



**EXELTA
GYMNASTICS
CLUB**

2014/2015

**INTERCLUB PARENT'S
HANDBOOK**

Interclub 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

ABOUT EXELTA

1. Interclub Package Overview: 2013/14

- Interclub is a new program Exelta is offering this year to expand opportunities for recreational athletes who want to train more and competes to showcase their skills.
- Athletes will work on individual skills and each of the women's apparatuses.

2. Exelta on the Web

Our website www.exelta.ca and check out our Facebook page.

3. Exelta's Mission & Values

3.1 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 instils all members with a sense of pride, accomplishment, team spirit and enjoyment of the sport.

3.2 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

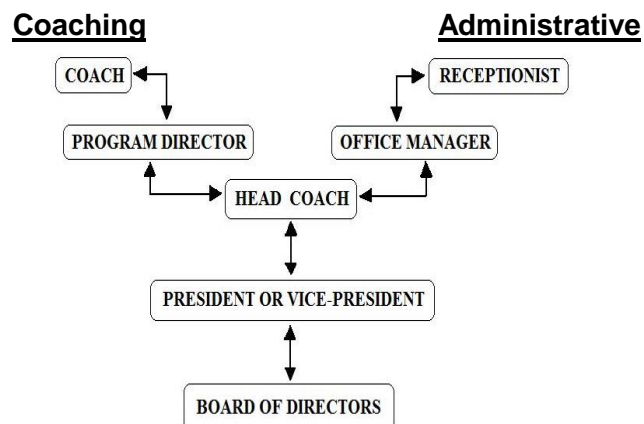
Encouragement of participation at all ages, levels of interest and ability

Excellence, the highest standards of conduct and accountability at all levels

Open communication.

3.3 Club Structure

Red Deer Gymnastic Association is registered as a non-profit society and operates as Exelta Gymnastics Club, the day to day operations are run by a small administrative staff that takes direction from a parent run Board of Directors.



4. Communication

4.1 Many events, such as meetings, competitions, are added to our schedule throughout the year. To avoid the time and commitment challenges of meetings and individual phone call consultations the following vehicles will be used for communicating Interclub information. **It is the responsibility of the Athlete and Parents to stay informed.**

4.2 Email

Email will be used as our primary form of communication. It is the parent's responsibility to ensure Exelta has a current email address(es).

Unless indicated otherwise we will use the Primary Parent email address.

The main contact email for the Interclub will be: (info@exelta.ca and marj_sutherland@exelta.ca) so please ensure that these addresses are on your safe list so that they do not end up in your junk mail.

4.3 Bulletin Board

Volunteer opportunities (Bingos, Meets, etc.) will be posted on Exelta's bulletin board, located in the hallway leading to the Playschool room. These opportunities are available for families to work off their commitments. Once mandatory commitments are completed you may work extra shifts to a max of 30% of monthly fees.

INTERCLUB OVERVIEW

5. Description

The Exelta Gymnastics Club Interclub program expands the opportunities for athletes at the recreational level. Interclub is new to Exelta this year as we wanted to provide opportunities for athletes to compete and demonstrate their skills! Interclub provides gymnasts, ages 8 and up a chance to be part of a team, learn and master routines and have the chance to perform! This program promotes a creative environment that is less intense than traditional competitive gymnastics. In addition it provides a performance opportunity for athletes to showcase their skills and improve.

6. Competitions

6.1 Competitions

Athletes will be competing in approximately three different competitions throughout the year. They will be competing at our own meet, Exelta Cup in February as well as two others. Attendance to these three meets are required.

More details regarding these meets will be given to you as we receive the information.

7. Important Fall Dates:

Training for the year will start on September 2, 2014.

