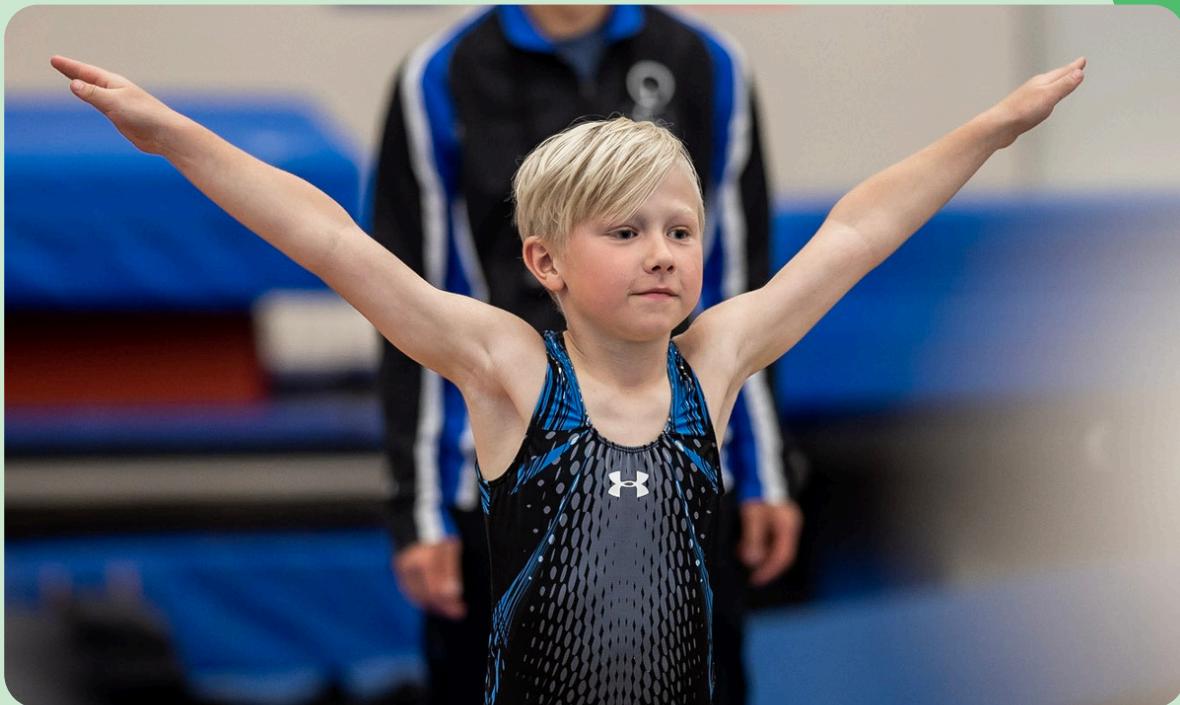


## **PARENT HANDBOOK 2025-2026**



# Introduction

Welcome to our Trampoline and Tumbling 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. This handbook will provide you with all the necessary information to set our athletes up for success in our gymnastics program.



