

PARENT HANDBOOK



2025-2026

Introduction

Welcome to our Women's Artistic Program! We appreciate your interest in gymnastics and would like to give you some information on our program and how it is run. Your child has been given the opportunity to train with a highly skilled coach(es). This will give the parents and athletes the chance to experience more advanced gymnastics, as well as test the gymnast's strength, flexibility, and endurance. Provide you with all the necessary information to set our athletes up for success in our gymnastics program.



Goals of the Program

We strongly believe that “working to always be the best you can be is more important than winning”. Self-discipline, dedication, determination, responsibility, and self-confidence are some of the individual qualities the WAG program aims to instill in athletes. The GP Gymnastics WAG team members may also have to learn to sacrifice immediate satisfaction for the pursuit of long-term goals to improve these dimensions.

The team aspect of gymnastics will stimulate the development of many social skills such as cooperation, respect, leadership, trust, sharing and empathy. We feel that with respecting this philosophy, we will be doing our best to develop the best gymnast and well-rounded individuals possible.

Goals of the Program

The Grande Prairie Gymnastic Society WAG program goals are:

- To give athletes and teams the opportunity to benefit from a challenging level of training and competition.
- To offer a challenging and rewarding program that will stimulate the personal growth of each athlete involved.
- To develop the best athlete possible.
- To provide the opportunity for young athletes and teams to achieve their training goals.
- To proudly and tastefully represent Grande Prairie Gymnastics



IMPORTANT DATES

Developmental & Advanced Rec Program

Event	Date	Description
Start of Season	September 6 2025	2025-2026 Season begins
Fall Testing	November 2025	Coaches will complete skill testing sheets throughout November
Christmas Performance	December 20 2025	Annual Christmas Show for all WAG athletes
Christmas Break	December 20th-January 2 2026	No training for Developmental & Advanced Rec athletes
Spring Break	April 3-April 10 2026	No training for Developmental & Advanced Rec athletes
Fun Meet	May 23-24 2026	In house fun meet/show for Developmental & Advanced Rec athletes
Spring Testing	May 2026	Coaches will complete skill testing sheets throughout May
End of Season	June 19 2026	Final day of training for Developmental & Advanced Rec athletes
Year End Party	June 20 2026	Year end Party for all WAG athletes
2026-2027 Tryouts	June 23 & 24 2026	Tryouts for all Developmental & Advanced Rec athletes for 2026-2027 season

IMPORTANT DATES

Competitive Program

Event	Date	Description
Start of Season	August 25 2025	2025-2026 Season begins
Fall Testing	October 2025	Determination of competition level for the season
Christmas Show	December 20 2025	Annual Christmas Shows
Christmas Break	December 20th-January 2 2026	Modified training schedule
Spring Break	April 3-April 10 2026	Modified training schedule
Year End Party	June 20 2026	Year end Party for all WAG athletes
End of Season	June 26 2026	Final day of training for Competitive athletes
Summer Break	June 29-July 10	No training for Competitive athletes



Training Expectations & Policies

Practice & Group Schedules

Group placement for the upcoming year will be assigned within two weeks following tryouts. Please remember we are always looking at the best interests of all the athletes when placing athletes.

Training hours will differ from athlete to athlete depending on fitness level, age, maturity, and skill level. Practice schedules are set prior to tryouts and will remain for the entire season. Program schedules will not be changed to fit individual athlete's schedules. We ask that all athletes commit to the full training program unless otherwise instructed by the coaches. Practices are structured in such a way that each training day is important. There are no make up days provided for missed practice.

Additional & Outside Training

As a Grande Prairie Gymnastics member any additional training camps must be and approved by the program coordinator. Parent-led training decisions will need to be pre-approved through the program coordinator, this includes training with outside clubs and coaches. Summer camps or other special events may be permitted, please check with the program coordinator to ensure this is approved.

Electronics

Electronics such as cell phones and iPods are not to be used during practices. If the coaches are instructing an athlete to contact their parents, they may use the gym phones or be permitted to use their cell phone. Video and photos of training sessions is not to be recorded on personal devices and not be posted on social media, unless approved by the coach. This is very important for the protection of individual and team privacy.



