



Welcome to the
2023-2024
Competitive Gymnastics Season
At Canmore Illusions Gymnastics Club



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1. Club Information

In January 1994, CIGC's former head coach, Marti Przibislawsky, started an after-school gymnastics program at Elizabeth Rummel School. One year later, an advanced group from the after-school program formed a small pre-competitive group and used the gymnastics facility available at the Canmore Recreation Centre. In September 1996, a Parents Committee was formed and the club was registered under the Societies Act with the name Rocky Mountain Illusions Gymnastics Club. In 2000, the club changed its name to the Canmore Illusions Gymnastics Club. In 2015 the club had outgrown the facility and was able to move to its new location in the previous swimming pool space at the Canmore Recreation Centre.

The CIGC is a member of the Alberta Gymnastics Federation (AGF). AGF is the governing body for gymnastics in Alberta and comprises more than 100 member clubs. They provide a range of information and resources to recreational gymnasts, athletes, coaches and judges such as;

- Coordination of gymnastics activities that are provincial in nature, such as leadership development, the recreational development program and the competitive program.
- Provision of services to clubs (particularly services that would otherwise be unavailable to clubs).
- Provides insurance for clubs and membership
- Safe Sport: Under the Gymnastics Canada (GCG) guidelines, AGF provides a safe sport agency. In as much, the AGF safe sport outlines behavior and expectations of all coaches and staff when working with youth to provide a safe environment for the children. CIGC follows and enforces all AGF safe sport guidelines.

As a not for profit agency, the Alberta Gymnastics Federation believes in supporting the passion of these athletes to promote and strengthen gymnastics as both a recreational activity and a competitive sport in Alberta.

2. Competitive Programs Overview

CIGC offers the following programs for competitive athletes in Women's Artistic Gymnastics

- Competitive (By selection only)
9-22 hours/week Gymnasts are grouped according to level who have completed developmental programs and are training to compete in Junior Olympic (JO) Level 3 and higher. The WAG program is developmental in nature. Athletes will endeavor to move through the JO level system meeting the requirements set out by the CIGC.



- Developmental (By selection only)
3-9 hours/week Gymnasts learn the basics of pre-competitive gymnastics using both the JO program and competitive program fundamentals. Developmental athletes will focus on attaining JO 1 and 2 skills in preparation for routine composition. The Developmental program is a precursor to the Competitive Program.
- Regional (By selection only)
6-11 hrs/week A beginner competitive program grouped by age and level where gymnasts will learn and master gymnastics basics and routines of JO levels 2-3 and Xcel.

A. THE GYMNASTICS SEASON

Competitive Gymnastics is a 12 month per year sport and CIGC provides training opportunities year-round. The competitive season begins in July and ends in June following the busy competition season. Athletes training 9 hours per week or more are required to participate in 12 months of training. Athletes training less than 9 hours are required to participate in 10 months of training with summer training options.

B. REGISTRATION

CIGC has limited capacity in the competitive programs and offers registration opportunities to current members first. Athletes in the competitive stream must also be invited to return to the competitive program in each consecutive season. Athletes who receive an invite to the competitive stream or to continue in the competitive stream will be asked to commit to their space in the program by submitting a \$250 deposit in the spring. A minimum of 2 weeks notice will be provided to returning families to prepare their deposit. Athletes who submit their deposit by the deadline will be guaranteed their spot in the stream they were offered. The deposit is non-refundable and will be applied to the yearly fee total. Athletes who submit their deposit after the deadline will be accommodated subject to availability in their respective stream.

As the club cannot guarantee that participants will register in programs, a training schedule cannot be communicated until after the registration deadline. The WAG Program Director will form appropriate groupings according to registered athletes levels and their desired progression for the coming year. The deposit does not guarantee a specific training group, coach or training schedule.

All returning CIGC athletes will be required to fulfill the full annual training fees in their entirety, regardless of the time of registration. Pro-rated discounts for annual training fees will only be



considered for new athletes, or athletes transferring from another location.

Alberta Gymnastics Federation Dues: As a member of the AGF, all CIGC members must pay an annual, non-refundable fee to AGF. This fee is set by AGF and is determined based on the athlete's level of competition. The CIGC will collect and remit this fee to AGF on behalf of its members. The AGF registration fee covers training from July 1 to June 30.

