



**Invitational Parents Handbook
September 2022**

CLARITY of DECISION - MAKING AUTHORITY (Owners)

In an effort to provide clarity and transparency around the decision making process and level of authority related to the various rules, policies and procedures contained in this document.

Items will be marked to indicate which staff /governing body has the decision making authority and who you should contact should you need further clarification.

Owners:

Megan Conway, Halie Kachmar, Christy and Rich Pillinger

Management Staff List:

Anna, Mary, Corley, Michelle

Our full staff list is being updated and will be posted on our website and in the lobby as soon as possible,

Governing Bodies of VIP Gymsports:

GBC- Gymnastics BC www.gymbc.org

GCG- Gymnastics Canada www.gymcan.org

CAC- Coaching association of Canada www.coach.ca

Viasport- www.viasport.ca

FIG - Federation of International Gymnastics- www.gymnastics.sport

OUR MISSION: (Owners)

To improve physical literacy in a safe, and inclusive environment. Bringing joy in the pursuit of excellence.

OUR VALUES - VALUE INDIVIDUALS PROGRESS (Owners)

FAMILY -JOY -SELF IMPROVEMENT -RESILIENCY- INDIVIDUAL EXCELLENCE

HOW OUR INVITATION PROGRAMS WORK (Management Staff)

Parents may request an athlete assessment for their child to be placed in our invitational programs. Once assessed, you will be invited to register for the program that the

management staff feel is the best fit for you/ your child's skill level, commitment level (time and drive to improve) and long term athlete development goals.

There is a link on our website to the request for assessment form.

LONG TERM ATHLETE DEVELOPMENT PLAN

Developmental Stage	Parent Involvement	VIP Programs offered at this stage	Support Programs /Additional commitments
Active Start ages 1-6	High involvement parents/supervisors (teacher, aide, etc) are usually asked to stay in the gym ages 5 and younger. 4-5 years olds parents may leave for a short while.	Drop-In (parents must stay) Kinder Gym Programs	Parent or care provider
Fundamentals ages 5+	Moderate involvement. Parents may drop off for these classes. Communication is mostly between parent and coach	CAN GYM CAN JUMP Obstacles Parkour Dance & Gym	Parent or Care Provider
Learn to train ages 4+	Moderate involvement. Parents may drop off for classes Communication mostly remains with parent and coach.	***Super stars ***Gym stars Developmental Interclub	Parent or Care Provider *** VIP only events (no travel) Travel within the province may occur with a parent (mostly local) Occasional extra medical such as massage, physical therapy etc.
Train to Train ages 6+ Ranked competitions	Moderate involvement. Parents are encouraged to begin having the athlete and coach communication in person more often	Excel High School Competitions JO 5-8 TG 1-4 Gymnaestrada	Travel within the province 3-8 x and up to one time per year in Western Canada. Additional care/education is recommended at this stage. Example mental training, physiotherapy, massage etc.
Train to Compete ages 11+	Moderate involvement. Parents are encouraged to begin having the athlete and coach communicate in person more often	JO 9-10 HP Novice TG 5-6	Travel within the province 3-8 x per year and 2-3 within Canada
Compete to Win 14 +	Parent involvement is low	HP Junior/Senior TG Level 7	Regular Care with Medical Providers such as Physio, Massage, etc
Active for life	None Moderate-Fundraising/ chaperone opportunity	Adult class Gymnaestrada	As Needed Provincial/National/world event travel

PROGRAM EXPECTATIONS: (Management Staff and Owners)

Athletes CODE OF CONDUCT

Respect others and their belongings. Athletes should always strive to maintain a respectful, courteous and positive environment for other athletes, parents, volunteers, visitors and other staff members.

Be kind to each other. Behaviours which are unkind, demeaning or excluding are not acceptable.

Keep yourself and others safe. Athletes must only perform skills within their level under the direct supervision of a certified coach.

Be prepared and on time for class. Athletes need to be punctual, productive and positive.

Respect the building and everything in it. Our equipment is very expensive and it is everyone's job to use it properly and to take care of it so it will last a long time. Supplies should be used appropriately and sparingly.

Keep the gym distraction free. Keep personal items (including phones) at home or in a locker as they can distract others. No screaming in the gym as it could cause someone to falter and injure themselves.

Guidelines for Parents/Guardians:

Please enrol your child because they want to participate. Remember, children are involved in organised sports for their enjoyment and will thrive if self motivated.