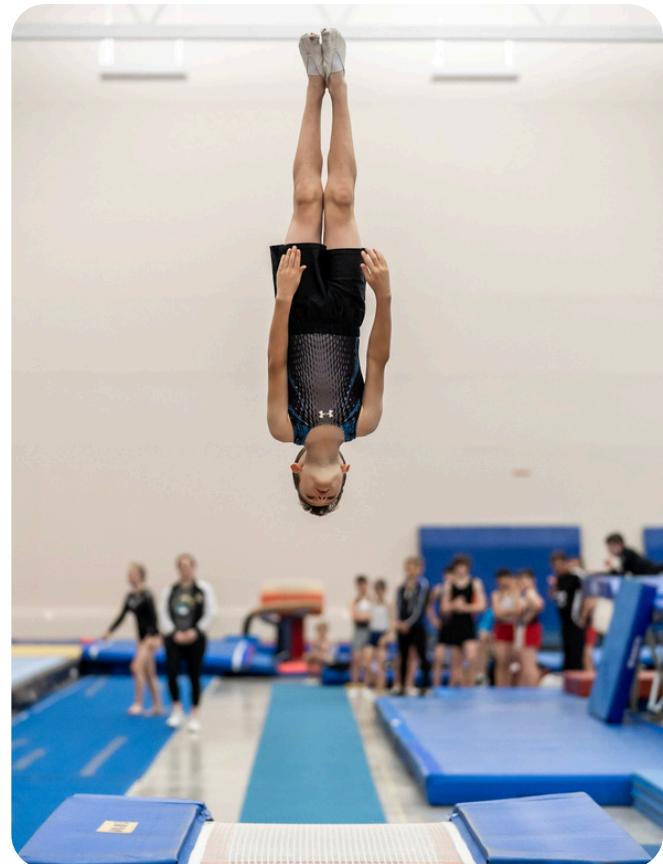
# Goals of the Program

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 Trampoline Gymnastics program aims to instill in athletes. The GP Gymnastics TG 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 TG 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 Program

Event	Date	Description
Start of Season	September 6 <sup>th</sup> , 2025	2025 - 2026 Season Begins
Fall Testing	November 2025	Coaches will complete skill testing sheets throughout November
Christmas Performance	December 20 <sup>th</sup> , 2025	Annual Christmas Show for all athletes
Christmas Break	December 20 <sup>th</sup> - January 2 <sup>nd</sup> 2026	No training for Developmental
Spring Break	April 3 <sup>rd</sup> - April 10 <sup>th</sup> 2026	No training for Developmental
Spring Testing	May 2026	Coaches will complete skill testing sheets throughout May
Year End Party	June 20 <sup>th</sup> , 2026	Year End Party for all TG athletes
2026 - 2027 Try Outs	June 19th - 20 <sup>th</sup> , 2026	Tryouts for all Developmental athletes for 2026-2027 season

# 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 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 F.A.S.T groups must purchase a team training suit. Training suit design may change every year. For girls, shorts are optional but must be fitted spandex. Boys must wear shorts with their singlets. 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, small studded earrings are acceptable. No body piercings are allowed other than ears.

## 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. 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. 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 January through to June. 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.

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 Trampoline and Tumbling 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.

The payments will automatically be charged to 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 until payment is made. 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.

Group Name	Session Dates	Program Length	Hours per Week	Number of Classes per Week	Cost of Enrollment
Spring Sprouts	Sept - June	10 months	4	2	1,995\$
Air Ninjas	Sept - June	10 months	6	3	2,100\$

# Communication & Fundraising

## Parent Communication

All communication between coaches and parents will be communicated through the BAND app (please ensure you download the BAND 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 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.

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). This performance will be at the gym and is mandatory for all athletes to attend.

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.

