



Brandon Eagles
Gymnastics

PARENTS MANUAL



TABLE OF CONTENTS

Code of Conduct.....	3
Gymnasts Code of Conduct.....	3
Coaches Code of Conduct.....	4
Parents Code of Conduct.....	5
Registration Policy.....	6
Operational Fundraising Policy.....	9
Viewing Policy.....	11
Competition Policy.....	12
Travel Policy.....	14
Concern/Complaints Policy.....	16
Disciplinary Policy.....	17
Injury Policy.....	18
Parental Consent Form.....	19



CODE OF CONDUCT

Code of Conduct Overview:

Brandon Eagles Gymnastics is committed to providing a safe, friendly and fun environment where any child may participate in gymnastic activities.

Our primary objectives are to:

- Develop each individual's physical abilities through positive challenges;
- Develop and strengthen personal self-esteem; and
- Create a well-respected, high quality team environment.

We will help all participants to achieve their maximum potential in our sport through quality coaching. We will invest in our coaches and volunteers to develop their skills so they may pass on that experience and knowledge to the gymnasts.

Gymnasts Code of Conduct:

- Attend all classes and demonstrate commitment and responsibility for all training
- Take responsibility to contact their coach when they need to be absent
- Arrive promptly prior to the start of class, as being late is disruptive to fellow team members. Gymnasts more than 15 minutes late may be asked not to participate in class that day
- Arrive for class appropriately dressed and ready to train (i.e. hair neatly done, training accessories and protective gear on or easily accessible, etc.)
- Be respectful to coaches, judges and other gymnasts at all times, especially during training, team travel and competitions
- Use appropriate and socially acceptable language
- Maintain a high standard of behaviour and code of conduct in all interactions, whether in person or through social media. If inappropriate behaviour persists despite warnings from coaches, a gymnast may be requested to leave class or to remain away from classes for a period of time. In extreme situations, a gymnast may be asked to leave the club permanently (see disciplinary policy)
- Encourage and support other team members at all times
- Observe good healthy lifestyle habits (appropriate nutrition and hydration, proper rest, etc.)
- Communicate with their coaches if they are unhappy, injured or feeling unwell, even if it is not gym related. A gymnast's relationship with her/his coach is very important
- Always give their best and never underestimate what they can achieve!



Coaches Code of Conduct

- Hold appropriate coaching certificates for their level of instruction
- Create an environment in which gymnasts are motivated to participate and improve performance
- Provide challenging, safe and guided practices that appropriately encourage gymnasts to achieve their full potential
- Respect all gymnasts' personal abilities and work closely with them to develop a suitable training plan based on their personal goals
- Always ensure that any gymnastic or team-related activity is appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of the sport of gymnastics and encourage gymnasts to value their performances and not just their results
- Consistently display high standards of behaviour and performance, promote good sportsmanship, and be positive role models in all of their interactions, whether in person or through social media
- Respect all gymnasts, fellow coaches and judges. Coaches are expected to refrain from practicing or condoning intimidation, accusations of poor judging or coaching, and the use of inappropriate language
- Encourage and guide gymnasts to accept personal responsibility for their own performance and behaviour. Be carefully observant of all of their gymnasts and be open to listening when a gymnast expresses that s/he is unhappy, injured (see injury policy) or feeling unwell, even if not gym related. A coach's relationship with her/his gymnasts is very important.



Parents Code of Conduct

- Support their child's involvement in gymnastics and help them to enjoy the sport
- Encourage their child to accept responsibility for their actions, be respectful, follow gym rules, use appropriate language, and display respect for themselves, coaches, judges and other gymnasts at all times
- Display high standards of behaviour, act as positive role models and always promote good sportsmanship in their interactions with others, whether in person or through social media
- Accept that all of our coaches have valuable training and experience and will always work to positively challenge children to excel at their own pace
- Respect coaches' decisions and opinions
- Ask questions and discuss their child's skills and abilities as a gymnast in an appropriate manner with the coaching staff (i.e. in private and at pre-arranged, mutually convenient times)
- Become involved, learn more about their child's program and be aware of our coaches' training philosophy, attitudes, ethics and knowledge
- Actively support Brandon Eagles Gymnastics Centre and the board of directors with their efforts to ensure the smooth running of the organization, i.e. fundraising, volunteering at special events and gym maintenance
- Stay informed of gym activities by regularly checking the notice board, gym website and monthly newsletters
- Ensure that all fees and other related expenses are kept up to date to help balance the gym's monthly accounts.

