

# **North Peace Gymnastics Association**

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## **Competitive Parent Handbook 2008-2009**

# **Table of Contents**

Mission Statement	Page 3
About N.P.G.A.	Page 3
Board of Directors	Page 4
Coaches/CIT Program	Page 4
Member Responsibilities	Page 5-6
Procedures & Program Information	Page 7-11
Dates to Remember	Page 12

## **Mission Statement (Philosophy)**

North Peace Gymnastics Association will promote the sport of gymnastics throughout the Peace River Region. All participants will be encouraged and provided with the opportunity to develop to their level of potential and interest. NPGA will provide a fun and safe environment for all participants.

### **Welcome To the North Peace Gymnastics Association!**

The Board of Directors, Staff and Coaches would like to invite each and every one of you to a fun filled year of top quality gymnastics. If you're returning, welcome back, we're glad to see you! If you're new to NPGA, we hope you have a wonderful time. Don't forget, if you enjoy our classes/programs, bring a friend to watch or join.

We have set up this handbook to help you with your questions, comments or concerns. If it doesn't answer your questions, please call the office at 787-5327, email [npga@awink.com](mailto:npga@awink.com)

### **About N.P.G.A.**

The North Peace Gymnastics Association was formed in 1976 following the hosting of the first Northern BC Winter Games in 1974 that were held in Fort St. John. It all began with homemade equipment and a mat on the floor. Over the years NPGA has accumulated top quality equipment purchased through fundraising and donations. Up until the fall of 1995, classes were conducted out of school gymnasiums. In the spring of 1995 the Board was faced with the news that due to increased school activities and demands, they would no longer be able to use the gymnasium on a weekly basis. They were left with three options: divide the time, equipment and classes between different gymnasiums, look into a facility or fold NPGA. Thus, after 8 weeks of hard work, thousands of volunteer hours and donations and a Board that just wouldn't quit, the facility on 107<sup>th</sup> St. (prospect park) was born!!!

The gym continued to grow and NPGA decided it was time to expand. In 2001 NPGA worked hard again to bring the gym to a central location. Volunteers and parents constructed, cleaned, and painted to prepare for the move from Prospect Park to the new facility... Fort St. John's old pool. NPGA's new facility meets first class standards, including a training pit, a sunken trampoline and a recreational ball pit. NPGA now boasts a registration of over 500 members per year and is now located in the North Peace Recreation Centre.

The North Peace Gymnastics Association is a voluntary, not-for-profit, member based society. The Society came to be only through the hard work and dedication of volunteer parents who wanted their children involved in the sport of Gymnastics. The North Peace Gymnastics Association has continued to strengthen throughout the years with volunteer support. This continued dedication from all of our members is vital to assure we will continue to have a great facility, with excellent equipment and qualified staff.

The commitment of volunteers and staff has made NPGA an essential organization in the Peace River area.

## **Board of Directors**

All Board of the Directors are Volunteers. These are the individuals who are active 12 months a year to bring you gymnastics. Anyone wishing to become a member of the board or committee can contact the office. In addition to the Board of Directors, volunteers are required to sit on committees that deal with a certain aspect of the organization, eg. Fundraising for special projects, promotions, equipment, etc. If you have an idea that you think could improve our organization please be sure to bring it to the attention of the Board.

## **2008-2009 Executive**

President:	Misty Owen
Vice-President	
Secretary	
Treasurer	
Directors	Stephanie Sonmor Val Kantz Loanna Henrickson  Melanie Dunn
Office Coordinator:	Kim Stephenson

## **Coaching Staff**

Leanne Couch	Head Coach
Chad McDowell	Gym-Tot Coordinator
Nikki kupchanko	Recreational Coordinator
Karina Agafonova	Competitive Assistant Head Coach
Jody Anderson	Recreational/Preschool Coach
Kim Stephenson	Recreational & Interclub Coach

## **About The CIT (Coaches in Training) Program**

The CIT and Junior CIT program is designed to give individuals 11-16 the opportunity to gain valuable coaching experience while waiting to take their NCCP Level 1 Technical Course. These individuals volunteer along side a Level 1 or 2 coach and assist them with the planning and implementing of their class. It is also a great opportunity for past/current gymnastics members to pass on some of the skills they have learned. Any one interested in this program can contact the office.