C. PRIVACY POLICY

When registering for a CIGC Competitive program, the personal information collected may be shared within the CIGC and with the AGF for registration and emergency purposes. This information may also be used for insurance claim purposes with the Town of Canmore.

D. PROGRAM FEES

CIGC's Season runs from July-June which coincides with CIGC's fiscal year.

9+ hours/wk training is offered 49 weeks with one week break at Christmas and two weeks break in the summer. Summer training fees are not separate from the annual training fees.

Less than 9 hours/wk training is offered 42 weeks with summer off and one week break at Christmas. Additional training over the summer will be offered at an additional cost.

Program payments begin July 1st or September 1st depending on the number of training hours per week and may be made as a lump sum or as monthly payments. Program fees include all of the training weeks that the athlete will participate in over the course of the year.

Fees for meets, coach cost share, team attire and choreography will be explored later in this document.

E. FEE STRUCTURE

It is the policy of the CIGC that the complete program fee must be satisfied regardless of attendance and that there will be no pro-rating. Example: If a program runs two days per week, and the athlete attends only one, the program fees for two days must still be paid. CIGC reserves the right to make exceptions to this rule on a case-by-case basis. The request for exception must be presented in writing to the Club Manager.

CIGC uses the Uplifter platform for registration and fees processing. Each family is responsible for entering and maintaining the information on their account for purposes of payments, member contact information and all athlete information including but not limited to; birthdate, emergency contact, allergies, medical information, etc.



F. FINANCIAL ASSISTANCE

The club endeavors to provide gymnastics to all athletes. Alternative sources of funding may be available. Please contact the office if interested in learning more about these resources. There are a number of grants, a variety of funding programs and other supports we can access.

In the event a family is unable to make a monthly payment for any reason, CIGC requests that the family put this in writing to them immediately. A 30-day grace period will be allowed from the date of the missed payment. Thereafter, an administrative fee of will be added to the outstanding monthly payments and accumulated as such. The CIGC Team along with the Board of Directors will do everything possible to find financially creative ways to keep the athlete in the gym.

G. REFUND POLICY

All refund requests for Competitive Programs are subject to a \$30 admin fee. AGF Membership and Pre-Season Deposit are non-refundable and non-transferable at any time. There will be no refunds for training fees and/or non-training fees which have already been spent. All refund requests are to be made promptly by the affected family and to the Club Manager in writing. Refund requests must be made before the end of the regular season (June 30), before year-end financial statements are prepared. Once these statements are prepared, no refunds shall be considered.

- 1) In the case of a voluntary withdrawal, the participant will be responsible for 1 additional month's payment of training fees beginning on the 1st of the month preceding the date of withdrawal received by the Club Manager. a) If the withdrawal request is received on April 10, the participant will be responsible for April and May monthly training fees. b) If the withdrawal is received by December 1, the participant will be responsible for December monthly training fees. In the case of voluntary withdrawal from a competitive program there will be no refund for non-training fees which have already been spent (i.e. competition registration, attire order, choreography, etc). The deposit is non-refundable and an admin fee of 30\$ will be applied.
- 2) Training fees may be refunded if an athlete withdraws from the program involuntarily (i.e: for medical reasons, family leaves town, etc.). All scheduled remaining payments in a member's account will be canceled upon review of the balance owing. A medical note is required for a medical withdrawal. There will be no refunds for training fees and/or non-training fees which have already been spent.
- 3) If the Program Director determines that an athlete is unsuited for the program in which she is registered, the athlete shall be entitled to a refund for all remaining training days. At the Program Director's discretion the athlete may be reassigned to another program. If the athlete is reassigned, they shall be entitled to a refund/credit for the difference in the



registration fees of the original program and the one to which he/she has been reassigned to.

- 4) Refund requests made outside of the outlined refund policies are to be taken into account by the Club Manager and the Board of Directors who will then direct the Club Administrator to issue or not issue a refund accordingly. The decision shall be communicated to the family in writing.
- 5) CIGC reserves the right to make exceptions to the refund policy on a case-by-case basis. The request for exception must be presented in writing to the Club Manager.

H. MEDICAL POLICY

If an athlete is unable to participate in any aspect of their program due to injury or illness for a period of more than four consecutive weeks, the athlete may request a refund of training fees for that period of inactivity. The request must be supported by a letter from a physician. No refunds shall be granted if a gymnast is able to participate in any aspect of training.

