

Slave Lake
gymnastics
association



PARENT AND ATHLETE HANDBOOK

Updated August 2025

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WELCOME TO THE SLAVE LAKE GYMNASTICS ASSOCIATION

Gymnastics is an excellent sport for enhancing your child's physical and mental development, which can contribute to greater success in other sports activities and future endeavours. Gymnastics teaches the ABC's of Athleticism: Agility, Balance, Coordination, & Speed, and brightens healthy minds and bodies for an active lifestyle at any age!

Whether your child is joining us once a week as a recreational participant or on a more regular basis, we will provide your child with specialized instruction from an NCCP certified coach.

Our coaches are required to be certified by the NCCP (National Coaching Certification Program) to enhance their knowledge of injury prevention through gym layout, procedures, class management and effective supervision. Our supervising coaches are required to hold current first aid certificates and certifications.

ONLINE

We can be found on Facebook as Slave Lake Gymnastics Association. Like our Facebook page to keep up to date on all the happenings!!

CLUB STRUCTURE

Our club is run by a volunteer Board of Directors with the support of a great team of coaches.

REGISTRATION INFORMATION

PERSONAL INFORMATION

Please ensure that you have completed every section of the registration form, including waivers. The information collected is used solely for the purpose of enrolment, communication purposes and for insuring athletes with Alberta Gymnastics Federation. FOIP rules are in effect for all information gathered by The Slave Lake Gymnastics Association.

FEES AND PAYMENTS

Registration to be done by Uplifter, our online registration process.

If you are applying for KidSport, please let us know immediately by emailing slavelakegymnastics@hotmail.com!

Payment Options

1. Full payment at the time of registration.
2. The registration fee can be split into payments, the initial payment (50% of the registration fees plus the AGF fee and any additional insurance fees) is made at the time of registration, and the second payment (50% of registration fees) is post-dated no later than 30 days later.
3. KidSport funding
4. Competitive teams may have other payment plans available.

COMMUNICATION

Communication will be primarily through the use of email and Facebook.

It is the parent's responsibility to ensure the administration has your current and correct email address and that you have "liked" the Facebook page.

Electronic communication will ensure we are sending the same message out to all and maintain efficiency. All class cancellations will be posted on our Facebook page and will be sent out through email.

*IT IS THE RESPONSIBILITY OF THE PARENTS AND ATHLETES
TO KEEP THEMSELVES INFORMED*

ALBERTA GYMNASTICS FEDERATION (AGF) REGISTRATION FEES

Alberta Gymnastics Federation is the governing body for our gymnastics program. AGF's registration and insurance fees are charged once per year and are in effect from July 1 to June 30, regardless of when the fee is incurred. This fee is not included in the program fees, we refer to this as our yearly membership fee. The AGF fee is subject to change annually at the discretion of Alberta Gymnastics Federation and Gymnastics Canada.

WITHDRAWAL

When you register for gymnastics you have made a commitment for gymnastics. Withdrawal from a program after the first two weeks of class, will not be eligible for a refund. After the second week of class, there will be no refunds made, with the exception of a medical note, and any payments and commitments will be processed. No refunds or credits will be given for any viral related conditions, including the requirement to isolate, quarantine or gym closure due to those conditions.

The yearly membership/insurance fee is non-refundable.

NSF OR MISSED PAYMENTS

Any NSF cheque received is subject to a \$40 NSF fee. The Slave Lake Gymnastics Association reserves the right to no longer accept payment in the form of cheques and a cash payment will be required. If the NSF payment/missed payment is not cleared up within 4 days, the athlete will be suspended until the payment is cleared. That athlete may risk their spot being replaced with an athlete from the waitlist.

FUNDRAISING

Every session, fundraising will be conducted to support the operational aspects of the Association. There will be a clearly identified objective for each family prior to fundraising commencing. If fundraising expectation are not met a fundraising fee will be applied to the account, to be paid immediately. Athletes will be unable to register in future classes until the amount owing in the account is at a zero balance. Families also have the opportunity to “buy-out” their fundraising by having a buy-out invoice placed on their account, to be paid immediately. This eliminates any need for fundraising that session.

There will be a variety of possibilities for fundraising that will change each session, including raffles, casinos (once eligible) catalogue sales, fundraisers, grants, and more.

CLUB POLICIES

The policies set forth by The Slave Lake Gymnastics Association are in conjunction with the policies and procedures guidelines set forth by Alberta Gymnastics Federation and Gymnastics Canada.

PENALTIES FOR VIOLATION OF POLICY

Any staff, parent, athlete, or volunteer deemed to be in violation of policies may be subject to one or more of the following penalties:

- Verbal reprimand (will include a written record)
- Written reprimand
- Suspension of training or employment
- Termination of membership/or employment
- Legal action

VIEWING CODE OF CONDUCT

Our gym currently has a waiting room for families, in the event they choose not to leave during class time. While waiting, families are asked to be quiet and respectful to avoid the noise level interfering with classes. We are working towards CCTV cameras with

monitors set up in the lobby to help families view what their athlete is doing in class. We ask that for the safety of your child, and other athletes, do not call out to children during classes. Any individuals not currently participating directly with a coach are not permitted to be in the gymnastics area, this includes the toddler/mini gym area.

