

# Welcome to Olds Gymnastics Club

## Competitive Program Handbook for Parents

Welcome to Olds Gymnastics Club (OGC)! This guide is for parents with children in the competitive program. You've got questions; we've got answers! We'll do our best to explain how everything works.



We are so honoured that you're now a member of our team! We are excited about the year ahead and all the awesome things that we're going to do together. We are grateful for your time, your commitment, and your investment in our community. Thank you for choosing us!

## Getting ready for class checklist

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Here's the quick and dirty that we need from you before class starts:

- Read, and be familiar with, this handbook and let us know if you have any questions
- Review, and sign the following forms:
  - [Release of Liability form\(s\)](#)
  - [PIPA form](#)
- Get your Uplifter account set-up, have a look around, enter your current contact information, and put a credit card on file
- Prepare to be amazed

Thank you for taking the time to read this handbook. It's crucial that we're all on the same page when class starts. We know you're busy, and we super appreciate it.

# About us

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Olds Gymnastics Club (OGC) is governed by a volunteer, parent-run Board of Directors. OGC is responsible to, and complies with, the policy and protocol set by the Alberta Gymnastics Federation, and Gymnastics Canada.

We are proud gymnastics parents, just like you, and we have a vested interest in making OGC the absolute best club that it can be! Excellence doesn't just happen; it's curated. We all come from different backgrounds and have different skill sets because diversity makes us stronger. We work together to crunch the numbers, consider the details and plan for the future.

OGC is operated by paid staff under the general direction of the Board of Directors. The Board of Directors are voted into office in accordance with the Club's constitution at the Annual General Meeting (AGM) held each fall. The board is responsible for the overall governance and guidance of the Club.

## Mission Statement

Olds Gymnastics Club (OGC) creates a transformative art and athletic community for families in Central Alberta.

## Vision

OGC envisions a world where children can realize their athletic potential, creating wellness for themselves and in their families and communities – now and in the future.

## Club Values

- Integrity: We are open and transparent in our communities, relationships, and actions. We hold ourselves to the highest professional and ethical behaviours in our dealings with our athletes and their families, our partners and sponsors, and with our community.
- Respect: We respect those around us by being patient and kind, and by lifting each other up. We believe that diversity makes us stronger. We show ourselves respect by cultivating a positive body image and attitude by practicing self-care to maintain physical and mental health. True respect starts within.
- Empowerment: We empower our athletes with skill, resources, opportunity and motivation. We believe that fun is an essential component of sport. Through sport, we foster a sense of well-being so that real and positive change becomes possible. Confidence and courage are the first steps to any great endeavour – in gymnastics and in life. I can achieve.

- Excellence: Life is short, and every day is a new opportunity. We strive to be the best we can be – today - in all our many roles; as coaches, as administrators, as athletes, as family and community members. We are life-long learners. We are committed to stretching and reaching, honing and refining our skills because self-improvement never ends.

## What do I need for class?

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### Important Forms

Knowledge is power. We will need you to sign a few important forms before your child can participate in our programs.

These include:

[Release of Liability form\(s\)](#)

[PIPA form](#)

Release of Liability forms helps parents/guardians to understand and acknowledge the liability associated with gymnastics. The Personal Information Protection Act form allows parents/guardians to understand and acknowledge how OGC handles your personal information. We will need you to review, sign and submit each form before your child(ren) start a class or to attend drop-in. The Alberta Gymnastics Federation, our regulating body, asks that a signed screening form be submitted per session; the signed form acknowledges that you actively screen your child for symptoms before sending them to class. These forms protect the club, and your family, and are completed every year, without exception.

### Attire

What we wear to class matters. It is essential to be comfortable and safe while we train. We suggest wearing shorts, t-shirts, tank tops, leggings, or leotard (spandex shorts are optional) to class. If your hair can be tied back neatly, please do so. Leave your bobby pins, necklaces/bracelets/dangly earrings, and watches at home. If you have the option to wear contact lens instead of glasses, that is the safer bet. If your small child wears shatter-proof glasses, that's ok as well.

We ask that there are no:

- Bare midriffs
- Frills, skirt attachments, or loose clothes
- Zippers or denim, please.

You know what level of hygiene you need to be comfortable. Come to the gym free of scents (good ones or bad ones), in fresh clothes, with clean hands. You got this.

If you look in the mirror and find yourself wondering if your outfit is safe or appropriate, then it probably isn't. If your outfit is capable of hurting you, leave it at home. Regardless of your age, you are a role model, and other young people are watching you. Always use your judgment. Think ahead to avoid wardrobe malfunctions. Don't be "that guy."