Review and Revision

The overview and outline of these Codes of Conduct are the responsibility of the Brandon Eagles Gymnastics Board of Directors, and are subject to additions, deletions and revisions without prior notice.



REGISTRATION POLICY

Instructional Programs

Registration Fees

- Registration fees are due upon enrolment. Only cash or cheques are accepted. Cheques may be made payable to the Brandon Eagles Gymnastics Centre.

Refunds/Cancellations

- Manitoba Gymnastics Association (MGA) registration and insurance fees are non-refundable.
- Full refund may be issued prior to the commencement of session.
- NO REFUNDS will be issued after the second class with the exception of Tumble Bug classes and medical illnesses/conditions where a credit for the next session may be granted.
- All refunds will be processed within 3-4 weeks.

Receipts

- Receipts will be issued by the second last week of program; they will not be mailed out.

Late Registration

- Late registrations will be accepted up until the third class of a session if space is available.
- Late registrants who miss one or two classes will not receive any discount and no makeup classes or discounts will be provided. The full fee for the session must be paid (including MGA registration and insurance fees).

Outstanding Payments and NSF Cheques

- Families with outstanding accounts will be notified by the centre. If outstanding accounts have not been settled following three letters from the centre, a fourth letter, signed by the executive of the board of directors, will be sent to the parent(s)/guardians indicating that the account will be sent to a collection agency. If the child is currently enrolled in a program, s/he will not be allowed to participate until the account is settled.
- In those cases where a family is unable to meet their normal payment requirements, they may request a meeting with the office administrator to discuss an alternate payment schedule. If a delinquent family fails to honour the payment timetable agreed upon at this meeting, their child's participation in the program will be suspended immediately.
- A \$20 fee will be levied on all returned or NSF cheques.



EAGLES DEVELOPMENT PROGRAMS (EDP) AND COMPETITIVE PROGRAMS

Registration Fees

- All registration fees (including Equipment and Operational Fundraising fees) as well as Manitoba Gymnastics Association (MGA) registration and insurance fees are required and are non-refundable upon commencement of programs. Only cash or cheques are accepted. Cheques may be made payable to the Brandon Eagles Gymnastics Centre.

Refunds/Cancellations

- In the event of a long term injury or illness where a doctor's letter is provided indicating that a gymnast is unable to participate in their specific program for a specified period of time, a refund may be issued.
- Gymnasts wishing to withdraw from a specific program due to long term illness/injury or relocation must provide a written letter to the Board of Directors indicating their intentions. Post-dated cheques will be returned for subsequent months up until April 1st of the program year. No refunds will be issued after April 1st.
- If a gymnast wishes to withdraw for reasons other than those stated above, a written letter is still required and refunds will be issued as per the second clause. In these specific cases, the Operational Fundraising fee is forfeited.

Receipts

- Receipts will be issued twice during the program year.

Outstanding Payments and NSF Cheques

- Families with outstanding accounts will be notified by the centre. If outstanding accounts have not been settled following three letters from the centre, a fourth letter, signed by the executive of the board of directors, will be sent to the parent(s)/guardians indicating that the account will be sent to a collection agency. If the child is currently enrolled in a program, she/he will not be allowed to participate until the account is settled.
- In those cases where a family is unable to meet their normal payment requirements, they may request a meeting with the office administrator to discuss an alternate payment schedule. If a delinquent family fails to honour the payment timetable agreed upon at this meeting, their child's participation in the program will be suspended immediately.
- A \$20 fee will be levied on all returned or NSF cheques.



Program Cancellation

Instructional

- Any program or class is subject to cancellation if registration is inadequate.
- Programs or classes having the minimum number of participants will only run if approved by the head coach.
- If a program is cancelled due to insufficient numbers and placement in an alternate program is not possible, a full refund will be given including registration and MGA fees.
- If initial payment was made by cheque, the cheque will be returned if not already deposited. Payments received in cash will be refunded by cheque.
- Responsibility for informing families of cancelled classes or programs rests with the office administrator

Equipment fee

- The equipment fee is an annual fee that all participants in Brandon Eagles Gymnastics Centre programs are required to pay at the time of registration, with the exception of Tumble Bugs. It is used to maintain equipment safety, upgrade existing equipment and purchase new equipment. Fees are based on how many days per week each gymnast trains.
- The equipment fee must be paid in full by a pre-determined date set by office administrator.
- Equipment fees are as follows:

<u>Class</u>	<u>Equipment fee</u>
Instructional	\$20
E.D.P.	\$40
• Hopes	
• Regional Beg., Int., Adv.	
Pre-Provincial	\$60
Provincial	\$80
National Program	\$100

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



OPERATIONAL FUNDRAISING POLICY

Brandon Eagles Gymnastics Centre is a not-for profit, volunteer based organization that strives to keep gymnastics costs reasonable. We rely on fundraising activities to maintain and upgrade the facility and host events for the benefit of participants in all programs and levels.

