

**Welcome to the
2024-2025
Competitive Gymnastics Season
At Canmore Illusions Gymnastics Club**



Addendums to Competitive Members Handbook or its guiding policies and procedures may be made as needed to remain current and in accordance with the AGF and CIGC Bylaws and Policies as approved by the Board of Directors. The membership will be advised of these changes as they occur.

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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)

Gymnasts are grouped according to level who have completed developmental programs and are training to compete in the Canadian Provincial Program (CPP) Level 3 and higher. The WAG program is developmental in nature. Athletes will endeavor to move through the CPP level system meeting the requirements set out by the CIGC.

Group name	Commitment	Hours per week	Levels
WAG 20	12 month	20 Hours	CPP 8-10
WAG 16	12 month	16 Hours	CPP 6-7
WAG 12	12 month	12 Hours	CPP 3-5

Developmental (by selection only)			
Gymnasts learn the basics of gymnastics using both the Canadian Provincial Program (CPP) and competitive program fundamentals set out by CIGC. Developmental athletes will focus on attaining CPP 1 to 3 skills in preparation for routine composition. The Developmental program is a precursor to the Competitive Program.			
Group name	Commitment	Hours per week	Levels
Dev 9	12 month	9 Hours	CPP 2-3
Dev 6	10 month	6 Hours	CPP 1-2

Regional (by selection only)			
A beginner competitive program grouped by age and level where gymnasts will learn and master gymnastics basics and routines of Xcel.			
Group name	Commitment	Hours per week	Levels
REG A	12 month	11 Hours	Excel Gold +
REG B	12 month	9 Hours	cel Silver
REG C	10 month	6 Hours	Xcel Bronze

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 deposit deadline. The WAG Program Director will form appropriate groupings according to registered athletes levels and their desired progression for the coming year. Some changes in training times or groups may occur prior to December of the training season. After the December 31 deadline training groups are set to prepare for the busy competition season. 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. Athletes train over spring break and an adjustment to the schedule may occur. 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 support 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 \$30 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 Office Manager 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. When possible, athletes are encouraged to continue training attendance on a modified training plan for continuity, camaraderie and conditioning.

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.

L. CLASS CANCELLATIONS AND RESCHEDULING

CIGC endeavors to run every scheduled class during the gymnastics season and a commitment to the program is expected by both athlete and coach. There may be times when a coach becomes sick on short notice and an appropriate substitute for the class can not be found. In this case, the member will be notified by email of the class cancellation as soon as reasonably possible. A make-up class will be offered during an available training time which may be outside of regular training hours ex: Saturday or Sunday. We encourage the participation of any make-up classes. CIGC does not offer refunds for missed training days or make-up classes and will provide an account credit only if a make-up class can not be scheduled.

3. Competitions

A. COMPETITION ATTENDANCE

Competitive athletes will be expected to attend a minimum number of competitions, based on their group and level. Not all meets are optional and the number of competitions required is expected to be fulfilled.

- WAG 20, Levels JO 8-10 and Aspire: Minimum 5 competitions, including Western/Canadian Trials and Provincials Championships (mandatory)
- WAG 16, Levels JO 6-7: Minimum 4 competitions, including Provincial Championships and Alberta Trials and Games (mandatory)
- WAG 12 and REG A Levels 3-5 and Xcel Gold+: Minimum 4 competitions, including Compulsory/Xcel Championships (mandatory)
- WAG 9 and REG B Levels JO 2-3 and Xcel Silver: Minimum 3 competitions, including Compulsory/Xcel Championships (optional)
- WAG 6 and REG C Levels JO 1-2 and Xcel Bronze: Participation in the Summit Invitational with potential for 1 other spring competition, based on readiness

B. COMPETITION REGISTRATION

The Program Director is the registrar for CIGC athletes attending competitions. Competition registration occurs months in advance and registration deadlines and refund policies are set by the hosting organization. In November the Program Director will hand out a meet sign up form and families will then

be able to decide their meets for the season. From the completed meet sign up forms, the Program Director will register the 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. Competition registration fees are due upon receipt of invoice from CIGC. Invoices are sent monthly and according to which meets were chosen. Collected fees will include the registration fees and coach cost share combined and are generally between \$175 and \$225 per meet. Any outstanding balances from meet fees not paid will be collected by June 15. Prepaid competition fees by CIGC will not be refunded unless CIGC is able to get a full or partial refund from the meet registration. A doctor's note is required in order to get a refund minus the admin fee charge by the competition.

