

GENERAL FEE POLICIES & COMMITMENTS

Membership fees are Non-Refundable.

No Spot in a class is secure until all payments and deposits have been left with the office

All outstanding fees from the previous year or from summer camps must be paid in full prior to acceptance of registration for the next year.

ALL Fees & ALL Deposits must be paid **PRIOR** to the first class in order to be allowed to participate on the gym floor – post-dated cheques or pre-authorized payments are required). Each gymnast must have registered through the online registration and agreed to the clubs policies.

There will be a \$25.00 fee applied to any withdrawals or adjustments to fees. NO refunds or credits will be issued after the first 3 weeks of a session are completed. If you register for the year and a refund can be issued for those sessions that have not yet started \$25.00 fee will apply. Written notice is required. For any credits or refunds - fees and commitments will be calculated based on notice given and not by the last class attending. If you have been unable to complete your fund-raising commitments by the time of withdrawal, a dollar value will be calculated for the outstanding commitments and will be added to the fee calculations. Fees will not be adjusted to accommodate voluntary absences

If unable to attend your scheduled class, even though there are other scheduled class times for the same level, our club does not allow gymnasts to attend a different time due to voluntary absence. There are no makeup classes allowed unless it is the gym that cancels a class.

Fees will not be adjusted for illness or injury lasting less than 3 consecutive scheduled weeks of classes. If an athlete is unable to continue training because of an injury or any medical reason a detailed medical note will be required. Refunds and/or credits will be calculated only from the time the athlete has missed more than 3 consecutive weeks of training a \$25.00 adjustment fee may be applied. The gym office must be notified in writing before any adjustment in fee calculations might be considered.

The coaches at the Prince Albert Gymnastics Club reserve the right to remove any gymnast, who may be disrupting the progress of a class or endangering themselves, the coaches, or other gymnasts

COMPLAINT PROTOCOL We are confident that with open and effective communication we can eliminate most difficulties before they arise. However we recognize that some issues may arise and therefore we ask that you adhere to the following protocol. If you have a concern or problem, please follow the proper procedures as listed below:

1. You must speak to your child's coach first at a scheduled appointment.
2. Talk to the Recreational Director and/or Head Coach at a scheduled appointment
3. Write a detailed letter to the Disciplinary Committee and/or Board of Directors.

This procedure is to be followed if the issue is to be resolved in a timely and fair manner.

CLUB POLICIES – SCHEDULES, FEES & COMMITMENTS

MEMBERSHIP FEE: A combined Gymnastics Saskatchewan and Gymnastics Canada fee covers your child's registration with the club. Membership fees vary depending on the level each athlete is training and need to be upgraded if an athlete moves to a higher level at any point in the season. Membership fees are due at the time of registration and cover the current season (Sept – Aug). Membership fees are NON-REFUNDABLE

SCHEDULES: Class schedules are subject to change after registration and depending on coach availability. We will assign a regular coach to each class, but please recognize that from time to time another coach may be filling in for your child's class. We will make every effort to keep it as consistent as possible.

OBSERVATION AREA: Requires that observers follow the gym's safety rules. **Please refrain from gesturing, signing, or correcting your child while they are on the gym floor.** Please do not attempt to coach or speak to your child while in class – leave the coaching to the coaches. These kinds of distractions can be dangerous to all athletes on the floor and could result in injuries.

Parents who wish to videotape or photograph their child should check with the Recreation Director or supervisor. Please no flash photography. Children not participating in class should remain with their parent in the observation area under their supervision at all times. **NO unsupervised children are allowed in the building.** Please keep noise levels to a minimum as not to distract from any athlete or coach on the gym floor, and be courteous to the other observers who wish to enjoy that area. Observers not following these safety precautions will result in being asked to leave the observation area and possible the building.

APPEARANCE & ATTIRE: T-shirts and shorts are quite acceptable as gym attire. As long as they are not overly baggy and do not have buttons or zippers that can get caught on and damage equipment. Girls can wear bodysuits if they have them, but it is not required. Hair should be tied back and out of the gymnasts face. Bare feet. No jewelry or watches (stud earrings are okay). Leave valuables at home. In September & January – we will try to have a line of new training bodysuits available for sale through the gym office. Gym members can be bring gymnastics clothing that they may have outgrown or no longer need and place them on the 2nd hand clothing rack that will be on display during certain training times. The office will accept the sale of these items and issue credit to the members account. Non-member gym items can be donated or sold on consignment (20%). Any used items that have not sold by April 30 of each year must be claimed by the owner and taken home or they will become the property of the club to sell. The club will not be responsible for any lost or stolen items.

PHOTOS: The Prince Albert Aerials Gymnastics Club reserves the right to take photos throughout the year that may be used for promotional purposes. Sometimes classes may be videotaped for training purposes.

