



**BRAZEAU
GYMNASTICS CLUB**

RECREATIONAL CLASS PARENT HANDBOOK

Mission Statement

**Dedicated to enriching and enhancing lives through
the sport of Gymnastics.**

Our Vision

For our athletes...

Personal development through whatever level of activity you choose, a strong and flexible body, a confident spirit. Learning to believe in yourself, to learn, to discover and stretch your limits, to engage and support your peers.

For our parents...

To be a tool as you provide an environment for **character, integrity, and excellence**, in your child.

For our staff...

To reach the highest of goals; professional and personal, to enjoy the thrill and responsibility of shaping young lives.

For our community...

To create a safe space where every person has the opportunity to achieve their fullest potential, participate and contribute.

Parent Handbook for Recreational Classes @ BGC

This handbook will help you become familiar with the structure and operation of the BGC. Feel free to ask any of the board members or coaches for any further information.

The BGC is a non-profit society incorporated under the Society Act of Alberta since 2013. It is run by a Volunteer Board of Directors who are elected by the members of the BGC. The club is administered by the Volunteer Executive Board and the only paid staff at the BGC are the coaches. The BGC has an Annual General Meeting every year in June, all members are invited and encouraged to attend. The Board of Directors are elected to 1 year terms and the Executive Board are elected to 2 year terms.

BGC Recreational Program Structure

The Recreational Program at the BGC is designed for all children of all abilities to participate in the sport of gymnastics. The athlete establishes sound basic skills on all gymnastics apparatus, posture, and core strength allowing them in more advanced gymnastics programs or transitioning these into other sports.

Our preschool program focuses on body awareness and body movements that compliment the CANGYM program. We run the CANGYM program which is the Artistic Recreational Program designed for ages 6 and up. We also use the PRISM program for our Rhythmic Gymnastics Program. All our programs are designed to work on basic skills while strengthening and enhancing development of these skills as kids move up through the program.

We also offer a few specialty classes such as our Performance Team. This team is designed to be a fun performance group who will do one out of town performance each year. It is a full year commitment class.

All of our recreational classes will get a chance to “perform” at least once in each session. We encourage you to watch for and participate in all events.

Our recreational programs, take on average, a full year to master the necessary skills in a level. This means that *most* gymnasts will require a full year (3 sessions) to pass a level. We expect 3-5 sessions for a gymnast to pass any level. Our CANGYM levels are progressive, meaning that they are based on mastery of the skills in the previous level. We will not move any gymnast up until we are confident that they can consistently and accurately perform each skill in the level. The reason for this is safety!!

Our Preschool and CANGYM Programs are designed for multiple benefits including:

- Aiding in the promotion and maintenance of a strong & healthy body for lifelong health
- Children practice waiting their turn, staying on task, and accomplishing goals
- Gymnastics develops children's agility + balance + coordination + spatial orientation = more agile in future sports and activities
- Building routines = consistency, and routines help children feel safe, secure, and in control. These routines help prepare them for school and life long success
- Gymnastics is a great outlet for children to burn off all that excess energy

For more information on these classes and to sign up for events please check out

brazeachildandfamilycenter.uplifterinc.com

- Please leave all valuables with a parent or guardian, we are not responsible for missing cell phones, ect.

BGC Gym Expectations

The development of any gymnast involves a partnership between Athletes, Coaches, and Parents. To preserve a positive learning environment for all athletes, we have developed a set of expectations and rules of conduct. The AGF Athlete Code of Conduct also governs all of our athletes. Our goal at the BGC is to see our athletes, coaches, and parents work together to make our club the best it can be, both in and out of the recreational scene. By striving to uphold our mission statement and abiding by the following expectations helps to support a gym that is safe for everyone.

Safety is paramount at the BGC, participants must be aware of the possible risks of injury associated with gymnastics and careful attention must be paid to instructions given by the coaches.

- Only barefeet or indoor footwear is permitted in the gym.
- WARTS must be taped prior to scheduled practice by a parent or guardian.
- Please help keep our gym tidy, especially in the eating areas, washrooms, and entry/boot room. This is very important as germs can spread easily by athletes that are barefoot.
- Athletes must have a coach present and authorization given before using any equipment.
- Only water is allowed in the gym! Please have the kids bring their own water bottles, as cups are not provided. There is a water cooler available in the gym to refill their water bottle.
- Any injury, ache, or pain must be reported to the coach as soon as possible by the parent of the athlete.
- Proper conduct is expected at all times by any user of our facility. Profanity, disrespect, or bullying of any kind will not be tolerated.
- Athletes displaying inappropriate behaviors during training and potentially endangering themselves or others may be removed without notice if so decided by the Coach or Head Coach.

Appearance, Attire and Dress Code for Athletes

Presentation is extremely important in the sport of Gymnastics. The following is a list of expectations to support the safety of the Athletes and Coaches and to conform to the generally acknowledged rules of the sport.