Training Expectations & Policies

Training Attire

Athletes must train in a gymnastics bodysuit to ensure safety for the athletes and ability for the coaches to correct their body positions and spot skills safely. Athletes in Advanced Rec groups must purchase a team training suit. Training suit design may change every year. Shorts are optional but must be fitted spandex. Hair must always be tied up and off the face while in the gym or participating in any demonstrations.

If your athlete wears glasses, a glasses strap or other securing device is required for practice and performances. No loose jewelry in the gym at any time.

Absences & Holiday Training

Gymnastics is a demanding sport that takes full commitment from both parents and athletes. It is essential that all athletes attend all practices and events. It is essential that all team members participate in all scheduled events. Athletes on the competitive team must participate in all scheduled competitions.

If there is a scheduling conflict, it needs to be communicated to the Program Coordinator as soon as possible. We always do our best to accommodate, however this is sometimes not an option.

During the year we do not train on statutory holidays, 12 month groups will train through Spring Break, Winter Break and Summer Break; however, training times may be adjusted. This will be communicated closer to each break. 12 month groups will have a two week break at the beginning of July every year.

10 month groups do not have training during Spring Break or Winter Break. There will be weekly Summer Camps offered to 10 month groups; these are not included in yearly fees.

We respectfully request that competing athletes not take extended vacations during our competitive season which runs November through to May.

Any vacations booked during competitions season must be communicated to the coach as soon as travel plans are made. If you already have travel plans made for the upcoming year, please let your coach know ASAP as any time away is going to affect the athlete's training plan and the coach needs to accommodate for this.



Athlete Evaluations

Athlete evaluations will serve to determine the gymnast's competition level. Athletes will be expected to be working hard throughout their training to develop their physical and technical skills. A good attitude and work ethic is valued as much or more than the actual technical progress itself.

Competing athletes will be tested in the fall to determine their competition level. This date will depend on competition registration deadlines and may change each year. Athletes are required to have 80% of the necessary skills in each level at the time of evaluation to compete at that level. We are continuously adjusting our evaluation sheets to ensure that our athletes are fully prepared for competition. As a club, we do not compete below CCP Level 6 or Xcel Gold. If an athlete does not pass their testing they may drop a level (if applicable), or they may be moved to a non-competing group that is better suited for their skill level.

Athletes in the developmental program will be placed in their level at the beginning of the year. This is the level that they will be participating in for all fun meets.

Any changes in levels is at coaches discretion.

Athletes in a 10 month program will be required to try out in the spring each year. Placement in the program is not guaranteed from year to year.



PROGRAM FEES

Each member of the Grande Prairie Gymnastics WAG Program is expected to promptly pay their training fee. If a payment plan is chosen, monthly fees must be paid by the 1st of every month for the duration of the program. The program runs from September until end of June or September-September (depending which group your child is in). The total annual fee can be paid up front, or will automatically be split into equal monthly payments based on the length of the program. Fees cover the athlete's training cost which includes regular practice, as well as facility and administration costs, coach's wages and coach's travel expenses. Monthly fees do not cover any costs related to competition uniforms or personal travel expenses.

All competitive families are to have a valid credit card on file at all times. The payments will come automatically off your credit card on the 1st of each month. If you wish to pay cash or debit, you may do so at the front desk, but this must be done before that date or your credit card will be charged.

If payments are declined there will be an additional \$25 charged to the account. If the account is not paid by the 15th of the month the athlete will not be allowed to participate in programming. If two payments are late, the remaining amount of the program will be required in full immediately and the payment plan will no longer be offered.

Upon registration, there is a mandatory AGF registration/insurance fee. The Alberta Gymnastics Federation (AGF) registration fee allows your athlete to be in the gym.

Competing athletes will all need a choreographed floor routine. These will cost between \$100-\$300. Routine choreography is done in the Summer, with each athlete keeping their routine for a minimum of 2 years.