Teach your child that honest effort is as important as rewards. No matter how they place at an event, there should not be undue disappointment as every experience and effort will move them towards their goals.

Create victories by encouraging your child to work toward skill improvement, and good sportsmanship.

Stay positive and support your child's efforts by cheering them on. Never ridicule or yell at your child for making a mistake or not placing well at a competition.

Set a good example of sportsmanship for your child(ren). Applaud good performance for your club's teammates and other competitors.

Only coaches may communicate with officials at an event or otherwise. Refrain from criticising judges or other officials, especially in front of your child. Judges can make mistakes but we will address any issues with respect and dignity. Please communicate with your coach if you have a concern at an appropriate time (not during the competition).

Support all efforts to remove verbal and physical abuse for sporting activities. Modelling positive spectating for others is the best way to deal with those who may not have those skills. Inform the event host of any serious issues you see or hear.

Parents and Guardians will treat athletes, staff, families, visitors, and members with courtesy, and respect.

VIP Safety Code (Owners):

All participants must have signed (parent/guardian for minors) the Release of Liability, Waiver of Claims, Assumption of Risks And Indemnity Agreement before starting any activities in a GBC member Club.

The VIP Gymsports facility has many uneven floor surfaces covered with mats and equipment. Always use caution when moving around the facility.

Observe and obey all posted signs and warnings.

Follow the instructions of your coach and other coaches in the facility.

Before attempting a new skill or progression, ask your coach.

When using the trampoline a Certified Trampoline Coach must be present and spotting.

Always use the equipment as it was intended.

You must have sufficient physical dexterity, ability, and knowledge to safely engage in gymnastics activities.

If in doubt, ask your coach.

Payment, Refund, Illness/Injury and Cancellation Policy (Owners):

GENERAL: Applicable to all refunds:

Refund Request Form is required to accompany each request.

Proof of payment is required

All deposits are non-refundable and non-transferable to another participant

Refund requests are date sensitive and will not be accepted after the the program has ended.

Refunds will be issued using the original method of payment.

SPECIFIC CATEGORY REQUIREMENTS:

A) Gymnastics Classes:

Intro classes are not eligible for a refund after the first class has started unless a doctor's note is provided accompanied with a completed refund form. The deposit is non-refundable and non-transferable.

If the session has not started, a refund of the full session cost (excluding the deposit) will be given provided the refund form is completed and submitted to the office prior to the first class.

If the session has started, payment for classes already attended plus 4 weeks is still payable/non-refundable and the deposit is non-refundable. A refund for the remainder of the session will be issued following a review of the request and submitted form.

B) Parties:

Parties may be transferred to a different date or time, subject to availability, without loss of deposit with a minimum of two weeks' notice

No refunds or credit will be given for any party.

C) Drop in Sessions

No refunds or credit will be given for drop in sessions

D) Camps

refunds of 80 % of the camp fees will be given with a minimum of 2 weeks advance notice prior to the start date of the camp.

The Refund Request Form must be completed and submitted to the office.

Prorated refunds are NOT given for days absent unless a doctor's note is provided with the refund request form and submitted to the office for review and evaluation by management.

E) Merchandise

All merchandise (such as t-shirts, leotards, grip bags, tape, grips, wrist bands, etc) is a final sale and non-refundable

Competition/Event Fees: (Host Club/Management)

Competition fees are set by the host club. (approx \$90-\$160 per event depending on level and venue)

Fees will be paid by the parents to VIP and VIP will register your child and pay the host club. There will be a list of events emailed to parents (early fall) of events that the club will be attending. It is important to know what program/group your child is registered in as the list will indicate which groups will attend which events. It is not mandatory that athletes attend every event (we understand when there are life conflicts) but are encouraged to do so. The event schedule should not change but we have seen many changes in the past couple of years due to covid related issues (we will communicate any schedule changes as soon as possible).

There will be a deadline to withdraw communicated by email to the appropriate groups as soon as we receive details from the host club. Anyone who has not withdrawn by the deadline will be charged the event fee and registered in the event. Following registration, refunds can only be given if there is a medical reason for your child's absence and a doctor's note is provided to the office a maximum of two days prior to the event. A portion (determined by the host club) may be refunded in this case only.

Coaching costs for each competition will be divided amongst all the participants from VIP attending that event and will be charged to parents two weeks prior to the event. Fees will vary depending on cost per coach and # of athletes attending: approx \$50-\$150 at low levels and as high as \$300 for higher levels of competition. Cost for international competitions will be higher, and will not be charged until finalized after returning from the competition (we will keep these costs as low as possible through coach to athlete ratio and sharing travel and accommodation whenever possible).

