



**BRAZEAU
GYMNASTICS CLUB**

RECREATIONAL CLASS
PARENT HANDBOOK
2025/2026

Preschool Programs

**CANGYM Artistic
Recreational Program**

PRISM Rhythmic Gymnastics

Who We Are

The Brazeau Gymnastics Club ("BGC" or "the club") is a non-profit society which is incorporated under the *Society Act of Alberta*. The club has been operating in the Brazeau County/Town of Drayton Valley area since 2013.

BGC is administered by a volunteer Executive Board and run by a volunteer Board of Directors. The only paid staff at the club are the coaches. The BGC hosts an Annual General Meeting (AGM) every year in June, where all members are invited, and encouraged, to attend. The AGM is when the board members (Executive and Directors) are elected by the members. The Board of Directors serve a 1-year term and the Executive Board members are elected to a 2-year term.

What we stand for

The mission statement and our vision are what guide us together as a club. The vision is not just for the athletes, but for parents, staff, and the local gymnastics community.

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.

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 basic skills on all gymnastics apparatus, proper posture, and core strength necessary to progress to more advanced gymnastics programs or transition these skills into other sports.

The recreational program includes:

- Preschool programs,
- CANGYM Artistic Recreational Program, and
- PRISM Rhythmic Gymnastics

Our preschool program focuses on body awareness and body movements that compliment the CANGYM program.

The CANGYM program is the Artistic Recreational Program designed for ages 6 and up.

The PRISM program is used 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 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. Please note that this is a full year commitment class.

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 develop agility, balance, coordination, and spatial orientation resulting in 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; and
- Gymnastics is a great outlet for children to burn off all that excess energy.

Events

All recreational classes get a chance to “perform” at least once per session. Please note participation in these events require registration, in addition to the class. There are additional fees for events and a \$25 late registration fee if you register after the event registration is closed. We encourage you to watch for, and participate in, all events.

To sign up for events please check out

brazeauchildandfamilycenter.uplifterinc.com

Level Progression

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 between 3 to 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.

For information on these classes please check out

brazeauchildandfamilycenter.uplifterinc.com

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 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.

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.

To help support a gym that is safe for everyone it is important to upholding our mission statement and abide by the following expectations:

- Only bare feet or indoor footwear is permitted in the gym.

- Warts must be taped prior to scheduled practice by a parent or guardian.
- Ensure the facility is kept clean, 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 bring a water bottle for the athlete to use, as cups are not provided. There is a water cooler available in the gym to refill their water bottle.
- Parents are required to report any injury, ache, or pain to the coach as soon as possible.
- 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 behavior during training, and potentially endangering themselves or others, may be removed without notice. This is decided by the coach or head coach.
- Athletes are to leave all valuables with a parent or guardian, we are not responsible for missing cell phones, jewelry, wallets, etc.

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 conform to the generally acknowledged rules of the sport.

- Hair must be tied back off the face and 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. Hair must be in a bun for rhythmic gymnastics classes.

- All athletes need to wear gymnastics or athletic clothing. Please note hoodies, jeans, dresses, or anything not resembling athletic clothing are not acceptable.
- 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 built make up classes 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. If we are unable to find a coach, we will add a make up class.
- 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.

Fees and Withdrawal Deadlines

Alberta Gymnastics Federation (AGF) Fee

All BGC athletes must pay an Annual Membership Fee (valid July 1 through June 30). This membership includes the athletes AGF Insurance. **Please note that this fee is non-refundable.**

Withdrawal from Recreational Program:

1. **Voluntary Withdrawal:** There will be a 2-week grace period for you to withdraw your child from the program if the class is not a good fit. If you choose to remove your child from a class after it starts and before the end of the second week, please contact the

office. You are entitled a full refund less the AGF fee and a **\$40 administration fee**. After the end of the second week there will be no refunds 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. 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 brazeaugymnasticsclub@gmail.com.

Fees

All fees are due at time of registration, according to payment options via Uplifter. ****NOTE: 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.

Late and Handling Fees

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 or sent to the incorrect email address. If your payment is declined on Uplifter, via credit card, please correct immediately or after 30 days, you will receive a 3% additional fee.

There is a **\$25 late registration fee** for any session or event registration received after registration is closed. Information about events is available in the session package provided at the beginning of the session, on the website registration page and on social media.

Fundraising / Volunteer Commitments

With the registration of each athlete, 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 the 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

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

Year long programs (Artistic Performance team, and Rhythmic Performance Team) are required to do 2 of the 3 sessions fundraisers.

Volunteering

Volunteering is also crucial to the gym's success. There are clean bees, as well as events, held each

session. Please watch for the links to sign up for one of our many volunteer options in Uplifter. Children are not permitted to take part in the clean bees.

Parent Concerns

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

We have a 2x2 rule while bringing concerns to coaches or board members, which means 2 coaches or board members must be present in all parent concern meetings.

We have a 24 hour "cool down" policy before a meeting to address concerns will be scheduled.

Our club has a no harassment policy, this includes verbal, physical, or over social media.

No harassment or abuse will be tolerated towards coaches, Board Members, volunteers, athletes or parents. **If this happens, the child will be removed from the club without refund.**

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.

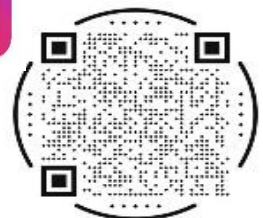
It is your responsibility to ensure BGC has all the correct and up to date contact information on your account for you to receive the important information we send out.

If you have any questions that are not answered here, please feel free to ask any board member or coach for further information.

Please see the list of emails as well as the social media platforms where you can find all our current information.

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

brazeauchildandfamilycenter.uplifterinc.com



Position	Name	Email
President	Melanie Smith	brazeaugymnasticsclubpresident@gmail.com
Vice President	VACANT	vpbrazeaugymnasticsclub@gmail.com
Treasurer	Melissa Torkeleson	bgctreasurer@outlook.com
Secretary	Kathleen Sterling	brazeaugymnasticsclub@gmail.com
Head Coach	Kelly Proudlove	bgccoachkelly@gmail.com
Head Coach	Tara Morris	bgccoachtara@gmail.com
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Events Coordinator	VACANT	brazeaugymclubevents@gmail.com