Developmental athletes will receive a pre-choreographed floor routine in the fall. This routine may be the same for multiple athletes. It is at each coaches discretion to adjust the choreography to suit each athlete.

Chalk may be required for some athlete's training. Each chalk block costs \$2, or you can purchase a punch card for \$20. If your child uses chalk they will need a bin or a bag to keep their chalk in. Spray bottles are also recommended but not required. Chalk bins are available to be purchased at the gym for \$30. Spray bottles and grip bags are not available at the gym and must be purchased elsewhere.



PROGRAM FEES

Competitive Program

Group Name	Session Dates	Program Length	Hours per Week	Number of Classes per week	Cost of Enrollment
Zero Gravity (16)	Sept - Sept	12	16	4	\$4,284.00
Zero Gravity (12)	Sept - Sept	12	12	3	\$3,528.00
Zero Gravity (9)	Sept - Sept	12	9	3	\$2,772.00
Zero Gravity (8)	Sept - Sept	12	8	2	\$2,700.00

Please note that yearly fees do not include competition registration fees



PROGRAM FEES

Developmental Program

Group Name	Session Dates	Program Length	Hours per Week	Number of Classes per week	Cost of Enrollment
Flip Force	Sept - June	10	6	2	\$2100.00
Tiny Twisters	Sept - June	10	6	2	\$2100.00
Flippers & Flyers	Sept - June	10	6	2	\$2100.00
Balance Brigade	Sept - June	10	6	2	\$2100.00
Hi-Flyers	Sept - June	10	6	2	\$2100.00
Stick It Squad	Sept - June	10	4	2	\$1995.00
Jumping Beans	Sept - June	10	4	2	\$1995.00
Tumble Bugs	Sept - June	10	4	2	\$1995.00
Cartwheel Crew	Sept - June	10	4	2	\$1995.00

Please note that yearly fees do not include fun meet registration fees

PROGRAM FEES

Advanced Recreational Program

Group Name	Session Dates	Program Length	Hours per Week	Number of Classes per week	Cost of Enrollment
Tumble Bugs	Sept - June	10	4	2	\$1995.00
Cartwheel Crew	Sept - June	10	4	2	\$1995.00



Communication & Fundraising

Parent Communication

All communication between coaches and parents will be communicated through the SportsYou app (please ensure you download the SportsYou app). If you have questions or concerns about your child, please contact your child's coach before or after training. If you have concerns regarding coaching or other outstanding issues, please contact the Program Coordinator. Any concerns regarding program fees can be directed to our front desk staff.

Fundraising

As an established club we are fortunate to have the opportunity to participate in gym wide fundraising events. Some of these events include Cars for Christmas, Cash and Camping, and Casino nights. Shifts for gym wide fundraisers are mandatory. The number of hours of fundraising work will be proportional to the number of athletes in the program and the number of children a family has in the specified programs. (i.e. If a family has two daughters on the competitive team, the parents will have to work twice the amount of fundraising hours.)

You will be notified well in advance when you are required to participate in fundraising duties. Families will be required to sign up for these shifts using the sign-up link emailed to you. Volunteer time slots fill up fast so please check your email regularly. Hours not completed will be billed at \$60/hr. If your athlete voluntarily decides to leave the program part way through the year, you are still responsible for the buyout of your hours.

The Grande Prairie Gymnastics Society Board is a parent run volunteer board. Parents who hold a position on the Board of Directors will be exempt from any required fundraising hours.

Any additional parent led fundraising plans or efforts must be first be agreed upon by the team in question and then an application brought forward to the Grande Prairie Gymnastics Fundraising Coordinator. All fundraising is subject to approval of the Grande Prairie Gymnastic Society.



Events

Special Events

Your child's group may perform in demonstrations or events throughout the year such as the Festival of Trees and half time shows at NWP, mall demonstrations etc. (Gymnaestrada only) Participation in these shows is mandatory for the groups selected so please ensure your child is available to attend all events. Should you have a schedule conflict please let the coaches know as soon as possible as this affects the group routine.