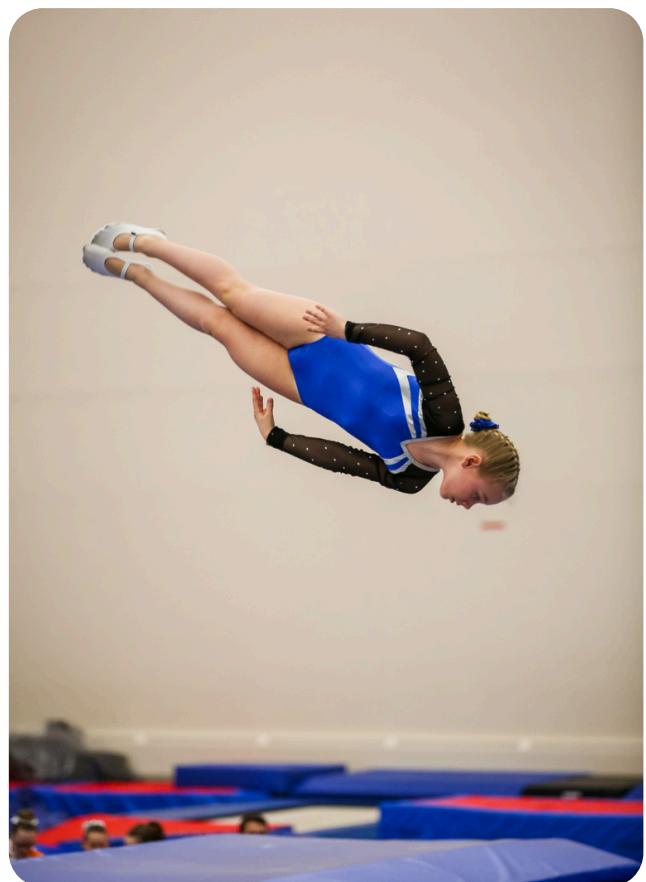


# Events - Performance Schedule

## Performance Schedule

Event Name	Date	Location	Eligibility
Christmas Showcase	December 20 <sup>th</sup> , 2025	Grande Prairie, AB	Mandatory

Please note that dates are subject to change



# Practice & Competition Gear

## Training Suits

**TG program training leotards/singlets will be mandatory for all athletes.**

This is not included in their monthly fees and can cost approximately \$50-\$100. 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.

## Accessories

We have a limited number of Double Mini shoes available for purchase for 40\$ and Trampoline shoes for 20\$. Please note that these items are optional and not required for participation. However, socks are mandatory for all athletes when using the trampoline.



Double-Mini Trampoline  
Shoes



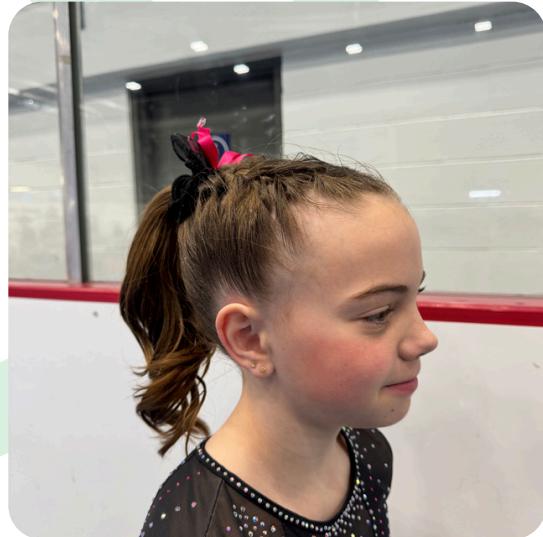
Trampoline Shoes

# Practice & Performance Gear

## Hair for Performances

Performance 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. Clips and bobby pins must match the athlete's hair color (as close as possible.)



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

# 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. As a member of the Trampoline & Tumbling 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.

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 [rec@GPGymnastics.com](mailto:rec@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 TG 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 TG 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 encouraged 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 BAND 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 TG 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. Parent liaisons are listeners. They are available for parents to hear their concerns and bring these concerns 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 channeled 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 your 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](mailto:Info@GPGymnastics.com)

Phone: 780-539-1414

### **Contact Information**

TG Program Coordinator: [Rec@GPGymnastics.com](mailto:Rec@GPGymnastics.com) (Nicole Almeida)

Program Manager: [Kelly.Wills@GPGymnastics.com](mailto:Kelly.Wills@GPGymnastics.com) (Kelly Wills)

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

Parent Liaison: [Kris.board@GPGymnastics.com](mailto:Kris.board@GPGymnastics.com) (Kris Adams)

# 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, who 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. If possible, during injury recovery, 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 on any skills 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.

# 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.

Insurance fees are non-refundable. Withdrawing for any reason after the start of the season requires one month's written notice. Only fees for the months following the withdrawal 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 months' 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.