September

Sept. 1 – Labor Day – Gym Closed

Sept. 2 – First Training Day

October

Oct. 13 – Thanksgiving -Gym Closed

November

Nov. 10 and 11– Gym Closed due to Remembrance Day/Fall Break

December

Dec. 18– Last Training Day before Christmas Holidays

FEES AND CREDITS

8. Fees

Registration Fee

A pre-registration fee of \$125 is due at the time of registration to hold your spot. **This registration fee is non-refundable and non-transferable.**

Monthly Fees

Interclub fees are \$190 a month. The monthly fees are calculated using a sliding scale fees for training. The total yearly fees are calculated, based on 37 weeks of training from September to June and include hours of planning preparation, competitions, facilities fees and other expenditures, which have to be paid by the club to carry on the programs.

A credit card or cheques must be left on file prior to September 4, 2014 in order to cover your monthly fees. Charges will go through on the first of every month. Failure to leave a credit card or cheques on file will result in the athlete not being allowed to train until a credit card or cheques have been left on file.

Extra Fees

Each athlete will need to purchase a competition suit, which will be between \$60 and \$80. This suit is mandatory for all competitions.

Floor routine choreography and music costs of approximately \$35.

There will be meet registration fees that range between \$85-\$105 depending on the competition.

These fees will go onto your account and it is your responsibility to check your statements and clear up these extra fees monthly.

Withdrawal

When you register for Interclub, 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: 1) for health reasons (which requires a medical note from the Athlete's Doctor) or 2) a move from Red Deer and its surrounding county.

8.1 Meets and Travel Expense

Costs for registering for meets will be identified and posted to your account. All other expenses will be invoiced and payment will be required within 30 days. Failure to pay may result in the Athlete being withdrawn from this program. Coaching costs for in-province events are paid for through the pre-registration fee of \$125.

8.2 Alberta Gymnastic Federation (AGF) and Membership Fees

The AGF fee for 2014-15 is \$60.00. This is a once yearly fee that will be invoiced in September. This fee has increased from last year due to a substantial increase in the fees from AGF and Gymnastics Canada.

9. Dress Requirements

Athletes are required to wear a bodysuit. If they are not wearing a bodysuit, they will not be permitted on the floor. Athletes are allowed to wear shorts over their bodysuit if they prefer. Long hair must be tied back and no dangly jewelry is permitted on the floor.

10. Family Bingos and Fundraising

Our Executive Director and Board of Directors implemented mandatory family commitments for the 2014-15 season.

Families of the interclub will be required to **complete 2 commitments. You may complete your commitments by working shifts at competitions or by working Bingos.**

Failure to complete these shifts will result in a penalty of \$150 per shift not completed.

CLUB POLICIES

11. 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.

12. Use of the Gym

- 12.1 Use of the gym club is restricted to participants registered in an Exelta Gymnastics Club program only (competitive, recreation, playschool, drop-in, rentals, etc.)
- 12.2 All safety rules **MUST** be followed. Rules are posted on the wall by the trampolines and the pit tramp. Any activity taking place in the gym that compromises safety (fooling around, improper use of equipment, etc.) 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 THE FIRST AND LAST CONCERN!**
- 12.3 No one trains alone. Participants must use the facility in their scheduled program time, with a certified, Exelta coach present.
- 12.4 All accidents /incidents must be documented and reported to the appropriate program director
- 12.5 No shoes are allowed past the front office. Place shoes/boots at front entrance.
- 12.6 No food, gum, beverages (except water bottles) allowed in the gym area (upstairs only).
- 12.7 No smoking or alcohol allowed. Anybody appearing to be 'under the influence' will be immediately expelled.
- 12.8 No electronic devices are to be used in the gym (cell phones, i-pods, etc.). Should you choose to bring these with you to training, they must be left in the change rooms **at your own risk.**
- 12.9 Athletes must be appropriately attired for participation (i.e.; recreation/drop-in - sweats, shorts, T-shirts, socks, bare feet; competitive- body suits, tights, singlets, etc). Please avoid loose fitting or baggy clothing. No jewelry is allowed (medical bracelets should be taped). Small studs are the only exceptions. 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).
- 12.10 **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.