Our program also hosts an annual Christmas Show (All groups) and Year End Fun Meet (Developmental & Advanced Rec only), both these performances will be at the gym and are mandatory for all athletes to attend (some groups may be exempt from the fun meet).

Please note performances at the beginning of the season are typically shorter as athletes learn fundamentals, new skills and begin preparing their routines. Performances will grow in length as the season continues. This progression is important for all athletes and safety.



Events

Developmental Fun Meets

Athletes in a Developmental group will partake in fun meets within the Peace Region throughout the competition season (January-May). Participation in these is mandatory. Attendance at our in house year end fun meet is also mandatory. An exact schedule for the competition will usually come out 1 week before the event. Every athlete will have a warm up/start time for their session. End times cannot be guaranteed. Times can range from 7:00am until 8:00pm depending on the size of the event and the age/level of the team. In addition, these times may change from tentative to final schedules. As competition schedules can fluctuate and change without notice and out of our control, please plan to be at the event all day when planning for travel and hotels.

Our gym would like for all families and athletes to support each athlete in the program. Once you arrive at the competition you will need to drop your athlete off with their coaches. Your athlete needs to arrive a minimum of 30 minutes early and be ready to compete, in their competition suit, team jacket (if applicable), black leggings, and hair in a high ponytail/bun (see page 20 for references).

Awards will be held right after the competition is completed. Awards can be in the gym where the competition was held or in a separate location. Your athlete must sit with the team on the floor during the awards session. Athletes are expected to show good sportsmanship and congratulate other gymnasts. Team sportsmanship is integral to the sport. The gymnasts may receive medals, banners, trophies or other memorabilia.



Events

Competitive Competitions

Each year our competing athletes (Zero Gravity) attend 3+ competitions throughout the competitive season. There will be multiple options for invitational competitions. Families will have the choice of which invitational competitions they would like to attend. It is required to attend at least two of these prior to your athlete's Provincial Championships, however it is highly recommended to attend all. We will need a minimum of five athletes registered per competition in order to attend, if there are less than five athletes the competition will no longer be an option for the families. Sanctioned competitions (Provincials, Alberta Winter Games, Western Canadian Championships etc.) as well as out of province/country are mandatory for athletes to attend. Attendance to any Trials competitions (Westerns, Alberta Winter Games, Arctic Winter Games etc.) is at the discretion of the coaching staff.

Athletes may compete in the Xcel program (Gold, Diamond, Platinum, Sapphire) or the Developmental CCP Program (Level 6-10). The program that your child competes in is determined by our coaching staff. This decision is made with your athlete's best interest in mind, with many determining factors such as work ethic, fears, strengths, attendance. Athlete's may switch between Xcel and Developmental CCP from year to year.



Events

Competitive Competitions

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Events

Competition Schedules & Fees

The competition schedule will be posted as soon as the final version is released. All athletes are expected to get themselves to and from competition and all travel costs will be the responsibility of the parents.

If there is missed training prior to a competition it will be up to the coaching staff to determine if an athlete is safe to compete. It is important to attend all training before a competition to ensure the athlete is fully prepared and the chance of injury is minimal. If an athlete is pulled from a competition at the discretion of a coach due to missed training the registration fee will not be refunded.

Pulling from a competition after registration closes, or not showing up for a competition will result in not receiving refunded registration fees. Medical notes can be submitted, however full refund is never guaranteed.

In addition to the scheduled competitions there is a possibility that your athlete may qualify for other competitions. These may include Alberta Winter Games, Arctic Winter Games, Western Canadian Championships, or Canadian National Championships. These competitions can take place anywhere in Canada, depending on who the host is. This is an exciting honor and means that your athlete will have the chance to compete against the best gymnasts in the country. These competitions take place anywhere from February-May. Practice times may change and extra practices may be added to help prepare for the event. This will add additional fees to the program. If extra competition gear is required (Team Alberta suits, clothing etc.) parents will be required to cover the costs for this. For some of these competitions, parents will also be required to cover coaches' costs (required clothing, travel, meals, accommodations etc). These fees will be reviewed each year and average around \$400+. Please be advised that there may be some instances where your child's coach does not get to take part in the competition and your gymnast may have to travel with the team and other coaches.