I. TRAINING ATTENDANCE

Gymnastics requires athletes to maintain a specific level of physical and psychological preparedness to perform their skills safely. Preparation is gained both through training time, as well as appropriate training plans. CIGC has set a minimum level of training hours to help ensure minimum risk of injury and to support an athletes desire to advance their own development.

All athletes in the competitive and developmental programs require 80% attendance for the season. Attendance records will be kept daily by each coach, at all times of the year.

The coach and Program Director will have full discretion regarding an athlete's participation in a competition. If attendance does not meet the minimum requirement of 80% leading up to the event, the coach may remove the athlete from a competition if there is a concern they are not prepared.

Attendance that does not meet the minimum requirement over the course of the season may result in being reassigned to a non-competitive program in the following season. Exceptions may apply if the athlete cannot attend gymnastics due to an excused absence or an extenuating personal circumstance, at the discretion of the coach and Program Director.

Training Break: If an athlete is dealing with an exceptional challenge in their training at any point in the season, the coach or Program Director may excuse the athlete from training for a period of time if it is felt that a break from the gym would be in the best interest of the athlete. In this case,



training missed will be deemed 'excused absences', but there will be no reimbursement of fees over this period

J. LATE POLICY

All gymnastics programs encompass an important warm-up period at the start of every class. The warm-up safely prepares the muscles and joints prior to gymnastics activity, includes important gymnastics basics, and reduces the risk of injury. Having all athletes in each of the given classes warm-up together also facilitates the class running efficiently.

Parents are expected to make all efforts for their child to arrive at their class on time. CIGC understands that some circumstances may result in a gymnast arriving late to their class. If you know your child will be late you must send a 24 hour courteous email to their coach. In the event the athlete is late due to unforeseen circumstances the athlete is expected to greet their coach upon arrival and perform their warm-up on the side.

K. FAMILY VACATIONS

CIGC does not restrict families from taking vacation during the competition season, however coaches are responsible for the safety and performance of their athletes upon their return to training after a vacation. A prolonged period of absence from training will negatively affect an athlete's performance. If an athlete is scheduled for a competition, the athlete must return to regular training with enough time to ensure an optimal and safe performance.

Training at a gym away from home is encouraged while on vacation as it will help the athlete return to or maintain their pre-vacation training level however, this training will not contribute to their required training attendance.

3. Competitions

A. COMPETITION ATTENDANCE

Competitive athletes will be expected to attend a minimum number of competitions, based on their level. Competitions are usually scheduled by November and will include optional competitions to allow flexibility in family schedules. Compulsory Championships, Provincial Championships and Xcel Championships will be offered to athletes who meet CIGC's qualifying score for the season.

WOMEN'S PROGRAM

JO 8+/Aspire levels: Minimum 5 competitions, including AGF Sanctioned competitions



JO 6-7: Minimum 4 competitions, including AGF Sanctioned competitions

JO 3-5 and Xcel: Minimum 3 competitions, plus compulsory championships upon qualification.

JO 1-2 Participation in Summit invitational, with potential for 1 other spring competition, based on readiness.

B. COMPETITION REGISTRATION

The Program Director will be the registrar for CIGC athletes attending competitions.

Competition registration may occur months in advance of a meet. Registration deadlines and refund policies are set by the hosting organization. Program Directors will register their athletes for competitions and notify all participants by email of registration details.

C. COMPETITION REGISTRATION FEES

Competition registration fees are separate from regular training fees. In November the Program Director will hand out the "meet list" for the season and families will then be able to choose their desired meets. Not all meets are optional and the number of competitions required is expected to be fulfilled. Competition registration fees are due upon receipt of invoice from CIGC. Invoices are sent monthly and according to which meets were attended. Collected fees will include the registration fees and coach cost share combined and are generally between \$150 and \$200 per meet. Any outstanding balances from meet fees not paid will be collected by June 15.

Prepaid competition fees will not be returned at the end of the season should an athlete miss one or more of the required meets except when:

- 1) Coach amendment to the number of required meets for any athlete, based on personal circumstance.
- 2) An athlete is injured and provides a Doctor's note. Efforts will be made to return fees if not already submitted to the competition, and may or may not be returned as per the Host Club's policy.