13. Harassment

- 13.1 Harassment is defined as any behaviour such as:
- 13.2 Comments, gestures or contact which causes offence or humiliation, or any conduct which is not welcomed and unsolicited
- 13.3 Psychological harm to an individual which causes fear or mistrust or devalues the individual
- 13.4 Abuse of authority or position
- 13.5 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.” Behavior outside / inside the gym may be dealt with, within the club if deemed necessary, in a case by case basis.
- 13.6 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.
- 13.7 All athletes, staff, coaches, parents and volunteers have the responsibility to report any abusive behaviour they witness to the most senior staff member available. The Exelta Gymnastics Club will endeavour to insure that there is no retaliation from the alleged offender or associates.
- 13.8 Formal harassment complaints must be put in writing and submitted to the appropriate authority identified in our Grievance policy.

14. Penalties for Violation of Policy

- 14.1 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
- 14.2 An appeal to the above penalties may be made in accordance with Exelta’s Grievance Policy

15. Grievance

- 15.1 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.
- 15.2 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.
- 15.3
- 15.4 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 are cause for the grievance to be filed with the next highest level. The Board of Directors will be the final authority on all grievances.

REGISTRATION FORM

The following 3 pages are required to register your Interclub Athlete.

To officially register your athlete:

- 1. Fill in the registration form, ensuring all info is complete and accurate.**
- 2. Both a primary parent/guardian and the athlete need to sign the appropriate Code of Conduct pages (for electronic submission, tick "I agree" and a typed name are acceptable)**
- 3. Submit a full year's payment (Registration Fee, Monthly Fees and AGF in Sept.) in the form of credit card permission or post dated cheques.**

Note: As per our policy, payment arrangements for the entire year must be received prior to September 4, 2014 or your athlete will risk suspension of training.

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Athlete Information **ALL FIELDS REQUIRED!**

First Name:		Last Name:	
Home Phone:		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 #:	
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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:	<input type="checkbox"/>	
Receipt:		



INTERCLUB ATHLETE'S REGISTRATION FORM

Collicutt Center, **Mail:** 3031-30 Ave. Red Deer, AB, T4R 2Z7

Phone: 342-4940 **Fax:** 347-0006 **Email:** info@exelta.ca

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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 it's directors, officers or instructors. In case of accident to said child I hereby release Exelta Gymnastics, it's 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 honour 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 Interclub 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 ensure 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)
- 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.
- Refrain from using the internet, cell phone texting and other social networking to threaten/harass/imply negative feelings about Exelta or its members.

I confirm that I have read, and accept Exelta Gymnastic Policies as set out in the Interclub Information Package. I also agree to abide by the 'Parents Code of Conduct' as set out in this document.

I AGREE

Date (dd/mm/yy)

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



INTERCLUB ATHLETE'S REGISTRATION FORM

Collicutt Center, **Mail:** 3031-30 Ave. Red Deer, AB, T4R 2Z7

Phone: 342-4940 **Fax:** 347-0006 **Email:** info@exelta.ca

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ATHLETE'S CODE OF CONDUCT

As a member of the Exelta team, I agree to abide by all policies set out in the Interclub 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 (singlets, shorts, body suits, long hair tied back, no jewelry, no zippers or buckles, no sports bras, no inappropriate t-shirts, etc.)
- Communicate with the coach(es) 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.
- Refrain from using the internet, cell phone texting and other social networking to threaten/harass/ imply negative feelings about Exelta or its members.
- 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.
- No use of cell phone during training unless you have coach approval or in an emergency situation.
- Uphold acceptable conduct as a representative of Exelta, both inside and outside the gym.

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
- In addition to the situations mentioned above, athletes are also concerned representatives of Exelta Gymnastics Club at any time or place that they are wearing any clothing bearing the Exelta name and/or logo.

I AGREE

Date (dd/mm/yy)

Signature of Athlete