Events

Travel Competitions

Some competitions may be held in vacation type spots. Because of the cost of travel already needed to attend the event, many families choose to extend the days into a family vacation. If your family chooses to extend your stay, please do so following competition, rather than before competition.

Travel Expectations

The focus of our trips to competition is the performance of our athletes, therefore family activities should not interfere with the athlete's preparation of routines for competition. It is the parent's responsibility to provide an environment conducive to optimal performance. As per club policy, the coaches will not be asked to chaperone, transport, supervise, or room athletes, except under special circumstances and with approval prior to the event by the Board of Directors.

- Athletes should avoid too much activity prior to competition and get lots of rest during competition weekends.
- Athletes are expected to dress and conduct themselves appropriately. Ensure your competition attire is clean for competition.
- During competition, athletes are to wear proper competitive attire for the entirety of the event. If your athlete is cold they may wear their team jacket.
- Athletes are expected to act with respect, sportsmanship and dignity during ceremonies and awards.
- Athletes are not permitted to leave the competition floor without their coach's permission. They are to remain with their team for the duration of the event and awards as they will be represented together.
- Athletes not competing should be supporting their team mates by watching and cheering.
- Each athlete must be chaperoned at every competition.
- If you have questions or comments about the scoring or other concerns regarding the competition, please see your child's coach after the event.
- Approaching a competition representative is prohibited.
- If your child gets hurt at a competition, please stay in the stands. There are always medical personnel available at competitions and all coaches on the floor are certified in first aid and CPR. The coach will signal for you if you are needed.



Events – Competition Schedule

Name	Location	Dates	Eligibility
Level 6&7 Training Camp	TBD	October 5	All level 6 athletes (optional for level 7)
Trials to Arctic Winter Games	Grande Prairie	November	All level 6 athletes
Trials to Alberta Winter Games	TBD	December 13-14	All level 6-7 athletes age 12-16
Rock The Rockies	Calgary, AB	Jan 22 - 25	All Levels
Alberta Winter Games	Lakeland Region	Feb 13 - 16	CCP Level 6 & 7, by qualification only
Exelta Cup	Red Deer, AB	February 27-March 1	All Levels
Arctic Winter Games	Whitehorse, YK	March 8 - 15	CCP Level 6, by qualification only
Trials to Western Canadian Championships (& Invitational)	TBD	TBD	All Levels
CCP Provincial Championships	TBD	April 9-13	All CCP Levels
Xcel Provincial Championships	TBD	April 16-19	All Xcel Levels
Western Canadian Championships	Whitehorse, YK	April 23-26	CCP Level 8, by qualification only
Grizzly Classic	Kelowna, BC	May 7-10	Mandatory for all returning athletes. Optional for new athletes

Please note that dates are subject to change

Events – Fun Meet Schedule

Developmental Fun Meet Schedule

Name	Location	Dates	Eligibility
Twist N Tumble	Sexsmith, AB	February 7	Mandatory
Spring Fling Fun Meet	Peace River, AB	March 21	Mandatory
Northern Lights Invitational	Fort St. John, BC	April 24-26	Mandatory
Grande Prairie Fun Meet	Grande Prairie, AB	May 23-24	Mandatory

Please note that dates are subject to change



Events – Performance Schedule

Advanced Rec Performance Schedule

Name	Location	Dates	Eligibility
Christmas Show	Grande Prairie, AB	December 20	Mandatory
Grande Prairie Fun Meet	Grande Prairie, AB	May 23-24	Mandatory

Please note that dates are subject to change



Practice & Competition Gear

Competition Suit and Jackets

Every developmental and competitive athlete is required to purchase the competition team suit. This is not included in their monthly fees. This may be a yearly purchase, depending on when new suits are purchased. The total cost is approximately \$100-\$300 per athlete. In addition, they will need to purchase a team jacket/sweater that cost approximately \$60-\$150 per athlete. Suits must be paid for before they will be ordered. Administrative staff will communicate when to pay and what amount. The coaches will instruct the athletes as to when to wear their suits/jackets.