- Hair must be tied back off the face. Should be at a length that does not cause distraction during training or have a risk of becoming entangled into the varied apparatuses. Coaches will determine the acceptability of any hairstyle on the basis of safety.
- All gymnasts need to wear gymnastics or athletic clothing, this eliminates hoodies, jeans, dresses, or anything not resembling athletic clothing.
- Jewelry is not to be worn during any training, with the exception of small stud earrings. No necklaces, bracelets, anklets, or watches are permitted; this includes fit bits and smart watches.

Policies for Missed Classes

- Please note, if buses don't run neither do we. We have make-up classes built into our schedule in case a class, or classes, need to be rescheduled due to poor weather or roads.
- If we cancel a class due to coach illness, we will do everything in our power to find a replacement coach but, if this does not work, we will add in a make up class same as bad weather or roads.
- If your child misses too many classes within a session, no report card may be given due to lack of knowledge of the child's skill development for the coach to complete a thorough and accurate report.
- If your child misses their class, they may NOT join another class that same week.

card, please correct immediately. After 30 days, you will receive a 3 percent additional fee.

Fundraising/Volunteer Commitments

With the registration of each participant you are required to fulfill either the fundraising **OR** a volunteer commitment. We require a bond cheque of \$125.00, per athlete, per class, to be handed into the office before session begins. Once your commitment is complete your cheque will be returned to you. If you choose to forgo on either fundraising or volunteering please add \$125 to your class fees when you register.

Fundraising revenue is a necessity to maintain the gym. We have one mandatory fundraiser per session. This will be the only fundraiser that counts as your commitment.

Volunteering is also crucial to the gym's success. There are clean bees, as well as many fun events, which are held each session. Please watch for the links to Sign Up Genius come across social media and email blasts to sign up for one of our many volunteer options. Children are not permitted to take part in the clean bees, please do not drop them off to fulfill the guardians responsibility of cleaning hours.

Year long programs (super leapers, and performance team) are required to do 2 of the 3 session fundraisers

Parent Concerns

BGC Coaches and Executive Board members endeavour to run the club to the best of their ability. However, the club cannot force every problem that may occur. Please, do not let a problem go unaddressed or assume it cannot be resolved. BGC wishes to tackle any and all problems before they grow into larger issues.

Our club has a no abuse (verbal, physical, or over social media) policy in place. No abuse will be tolerated towards Coaches, Board Members, Athletes or their Parents. If this happens, your child will be removed from the club without refund.

Administrative Accountability @ BGC

Alberta Gymnastics Federation (AGF) fee is non refundable

All BGC athletes must pay an Annual Membership Fee (valid July 1 - June 30). This membership includes the Athletes AGF Insurance.

Withdrawal from Recreational Program:

1. **Voluntary Withdrawal:** There will be a 2 week grace period for you to remove your child from the program if the class is not a good fit. To which you are entitled a full refund less the AGF fee and a \$40 admin fee. After the end of the second week no refunds are considered including your volunteer/fundraising bond cheque.
2. **Involuntary Withdrawal:** Refund or credit excluding AGF fee may be granted for moving or injury. With an illness or injury a doctor's note must be provided for the refund to be considered.

Please Note: All withdrawals from any class must be done through the office and never through the coach only. The time frame given for withdrawals to receive a refund or credit is dependant on you either coming into the office during office hours or emailing us at brazeygymnasticsclub@gmail.com

Fees

All fees are due at time of registration, according to payment options via uplifter. **COACHES DO NOT** accept payments of any kind for any registration, events, or fundraising.

Members must be in good financial standing with the club in order to continue training. The BGC cannot afford to allow any athlete to train if fees are outstanding. The BGC will make every effort to provide members information on outstanding balances. It is the responsibility of each member to be aware of current outstanding balances and provide payment 15 days after a defaulted payment. There is a \$55 handling fee on all NSF cheques. There will also be a \$10 additional fee to any e transfers not done on an agreed time frame. If your payment is declined on uplifter, via credit

Communication References

We would like to remind you that this is a non-profit organization and as such the board members are volunteers; we ask that you respect their time as well as the posted business hours. It is your responsibility to ensure BGC has all the correct and up to date contact information on your account for you to receive the important information we send out through the many different platforms and technology avenues. Please see the list of emails as well as the many social media platforms where you can find all our current information.

To Register with your uplifter account or create an account please visit:

Brazeaufamilyandchildcenter.uplifterinc@gmail.com



 remind

Please find the remind code and instructions to join for your class and program inside this envelope

Please sign up for our monthly newsletter.



| Position | Name | Email |
|-----------------------------------|--------------------|---|
| President | Melanie Smith | brazeaugymnasticsclubpresident@gmail.com call or text 780-621-2010 |
| Vice President | Lisa Zorn | bgcvicepresident@gmail.com |
| Treasurer | Melissa Torkeleson | bgctreasurer@outlook.com |
| Secretary | Bailey Li | brazeaugymnasticsclub@gmail.com |
| Head Coach | Kelly Proudlove | bgccoachkelly@gmail.com |
| Fundraising Coordinator | | bgcfundraise@gmail.com |
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| Events Coordinator | Shelley Sinclair | brazeaugymclubevents@gmail.com |
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