D. COACH COST SHARE FEE

The coach cost share is an estimated fee for coaches to travel to competitions. Costs will be estimated while planning the competitions schedule and will be added into the competition fees at the time they are collected. The costs are shared among the athletes in each group.

For in-Province competitions:

- The cost share amount of 25% of the competition registration fee, will be added to each meet attended to cover a percentage of the coaches' costs, including for provincials. CIGC will cover the remainder of the coaches' costs not covered by the athlete's payments for these competitions.



For out-of Province Competitions:

- Athletes will be responsible to pay additionally for the full coaches cost share.
- If an athlete registers in an out-of-province optional travel competition and withdraws, they will be responsible to pay their portion of the coach cost share only if they are counted within the number of athletes proposed for attending that competition.
- CIGC will endeavor to contribute a cost share subsidy for these competitions. For competitions that an athlete has qualified for through AGF (Ex: Alberta Winter Games, Westerns, Nationals), CIGC will cover the full coach cost for the coach to attend. Balances must be paid according to instructions given, or at the latest by the end of June.

E. PRE-COMPETITION PERFORMANCE

The coaches are responsible for the well-being of the athletes when participating in a competition or event, and must follow specific protocol in order to permit the athletes' participation in the event. The group Coach and/or Program Director have full discretion in removing an athlete from a competition or event, without reimbursement of fees, if the following occur:

- 1) Athletes do not attend 80% of their practices in the 2 weeks leading up to a meet or event.
- 2) Athletes are unable to show full physical proficiency with their competitive routines in the 2 weeks leading up to the meet or event.
- 3) Athletes are unable to demonstrate mental or emotional proficiency to the level deemed necessary by the Coach, prior to the competition.
- 4) An athlete did not return from a vacation with a minimum of 2 times the length of the vacation before the competition to train.

In any of these situations, the parent of the gymnast will be notified of their child's withdrawal as soon as possible. In the event that the gymnast is unable to show full physical and mental proficiency after arriving at a competition, their Coach or Program Director may withdraw the athlete from either a portion or the whole event at their discretion, without reimbursement of fees. At all times, decisions must consider the best interest of the athlete and their safety.

F. CHOREOGRAPHY

All JO athletes require choreography that is taught either inside or outside of regular class time depending on the athletes specific needs.



- JO Compulsory (1-5): Choreography fees will be included in yearly training fees and group coaches will schedule extra choreography training sessions required at the beginning of the season to prepare for competition.
- JO Optional 6-10 and Xcel: Choreography fees will be dependent on the level of athlete and choreographer availability. It is advised to budget between \$100 and \$500 for the season in which the athlete requires a new floor routine (2-3 year cycle).

4. Team Uniforms

WOMEN'S PROGRAM

The WAG competitive team attire will be updated for the 2023-2024 through to the 2025-2026 seasons (3 year cycle). This team uniform is mandatory for all competitive and developmental athletes. Team uniform fees are collected separately upon ordering through CIGC.

The uniform consists of:

Program	Required Team Attire Items	Estimated Costs
JO6+	Long Sleeve Competition Suit	\$250
	Track Suit (Jacket and Pants)	\$185
	Team Training Suit (optional)	\$80
JO 1-5 and Xcel	Short Sleeve Competition Suit	\$150
	Track Suit (Jacket and Pants)	\$185
	Team Training Suit (optional)	\$80

5. Travel

Athletes may be invited to participate in various team travel opportunities as part of the competitive program. These may include competitions, training camps, or similar.

General CIGC Team Travel Policies: Athletes must submit a signed Participation Agreement form by the deadline stated in order to participate in a Team Travel event. It is understood that by signing the Participation Agreement, the athlete agrees to all conditions set forth on the Participation Agreement, without modification.



Athletes may have the option to attend an event as an individual, separate from the Team Travel arrangement. In this case, the athlete would only attend the gymnastics event with the team, and the Parent/Guardian would be responsible for caring for the athlete at all other times.

Competition Representation: Competitive athletes representing CIGC at competitions are expected to present themselves in a sportsmanly, respectful, and humble manner. This includes supporting fellow competitors, showing respect for coaches, and accepting or not accepting awards with a gracious attitude. Disciplinary action will be taken for failure to do so.