Training Suit and Accessories

WAG program training leotards will be mandatory for Advanced Rec only, and optional for all Developmental & Competitive athletes. This is not included in their monthly fees and can cost approximately \$50-\$150. This may be a yearly purchase, depending on when new suits are purchased. These suits can be worn for any practice, there will not be a scheduled day for each group. Suits must be paid for before they will be ordered. Administrative staff will communicate when to pay and what amount. All athletes will also be required to have a personal Chalk bag/container. Chalk must be purchased from the gym at \$2 per block. There are punch cards available at the front desk for \$20 (one free block included). If you purchase a punch card for your child please have them give it to their coach to keep at the gym. Athletes may require grips and wristbands for bars, this will be at the discretion of their coach. Grips & wristbands are available for purchase at the gym.



2024 -2026 Competition Leotard



2024 -2025 Training Leotard



Practice & Competition Gear

Hair for Performances & Competitions

Competition hair will consist of a high ponytail/bun, with no hair touching the shoulders. It must be slicked back, no flyaways or hair on the face with the exception of clean, short bangs that do not interfere with the eyes. Hair must be able to stay in through all routines. This is not the time to try a new hair-do, as we do not want to have hair falling out on the competition floor. Clips and bobby pins must match the athlete's hair color (as close as possible)

Pictures below are examples of hairstyles for competition and shows. Please use these as a reference.



Braided Ponytail



Flip Under (curled)



Braided Ponytail (curled)



High Bun



Athlete Disciplinary Procedure

Please note: the following steps are intended to deal with disciplinary issues only, at the coaches' discretion

- 1.** Coach addresses issue immediately with the individual athlete.
- 2.** Athlete may be sent home if the situation or behaviour recurs. No mandatory meeting will be held at this time, unless requested by the coach or parent. Parent or guardian requests for meetings must be made and completed within 72 hours of the incident. All meeting requests must be made through the Program Coordinator
- 3.** If the situation or behaviour occurs again, a mandatory meeting will be arranged with the parent or guardian by the Coach or Program Coordinator, held within 72 hours and must include the parent/guardian, coach(es), and athlete.
- 4.** If the situation or behaviour is still not resolved, the athlete will be suspended or terminated, and another mandatory meeting with the parent or guardian, coaches, and the athlete will be scheduled and completed within another 72 hours.
- 5.** The athlete will be removed from the program.



Roles and Responsibilities

Parents and Guardians

Your role is every bit as important as that of the gym, coaches, and the athlete. It is important to know the commitment level required for parents. Most parents minimally drive their athlete to the gym twice a week however this number can be as much as 6-7 times a week. This is outside of the weekends spent at gymnastics competitions.

As a member of the WAG program within the Grande Prairie Gymnastic Society, it is mandatory for at least one parent or guardian to complete the Respect in Sport certificate once every three years.

If you need to get a message to your athlete during practice, please talk to the office staff or use the emergency number, and the message will be relayed.

Parents are NOT permitted on the gym floor during practice or competition.

Parents must refrain from coaching, or commenting from the side lines or stands during any training session, or competition. If your child is not paying attention or messing around, we realize it is tempting, but this is the job of the coaches.

Please understand that we have a large program and face-to-face progress reports are not practical. If you have a concern you are also welcome to set up a meeting with the Program Coordinator or parent liaison as explained below.

We feel that communication with parents of our athletes should be open and flowing. We will contact you via e-mail, sportsYou, or another communication channel if implemented with important information. Please ensure to update us should your e-mail address change.

If you have any questions regarding the gym or your athlete, please email the program coordinator at Sara.Woodlands@GPGymnastics.com.

Under no circumstances should a coach get a call or text on their personal telephone or personal email.