D. COACH COST SHARE FEE

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

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 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 Track Suit (Jacket and Pants) Team Training Suit (optional)	\$250 \$185 \$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 professionally 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

A. CIGC CODE OF ETHICS

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 discipline.

Athlete's Bill of Rights

- The right to have the opportunity to participate in sports regardless of ability.
- The right to participate at a level that is consistent with developmental ability.
- The right to participate in a safe and healthy environment.
- The right to learn proper preparation in the sport of gymnastics.
- The right to be treated with dignity by all coaches, staff and fellow athletes.
- The right to have fun through sport.

Athlete's Code of Conduct

- **Behavior:** Athletes are expected to behave in an appropriate manner at all times. Rowdy,

disrespectful or disruptive behaviors, as well as attempts to embarrass others, violate the code of conduct. Athletes should show respect for themselves and others during all trainings and competitions. Talking during class should be kept to a minimum, to allow athletes and coaches to focus on their tasks.

- **Honesty:** Athletes should demonstrate honesty in communications with the coach regarding completion of programs and exercises. Cheating will not be tolerated at any level.
- **Work ethic:** Athletes are always expected to give a continuous effort throughout practices and competitions. Best efforts should be made to complete programs developed for the athlete, as they are working hard to fulfill goals.
- **Communication:** Athletes are responsible for reporting any injuries to their coach at the onset of pain. Untreated injuries can escalate and result in more serious, long-term issues. Athletes should also openly discuss with their coach concerns of any sort relating to their gymnastics, including fears. Open communication with the coach is a key component to efficient training.
- **Presentation:** Athletes must present themselves suitably at each practice. This includes a proper gymnastics bodysuit, hair pulled into a tight bun, no outside clothes over the gym suit, and a ready-to-work attitude.

Should this Athlete's Code of Conduct not be adhered to, disciplinary action will be taken as per the Behaviour Protocol.

Coach's Code of Ethics

- Coaches are expected to do everything in their power to fulfill the Athlete's Bill of Rights.
- Coaches are expected to treat athletes and parents, board members and volunteers, judges, meet officials and each other with courtesy and respect at all times.
- Coaches are to refrain from malicious gossip and demeaning remarks with or without intent to bias opinion concerning athletes, other coaches or judges, and board members.
- During a competition, coaches should consider it unethical to express displeasure at a judge's work to that judge through any means other than the standard protest procedure.
- It is unacceptable for a coach to use abusive language, inappropriate tone of voice or body language at any training session, meet, or meeting.

Parent's Code of Ethics

- I will remember that my child participates in gymnastics for his or her enjoyment and that the goals that my child is striving to achieve will be set by him or her, and not by me.
- I will treat the coaching staff and other members of the club with respect.
- I will approach coaches in a calm and respectful manner when discussing a concern regarding my child.
- I will not interrupt the class by requesting the attention of the coach or by walking over to the coach while class is in session.
- I will allow my child and the coaching staff to participate in gymnastics practice sessions and competitions without interference from me.
- I will never ridicule my child for her or his performance at a gymnastics practice or event.

- I will be supportive of my child's participation and efforts in gymnastics and will offer praise and encouragement for doing her or his best, participating fully, and being supportive of the other gymnasts.
- I will encourage my child to follow the gymnasium rules and to treat the other gymnasts and the coaches with respect.
- I will address all of my concerns regarding the gymnastics program to my child's coaches. In the case that my concerns have not been resolved, I will address them in writing to the Club Manager.
- I will show appreciation for club volunteers and supporters and will not be unduly critical of work done by club volunteers.
- I will do my best to foster a positive image for CIGC within the community.

B. 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.

C. 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 his/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.

D. 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:

Acute injuries

In case of an acute injury that receives medical treatment inside or outside of CIGC and will affect training, CIGC requires a medical note stating the nature of the injury and any training limitations.

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 contact their child's coach to report the nature of the injury and 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, Program Director or management if they have questions or concerns about their child's participation in gymnastics. 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
2. Request a meeting, in writing, with the Program Director
3. Request a meeting, in writing, with the Club Manager

8. 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 \$30 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.

The estimated fundraising schedule is as follows:

- Grocery Cards (Year Round)
- Bottle Drive (Fall)
- Gym a thon (November)
- Winter Shopping; Purdys, Poinsettias, Gymsuits (December)
- Spring Shopping; Growing Smiles, Gymsuits (April)
- Summit 50/50 (May)

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 scheduled for 2026. 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 to accept 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.