

PROGRAM POLICIES

REGISTRATION:

Date(s) and location to register will be determined by the Board and advertised as so, prior to each session. Registration will be accepted by cash or cheque only. All cheques are to be made payable to the “**St. Paul Gymnastics Club**”. When specified, registrations may also be accepted by mail with a cheque. Payment must be made in full at the time of registration to ensure a spot in a class, unless a family qualifies for the club’s payment plan (see below). NSF cheques are charged a \$30.⁰⁰ penalty. Members with outstanding accounts may be refused access to the gym. A portion of the registration fee is paid to the Alberta Gymnastics Federation (A.G.F.) and allocated to the annual A.G.F. General Liability Insurance Policy (*Valid from July 1st to June 30th*) should an injury/accident occur, while a member of the **St. Paul Gymnastics Club**. No right of discount or refund under this agreement may be waived or modified, except by an officer of the **St. Paul Gymnastics Club**. Registration in one session does not automatically carry over to the next session; members must re-register for each session. As per bylaws, membership in the **St. Paul Gymnastics Club** commences with registration in any session and expires on June 30th of each year.

PAYMENT PLAN

When a family’s registration fees are greater than \$300 in any one session, parents may choose to pay by a payment plan. A.G.F fee, if applicable, must be paid in full at registration, but the remaining balance may be split in half and paid by two (2) post-dated cheques. Cheques must be post-dated for the following two (2) months only.

LATE REGISTRATION

Registrations received after the 3rd class or registrations of members on wait-lists, will be prorated. Late registration in any CanGym program, where gymnasts are being evaluated on learned skills (badges), will not be permitted after the 3rd scheduled class. Late registrations for Parent & Tot or KinderGym classes (non-badge classes) will not be permitted after the 4th scheduled class.

VOLUNTEERING AND FUNDRAISING:

At registration, an operational duty bond fee will be collected for each participant.

Operational Duty Bond: two (2) undated cheques valued at \$100 each. Parents will sign up for volunteer duties at registration.

At registration, a fundraising duty bond fee will be collected per family.

Fundraising Fee: one (1) undated cheque valued at \$200. Fundraising activities and acceptable standards will be determined at the start of each session.

Set up and take down duties must be completed by adults only; no children will be permitted in the gym during these times. In the event that a parent/member is unable to fulfill a duty (absence, injury, medical etc.) that he/she has signed up for or agreed to participate in, he/she is responsible to find his/her own replacement. Replacements must also be 18 years of age or older. Members **MUST** sign off on all duties to receive credit for completing them. When a gymnast withdraws from a session **after** the withdrawal deadline has passed (*within 24 hrs after the second scheduled class*), his/her parents are still required to fulfill any remaining operational duties and/or bingos that he/she had originally signed up for, unless exempted by the **St. Paul Gymnastics Club**. If a parent’s operational duty and/or fundraising commitment has not been fulfilled, cheques will be cashed.

SATISFACTION GUARANTEED/ REFUND POLICY:

If the member is not completely satisfied immediately **after** their second scheduled class, a **REFUND REQUEST FORM MUST BE FILLED OUT AND SUBMITTED TO THE REGISTRAR** in person, by picture text, or email, within 24 hours of the 2nd scheduled class. The **St. Paul Gymnastics Club** will issue a refund for all remaining classes less any non-refundable fees. After the deadline, the **St. Paul Gymnastics Club** will only refund the remaining classes if a medical note is provided. All refunds will be subject to a \$10.⁰⁰ administrative fee. The A.G.F. fee is non-refundable. The **St. Paul Gymnastics Club** reserves the right to make exceptions on a case-by-case basis. Please allow up to 4 weeks for a refund to be issued, and deposit cheques returned, if necessary.

COMMUNICATION WITH PARENTS

The **St. Paul Gymnastics Club** will use e-mail as the main method of communication with parents. Parents are expected to provide us with one working e-mail address (preferably the primary contact) and are asked to check their e-mail before gymnastics. Updates and information will also be posted in the gym lobby and on the club’s Facebook page.

DRESS CODE:

All gymnasts must wear tight fitting clothing, such as a bodysuit or one piece swimsuit. Tight fitting tank tops and shorts (without outside pockets) are also acceptable. No bodysuits with a hole in the lower back or midriff allowed. Hair must be pinned up and/or tied back away from the face.

FOOTWEAR:

The gym is a “no-shoes” facility. All members and visitors are required to remove their outside footwear upon entering the facility & to place it on the boot-rack in the lobby. Gymnasts will use bare feet or “gymnastics shoes” in the gym (bare feet preferred).

BATHROOMS & CHANGE ROOMS:

Bathrooms are located to the left of the lobby entrance. We request that all gymnasts use the washroom prior to the start of classes.

SCHEDULE CHANGES & MODIFICATIONS:

Schedules may change without prior notice, depending on staff availability & other considerations. Every effort is made to notify the members when changes are made. Please read the notices posted in the gym lobby and check e-mail for updates.