## **Responsibilities of all NPGA Members**

NPGA Membership consists of the Board, Office Staff, Coaches, Parents and Gymnasts. Each member has responsibilities that must be fulfilled in order for the organization to operate in the most positive way for all members. When a person becomes a member they are agreeing to the following:

### **Responsibilities of the Gymnast:**

Courtesy and respect must be shown to all individuals – Be on time- Gymnasts should be on time to All sessions, private and group. If you will be away, please call and leave a message for your coach. Attending the warm up exercises is imperative.

1. Dress Appropriately – Appropriate gymnastics attire must be worn (see Dress Code).
2. Gym Area – Gymnast must wait until a coach is present before entering the gym area or using the equipment. Food or drinks of any type (including gum & candy) are not allowed in gym. Gymnasts must obtain permission from their coach before leaving the gym area.
3. Courtesy and Respect – Gymnasts will conduct themselves in a courteous and respectful manner to all other gymnasts, coaches, parents, Board & Office staff. Swearing, kicking/hitting or other signs of disrespect will not be tolerated towards any other individual or equipment. Offending gymnasts will be disciplined as explained later on. (see Guidance and Discipline)
4. Dressing rooms – Gymnasts must keep dressing rooms clean and orderly. All trash must be placed in the provided garbage cans and clothes hung up or put in their bags.
5. Good Standing – Gymnasts must be in “Good Standing” to participate in classes and events. “Good Standing” assumes that the gymnasts’ registration and fees are paid to date and that the gymnast is under no disciplinary action.

### **Responsibilities of the Parent or Guardian:**

1. Registration Fees – Fees are payable upon registration. These may be paid by instalment (post-dated cheques, final payment no later than the beginning of the last month of the session).
2. Volunteer – The Board of Directors and Committees are composed of parent Volunteers. As a voluntary, not for profit society it is required that all parents participate in projects and fundraising activities.
3. Fundraising – In order to keep gymnasts fees as low as possible, compulsory fundraising is required. These funds go towards rent, maintenance of equipment, and the facility office expenses and offsetting our coaching expenses. All programs offered by NPGA are subsidized through Bingos and fundraising. Since all members benefit, all members are expected to participate.
4. To communicate – Please advise the office of any changes of contact information or pick –up authorization. If your child is unable to attend their scheduled training, please leave a message for the coach before class starts. Respond to all communication you receive from NPGA (Phone, Written, Verbal)
5. Before Class – Have your child in the gym and ready to start class at their schedule start time.
6. During Class – Parents are invited to watch classes from the viewing area. To assure the classes run smoothly, please do not interrupt the coaches or gymnast during class times. Should you wish to discuss a matter with a coach, please contact the office to set up an appointment with them.
7. After Class – Be in the gymnastics facility five minutes before the end time. That way you are there on time and coaches’ have the opportunity to speak with you if needed.

### **Responsibilities of NPGA:**

1. Conduct a variety of gymnastics programs at the skill and age levels appropriate to the membership.
2. Provide professional coaches to teach the programs offered in-group &/or private lessons.
3. As required, organize competitions for the various skill and age levels of the membership.
4. Conduct Club business according to NPGA's Constitution and the Canadian Gymnastics Association.
5. Liaison with the Gymnastics BC office, Zone 8 and the community.
6. Manage and direct the raising of funds for club expenses and events.
7. Ensure the amateur status of all gymnasts is protected.
8. Communicate with all members to keep them informed of the organization activities.
9. NPGA is not responsible for failure to provide gym time due to mechanical failure, fire, weather or other casualty beyond the control of NPGA.
10. No child will be turned away due to age, race, religion, size or skill level. As long as gym time, coaches and space is available, all gymnasts will be given equal opportunity to participate provided no rates, code of conduct or code of ethics have been broken.
11. NPGA will at no time go over the pre-set class sizes or gym capacity to accommodate incoming members.
12. Pro-rating will be available for late entries to classes after the second week.
13. The Board & Staff will work towards constant improvement and betterment of your club under the direction of its GBC membership.
14. The Board will address all concerns brought to their attention in writing, and reply in writing.

