



**EXELTA
GYMNASTICS
CLUB**

2013/2014

**COMPETITIVE PARENT'S
HANDBOOK**

Competitive Registration Night – September 4th from 3:00-6:00pm
Bring in postdated cheques or credit card number for monthly fees
and registration form.

If these are not brought in on or prior to this date – athletes will NOT be permitted on the floor



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ABOUT EXELTA

Competitive Package Overview: 2013-14

- Please take note of the increase of the AGF Fees (athlete insurance fees) due to increases from AGF's insurance carrier.
- ****NEW**** Also note the new additional annual fee starting this year, all the information is listed on page 6 of this handbook.

Exelta on the Web

Our website is www.exelta.ca and also check us out on Facebook and Twitter!

Exelta's Mission & Values

Our Mission Statement

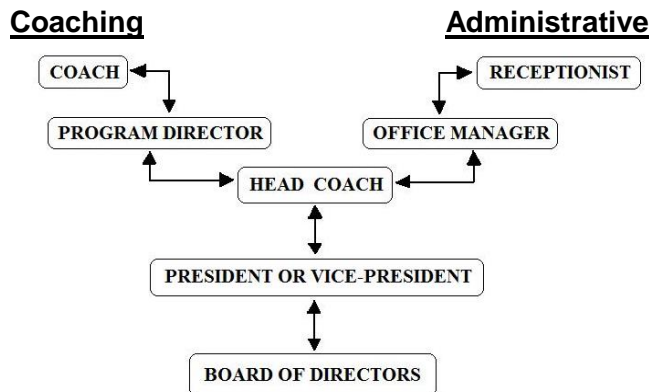
To provide gymnastics instruction in Central Alberta in an atmosphere that is fun, safe, and conducive to learning; to promote the highest standards of excellence in attitude and achievement in our coaches and athletes, within an environment that instills all members with a sense of pride, accomplishment, team spirit and enjoyment of the sport.

Our Core Values

Fun, fitness and fundamentals
Trust, support and a positive life experience
Self-esteem, self-motivation, commitment, focus and discipline
Quality programs providing education, wellness, safety and prevention
Encouragement of participation at all ages, levels of interest and ability
Excellence, the highest standards of conduct and accountability at all levels
Open communication.

Club Structure

Exelta Gymnastics is a Non-Profit Society, registered as Red Deer Gymnastic Association. We have a Board of Directors, which is a dedicated group of parents that oversee the club, as a Policy and Procedure Board.





Communications

Email

Email will be used as our primary form of communication, including issuing your monthly statements and invoices. **It is the parent's responsibility to ensure Exelta has current email address(es). A change to your email can be sent to info@exelta.ca.**

Electronic communication will ensure we are sending the same message out to all while keeping our costs down, it is faster and more efficient than in a paper format.

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

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify the Head Coach.
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.
- Do not use email to discuss confidential information, complains or grievances.
- Do not send or replay viruses or spam

Bulletin Board

As well as using our website and email, volunteer opportunities will be posted on Exelta's bulletin board, located in the hallway leading to the Playschool room.

Competitive Programs

Pre - Competitive Program - athletes training 6 to 8 hours weekly and learn the basics being able to understand and being capable to compete very soon.

Competitive Program- athletes training 9 to 15 hours weekly and provides specific preparation for competitions.

Competitive Program for High Performance- athletes training 16 to 24 hours weekly and provides specific preparation and instruction which includes National and International Levels.

However each program has its own specific guidelines as per AGF rules & regulations.



COMPETITIVE TRAINING

Athletes and Coaching

Equitability

Every athlete is an individual, and, as such, requires unique coaching. Equitability does not mean the exact same coaching for each athlete. The coaching staff will deal with each athlete individually, based on what his/her strengths and weaknesses are, how he or she progresses, his/her unique personalities, and what is best for him or her as an individual.