SUPERVISION:

Coaches are not responsible for the children before and after class; please make sure that your child is being dropped off and picked up on time. There will be NO adult supervision before or after class. **PARENTS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR CHILDREN, ANY/ALL SIBLINGS, AND/OR OTHER CHILDREN IN THEIR CARE, UNDER THE AGE OF 18, AT ALL TIMES WHEN AT THE GYM.**

BABY SLINGS/CAR SEATS

Baby slings will not be permitted on the floor during any class. Children left in car seats or unattended, either during class or during setup or takedown, will not be permitted. AGF Insurance will not cover us in any case of injury or liability

CLASS VIEWING/PARENT PARTICIPANT

There will be three (3) viewing nights per session (first class, mid-session & last class). On parent viewing nights, parents are expected to keep conversations low and distractions minimal. **A PARENT MAY ONLY ACCOMPANY THEIR CHILD(REN) ON THE FLOOR DURING THE PARENT & TOT PROGRAM OR IF INVITED BY A COACH.** Only one (1) adult at a time per gymnast will be permitted on the floor during Parent & Tot classes.

MAKE-UP CLASSES & LATENESS

In the event a member misses a class due to no fault of the **St. Paul Gymnastics Club**, a make-up class will not be offered. Lateness (entering the gym after the scheduled start time) will not be tolerated; the child may be asked to sit the class out. When a class is cancelled by the **St. Paul Gymnastics Club**, due to weather or other unforeseen circumstances, every effort will be made to schedule a make-up class, however, no refunds will be offered.

LOST & STOLEN PROPERTY:

The **St. Paul Gymnastics Club** is not responsible for lost or stolen property. Look for lost items in our "Lost & Found" bin, located in the lobby.

EMERGENCY CONTACTS:

Medical/Fire/RCMP: 911 Ambulance service: 780-645-3331 RCMP (local detachment): 780-645-8888 Fire department service: 780-645-4100

RESPONSIBILITY:

Gymnastics and other activities offered at the **St. Paul Gymnastics Club** may involve a certain element of risk, which may result in bodily injury (*including the risk of severe or fatal injury*) to the participant. Gymnastics also requires the Coach to perform some manual spotting which involves direct physical contact and which is designed to assist the participant in the safe performance of the program skills.

PRIVACY:

It is the **St. Paul Gymnastics Club's** priority to safeguard any information provided by our members. We are committed to meeting, and where possible, exceeding, the requirements of all applicable privacy legislation that relates to the **St. Paul Gymnastics Club's** businesses (the "privacy legislation"). To ensure the **St. Paul Gymnastics Club** is performing to the highest standards available and is complying with our legal obligations, the **St. Paul Gymnastics Club** has created its own Privacy Policy. The **St. Paul Gymnastics Club's** Privacy Policy applies to all of our members and addresses how we handle the personal information we have about our members which is necessary to provide service to you, administer your account, communicate with you and allow you to participate in the **St. Paul Gymnastics Club** as a member. At the **St. Paul Gymnastics Club**, member information is maintained as strictly confidential. Unless you authorize us to release it, or release is required or permitted by law, we will not disclose information about you to any third parties. However, in order to better provide you with our services, we will share information with suppliers who perform services on our behalf and with whom contracts have been signed that obligate that third party to adhere to the **St. Paul Gymnastics Club's** privacy policies. We never sell, lease or trade information about you or your accounts to other parties, unless you authorize us to do so, or unless required or permitted by privacy legislation. Finally, the **St. Paul Gymnastics Club** may ask the member for use of their picture or that of their child for promotional purposes. Questions or concerns related to our privacy practices should be directed to the **St. Paul Gymnastics Club's** Board of Directors.

GYM RULES

- Absolutely no shoes in the gym.
- No pets permitted inside the building.
- Use of the equipment is strictly forbidden without the proper supervision of a qualified the **St. Paul Gymnastics Club** coach.
- The Supervising Coach is in charge. The Supervising Coach has the authority to refuse or expel anyone.
- NO HORSEPLAY ALLOWED.
- During Open Gym, children under the age of six (6) must be accompanied by an adult.
- All accidents/incidents must be reported to the Supervising Coach.
- All equipment must be returned to its original place by the user.
- One at a time on the trampoline.
- No flips or “head-first” or prone entries into the pit (no head or prone falls). “Feet-first” ONLY.
- Any skill which is unfamiliar to a person cannot be performed.
- No socks on beam.
- No smoking or alcohol allowed. Anybody appearing to be “under the influence” will be immediately expelled.
- No jewelry allowed (long earrings, bracelets, rings, watches).
- No shouting, swearing or rude language.
- Hair must be pinned up and/or tied back away from face.
- No jeans or ripped pieces of clothing allowed.
- No gum, candy, food or drink (open cups) allowed past the viewing area.
- When and if required, the Supervising Coach will implement the Emergency policy and procedures.
- No loose objects allowed on trampoline (balls, hoops, other etc...)
- Swinging on ropes is NOT allowed.
- Rope climbing can be done only if a crash mat is placed under the rope.
- Proper equipment set-up and safety mats MUST be in place at all times for all skills at all levels.
- No flash photography unless authorized by the **St. Paul Gymnastics Club**.
- Cell phone ringtones, text tones and other notifications must be on silent.
- The St. Paul Gymnastics Club is a NUT AWARE facility.

INABILITY OR REFUSAL TO FOLLOW THESE AND OTHER COACH DIRECTIVES AND RULES WILL RESULT IN IMMEDIATE EXPULSION FROM THE GYM.