Travel and accommodation arrangements and costs for athletes are each parent/family's responsibility.

Women's Artistic Gymnastics (WAG):

Your child will be competing during one session over a competition weekend (usually Friday, Saturday or Sunday). Each session is approximately 3-4 hours long. We usually receive a detailed schedule from the host club about two weeks prior to the competition or event and will share them with you as soon as possible. Until you know which session your child is competing/performing in, we ask that you keep your schedule open to ensure your child can attend. If an event is out of town, you should book accommodations for all dates and cancel the nights you don't need when the final schedule is communicated.

Trampoline Gymnastics (TG):

Trampoline Competitions run for the entire weekend 2-3 days. Your child will have long periods of time at the venue, waiting between events as athletes compete at different levels on the 4 trampoline events. They will need to be supervised by at least one parent/guardian for the time that they are there. If they are not warming up or competing, they will return to the stands to wait until their next event time. As times are not exact, they must stay in the stands until they are next on the floor. Parents should plan to be there every day all day as schedules shift as needed, sometimes the day before. Many competitions are held on the lower mainland and accommodations for the weekend will be needed as some start times can be very early.

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Choreography for Artistic athletes:

Floor and Beam routines require choreography.

Choreographers range in cost depending on their level of experience and the competitive level of the athlete. When an athlete requires a new routine (every one-two years) their coach will have the office communicate to you the correct procedure. This will vary greatly between programs. The cost of a floor routine ranges from \$100-\$300. Athletes at lower levels may share a routine to reduce costs at the discretion of their coach (some athletes will not be compatible to share with each other depending on their dance style and skill level)

Choreography is generally taught outside of class time and the fee is paid directly to the choreographer. The choreographer will arrange a time with you directly.

Beam choreography is done in class at no extra cost to members.

Fundraising/Volunteer Opportunities: (Owners)

We have no mandatory fundraising or volunteer commitments. Fundraising will be optional and encouraged to help subsidise fees, competition costs, international travel, new equipment, judging and coach education, and coaching travel costs.

VIP Booster Club:- vipboosterclub@hotmail.com

Fundraising at VIP Gymsports is optional. Members and the community will be notified by email, social media and flyers and at the gym for fundraising opportunities. All are welcome to join.

Funds raised will be divided between the designated athlete and VIP Booster Club. 75% will go to the athletes' family's own fundraising account to use for training fees, workshops or meet fees, for example. Unless specifically designated otherwise, the remaining 25% raised will be pooled in one account to support ongoing VIP Booster Club expenses like equipment requirements, coach and judge education, travel, cost sharing for competition, other related expenses and a bursary program so that all kids can participate!

Families may request their funds to pay their VIP Gymsports invoices at any time and the funds only expire if an athlete leaves the gym/is no longer training at VIP Gymsports. Please refer to VIP Booster Club for all pertinent fundraising information.

Anyone who would like to organise a fundraiser must contact the VIP Booster Club.

COMMUNICATION

We encourage you to use the communication pathway (below) and keep our environment positive with clear open communication. When emotions are high please use a 24 hour time period to calm down and compose yourself before engaging with the coach/staff member.

Questions and concerns should be addressed with the appropriate staff member. Please email our office at vipgymsports@gmail.com. To contact a specific staff member please add

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subject “communication for coach...” Parents may also request to speak with the coach before or after practice if they are available or schedule a meeting. In person meetings will include one other staff member to ensure clarity and support for both coaches and members.

ATTIRE (Management Staff):

For practice: each group/program will be given guidelines on acceptable attire during practice which may change from time to time depending on the season and event/competition we are preparing for . Example: a long sleeve shirt may be needed on the trampoline when learning skills that land on your back or stomach, on balance beam barefoot is preferred versus tramp where socks and shoes are required at competition. In general athletes should wear fitted athletic clothing that will not cause them to overheat. Bodysuits are mandatory for artistic athletes (developmental, interclub, xcel and competitive) to wear during all practices. All long hair must be tied up and jewellery should be removed, small stud type earrings are permitted.

For competition: club uniforms will be worn and may be adapted for each gender and sport. Prices will be approximately \$150 for male uniforms. Female Interclub, Excel and Developmental (level 1-5) uniforms will be approximately \$150. Female Artistic Competitive Levels 5-10 and female TG Levels 1 to Senior approximately \$325. All athletes will also need a track suit jacket, they cost approximately \$125.