### **Responsibilities of Coaches:**

1. Gymnastics coaches have the fundamental responsibility to promote gymnastics and to coach to the best of their ability
2. Coaches are responsible to gymnasts – not only as athletes but also as individuals who are developing values and beliefs that will last a lifetime.
3. Gymnastics coaches MUST respect other coaches teaching methods, techniques and/or opinions.
4. NPGA coaches will guide the behaviour of their gymnasts in accordance with the guidance and discipline procedures
5. Coaches will remain updated with changes in NCCP standards and will be responsible for continuing to update and upgrade their coaching levels as well as first aid.
6. Coaches will bring to the attention of the Office Coordinator any concerns or important information relating to the operations, the equipment or the facility, in written form.
7. Coaches will follow the directions given to them by the supervisors, Office Coordinator and Board or Directors.

### **Responsibilities of NPGA to Coaches:**

1. NPGA shall cooperate with and support the coach with regard to the technical aspects of NPGA gymnasts.
2. NPGA shall only hire NCCP (National Coaching Certification Program) Coaches or CIT (Coaches in Training).
3. Whenever possible the NPGA will assist in their development and enhancing their knowledge in coaching gymnastics.
4. NPGA will assist Coaches in communication to members, in program, event and competition planning.
5. NPGA will provide the Coaches with a facility, equipment and supplies in order to run their classes.
6. NPGA will provide direction and expectations to coaches

# **Procedures & Program Information**

## **1. Arrival & Departure**

### **A) Arrival**

- Please have your child at the gym on time for their class. If by chance they will be late or absent, please notify your child's coach as soon as possible.

- Competitive gymnasts may use the lockers in the change room if they keep them clean and use them responsibly. The North Peace Gymnastics Association is NOT responsible for lost or stolen clothing or items. Please do not allow your child to bring toys, electronic games, and trading cards from home for risk of having them lost or stolen. At the end of the season gymnasts will be asked to clean out their lockers and take everything home for the summer.

### **B) Late/Failure to Pick Up**

Children should be picked up at the required end of their class time.

If a parent is late picking their child up, staff will adhere to the following procedures:

1. First Occasion – verbal reminder of class end time
2. Second Occasion – a late pick up notice will be given.
3. Third Occasion – a \$10.00 fine will be levied.

Fourth Occasion – may result in termination of membership, with no refund given for remaining classes.

If a child is not picked up by class ending time, and there has been no contact from the parent/guardian, the staff will follow these procedures:

1. Staff will call parents at home, work and cell phone numbers.
2. If parents cannot be contacted after 15 minutes, the staff will call the emergency contacts.
3. If after 30 minutes staff is unable to contact either parent or your designated emergency contact, they will call Ministry for Children and Families, Emergency Services, who will come and take your child into care until you can be located.

### **C) Impaired Pick Up Policy**

Legally we cannot stop someone from picking up a child if that person is authorized to do so. If a parent/guardian/authorized person attempts to pick-up a child and is suspected to be under the influence of drugs or alcohol, the staff will ask that an alternate transportation arrangement be made. If the parent/guardian/authorized person refuses this suggestion, the police will be called immediately upon witnessing them and the child entering a vehicle.

## **2. Health**

### **A) No Smoking Policy**

Smoking is NOT permitted on the property of this facility at any time.