## Personal Items

All athletes will require a clearly labelled water bottle to come with them to every class. Any personal items should be stored in bag. Please remember that OCG is not responsible for lost, damaged or stolen items.

Some of our athletes choose to bring sweat towels, water spray bottles, grips/tiger paws/braces that they might need, and their own hand sanitizer.

Gymnasts will be asked to keep their gymnastics belongings in the common area. Your child's coach will be stressing the importance of wiping sweat with a towel and not their hand or suit.

## Parents Viewing

Parents are welcome to stick around in the main foyer and watch their child's class.

## Inclement Weather

As Albertans, we all know how wild the weather can get. OGC cares about the safety of our families and athletes. If travel has been deemed unsafe by local municipalities or law enforcement, we will cancel class. If school has been cancelled due to weather, we will cancel class. If the temperature dips below -30°C (before windchill), we will cancel class. We will do our best to make up any cancelled classes, but depending on the circumstance, that may or may not be possible. If there are cancellations, we will communicate with you using the contact information on file. We really hate cancelling gym and try very hard to avoid it, but we are unwilling to risk anyone's safety, especially during a crazy weather apocalypse.

## Private Lessons

Sometimes your child might want to spend some 1:1 time with their coach to practice a new skill. Private lessons are available upon request. Check with your child's coach for details around cost and schedule.

## Parking

There is plenty of free parking in front of/near the club. However, we do have businesses around us, so when choosing a parking spot before and after class, please be neighbourly. Please make sure that you're not blocking anybody's bay doors or preventing access to and from a business.

# Money matters

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## My Uplifter Account

Olds Gymnastics Club proudly uses Uplifter to organize class registration, scheduling, and manage our client information. Uplifter is a Canadian company; all confidential client information is stored on Canadian soil, and therefore, is subject to Canadian privacy law. We protect each other's right to privacy and do not disclose your info to third parties without your consent.

There are many benefits to using Uplifter, including:

- A self-serve account where parents can update their contact and payment information, view billing and print receipts
- Register for upcoming programs using contactless methods like Visa, Mastercard or Visa Debit cards
- Flexible payment options using installment amounts of your choosing
- Join waitlists
- Viewing important information about your child's registered classes, like what to bring to class
- Viewing your child's class schedule/calendar

**We require all parents to keep an active credit card on file to maintain their Uplifter account. Bond cheques are required for all competitive athletes. We require this payment information from you in the event that fundraising commitments are not met. We will never charge your card or cash your cheque, without notifying you first. We don't like surprises either.**

## Fee Explanation

In addition to registration costs, OGC charges small administrative, equipment, and insurance fees. These fees help us maintain/service our equipment and keep it clean. Our administrative fees help to keep our office organized behind the scenes by paying for necessary supplies like printer ink, pens, and paper. Administrative fees also help us buy new technology for the club. Registration costs allow us to pay our coaching staff for their time. Insurance fees are explained in detail below.

Fees are an annoying, but incredibly necessary, part of program registration. Olds Gymnastics Club is a non-profit organization, so every penny helps us keep the lights on.

## Alberta Gymnastics Federation Insurance Policy

Olds Gymnastics Club is a member of the Alberta Gymnastics Federation (AGF), and thus, covered under their comprehensive insurance package.

To learn more about AGF insurance, in a general sense, and find information on how to submit a claim, [view their website here](#). To learn more about the AGF insurance particulars, [view their website here](#).

To extend insurance coverage to our athletes, a small, non-refundable fee is included in your registration costs. The term of the AGF insurance fee runs July 1 to June 30 of the following year. This annual fee is paid by everyone who uses our gym, whether that be for registered classes, facility rentals or drop-in.

Olds Gymnastics Club also carries Directors & Officers Insurance to protect the board members that are responsible for organizing and running the organization.

## Late/Non-Payment

We understand that everyone's situation is different. If you anticipate challenges making your fee payments, please reach out to the Head Coach so that arrangements can be made.

A \$40.00 penalty fee will be added to any account in arrears, and cash payment will be required within five business days of notification. If the account has not been settled after five business days, your child will be unable to participate in classes until fees are paid in full.

If a pattern of late or non-payment emerges, all fees will immediately shift into cash-only payments, due in full, before the start of class. Partial payments will not be accepted.

Olds Gymnastics Club acknowledges that there may be exceptional circumstances that require deferment of fees. In such cases, please submit your written request to the Head Coach for consideration.

## Refunds

In the unfortunate event of an injury, extended illness or other unique medical circumstances exceeding one month, fees may be waived in lieu of lost time. If you find your gymnast in this situation, please submit your written request, and applicable medical documentation, to the Head Coach. Please inform the Head Coach of any injuries incurred as soon as possible, so that it can be documented.