Coaching Expertise

The competitive athletes' competition level/routines/skill level and all other technical components of their training are strictly decided upon by the coaching staff. These decisions are based on a number of factors:

- Years of coaching experience
- Knowledge of the sport (all competitive coaches have a minimum level two from the national coaching certification program, and many have a higher level, and/or judging experience as well)
- Coaching philosophy of the program director, and
- The individual athlete's needs and abilities.

Ultimately, training and technical decisions will be made based on our policy and rules and what is best for the athlete; the parent must trust the coaches' judgment and expertise in these matters.

Expectations of the Coach

As a member of the Exelta team, Parents and Athletes are ensured that the Coach will:

- Be at the gym, ready for training, at least 10 min. Prior to training time
- Be available for scheduled parent meetings/discussions with parents &/or athletes before or after (but not during) training
- The Program Director of each program is responsible to monitor the design and delivery of each athlete made by their specific coach. The Coach is responsible for monitoring athlete performance and keeping athletes/parents informed of yearly training goals and results, including providing written progress reports.
- The Coach will also keep parents and athletes informed of all upcoming meets, events, schedule changes, etc.
- Work with other coaches in providing a safe, clean and positive training environment
- Treat all athletes, parents and other coaches with courtesy and respect
- Act in a professional and responsible manner in accordance with the AGF coaches code of conduct



FEES AND REGISTRATION

Registration

To register for the competitive program, the following must be provided to Exelta:

- Pay the \$125 Registration Fee by June 30th, after this date you may still pre-register however the fee increases to \$225 if there is still space available in the program. This fee is non-refundable or transferable.
- **** NEW **** Any athlete training 8 hours per week or more will pay a \$100/ year fee. This fee is to assist with coaching travel expenditures during competition season. This fee is payable between June and October 31st.
- Full payment for any outstanding fees from the previous years.
Note: any credits remaining on your account will not be carried forward.
- The registration fee plus post-dated cheques or a credit card number on file. If, by September 4th, you have not made appropriate payment arrangements, then training will be suspended for the athlete until this situation has been corrected.
Note: if an NSF cheque is received more than one time, Exelta will no longer accept payment in the form of cheques and a credit card number will be required.
- Completed registration form with valid e-mail address.
- Signed "Statement of Agreement" Forms from both the enrolling parent and registering athlete. Checking the "I Agree" box and the typed name of the signee will be accepted in lieu of a signature for electronic submissions.

AGF and Membership Fees

****NEW**** AGF's registration fees will be billed according the Athletes level of competency at the beginning of September.

Level	Annual Fee
T&T FAST Athlete	\$ 87.00
Artistic Pre-Comp Athlete	\$ 87.00
Comp Athlete	\$200.00
Elite Athlete	\$255.00

Athletes will be charged the minimum registration fee at the start of the year. If, later in the year, the coach and athlete plan to compete at a higher AGF registration Fee Level they will be invoiced for the difference at that time.



Withdrawal

When you register for Competitive Training you have made a yearlong commitment. Withdrawal from a program prior to March 31st requires 30 days' notice as well as one month fees. After April 1st there are only two situations where you will be released from completing full payment of your Annual Training Fee commitment (including summer fees): 1) for health reasons (which requires delivery of a note from the Athlete's Doctor) or 2) a move from Red Deer and its surrounding county.

Training Fees

In addition to the above mentioned registration fee, competitive athletes will be charged a sliding scale fees for training. The total yearly fees are calculated, based on 44 weeks of training from September to July. The hours for summer training will be based on the number of hours per week each individual athlete trains during the regular season, and dates for training will be set by the coaches prior to the end of regular training. Please note that fees are paid monthly from September to July. If you are not returning for the next season, July fees are still payable as competitive is a yearlong commitment.

National Athletes

Competitive athletes competing at a National Level in any discipline will receive a discount regardless of amount of training hours as follows:

National Level Artistic **\$ 4,620/year - \$ 420/month**

National Level T&T **\$ 4,400/year - \$ 400/month**

National athletes are required to attend to Provincials and Nationals if qualified; Provincial athletes are required to attend to Provincials; If not (without medical reason) they will lose the benefits of their level been asked to pay the regular training fees.