Travel attire: Athletes are required to wear their CIGC jacket on travel days for easy identification. Athletes are expected to dress in a manner that represents CIGC in a professional manner when traveling as a team.

Transportation: Transportation as a team may include any combination of air travel, ground transportation via taxi, CIGC coach driver in a personal vehicle or rental car, public transportation, or walking.

Buddy System: Athletes may be asked to use a “buddy system” when traveling. Athletes must always stay together with 1 or more “buddies” from their team, and may not go anywhere away from the group on their own. Athletes must notify a CIGC staff member or chaperone if they will leave the group for any reason (i.e. going to the washroom in a public place, etc).

Medications: CIGC Staff will not carry medication to be given to the athletes. Athletes are responsible for traveling with any medication they might require while traveling. Athletes with emergency or daily medication must declare these to the lead staff member at the start of the trip, with instructions for timing and usage requirements.

Bedtime: Athletes will be given a Quiet Time, and a Lights Out time, and both must be followed to avoid disciplinary action.

Meals: Athletes with food sensitivities or allergies must inform the trip leader of any dietary restrictions prior to the trip. Athletes will be given various healthy options to choose from when eating out.

Spending Money: Athletes are required to carry their personal spending money in a purse/wallet for the duration of the trip. Recommended spending money amounts will be communicated by CIGC prior to the trip.



Communication/Devices:

- Device Usage: Athletes may be restricted to device usage at certain times of the day.
- Athletes may communicate with parents during a team trip. The preferred method of communication is the athlete contacting the parent. Parents should be mindful that excessive parent communication diminishes the team travel experience.
- To allow CIGC staff to properly carry out duties of leading a team trip, parents should refrain from contacting CIGC trip staff, unless in the case of an emergency.

6. Safety and Sportsmanship

Every member of CIGC is expected to treat others with dignity and respect. This includes our participants, parents, coaches, staff and volunteers. Any behavior that is insulting, intimidating, humiliating, malicious, degrading or offensive is not acceptable and will result in appropriate action.

A. BEHAVIORAL PROTOCOL

The following is the recommended disciplinary protocol for behavioral issues in a single class, however it is the coach's discretion as to the appropriate level of discipline required:

- 1) Verbal warning
- 2) Time out from training
- 3) Parents phoned to come and pick up their child
- 4) Class suspension (without reimbursement of fees)

The coach will fill out an Incident Report following the class. Upon completion, the coach will provide a copy of the report to the parent.

B. REMOVAL FROM A PROGRAM

CIGC commits to the child and her family for the gymnastics season or session. However, the Program Director and the Club Manager have the right to remove or reassign an athlete from the program at any time during the season, temporarily, or altogether, under any of the following conditions:

- If the appropriate Program Director in his/her discretion feels that the child's temperament, development or skill level prevents the athlete from meeting the requirements of the program
- If the conduct of the child or her parents is disruptive or disrespectful to the club or other athletes.



- If the monthly fees are in arrears
- In the event the athlete is repeatedly absent, frequently arriving late or leaving early
- If the athlete receives 3 Behavioral Incident Report Forms

If the above situation(s) occur at any time, protocol is as follows:

- 1) A 1st warning, in writing to the individual from the group Coach or Program Director.
- 2) If unresolved, a 2nd written warning to the individual from the Club Manager.
- 3) If unresolved, removal from the program, without reimbursement of fees.

C. INJURY POLICY

While our coaches will do everything they can to reduce the risk of injury while training, not all injuries can be prevented. Communication between parents, coaches and physiotherapist/physician regarding athlete injuries that occur both inside and outside of training is essential for the safety of each athlete. Direct communication from the athlete's physiotherapist to the coach will support the coach's training plan for the athlete's recovery from injury. In any case of injury the protocol is as follows:

Recurring injuries

If an athlete complains of the same pain (same part of the body with the same type of pain) 3 times within 1 month, the coach will notify the parent and will recommend a physiotherapy appointment. If there are training limitations, the family must have their physiotherapist contact their child's coach to report:

- 1) The nature of the injury AND
- 2) Any training limitations

Acute injuries

In case of an acute injury that receives medical treatment inside or outside of CIGC and will affect their training, CIGC requires a medical note stating:

- 1) The nature of the injury AND
- 2) Any training limitations

In any case of injury, to return to full training, CIGC requires a medical note stating that the injury is healed and the athlete is cleared for full participation.