FUND-RAISING

As a non-profit organization fund-raising is very important to the operation of the P.A. Aerials Gymnastics Club. Monies collected from fund-raising are used to pay for the purchase, repair, and replacement of gym equipment, building maintenance and help to keep the amount of registration fees from increasing drastically. For families with more than one child registered in the club, the value amount of (\$75.00) working deposits to reduce fees will only apply to the child training at the highest level per session. Any siblings will automatically have the lower fee schedule. **Mandatory fund-raising however, is required by each member.**

MANDATORY Fund-raising – Fall Session - Pull & Pay Tickets: Is a mandatory fund-raiser that each registered member of the club in the fall session is required to participate in or payout. **Winter Session - Pull & Pay Tickets:** Is a mandatory fund-raiser that each registered member of the club in the winter session is required to participate in or payout. You will be required to leave a post-dated deposit cheque of \$25.00 per member at the time of registration or add \$25.00 per member for the fees during each of these sessions.

OPTIONAL Fund-raising for Sessions Fall & Winter – These are your options for reducing your fees. (Maximum 1 per session) **Additional Pull & Pay Tickets** – You may take an additional 3-books of Pull & Pay tickets besides the mandatory book(s) to count as one \$75.00 fund-raiser to reduce fees. A deposit cheque will be required.

Chocolates – The required amount of chocolates to count as one \$90.00 fund-raiser is 2 cases (or 50 - \$3.00 boxes). The amount of the deposit required when taking chocolates is \$180.00.

Bingo – Sign-up sheets for Bingo workers will be available at registration or in the gym office. You are responsible to sign up for a date that you are available. There will be certain restrictions to number of bingos you will be allowed over the year. You are responsible to remember what date you signed up for, however notification will be attempted by phone or message to all the workers signed up during the week prior to the scheduled bingo. Lists will be posted on the bulletin board in the lobby. If you do not show up for the bingo you signed up for your deposit cheque will be deposited.

Deposit cheques are required at registration for ALL fund-raising! You can turn in your fund-raising money to the gym office at any time prior to the date of your deposit once you have completed it in exchange for your cheque. All monies should come to the gym office not be given to the coaches on the floor.

Please do not look at club commitments as an imposition, but rather as a way to meet other families in the club, learn more about the this great sport, have fun, and of course, most importantly show support of your children.

There will be a \$25.00 charge for any RETURNED cheques/payments and ALL outstanding balances must be recovered before the gymnast can continue in the program.

CHILDREN'S FITNESS TAX CREDIT ALL RECEIPTS for fees for gymnastics will be issued in **Jan and July**. Please do not lose that original receipt; the P.A. Gymnastics Club reserves the right to charge a \$5.00 fee for duplicates.

ATTENDANCE & PUNCTUALITY: Gymnasts should arrive before the start of class early enough to take care of bathroom needs and outer clothing removal so there is as little disruption to class time as possible. Wait on the bench to be called. **If an athlete is going to be ABSENT or LATE for any class, the gym should be notified of when and the reason why (leave a message if no one is available to take your call). You must let the coach know at the beginning of class if you will be taking your gymnasts out of class early for any reason.**

DRIVER RESPONSIBILITY: Please pick your children up in a timely fashion. Gymnasts must be picked up within 5 minutes of their class being completed and dropped off no more than 5 minutes prior to the start of their class; they can then come in the gym and sit on the bench to wait for their coach to call them to the floor. It is very important for the safety of all in the gym that the coaches are aware at all times of who is in the gym. **Parents must come into the building with the gymnast when dropping them off and Gymnasts must remain inside the gym until their parents have come into the building to get them.** The HANDICAP parking is for those with permits ONLY and should not be used for a drop off or 5 minute loading area.

COMMUNICATION: If you want to follow your child's progress or talk with their Coach or the Recreation Director about any concern, please do not hesitate to call and make an appointment. Coaches may be available for you to talk to briefly before or after class time only, please respect the coach's time with their classes and gymnasts.

EMAIL: We would like to communicate with our members via email with important information whenever possible. Please notify the gym office if information filled out on your registrations forms changes at anytime while your child is still active in the club.

EQUIPMENT: NO one is allowed on any of the equipment or matting without the supervision of a certified coach.

SAFETY: The club endeavors to provide a safe training environment for all its athletes in all programs. Equipment is updated on a regular basis, it must however be recognized that, even with constant vigilance, inherent risks are involved with the participation in any sporting event, including gymnastics.

WATER & HEALTHY SNACKS: Gymnasts are welcome to bring a plastic, labeled water bottle that they can leave on the bench during training for when the coach allows a water break (they need to take the bottle home with them after each class or dispose of it in the recycle bins), there also is a water fountain on the premises. PLEASE respect that many of our members including our staff have nut allergies and we ask that you refrain from sending nut products.

CHANGE ROOM: It is the responsibility of the athletes using these rooms to keep them clean and tidy. If a change room is repeatedly untidy after the use of any group of athletes, it may result in a suspension of access to this room.

Girls and boys in the CAN-GYM and higher programs should use the change rooms for their outer clothing and belonging. Please leave the hooks in the entrance for Preschool gymnasts.

PRESCHOOL CLOTHING AREA: Preschool participants can put their outer clothing on the hooks provided in the gym entrance.

Competitive and Pre-competitive families should refer to their handbook for other policies pertaining to their programming.