Roles and Responsibilities

Athlete Code of Conduct

As a member of the Grande Prairie Gymnastics WAG team, I agree to:

- Be in the gym—ready to go—on time for training.
- Treat all coaches, parents, and other athletes with courtesy and respect.
- Be responsible and prepared for training, wearing proper attire including bodysuit, hair tied up off the face, and no loose jewelry.
- Communicate with coaches any (training or coaching) problems, injuries, or illness at training, meets, or other events.
- Not use foul or abusive language at any time.
- Work with coaches and other athletes in maintaining a safe, clean, and positive training environment.
- Demonstrate proper sportsmanship (includes positive and appropriate attitude and behaviour).
- Refrain from publicly demeaning or speaking negatively of others or Grande Prairie Gymnastics.
- Not use cell phones or other electronics during training or competition unless in emergency situations or at the coaches request. This includes taking video of my skills during practice, especially for use on social media.

When I am attending a gymnastics event or otherwise representing Grande Prairie Gymnastics I agree to:

- Arrive on time and be prepared.
- Project a positive image of the club by maintaining the highest standards of personal conduct.
- Refrain from expressing displeasure with judges or other officials by any means other than the accepted protest procedure.
- Refrain from making comments to a judge, meet official, or any other participant, with regards to a coach or athlete's abilities, routines, or execution during a competition.
- Refrain from disrupting, distracting, or in any way interfering with the performance of an athlete during competition or training.
- Follow dress codes specified by the coach when traveling to or from or participating in any activity sponsored or sanctioned by the club.
- Be supportive of teammates and all other athletes. Encourage team spirit at all times.
- Abide by policies regarding alcohol or drugs (zero tolerance) set by the Alberta Gymnastics Federation.
- Abide by the rules and policies set by the coaches at all Club-sanctioned events.



Roles and Responsibilities

Parent & Guardian Code of Conduct

As a member of the Grande Prairie Gymnastics WAG team, I agree to:

- Assist my child in arriving on time for training and arrange for them to be picked up from training on time.
- Inform the coaches when and why my child will be missing or late for any training sessions or events, and of any problems, injuries, or illness.
- Inform coaches of any conflicts (vacation or otherwise) in regards to upcoming competitions or events.
- Pay all fees on or before the date specified by the club.
- Treat all coaches, athletes, and parents with courtesy and respect.
- View training from the viewing area only, do not talk to athlete during training and do not disturb the training session.
- Only approach a coach before or after training (not during), with concerns, questions, or comments, especially at competitions.
- Follow the “chain of communication” in regards to any concerns, questions, or complaints.
- I will be positive and supportive of my child’s training and I appreciate that any technical and/or negative (along with positive) feedback should come only from the coach.
- Refrain from discussing individual issues with other parents, especially in settings with athletes, coaches or other parents around. Each athlete is an individual with unique needs, and the information at hand may be incomplete or inaccurate.
- Absolutely refrain from “rumor-mongering” or discussing any coaches/parents/athletes that are not in attendance.
- Complete all my fundraising duties as required.
- Commit fully to the annual training program and agree to make my monthly payments on time and in full, even if my child leaves the program voluntarily partway through the year. 10-month program athletes are still expected and encourage to train as much as they can throughout the summer months.
- I will not encourage the practice of gymnastics skills outside of the gym with the exception of conditioning and stretching requested specifically by the coach.
- I agree to check my email and SportsYou regularly and respond in timely fashion (if necessary) to any important communication from the gym.



Roles and Responsibilities

Coaches Code of Conduct

As coaches of the Grande Prairie Gymnastics WAG Program we agree to:

- Provide a positive and nurturing environment for all participants.
- Ensure a safe environment by selecting activities, establishing controls, and completing lesson plans that are suitable for the age, experience, ability, and fitness level of the involved athletes.
- Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- Ensure decisions are taken equitably and provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- Act in the best interest of the athlete's development as well as the best interest of the team.
- Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action.
- Ensure all coaching credentials are current and up to date. This includes but is not limited to, NCCP courses, and first aid.
- Submit a clean criminal record check every 3 years (Over 18 only)
- Be prepared to act quickly and appropriately in case of emergency.
- In event an injury occurs I will provide first aid, as well as document the injury in an incident report, and disclose the incident to the parent of the athlete.
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment.
- Respect the principles, rules, policies, and procedures in force.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance.