7. Complaint and Concerns Protocol

Coaches have a responsibility to provide a safe environment for their athletes. Parents have the right to speak with the coach or management if they have questions or concerns about interactions with their child. Please, do not let a concern go unaddressed or assume it cannot be resolved. In all situations, requests for a meeting must be in writing and include a brief agenda of items to be discussed. Parents / Guardians with a concern are asked to follow the outlined steps below:



- 1) Request a meeting, in writing, with the Coach or Program Director, to discuss the issue.
- 2) Request a meeting, in writing, with the Club Manager, to discuss the issue.
- 3) Request a meeting, in writing, with the Board of Directors, to discuss the issue.

9. Volunteering and Fundraising

A. VOLUNTEER COMMITMENT

Volunteers play an integral role in helping to maintain and run CIGC. The number of volunteer hours is determined annually and is based on the proposed activities for the year. Throughout the year an online document will be sent out to each family for sign up and completed hours are tracked through the volunteer coordinator. Opportunities include but are not limited to: sitting on the CIGC Board of Directors, sitting on one or more of CIGC's committees, cleaning, maintenance, Summit, attending the Annual General Meeting in the Fall, helping with fundraising events and helping with seasonal shows.

Upon registration, acceptance of the *volunteer commitment* will be required. Any volunteer hours that were not performed throughout the year will be charged at a rate of \$25 per hour. In situations of withdrawal (voluntary or involuntary), the number of volunteer hours owed to the club will be prorated according to the number of weeks the athlete participated in the program.

The volunteer commitment is based on the following training hours:

Athletes training 8 hours or less/wk = 10 volunteer hours

Athletes training 9 to 12 hours/wk = 20 volunteer hours

Athletes training more than 12 hours/wk = 30 volunteer hours

Maximum hours per family 40 volunteer hours

CIGC recognizes that due to individual circumstances some families are not able to contribute volunteer time on a yearlong basis or may wish to have some flexibility in the types of jobs for which they volunteer. If there are suggestions or alternatives that you wish to discuss, please present them in writing to the Club Manager.

B. FUNDRAISING

CIGC is a member-funded organization that strives to provide the best possible programming for



the lowest price. CIGC seeks additional sources of revenue, such as fundraising, to keep costs down. Throughout the year a number of fundraising campaigns will be made available for members to raise funds for special projects or help reduce training fees.

C. Grocery Cards

Each competitive family will be required to purchase a minimum value of grocery cards for the year from September to June with the option to purchase a larger amount of grocery cards and receive a discount on annual fees. Credits to accounts will be posted by May 1 to ensure the program registration is fulfilled in its entirety. Grocery cards will be available from Save-On-Foods and handed out monthly.

Grocery Card Purchase Options:

- Option 1: Opt-out and pay \$150.00/athlete OR \$200/family at the time of registration. No grocery cards will be given and your fundraising requirement will be fulfilled.
- Option 2: Opt-in and accept a pre authorized purchase of grocery cards for \$150/athlete OR \$200/family each month.
- Option 3: Opt-in and accept a pre authorized purchase of grocery cards for \$300/athlete OR \$350/family each month and receive a 75\$ credit on your account.
- Option 4: Opt-in and accept a pre authorized purchase of grocery cards for \$500/athlete OR family each month and receive a 200\$ credit on your account.

D. CASINO NIGHTS

Our Next Casino is: fourth Quarter of 2023. The CIGC is a part of the AGLC Casino Pool. As a part of the casino pool, we are invited to operate a casino for 2 days, every 3 years. We are given 4-6 months notice of our Casino dates and will need to gather volunteers to work the Casino. When we operate a casino, we will then receive a portion of casino profits from the quarter that we operated in. Jobs are easy and with a good group of friends, it can be a lot of fun! All competitive families are required to volunteer for at least 1 casino shift.

E. GRANTS AND SPONSORSHIPS

CIGC is committed to helping keep training fees down by seeking additional sources of revenue. Common sources of assistance are community grants and corporate sponsorships. We are always happy for help from members to seek out and apply for grants or help build relationships with possible corporate sponsors. If you are interested in helping in this area, please speak with the Club Manager and consider joining the fundraising committee.