Do not cross through the gym or wander into the gym to take pictures. Some persons may have declined the PIPA form, therefore they do not consent to their photos being shared or posted on social media. Please be careful not to take photos of other people on the gym floor.

Non-compliance will result in you being asked to leave the gym. We ask that all cell phones be turned to vibrate and that you do not carry on conversations on the phone in the viewing area. A cell phone alert or ring can also be distracting to parents who are watching. Be respectful of others. Please do not use the viewing area as a social gathering spot.

Children who are not registered in the ongoing class are not permitted on the floor or equipment.

No Exceptions.

We ask parents to respect our viewing policy. It is required to provide:

- An atmosphere of training in the gym
- Complete focus of the athlete on the instructions of his or her coach
- Enforce the feeling that gym time is the athlete's own time and responsibility
- The feeling that the athlete belong to a team

The intent of the Club's viewing policy is to strike a balance between:

- Giving the coaches and athletes quality training time together
- Minimizing disruptions in the gym thereby promoting safety

With this goal in mind,

- Do not attract the child's attention. If you need to speak to your athlete, please let the coach know and the coach will excuse the athlete.
- No one, except currently participating athletes, are allowed out on the gym floor
- Make arrangements for discussions with coaches outside of training times, and do not approach coaches on the floor during training periods
- Do not bring food or fizzy or sugary drinks in the gym training space
- Do not sideline coach your child. This is potentially dangerous to your athlete and distracting to the coach. Coaches may focus on different aspects of a skill and return to the skill to correct technical issues once a child has more confidence.

GRIEVANCE

A grievance is defined as "conflict between two or more parties concerning interpretation, application, administration, or alleged violation of policies governing

programs of The Slave Lake Gymnastics Association. If parents have concerns about their child(ren), the first step is to discuss their concerns with their child's coach (at an appropriate time). If the parent remains unsatisfied, they should then request a meeting with the Head Coach to discuss their concerns. The Board of Directors should be contacted if there is a concern regarding the Head Coach or if discussions with the Head Coach have not been resolved to their satisfaction.

The Association Board members will be the final authority on all grievances. A 24 hour waiting period is mandatory for all grievances. No grievance shall be heard before this amount of time has lapsed.

HARASSMENT

Harassment is defined as any behavior such as:

"Comments, gestures, or contact which causes offence or humiliation, or any conduct which is not welcomed and unsolicited" or "Psychological harm to an individual, which causes fear or mistrust or devalues the individual abuse of authority or position."

We are a zero tolerance Association.

Acts of harassment towards any staff member, coach, athlete, or volunteer will not be tolerated. All athletes, staff, and coaches are required to treat each other with respect at all times. This includes while in our facility and while representing The Slave Lake Gymnastics Association outside the facility.

Formal harassment complaints must be put in writing and submitted to the appropriate authority identified in our grievance policy. Harassment can occur at anytime, anyplace, and under a wide variety of circumstances.

EMAIL POLICY

The following rules are required by law and are to be strictly adhered to:

It is strictly prohibited to send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify the Head Coach. Do not forward a message without acquiring permission from the sender first.

- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account
- Do not copy a message or attachment belonging to another user without permission of the originator
- Do not disguise or attempt to disguise your identity when sending mail
- Do not use email to discuss confidential information, complaints, or grievances
- Do not send or reply to viruses or spam

PARENT CODE OF CONDUCT

The Association is fully committed to safeguarding and promoting the well-being of all our members. The Association believes it is important that athletes, coaches, board members, officials and parents should, at all times, show respect and understanding for the safety and welfare of others.

As a parent/guardian of an athlete of The Slave Lake Gymnastics Association you are expected to abide by the following code of conduct:

- Fees must be paid in advance or on the predetermined dates. If payment is not made on time, the athlete will not be allowed to participate until payment is received. Alternatively, your gymnasts may be removed from the class list and an athlete from the waitlist will be moved into that spot.
- A yearly membership fee will be due upon registering for a class/camp. This covers the registrant from July 1-June 30 for AGF registration & insurance.
- All gymnasts must be members of Alberta Gymnastics Federation (AGF) or ACA (Alberta Cheer Association). Gymnasts not a member of AGF/ACA will not be allowed to train with the Association. Details of this can be found on the AGF/ACA website.
- Cancelled or missed training sessions cannot be refunded, there will only be makeup classes provided if the Association cancels a scheduled class.
- Gymnasts must be suitably dressed for training: leotard, shorts, long leggings, t-shirt, hair must always be neatly tied up, no jewellery is permitted.
- Parents/guardians should ensure their child arrives to all training sessions on time and wearing appropriate gymnastics attire.
- No mobile phones are to be used in the gym.
- Please ensure your child understands they must treat other gymnasts and coaches with respect. This includes following and respecting any instructions or decisions given/made by coaches at all times.
- Parent/guardians should refrain from comparing their child's performance and success with that of others within the sport. Please encourage them to be resilient and accept that the single best factor for success is their personal effort.
- Parents/guardians should appreciate that the coaching staff are qualified and professionals who dedicate their time to coaching your child. They are to be treated with dignity and respect.
- Abusive behaviour towards coaches will not be tolerated.