### **B) Sick Child Policy**

Children who staff judges to be ill or have a source of infection cannot be admitted to the Program. A child is sick and will be sent home if they exhibit any of the following symptoms:

- Fever of 100 degrees Fahrenheit (38.3 degrees Celsius) or higher.
- Diarrhea
- Vomiting
- Coughing Excessively
- Are Infectious (i.e.: runny nose with green or yellow mucous)
- Have a communicable disease (Health Unit and all parents will be notified)

If your child becomes ill during program hours and you cannot be reached, staff will phone emergency contacts and someone who is authorized to pick up your child will be asked to do so immediately. Until your arrival we will do our best to make your child comfortable and will have them rest in a cozy and quiet place. Please keep your child program. Also, please notify staff if your child comes down with a communicable disease or if your child has any type of contagious infection or hair/body lice. He/she may not return to the program until you bring a note from your doctor stating that your child is no longer infectious.

### **A) Preventative Health**

Every effort is made to prevent illness in our program:

- ❖ Proper hand washing is encouraged to all gymnasts. Hands are washed before snack, after toileting, and anytime staff feels it is necessary.
- ❖ Tables and toys are routinely sanitized with bleach & water.

### **B) Medications**

Only medications prescribed by a doctor can be administered. Medication must be in its original container, stating child's name, dosage, and time to be given. Parents must complete the "Consent to Administer Medication Form" if at all possible, please try to administer medication to your child at home only.

### **C) Food**

Please give your child healthy snacks for break. If they have anything that is considered unhealthy it will be taken away until class is over.

If your child does not have a snack for snack time, staff will provide a healthy, peanut free snack at the parents' expense. (Snack Shack punch cards are available to all participants).

### **D) Safety/Accidents**

Children will be supervised at all times.

Parents will be informed of all accidents and will be contacted if their child requires medical attention.

If a serious accident occurs, your child will be transported by ambulance to the hospital. Parents will be responsible for the cost of the ambulance service.

It is essential that you keep us informed of current phone numbers so we can contact you in case of an emergency.

Staff is trained in Emergency first Aid.

## **3. Competitive Attire / Dress Code**

Gym time clothing must consist of a bodysuit (most find sleeveless most comfortable as they are not as warm). Again club warm-up suits are optional and can be bought through the office. Hair must be worn up out of the face. Hair elastics can be bought thru the office at a cost of \$.25 each. Gymnasts will not be allowed onto the floor unless they are prepared and dressed appropriately.

Competitions/Demos – Gymnasts must wear appropriate team clothing. Please do not show up in street clothes unless told otherwise. Our team clothing consists of the following:

TRACKSUITS: Black and Blue – these can be ordered or we may have used ones to sell at discounted prices.

COMPETITIVE LEOTARD: Currently Blue velvet with white, cost about \$75.00 by order only. We may also have used ones to sell at discounted prices.

TRAINING DEMO SUIT: Currently Blue velvet with white straps, about \$35.00

BOYS ATTIRE: Gym time clothing must consist of shorts/sweat pants and a tighter fitted top (preferably tank top). If your son is competing in Interclub or Provincially, A competitive outfit will be needed and you will be informed what it will consist of at a later date.

## **4. Competition Guidelines**

In order to attend a meet, the athlete must have good consistent attendance at practices. If repetitive absence, injury, or inconsistent performance occurs, the competitive coach reserves the right to decide if the gymnast can compete, and the decision is final.

If Gymnasts are to enjoy the meet and do their best they must do the following:

- Arrive 15 min before warm up so they feel prepared
- Be well rested and ready to do their best
- Bring water bottles and a light snack
- Wear full competitive uniform in good condition
- Have hair/appearance neat and tidy
- Behave in a manner directed by the coach- respectful, positive, and sportsmanlike.
- Lastly, all athletes are to have fun and do their best!!!

**Important note to Parents:** Please do not distract or interrupt any gymnasts during a competition or even during warm up. To show good sportsmanship, gymnasts are not allowed to leave the floor of the competition until the last competitor's routine has been completed. Parents are not allowed on the competition floor at any time! Any questions or concerns that they have should be addressed to the coaches either before or after the competition. Parents are not to express their concerns or inquiries directly to the judges or any meet official, **SPEAK TO YOUR CHILD'S COACH!**

**MOST IMPORTANT- the winner isn't always the gold medal holder but often those who have a good attitude and don't give up.**

## **5. Reporting Suspicions of Child Abuse**

- We are required by law to report suspected or disclosed abuse.
- Failure to report abuse can result in prosecution under the Family and Child Services Act. The reporting procedures are designed to protect the child.
- We are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry of Children and Families (MCF) or Police.
- Our responsibility is to report suspicions/disclosures, not to determine if abuse has occurred.
- Investigations are the responsibility of MCF or the Police.