National athletes may be subsidized for extra training hours, upon coaches' recommendation only, in exchange for participation in specified club promotional events. Athletes and parents must sign a contract agreeing to the above stipulation. Any breach of this contract will result in termination of the subsidy.

Note: When National Athletes participate in specified club promotional events, they will NOT be issued a credit, rather their contribution will be deemed as applying to the subsidy defined above.

Fee Payment Policies

Due to our non-profit status, we depend on the fees of our programs to be paid when billed.

- No athlete will be considered registered until registration fee is paid in full. If the registration's requirements are not fulfilled the athlete cannot start training.
- Training fees can be paid in full at beginning of year or in monthly installments as stated on the payment scale.
- Stop training will be issued if accounts are 30 days in arrears, and penalties of 10% will be applied to your account (amount of penalties are established by the Board of Directors).



Precompetitive Program – 44 weeks training September to July

Hours/week	Amount/year	Amount/month
3	\$1,705	\$155
4	\$2,035	\$185
5	\$2,310	\$210
6	\$ 2,695	\$ 245
7	\$ 2,970	\$ 270
8	\$ 3,245	\$ 295

Competitive Program – 44 weeks training September to July

Hours/week	Amount/year	Amount/month
9	\$ 3,520	\$ 320
10	\$ 3,685	\$ 335
11	\$ 3,850	\$ 350
12	\$ 4,015	\$ 365
13	\$ 4,235	\$ 385
14	\$ 4,400	\$ 400
15	\$ 4,510	\$ 410

Competitive Program – 44 weeks training September to July (High Performance)

Hours/week	Amount/year	Amount/month
16	\$ 4,620	\$ 420
17	\$ 4,730	\$ 430
18	\$ 4,895	\$ 445
19	\$ 5,115	\$ 465
20	\$ 5,445	\$495
22	\$ 5,775	\$525
24	\$ 6,215	\$565



MANDATORY COMMITMENTS AND FUNDRAISING

Commitments

Each family training:

- 3 - 5 hours of training/week must complete 2 commitments
- 6 - 8 hours of training/week must complete 3 commitments
- 9 – 12 hours training/week must complete 5 volunteer commitments
- 13 – 16 hours training/week must complete 6 volunteer commitments
- 17 – 20+ hours training/week must complete 7 volunteer commitments
(the 7th commitment will be done for the Athlete Endowment Fund.)

One volunteer commitment = one Bingo or one session at a meet.

For each incomplete commitment you will be charged \$150 at the end of June this fee will be put on to your account and it is your responsibility to ensure this is cleared up at the end of the year.

For all competitive levels it is mandatory that **one out of three shifts MUST be a bingo**. Example: Training 16 hours - must do at least 2 bingos the other 4 can be bingos, shifts at meets etc. If you do not complete your required number of bingos you will be charged \$150 at the end of June.

Parents with more than 1 child in our Competitive Programs will have a 50% discount of their mandatory commitments for the second and third child (this discount is for fundraising activity as well).

To have equal chances to fulfill the mandatory volunteer commitments each family is to sign up for only 30% of their total volunteer commitments at our hosted meets; an additional list could be signed as “available family” for doing more commitments and the office will contact you to finalize the sessions based on this list and necessities. To reach this goal we encourage all competitive families to take part in all three fundraisers.

**** NEW **** Commitments and Volunteer Shifts

When you sign up for Bingos, Meet shifts or any other commitment/ volunteer activity it is your responsibility to remember when you are signed up and show up on time. The office only does reminder calls for Bingos and does not call for Meets. Whether you receive a phone call or not it is still your responsibility to be at all shifts that have been signed up for. **If you do not show up for a shift there will be a fee of \$150 charged to your account.**



Fundraising

****NEW**** The fundraising requirements have changed for each competitive family for the 2013/14 season.

Each competitive family training 3-7 hours a week is required to complete:

Cookie Dough: 6 tubs (100.00)

Duck Race: 1 books of tickets (50.00)

Price is Right: 3 tickets (60.00)

If you choose not to fundraise, you will be charged \$210.00

Each competitive family training 8-24 hours a week is required to complete:

Cookie Dough: 12 tubs (200.00)

Duck Race: 2 books of tickets (100.00)

Price is Right: 6 tickets (120.00)

If you choose not to fundraise, you will be charged \$420.00.

