Gymnastics Ontario is exclusive to the Head Coach. Your

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questions regarding the schedule or registration should be filtered through your coach.

***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 the our Club representative directly.***

## ATTIRE & ACCESSORIES REQUIRED

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

ATTIRE REQUIREMENTS:

- Women's Competitive Suit
- Women's Training (practice) suit
- Men's Singlet and Shorts
- Men's Pommel Pants
- Men's Jacket
- Track Suits (all athletes)
- Socks

Notes: Your Coach will provide additional information about attire purchase. 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).

## MISSED CLASS BEFORE A COMPETITION

Athletes who miss a class two weeks or less before a competition may not be able to compete in the meet at the coach and/or head coach's discretion. The meet fee will not be refunded in these circumstances.

The 2-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.

Taking time off also causes their muscle memory to weaken and performing skills that may seem routine and automatic with regular training becomes more challenging. This can take a toll

on the athlete's confidence, and their ability to execute at their best. This rule is not in place to

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punish the athletes but is meant to help ensure they are at their best for each competition!  
Please talk to your coach as soon as you know you will miss training prior to a competition.

## 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 and athletes are not able to make requests for private lessons. Coaches may identify a need for a private lesson and must get the approval of the head coach. Gymnastics Energy fosters a collaborative approach to coaching and the identified need for the private lesson may be resolved through sharing different approaches to coaching and training. Only if the head coach agrees a special circumstance exists that cannot be addressed in a group training setting will the private lesson be scheduled, provided the parent is in agreement. Once scheduled, any lesson cancelled with less than 24 hours' notice (an email must be sent to both the office and the coach's personal email) will be charged for the lesson.

## MEDICAL

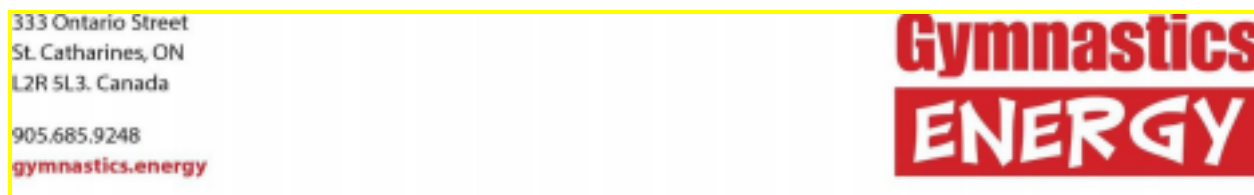
At the start of fall training, it is suggested that all athletes must get a full body assessment done by a medical professional at their own expense. It is advised that the assessment include a minimum of the following: pre-concussion scan, Functional Movement Screen, ROM of all major joints, and injury prevention activities for weak areas.

A copy of the assessment should be turned into the Head Coach. This will help coaches 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). It is strongly recommended all athletes get an assessment every 12 months, particularly if there is a change in their physical development or medical situation.

## 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 have posted nut-aware and allergy awareness signs in public areas of the gym. 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.

## VOLUNTEER & FUNDRAISING PROGRAM

All athletes' families who are in the Energy Exchange program are required to volunteer at least one shift at a Gymnastics Energy hosted competition. It is your responsibility to ensure you complete the volunteer shift. Our special teams' volunteers 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 or older to count towards commitments, although younger athletes are also encouraged to volunteer for age appropriate tasks.

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 and 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.

While Energy All-In families are not required to complete any volunteer shifts, their participation in meets is always welcome and the opportunity to sign up for a shift will be available for those that are interested.

The Energy Exchange fundraising team will be selected by the Board of Directors for the 2021/2022 season. At Gymnastics Energy we encourage all members (Energy exchanger or All in) to participate in our fundraising events by purchasing and/or sharing our events with Family and Friends. The fundraising team will be raising money for specific gym needs and those needs will be communicated to all Energy families.

## 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 Energy 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 head coach and gym office.
- 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 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**

Gymnastics Energy has formed a relationship with Niagara Health & Rehab Centre as well as Complete Concussion Management Inc. The above re-entry Stages were adapted from NHRC's recommendations. The protocols and stages are based on the most current scientific research and this policy has been enacted 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 still require the above noted steps to be followed.

### **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.

### **PARENT/GUARDIAN CODE OF CONDUCT**

At 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 at this new time in our training facility to ensure caring for each other and respecting the new rules put in place for health and safety purposes are upheld to the highest standard.

We kindly ask you to:

- 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
- Remember children are involved for their own enjoyment and challenge. ● 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 on technical issues.
- 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. While under social distancing restrictions parents are still welcome and encouraged to email their athlete's coach to set appointments by phone or an agreed upon video chat technology.
  
- 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.

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 and/or board members
2. Documented written warning
3. Temporary suspension from facilities
4. Permanent suspension from facilities

More serious violations can result 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 COVID19 symptoms. 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.



## 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; with this, 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.
- Follow the Practices of Social Distancing set by Gymnastics Ontario and Public Health adhered to by Gymnastics Energy
  - Follow the Procedures set up through Gymnastics Energy with guidance from Gymnastics Ontario and Public Health for COVID-19 preventative practices

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

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

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