## **6. Guidance and Discipline in the Gym:**

Effective childcare practice involves the combination and interplay of two main factors: discipline and caring.

Discipline describes the learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity.

Caring is being respectful of the child's developmental needs, individuality, and reflects the best interest of the child.

Discipline in the gym is vital if injuries are to be kept to a minimum. It is the responsibility of the gymnast to use the equipment safely and to behave in an orderly and respectful manner at all times. If this is not strictly adhered to, then disciplinary action will be taken. Disruptive or distracting behaviour is not acceptable. A logbook is kept of infractions that occur. This is the recommended disciplinary protocol:

1. Verbal warning
2. Time out with in group
3. Parents phoned to come and pick up their child
4. One class suspension (without refund for fees paid)
5. 2-3 class suspension (without refund for fees paid)
6. Long term suspension (without refund for fees paid)

## **7. Removal from the program**

For its part, North Peace Gymnastics commits to the child and his/her family for the competitive season. However, the Head Coach necessarily has the right to remove an athlete from the program at anytime during the season, temporarily or altogether, under any of the following conditions:

1. If the head coach in his/her discretion feels that the child's temperament, development, or skill level prevents him/her from meeting the requirements of the competitive program.
2. If the conduct of the child or his/her parents is disruptive. In fact, if such inappropriate behaviour continues, the Board of Director's may terminate the membership of the athlete and his/her parents' altogether.
3. If the monthly fees are not being paid.
4. In the event the gymnast is repeatedly absent, frequently arriving late, or leaving early without proper communication with the coach.

## **8. Registration and Refund Policy**

One month's notice is needed when withdrawing from the competitive and interclub programs. EXCEPTION: In the event of an injury or serious illness, a Doctor's note will be required and fees will be refunded for remaining classes.

### a) GBC

GBC (Gymnastics BC) requires that all gymnasts in BC register with them. It provides insurance coverage for NPGA and gymnasts. It is a once per year fee and covers you from September to August. This fee is **NON-REFUNDABLE** even if you are required to leave for medical reasons.

### b) Class Cancellations

NPGA will make every possible attempt to make up classes due to staff illness or injury. If there is a cancellation due to weather or any other unforeseen event, classes will NOT be rescheduled. If event requires cancellation for an extended period of time, credit will be given towards future classes.

When athletes attend a competition class will be cancelled in lieu of the actual competition day, usually the Monday following the competition, parents and athletes will be notified ahead of time. For those who may be affected by these class cancellations i.e., pre-comp etc. NPGA will do there best to make up the class or get a substitute coach.

## **9. FEES & FUNDRAISING**

Fees & Fundraising requirements are based on how many hours a week the participant is in the Gym and the level the participant is enrolled in. A 5% discount is given for a second child registered from the same family and a 10% discount for any additional children. There are also discounts on Fundraising and Volunteer Hours for when you have more than 1 child registered. See the chart below. Discounts are always given to the lesser amount of the two amounts. All post-dated cheques/visa or MasterCard slips must be handed in by the start of the first class. We are asking that you give NPGA 4 post-dated cheques for fundraising dated Jan 15, March 15, May 15 and June 30. As well as 2 post-dated cheques for volunteer hours dated April 15 and June 30. If in the event that you have not completed some of your fundraising and volunteer obligations by these check- points then you will be notified that a cheque will be deposited. Competitive and Interclub Fundraising must be completed by the end of the year (June).