If you do not complete the required amount, after each fundraiser, it will be charged to your account. (Example: if you sell 1 book of duck race tickets, you will be charged \$50 to your account)

Extra Fundraising

If you sell an additional:

-\$200 of cookie dough

-\$100 of duck race tickets

-\$150 of Price is Right tickets

You will receive on additional commitment (for each).

Earning Credits.

Families may earn credits (to a maximum value of 30% of their total annual fees), which are applied directly to their accounts, based on their actual volunteer contribution but only after they have completed their mandatory volunteer commitments. It is the family's responsibility to monitor accumulation of credits. Any excess of credits will not apply to your account and cannot be carried forward in subsequent training years. Our website and other communications (email and bulletin board postings) will keep you informed, in advance, of when volunteer opportunities become available. These opportunities will be filled on a first come/ first serve basis.



Earning Credit Table applicable after Mandatory Commitment Hours (30% Maximum Credits)																			
Hr.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Cr.	511	610	693	775	858	940	1056	1105	1155	1204	1270	1320	1353	1386	1419	1468	1534	1633	

*National Stream Athletes who are paying for 14 or 16 hours of training can only receive credit for the amount of hours paid.

Types and Value of Credits:

- For each worked Bingo or Casino (after mandatory hours).....\$ 40.00
- For each Cleaning Bee (after mandatory hours).....\$ 20.00

CLUB POLICIES

Policy Development

The Board of Directors is responsible for formulation of Club Policies. A policy is passed by Board quorum, as set out in the Society By-Laws. From time to time, the Board may determine that a policy should be accepted by a quorum vote of the entire club membership, in which case, as in acceptance of the terms and conditions of this document, it will be presented for passing at an Annual General Meeting.

This document is an active part of our Policies and everybody should be submitted for better performances and reaching the individual and Club's goals.

Use of the Gym

- Use of the gym club is restricted to participants registered in an Exelta Gymnastics Club program only.
- All safety rules **MUST** be followed. Any activity taking place in the gym that compromises safety will not be tolerated! Common sense, respect for one's own limitations and for other participants around must be applied at all times. **SAFETY IS OUR MAIN CONCERN!**
- No one trains alone. Participants must use the facility in their scheduled program time, with a certified, Exelta coach present.
- All accidents /incidents must be documented and reported to the appropriate program director.
- No shoes are allowed past the front office. Please place shoes/boots on boot racks at reception.
- No food, gum, beverages (except water bottles) allowed in the gym area (upstairs only).
- No smoking or alcohol is allowed on the premises. Anybody appearing to be 'under the influence' will be immediately expelled.
- No electronic devices to be used in the gym (cell phones, i-pods, etc.).
- Athletes must be appropriately dressed for participation (i.e. bodysuits, singlets). Please avoid loose fitting or baggy clothing. No jewelry is allowed (medical bracelets should be taped). Glasses should have secure restraints and long hair must be tied back. Athletes must also dress appropriately (t-shirt, shorts/pants, track suit, etc.) when going out into the Collicutt Centre (i.e.- during break).



PARENTS MUST COME IN TO THE FACILITY TO PICK UP THEIR CHILDREN!

The only exception to this rule is for children over 10 years old; where parents may submit written notice to the office that their child may leave the gym without a parent present. Parents, particularly those of younger children, are also strongly encouraged to come in when they are dropping their child off for gymnastics.

Grievance

Grievance is defined as "conflict between two or more parties concerning interpretation, application, administration or alleged violation of policies governing programs of the Exelta Gymnastics Association". Concerns or questions must be handled through the proper channels.