Policies

Chain of Command & 24 Hour Cool Down

The Parent Liaison will be selected by the Grande Prairie Gymnastics Board of Directors to provide a communication link between parents, coaches, and administration. This is a volunteer role and deserves the respect and support of the parents, guardians. This person may be involved in any major issues or concerns that may come up throughout the year. A parent liaison provides a communication link between parents and coaches. Parent liaisons are listeners. They are available to parents to hear their concerns and bring these forward to coaches accurately and in a calm, clear manner. By doing this, parent liaisons can help resolve conflicts and problems.

We will enforce a 24-hour cool down period for all concerned parents or guardians. The parent or guardian must respect the 24-hour cool down period and bring their issue to the coach or liaison 24 hours after the situation to be discussed in a calm, manner. We will make every effort to respond to your concern within 48 hours from the first point of contact, or prior to the next practice, but under special circumstances there may be a longer waiting period.

The Grande Prairie Gymnastics Society is requesting that parent concerns and complaints be addressed and channelled respecting the following chain of communication:

For concerns about your athlete:

1. Coach of athlete
2. Program Coordinator
3. Program Manager
4. Executive Director
5. Parent Liaison
6. President

For concerns about you athlete's coach:

1. Program Coordinator
2. Program Manager
3. Executive Director
4. Parent Liaison
5. President

For concerns about fees, payments etc. please contact the front desk:

Email: Info@GPGymnastics.com

Phone: 780-539-1414

Contact Information

WAG Program Coordinator: Sara.Woodlands@GPGymnastics.com (Sara Woodlands)

Program Manager: Kelly.Wills@GPGymnastics.com (Kelly Wills)

Executive Director: EDirector@GPGymnastics.com (Mimi Vanderheide)

Parent Liaison: Tina.board@GPGymnastics.com (Tina Hippard)

Policies

Injuries

Although Grande Prairie Gymnastics provides an extremely safe training environment, injuries may still occur. Every athlete has sport related accident insurance through their Alberta Gymnastic Federation membership.

In the case of a very light and simple injury, the coaches may prescribe a time out before resuming training. If a more serious injury happens during a practice session, the coaches will call the parent or guardian at home or work to inform them and arrange transportation. For administrative purposes a written report will be completed of the incidents leading to the injury and a description of the perceived nature of the injury. The coach will provide a verbal report to the parent or guardian and the parent or guardian will be required to sign the written report. In this instance the coach may request, the parent or guardian contact a doctor within 24-48 hours of the injury to get a professional assessment and seek advice regarding appropriate treatment.

For your child's safety prior to the return of an athlete that has been subject to modified training or time off for ANY reason, we require that you provide a medical note 100% clearing your child to return to the program stating the date of your child's expected return to full-time practice. During injury recovery if possible, the athlete should continue to attend practice in whichever capacity they can.

If an injury occurs and the doctor has been seen, please discuss the injury and doctor recommendations with your coach. The coach will then come up with a modified training plan to accommodate the injury. It is important that the athlete continues to condition where possible, and stretch during this time, as well as work any skills or choreography they are allowed to do.

Fees will not be pro-rated for injuries as competitive athletes are expected to continue attending training. If an injury is extensive beyond the norm, please talk to your Coach to work out specific training adjustments that need to be made.

Policies

Refund Policy

If Grande Prairie Gymnastics cancels your class due to enrolment or scheduling issues, you will receive a full refund with no additional administrative fees.

If withdrawing for any reason after the start of the season, one month's written notice is required and only fees for the months after withdrawing will be cancelled. If you are currently in a month that has been paid, no partial refunds will be given for that month and the next month will be considered the full one month's notice.

If paid in full, a prorated refund based on the above policy (less the Alberta Gymnastics Federation Fee) will be given when written notice of cancellation is received.