**NPGA accepts: Cash, cheques, and Visa, MasterCard and Debit cards. Fees can be paid monthly by post-dated cheques and credit cards-see office for details. NSF charges will be applied to all returned cheques and on Visa/MasterCard which have been entered into the system twice (within a 5 day period) with a decline each time.**

## **10. Fee Structure**

<b><u>Hours/week</u></b>	<b><u>Monthly fee</u></b>	<b><u>Fundraising amount</u></b>	<b><u>Volunteer Hours</u></b>	<b><u>Buyout hrs@\$15</u></b>
1	\$35.00	\$400	4	\$60.00
2	\$45.00	\$400	6	\$90.00
3	\$55.00	\$700	8	\$120.00
4	\$65.00	\$700	10	\$150.00
5	\$75.00	\$700	12	\$180.00
6	\$85.00	\$900	14	\$210.00
7	\$95.00	\$900	16	\$240.00
8	\$105.00	\$900	18	\$270.00
9	\$115.00	\$1200	20	\$300.00
10	\$125.00	\$1200	22	\$330.00
11	\$135.00	\$1200	24	\$360.00
12	\$145.00	\$1500	26	\$390.00
13	\$155.00	\$1500	28	\$420.00
14	\$165.00	\$1500	30	\$450.00
15	\$175.00	\$1800	32	\$480.00
16	\$185.00	\$1800	34	\$510.00

5% off 2<sup>nd</sup> child

10% off 3 or more children

25% off fundraising money off each additional child

Half off volunteer hours for each additional child.

**Travel costs:** Besides the usual competition fee that is needed for competition which usually ranges from \$45-\$65, there is also a \$30 coaches' fee that is needed to be paid in order to help with travel cost for the coaches that are attending the meet.

If for any reason you cancel out of competition within the week of departure there will be a \$25 administrative fee. The exception would be injury, which we require a doctor's note for.

## **11. Communication**

We will do our best to provide the best communication possible thru **emails** and **newsletters**. Please check your **mailboxes** often for information about competitions or upcoming events. Try not to rely on your child to bring newsletters home. Any correspondence that you may have for the head coach can be placed in the appropriate locked mailbox.

## **12. Comments, Questions or Concerns**

If at any time you have an issue, please use the following protocol:

- Discuss the issue first with the class coach.
- If the problem cannot be resolved by the coach, then the issue is to be brought to our Head Coach for competitive, or to the Recreational Coordinator for the Rec program.
- If the Head Coach /Rec Coordinator is unable to resolve the problem then the matter will be brought to the Board of Directors.

For general questions/comments you can call the office at 787-5327, or drop off a letter at the gym office. You may also contact Leanne Couch, Head Coach by calling 785-2082, or Cell 787-2960 or email at [plcouch@telus.net](mailto:plcouch@telus.net). We appreciate your interest, comments and concerns and would rather you communicate any concerns directly to us so we can help to resolve the issue.

## **Important Dates to Remember**

**September 2** First day of regular gymnastics schedule.

**September 26** NID (possible early training)

**October 13** Thanksgiving – NO CLASSES

**October 24** NID (possible early training)

**November 11** Remembrance Day - NO CLASSES

**December 5** NID (possible early training)

**December 22 – January 4** Christmas Break ( Competitive Camps will be running TBA

**January 5** back to regular class schedule

**January 15** First portion of Fundraising to be done.

**February 14-15** Gold Pan Invitational - Quesnel

**February 20** NID (possible early training)

**March 13** NID (possible early training)

**March 15-16**-2<sup>nd</sup> portion of fundraising to be done

**March 21-22-** Zone 8 Championships- Prince George

**March 30- April 13** Spring Break, Competitive Camps TBA

**April 14** Back to regular schedule.

**April 15** at least half of volunteer hours done and submitted.

**April 18-19** – BC CHAMPIONSHIPS- Langley

**May 8** NID (possible early training)

**May 9-10** North Peace Invitational – Fort St. John

**May 15** 3<sup>rd</sup> portion of fundraising to be done

**May 18** – Victoria Day – NO CLASSES

**May 23-24-** Smithers OR Kelowna Competition

**JUNE 25** – Last day of school for students

**June ?** Year end show and Awards/ last day of classes. TBA

**June 30** all fundraising and volunteer hours done and submitted.