- Please allow your child to enjoy their participation at all levels by avoiding setting your own goals which may appear too high for the child's attainment.
- Parent/guardians should refrain from coaching your child at home. Please leave this to the coaches during training sessions.
- Please ensure coaches are informed immediately of any existing or new medical conditions your child may have.
- Parents/guardians should inform the head coach immediately of any issues their child or themselves are having with the coaching staff or other gymnasts.

Failure to comply with the Code of Conduct will result in disciplinary action.

ATHLETE CODE OF CONDUCT

The club is fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that gymnasts, coaches, board members, officials and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

As a gymnast of The Slave Lake Gymnastics Association you are expected to abide by the following code of conduct:

- Gymnasts must participate within the rules and respect the decisions of coaches and officials
- Gymnasts must put their full effort into all aspects of their training.
- Gymnasts must wear suitable attire for both training sessions and competitions
- Gymnasts should remove and store safely any jewellery or piercings before training sessions and competitions
- If jewellery is unable to be removed, they must be appropriately taped and covered
- Gymnasts must not smoke, vape, consume alcohol or take drugs of any kind whilst training or representing the club at competitions or other events
- Gymnasts must treat the gym and the equipment with respect
- Gymnasts must inform their coach of any injuries or illness they may have before the warm-up begins
- Gymnasts should inform their coach immediately of any injuries or illnesses obtained during a training session

- Gymnasts are not to eat, drink juice or pop, or chew gum during a session
- Water should be in a sealed bottle and kept off the floor and away from apparatus during training sessions
- Gymnasts not to leave the gymnasium without informing their coach
- Gymnasts should be helpful and courteous to others at all times
- Gymnasts must follow the instructions of their coach and avoid distraction or unsafe behaviour
- No mobile phones are to be used by athletes while in training

Failure to comply with the Code of Conduct will result in disciplinary action.

FACILITY USE CODE OF CONDUCT

Use of the gym during class times is restricted to registered athletes accompanied by their respective coach. All safety rules must be followed. Any activity taking place in the gym that compromises safety will not be tolerated. Common sense, respect for one's own limitations, and for other participants around must be applied at all times.

SAFETY IS OUR MAIN CONCERN!

- No one trains alone
- Participants must use the facility in their scheduled program time, with a certified coach present
- All accidents/incidents must be documented and reported to the head coach
- An incident report must be filled out and signed
- No shoes are allowed past the front doors. Please place shoes/boots on boot racks in the entrance area (with the exception of programs requiring footwear)
- No food, gum, beverages allowed in the gym area of any kind, with the exception of water in sealed containers. Water to be stored in a designed area.
- No electronic devices to be stored/carried in the gym (cell phones, I-pods, etc.). They are to be kept in designated areas. Slave Lake Gymnastics Association on occasion will allow athletes to use devices to record their own accomplishments for personal use only. These recordings may not be used on social media if they involve any other participants or coaches

- Athletes must be appropriately dressed for participation. Please avoid loose fitting or baggy clothing. No jewellery is allowed (medical bracelets should be taped). All ear piercing and facial piercings must be removed or taped.
- Glasses should have secure restraints and long hair must be tied back.

HYGIENE

Please keep contagious skin conditions (such as warts) covered at ALL times with tape or appropriate covering.

Hair must be tied back at all times in the class.

SEPARATION ANXIETY

At times children are anxious about being separated from a parent. We understand this and will work with all of our families to ensure that your child has the best experience possible. However, parents will not be permitted to join the child on the gym floor (with the exception of designated parented classes).

BEHAVIORAL CONCERNS

If your child has a behavioural condition and is not complying with coach requests, you may be asked to consider an alternative program. The safety of the children is our priority and coaching staff is unable to leave a class to deal with ongoing behaviours.

ARRIVAL AND DEPARTURE

Please wait patiently in the front of the house area for your child's class to begin. In order to keep classes running smoothly and reduce the risk of injury, coaches will gather up their classes after their previous class has been safely dismissed.

Pick up your child on time. Children left waiting for rides while the next class is in session are not being supervised and are left alone. If you are going to be late, please make arrangements with another person to pick up your child. Children in the mini-gym programs must have their parents pick them up in the gymnastics viewing area. Children 7+ may meet their ride in the front of the house.