Families of all pre-competitive and competitive gymnasts who train more than 5 hours a week will be required to submit a cheque at the beginning of each training year to help offset the costs associated with operations. Families will then be provided with volunteer opportunities throughout the year in which to recoup all or a portion of the amount paid, depending on their level of participation. Please note that this fee is in addition to the equipment fee.

The following are the different levels and required amounts that families are required to pay upfront:

Level One	\$250	E.D.P., Hopes, Regional & Pre-provincial (J.O 1 – 4)
Level Two	\$350	J.O 6-8
Level Three	\$400	J.O 9 + National

Participation in volunteer activities is entirely optional. If a family wishes to participate, at the end of the year volunteer tasks are converted into dollar amounts and the volunteer fundraising cheques are either cashed or returned. If a portion of the required tasks are met, the volunteer fundraising cheque will be cashed and a reimbursement cheque will be sent out for the amount earned.

The following lists the kinds of large and small volunteer tasks that are scheduled throughout the year:

Large Task	Small task
Gym Clean/equipment check (after each session)*	Lawn care – grass cutting (summer months)
Pit Cleaning (December and June) Bingos (summer months)	Specific jobs at Spaghetti Night (spring) Specific jobs at competitions/ gym shows Misc. (maintenance, moving equipment, etc)

Level One Requirement: One large task and one small task

Level Two Requirement: Two large tasks and two small tasks

Level Three Requirement: Two large tasks and 3 small tasks



VIEWING POLICY

The Goal of the Brandon Eagles Gymnastics Centre is to provide a safe and secure environment for gymnasts to train and for coaches to facilitate a quality learning experience. The creation of an optimum training and learning environment requires a quiet, calm and respectful atmosphere in which both gymnasts and coaches can completely focus on the tasks at hand.

While we encourage parents to take an active interest in their child's participation and development, it is critical that this interest not deter from the maintenance of a safe and quiet environment for both gymnasts and coaches. To this end, all parents are required to comply with the following viewing policy guidelines:

- Parents are allowed to view gymnasts from the viewing area upstairs only. For the safety of all gymnasts **PARENTS ARE NOT PERMITTED** inside the training area except for parented classes at which time **1 PARENT** is allowed to accompany **1 GYMNAST**. For those who are physically unable to negotiate the stairs to the viewing area, prior arrangements may be made with the parent liaison of the child's program to view classes from within the training area.
- Parents are encouraged to limit their viewing time to **once a month**. This will allow parents the opportunity to witness their child's progress and development while at the same time facilitating their child's independence, self-reliance and formation of positive relationships with their teammates and coaches.
- **Under no circumstances** will parents be able to contact or speak to coaches during class time. This is vital to ensure the safety and respect of all gymnasts and the coaching staff.
- Speaking over the balcony to your child and/or coach will result **in a warning** and any further disruption to the class will result in immediate removal from the viewing area due to safety concerns for the other children.

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



COMPETITION POLICY

Participation in Competitions

Gymnasts selected to attend a competition will receive an invitation letter/athletes release form from the coach. The choice to attend the competition will be entirely at the discretion of the gymnast's parents. A gymnast will be registered in a competition based on the following factors:

- Competition level
- Level of preparedness
- Gymnast's health and attitude
- Attendance at training session

Competition Fees

- Every competition requires that gymnasts pay a competition entry fee. Brandon Eagles Gymnastics also requires an assessment fee which is used in part to cover coach's travel expenses for meets less than 500 kms round trip from Brandon. Any travel further than 500 kms round trip will have additional costs which gymnasts absorb.
- Gymnasts will not be allowed to participate in competitions if their fees are not up to date.
- Gymnasts who miss the week of training prior to a meet due to injury, will not be allowed to compete in that meet due to safety reasons unless previously cleared by their coach.
- Entry fees for competitions must be paid by the due date or late entries may not be accepted.
- Competition information will go out as soon as it is received from the organizers of the competition entered.

Refund Policy for Competitions

- Competition entry fees and club assessment fees are non-refundable if a gymnast withdraws or is unable to participate in set competitions.