Starting with the person you have the grievance with and escalating upwards the order of addressing a grievance is as follows:

Coach > Program Leader > Head Coach > President > Board of Directors

A grievance will only be addressed when presented, in writing, to one level above the person the grievance applies to. A response to the grievance, again in writing, is to be delivered no later than 2 weeks from the grievance filing date. Dissatisfaction with the response or failure to respond is cause for the grievance to be filed with the next highest level. The Board of Directors will be the final authority on all grievances.

Harassment

Harassment is defined as any behavior such as:

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

The Exelta Gymnastics Club believes in providing a harassment free work and training environment. Acts of harassment towards any staff member, coach, athlete or volunteer will not be tolerated."

The Exelta Gymnastics Club requires all athletes, staff and coaches to treat each other with respect at all times. This includes while in our facility and while representing the Exelta Gymnastics Club at outside events. As an added precaution, Coaches will not room with athletes when away at competition without prior consent of the parents.

All athletes, staff, coaches, parents and volunteers have the responsibility to report any abusive behavior they witness to the most senior staff member available. The Exelta Gymnastics Club will endeavor to ensure that there is no retaliation from the alleged offender or associates.

Formal harassment complaints must be put in writing and submitted to the appropriate authority identified in our Grievance policy

Harassment can occur at anytime, anyplace and under a wide variety of circumstances.

Harassment as defined above may occur:

- ✓ In the change rooms
- ✓ Spotting
- ✓ Gymnastics competitions
- ✓ During training on the gym floor



Exelta Gymnastics Club Competitive Parents Package 2013-14

- ✓ Traveling to and from competitions
- ✓ Between athletes away from the gym ie. at school
- ✓ In hotel rooms while attending out of town competitions or trainings

Rules :

1. The Red Deer Gymnastics Club will not tolerate any harassment by coaches, athletes or parents when training in our club or competing outside of our club.
2. Older athletes are expected to be role models for younger athletes.

Penalties for Violation of Policy

Any staff, parent, athlete or volunteer violating Club Policies may be subject to one or more of the following penalties:

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

DISCIPLINE:
HOURS:
Athlete Information **ALL FIELDS REQUIRED!**
First Name:
Last Name:

Phone: (xxx) xxx-xxxx

Parents E-Mail:

Street Address:

City:

Postal Code:

Birth date: month/dd/yyyy

Age / Sex:

Alberta Health Care No.:

Medical Conditions:

Parent(s) or Guardian(s)

Parent Name:

Parent Name:

Cell #:

Cell #:

Place of Employment:

Place of Employment:

Business #:

Business #:

Emergency Contact (other than parents)

Name:

Phone #:

Family Doctor (in case of emergency)

First Name:

Last Name:

Phone #:

Clinic:

Parent's Declaration & Consent

I the undersigned, being the parent or guardian of the Child being registered certify that the given information is true.

And I do hereby grant permission for the said child to participate in gymnastics activities under the general supervision of Red Deer Gymnastics Association (operating as Exelta Gymnastics Club) and its directors, officers or instructors. .In case of accident to said child I hereby release Exelta Gymnastics, its directors, officers or instructors from any responsibility of loss or damages resulting there from. I also agree to the use of the athlete's name, photo, video or other media in club related public relations.

Date:

Parent/Guardian Signature

For Office Use Only:

Database Entry:

Receipt:

PARENT'S DECLARATION & CONSENT

I the undersigned, being the parent or guardian the Child being registered certify that the given information is true.

And I do hereby grant permission for the said child to participate in gymnastics activities under the general supervision of Red Deer Gymnastics Association (operating as Exelta Gymnastics Club) and Exelta's directors, officers or instructors. .In case of accident to said child I hereby release Exelta Gymnastic, directors, officers or instructors from any responsibility of loss or damages resulting there from. I also agree to the following:

- The use of the athlete's name, photo and comments in the Calendar of Events newsletter and other club publications
- The taking of individual or team photos and the use of athletes photos for identification purposes
- The use of athletes name or other material for display in the club
- The taking of photos and/or videos of the club or any club activities, and their use by the media or other organizations where athletes are not identifiable
- Release of the athlete's name to the news media as part of an honor roll or the promotion of a club program.
- That Exelta and its employees do not have any liability when transporting athletes to and from competitions and camps.
- I agree to hold Exelta Gymnastics Club, as well as the drivers and owners of the vehicles transporting the child, harmless from claims for injury or damages that may occur during said trip(s).