We will be sizing and ordering in early fall. If your child has a current uniform we will be checking size and condition to determine if a new suit is needed.

Sizing week: October 3-8th. If your child has a suit from last year, they need to bring it in. If it will still fit for this season and is in good enough condition, you will not need a new one. If the suit no longer fits, is too worn or your child has moved to a different uniform, your child will be sized for a new suit. If your child needs a new suit and you have one in good condition to sell, please put it in a clear ziplock bag with a piece of paper that has the suit size, your name, your child's name, and what program they are currently in written clearly on it facing out. We will try to pass it along to a member who needs that size for this season. “Seasoned” suits in good condition will be sold to other members for 75% of the cost paid when it was new. Your account will be credited 75% of that amount.

If you are interested in purchasing a “seasoned” suit, please email the office at vipgymsports@gmail.com. We will try to match your child with a “seasoned” suit. If we do not have the correct size, we will order a new one for your child. If you have given us your “seasoned” suit and we can not repurpose it this year, it will be returned to you.

In addition, Plain black bottoms will be needed.

Additional equipment that may be needed: Special “shoes” for trampoline, palm grips to use on bars, hair products, shorts that match the uniform to be worn at competition(optional), or shorts to wear over a bodysuit while training. Your coach will let you know of any of these when needed.

Lockers (Management Staff):

All groups that train 2x per week or more will be assigned a locker, Please provide a lock. VIP is not responsible for lost or stolen items.

Things to keep in their locker: extra training gear, hair supplies, water bottles, extra snacks, grips (if used for bars)...

Snacks:

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Practices that are longer than 2 hours will have a short snack break, This is not meant to replace a meal, please send healthy snacks. Additional snacks in a sealed container may be stored in their locker for the days they are extra hungry or they have forgotten food. Please check your child's locker periodically to ensure there are no spoiled or spilled food items in it.

CONSEQUENCES: When policies and procedures are not followed (Owners)

When policies or procedures are not followed a verbal warning will be given for infractions. If there continues to be an issue, a written warning will be issued. If the issue is still not resolved VIP Gymsports reserves the right to remove participants from the program.

If there is an infraction by a member/participant of a serious nature, VIP reserves the right to suspend or remove a participant from the program. This is at the owners' discretion.

This policy is in place to ensure the health and safety of our participants and staff.

TRUE SPORT PRINCIPLES - truesportpur.ca

GO FOR IT

Rise to the challenge: always strive for excellence. Discover how good you can be.

PLAY FAIR

Play honestly - follow both the letter and spirit of the rules.
Winning is only meaningful when competition is fair

RESPECT OTHERS

Show respect for everyone involved in creating your sporting experience, both on and off the field of play. Win with dignity, lose with grace.

KEEP IT FUN

Find the joy of sport. Keep a positive attitude both on and off the field of play.

STAY HEALTHY

Place physical and mental health above all other considerations, avoid unsafe activities. Respect your body and keep in shape.

INCLUDE EVERYONE

Share sport with others. Ensure everyone has a place to play.

GIVE BACK

Find ways to show your appreciation for the community, that supports your sport and helps make it possible.

SAFE SPORT PRINCIPLES/POLICIES GBC CAC GCG

All individuals must work in respect of Safe Sport Principles and Safe Sport Policies set by our governing body Gymnastics BC please check the website www.gymbc.org and click on the safe sport tab for further clarification. Our coaches have taken the **Responsible Coaching Movement Pledge**

RULE OF TWO: Policy- CAC, VIASPORT, GCG, and GBC

What is the Rule of two? It is to always have two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. Vulnerable situations can include closed door meetings, travel and remote training environments.

Implementing the rule of two: any one-on-one interaction between a coach and an athlete both on and off the field of play, must take place in earshot and view of the second coach with the exception of medical emergencies. Should there be a circumstance where a second screened NCCP trained coach isn't available, a screened volunteer, parents, or adult cannot be recruited.

Equity and Access to Programs and Services (Owners)

Equity is the practice of fair and equitable treatment for all individuals and equal access to opportunities. VIP Gymsports believes in developing programs and concepts of equal opportunities and fairness. We are committed to providing an environment free from discrimination based on a persons race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, political belief or age. Equity does not necessarily mean that every person must be treated exactly the same nor does it require that females/males/others participate in the same activities. In order to be treated fairly, people may need to be treated differently, including having activities of their own choice provided and administered in a fair and unbiased environment.