Competition Guidelines

- Good sportsmanship is expected from all Eagles gymnasts.
- Rude or abusive language to coaches, officials or athletes will not be tolerated. Emotional outbursts due to poor performance during the competition or while at the competition site are discouraged.
- All team members must stay together until all teammates are finished competing. Gymnasts will not be allowed to go into the stands to talk to parents or other family members during the competition.
- Parents should not approach coaches, athletes or judges during a competition, and are asked to refrain from questioning the decisions of judges and other officials.
- Children learn best by example. We therefore encourage parents to applaud the efforts of their gymnast, her/his Eagles teammates as well as members of other teams. Teach your child that honest effort is as important as awards so that the results of each competition are accepted without undue disappointment.

**GYMNASTS ARE ENCOURAGED TO WORK
HARD AND TO STRIVE TO BE THEIR BEST.
BUT ABOVE ALL ELSE, WE BELIEVE THAT
GYMNASTICS SHOULD BE ABOUT HAVING FUN
AND MAKING FRIENDS.**

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



TRAVEL POLICY

Eagles Gymnastics offers different travel opportunities for gymnasts, which are typically not available at other centres. Some competitions require gymnasts to travel individually with family members to the competition site, while other competitions will consist of team travel. Individual travel competitions are generally held within Manitoba, while team travel competitions involve travel outside the province. For some competitions transportation may be organized for gymnasts and parents but the meet will still be deemed a “Parent travel meet”.

Please note that no gymnast is forced or obligated to attend any gymnastics competition. Every child matures at different rates and some may be ready to go on out of province trips before others. If your child is not ready for such a trip and you choose to decline an invitation to participate, remember that there will be many more opportunities for competitions and trips in the future.

Being invited to attend a competition is a privilege. In order for gymnasts to attend a travel competition, they and their parents must adhere to the following guidelines:

Individual Travel

- Transportation to and from the competition site, along with any necessary accommodations, are the sole responsibility of parents/guardians.
- Parents/guardians are responsible for gymnasts at all times, except for when they are on the competition floor.
- For all competitions not located at Brandon Eagles Gymnastics Centre, gymnasts will be required to pay a club assessment fee. These fees are used to help offset coaches' expenses.
- Each gymnast will be provided with a schedule outlining the time they are required to be at the competition site. Parents are required to have their child at the competition **at least 15 minutes before** the start of the scheduled warm up period. NOTE: schedules will not be available more than one week in advance.

Team Travel

The philosophy of Eagles team trips is:

**WE WORK AS A TEAM, TRAIN AS A TEAM, COMPETE AS A TEAM,
TRAVEL AS A TEAM AND PLAY AS A TEAM**

Eagles Gymnastics believes in the importance of attending “away” meets to expose gymnasts to new environments, competitors and judges, to increase their independence and maturity, and to reinforce Eagles team spirit. In order to maintain this philosophy, parents and gymnasts must adhere to the following guidelines:



- Written confirmation of participation in team travel along with a \$100.00 deposit will be required from each gymnast prior to meet registration.
- All gymnasts must travel with and remain with the team throughout the entire length of the trip. The team will travel together, stay together, eat together, and participate in fun outings together. There will be no exceptions to this rule.
- Coaches are responsible for the gymnasts at all times during the trip. The rules established by the coaches must be followed precisely or disciplinary action will result.
- Parents are welcome to come and enjoy the competition if they so wish. However, we ask that parents do not interfere with the rules laid down by the coaches.
- Parents who wish to travel to the competition to watch their child must make their own travel and accommodation arrangements. To reinforce Eagles team bonding, parents are requested to refrain from staying in the same hotel as the team.
- Parents will not be included on team-focused outings and activities.

Cancellation of a Competition

- If for any reason a gymnast cannot attend a competition, the head coach must be notified immediately in writing to avoid unnecessary costs to the centre and to the gymnast.
- Typically, if a gymnast has confirmed attendance at a competition and then cannot attend, travel costs and other expenses incurred will not be refunded unless the centre can obtain a refund

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



CONCERN/COMPLAINTS POLICY

Understanding a child's progress is important; however, it is also important that any concerns or complaints a parent or guardian may have be raised in an appropriate and respectful matter. Concerns and complaints are to be directed to the appropriate parent liaison rather than other parents, coaches, or gymnasts.