PARENT'S CODE OF CONDUCT

As a member of the Exelta team, I also agree to abide by all Policies set out in the Competitive Parents Information package and in addition, to support a safe, friendly and cooperative club atmosphere I agree to:

- Assist my child in arriving on time for training and that he/she is picked-up from training on time
- Inform the coach(es) when my child will be missing or late for any scheduled training sessions or competitions, and of any (training or coaching) problems, injuries or illness
- Inform coach(es) of intentions, in regards to upcoming competitions, and pay all fees (training and competition) on or before the date specified by the club
- Treat all coaches, athletes and other parents with courtesy and respect
- View training from the viewing area only (upstairs), be silent and not disturb the training.
- Only approach a coach before or after training, and not during, with concerns, questions, comments or complaints. This is especially important at Competitions.
- Follow the "hierarchy of grievance", in regards to any concerns, questions, comments or complaints
- I will be positive and supportive of my child's training and I appreciate that any technical and/or negative (along with positive, of course) feedback should come only from the coach
- Refrain from discussing individual issues with other parents, especially in settings with athletes, coaches or other parents around. Each athlete is an individual with unique needs, and the information at hand may be incomplete or inaccurate.
- Absolutely refrain from "rumor-mongering" or discussing coaches/other parents/other athletes who are not in attendance.

I confirm that I have read, and accept Exelta Gymnastic Policies, Rules and Training Fees as set out in the Parent's Competitive Information Package.

I also agree to abide by the 'Parents Code of Conduct as set out in this document.

Further, I agree that should my athlete be designated for the National Stream, I commit to scheduling and paying for a minimum of 16 hours per week of training with Exelta Coaches as per Exelta Club Policies.

I AGREE

Date (dd/mm/yy)

Signature of Parent (or athlete, if 18 or older)

ATHLETE'S CODE OF CONDUCT

As a member of the Exelta team, I agree to abide by all policies set out in the Competitive Parents Information Package and in addition to support a safe, friendly and cooperative club atmosphere I agree to:

- Be in the gym, ready to go and on time, for training
- Treat all coaches, parents and other athletes with courtesy and respect
- Wear proper training attire (singlet, shorts, body suits, long hair tied back, no jewelry, no zippers or buckles, no sports bra's, no inappropriate t-shirts, etc.)
- Communicate with the coach or coaches any (training or coaching) problems, injuries, illness, or reasons for lateness or lack of attendance at training, meets or other events
- Attend all scheduled competitions and events, as much as possible,
- Not use foul or abusive language at any time
- Work with coaches and other athletes in maintaining a safe, clean and positive training environment
- Demonstrate proper sportsmanship (includes attitude and behaviour)
- Refrain from publicly (e.g., statements, conversations, jokes, etc.) demeaning or speaking negatively of others or the Exelta club itself.
- Assist in maintaining a clean gym, putting garbage in the trash bins, keeping locker rooms neat, and avoid bringing food and drink (except water bottles) into the gym area, etc.
- Not use the cell phone during the training only with coach approval or in emergency situations.

In addition, when I am attending a Gymnastics Event or otherwise representing Exelta I agree to:

- Project a positive image of the Club by maintaining the highest standards of personal conduct
- Refraining from expressing displeasure with judges or other officials by any means other than the accepted protest procedure
- Refraining from making comments to a judge or meet official with regard to a coach or athlete's abilities, routines or execution during a competition
- Refrain from disrupting, distracting or in any way interfering with the performance of an athlete during competition or training
- Follow dress codes specified by the coach when traveling to or from or participating in any activity sponsored or sanctioned by the Club
- Abide by policies regarding alcohol and drugs (zero tolerance) set by the Alberta Gymnastics Federation
- Abide by the rules and policies set by the coach at all Club-sanctioned events.

I AGREE

Date (dd/mm/yy)

Signature of Athlete