Parents wishing to raise a concern are required to follow these guidelines:

1. If an incident occurs giving rise to a concern/complaint, please allow 24 hours for reflection. If after that time it is felt that the concern/complaint still needs to be addressed, please submit your concern in writing to the parent liaison for your child's program and leave it in a sealed envelope on the front desk located inside the gym. Submissions will be checked regularly and directed to the appropriate person. It is expected that the majority of concerns will be resolved by the parent liaison at this stage.
2. If a concern/complaint is not adequately addressed via the process presented above, an alternate arrangement may be made through the parent liaison to speak in private with the head coach or assistant head coach at a pre-arranged time. **Approaching any coaching staff during scheduled classes or training sessions will not be tolerated. A warning will be issued if this occurs.**
3. If the issue still remains unresolved, the concern or complaint shall be put in writing to the president of the board of directors. A meeting will then be scheduled with the executive committee of the board and the head coach to review the complaint and prepare a report.
4. The report of the executive committee will be brought forward to the board of directors for discussion and decision. The decision of the board will be provided within 30 days. **The board's decision will be final.**

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



DISCIPLINARY POLICY

The Disciplinary Policy was developed to address incidents involving gymnasts, parents and guardians who fail to comply with the codes of conduct, policies and procedures of Brandon Eagles Gymnastics Centre.

PLEASE BE AWARE that parents/guardians are responsible for informing other individuals who may be picking up, dropping off, or viewing their child of the guidelines of the Brandon Eagles Gymnastics Centre and that these individuals will be subject to the Disciplinary Policy outlined herein.

All gymnasts, parents and guardians will be subject to the following guidelines:

1. Where a gymnast, parent or guardian has failed to comply with the codes of conduct, policies and/or procedures of Brandon Eagles Gymnastics, s/he will receive a warning, verbally or in writing, from the head coach and/or parent liaison.

2. If a second incident occurs, the gymnast, parent or guardian will be reported to the parent liaison for the appropriate program, and a written warning will be issued.

3. If a third incident occurs, the matter will be forwarded to the board of directors for discussion. Appropriate disciplinary action will be taken by the board which may or may not include the following:

- The individual in question will not be permitted to enter the training area and/or communicate with the coaching staff;
- The individual in question will not be permitted to enter the Brandon Eagles Gymnastics Centre whatsoever;
- The individual's child (or children) will be removed from their respective program(s).

4. In the case of a serious breach of behaviour, the executive committee of the board of directors, in consultation with the head coach and parent liaison, reserves the right to seek the immediate removal of the gymnast, parent or guardian from the Brandon Eagles Gymnastics Centre.

For further information on this policy, please contact the parent liaison for your child's program.

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Board of Directors, and is subject to additions, deletions and revisions without prior notice.



INJURY POLICY

Competitive Program

**** This policy excludes National Program participants.**

- For gymnasts with short-term injury (2 weeks or less), taking time off completely to heal before returning to normal practice will provide the safest and most successful way to deal with the injury and prevent it from reoccurring.
- Gymnasts with injuries, who are unable to participate fully in their program, will be required to submit an Attending Physician's Statement. This letter, to be signed by the attending physician, should indicate the nature of the injury and the estimated recovery time. The gymnast will be required to remain away from the program until they are fully able to participate in all apparatus. If it is a long term injury, i.e. longer than 3 weeks, gymnasts will be given an individualized, self-directed program to follow. Gymnasts will be allowed to return to their regular program/group when they are deemed to have achieved a full recovery by a physician. At this point, they will be expected to participate in all group activities.
- Body parts taped or wrapped constitute injury and must follow the same process. Straps for self-limiting, growth related conditions such as Osgood's, will be allowed for the period of time required by the physician (or growth spurts/cycles). These devices may only be used during growth spurts when pain is present otherwise the structure is not allowed to regain its strength.
- All other nagging injuries require rest and the mandatory two week period should be followed.

Review and Revision

This policy is the responsibility of the Brandon Eagles Gymnastics Centre Board of Directors, and is subject to additions, deletions and revisions without prior notice.



The following consent form must be signed and submitted by a parent/guardian of each gymnast registered at Brandon Eagles Gymnastics Centre. Failure to do so will result in the removal of the gymnast from her/his program.

I, _____ parent/guardian of _____
(gymnasts name),

have read, understood and agree to the terms and conditions outlined in the following Brandon Eagles Gymnastics Centre policies and procedures:

- ✓ Parents Code of Conduct
- ✓ Registration Policy
- ✓ Operational Fundraising Policy
- ✓ Viewing Policy
- ✓ Competition Policy
- ✓ Travel Policy
- ✓ Concern/Complaints Policy
- ✓ Disciplinary Policy
- ✓ Injury Policy

_____ (signature) _____
(date d/m/y)