Partial month fees will not be refunded. For example, if a gymnast is unable to train for six weeks, then one month's fee will be refunded only. Fees will be due up to, and including, the month of injury. Fundraising due will be calculated based on the number of months attended including the month of injury.

## Credits

Any credits applied to your account expire two calendar years from the date of issue.

## Cancellations & Withdrawal

Team OGC is an annual commitment, and therefore, we are unfortunately unable to issue refunds for competitions, fees, Team OGC attire, or discounts on fundraising. If you withdraw from Team OGC, all yearly fees and fundraising will become due in full, plus an administrative fee and any applicable Alberta Gymnastics Federation fees. Please notify the Head Coach if you wish to cancel your registration.

## Special events

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### Hay City Classic Invitational Meet

What is the Hay City Classic? You might be wondering. Only OGC's prestigious invitational & fun meet! The Hay City Classic is a three-day event (Friday-Sunday) in Olds every spring. To kick off the festivities (and close out our Fall/Winter Sessions), OGC also hosts a Showcase each year to allow our recreational athletes to show off what they have been learning all year.

Closer to the Hay City Classic, you'll receive information from your coach on dates, location, and event theme.

## How we give back

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### Fundraising Commitments

Why is fundraising necessary? Fundraising is an integral part of OGC that helps to offset training costs and assist the club in buying new and exciting equipment. All children registered with OGC (except small children enrolled in the Early Learners program) will be required to sell at least one booklet of Raffle tickets per session they are registered in (one booklet per family, per session registered); booklets are a value of \$100. The OGC Cash Raffle is tremendously important to our operations, with the potential to raise a sizeable amount of money each year for the club. OGC typically has a casino fundraiser during the competition year. Competitive athletes have mandatory fundraising commitments throughout the year, to help keep their costs down as well.

We want to thank our gymnastics parents for their efforts! It does not go unnoticed. A book of raffle tickets may feel small and insignificant in your hand, but rest assured - it is not small at all! YOU - our parents and athletes - are what keeps this incredible club moving forward! YOU are the ones buying our

awesome equipment! Each and every one of YOU has a hand in the success of OGC; getting our girls to Provincials, and eventually to Nationals. Your impact is not small. It is enormous!

When you walk through the doors at OGC, you feel a sense of community, of small-town charm, of collective ownership and pride. We look after each other, and we help our neighbours when they're in need. The community of Olds, Alberta, is a very generous one. Giving back feels so good, especially when you can see the palpable difference that it makes in the lives of our children. Hats off to YOU!

Thank you for your kindness, your investment, your time, and your sweat, blood, and tears!

# How we communicate

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## Modes of Communication

We believe in open communication with our families and athletes, and we want to hear from you!

It is essential for you to keep your contact information up to date in your Uplifter account. We will need your contact info in case of an emergency, or to notify you of a change in plans. Depending on the circumstance, OGC coaching staff or board members may reach out to you by phone, text, email, or in-person. Important updates and activities are also posted in real-time to the club's social media feeds and website.

If you have questions about your child's program or their progress, please reach out to your coach. If you have a question for the Head Coach, please email Michelle Jaffray at [michelle@oldsgymnastics.com](mailto:michelle@oldsgymnastics.com).

If you have a question for the board, please email [info@oldsgymnastics.com](mailto:info@oldsgymnastics.com). If your question is of a sensitive nature, please email the President directly at [president@oldsgymnastics.com](mailto:president@oldsgymnastics.com).

All other club emails and contact information may be found at [oldsgymnastics.com](http://oldsgymnastics.com). We welcome the opportunity to get to know you! There is no such thing as a silly question. If you need help, please ask. Our athletes and their families are at the heart of every decision we make.

## Social Media Usage

Our social media game is strong. We are continually posting about our club happenings on our feeds. The Personal Information Protection Act (PIPA) form that you sign contains a media release, so we know what you're ok with.

Make sure to follow us on Facebook & Instagram to stay in the know. You will find information about registration, special events, and our programs, and you can keep up with our athletes and other exciting developments. When in doubt, check the club's social media feeds.

## Progress Tracking

Tracking your child's skill progression is critical to their success. Seeing your child's progress is an empowering, positive reinforcement tool for your gymnast that helps to build both mental and physical

resiliency. And as parents, we need to understand where our children are sitting, so that we can make practical decisions, like which level to register them in, or if they need more/less challenge to get them moving forward.

Your gymnast will participate in a mock meet in December, enabling you to make those decisions, providing you with an opportunity to recognize and celebrate the successes that accompany goal-setting, hard work and perseverance.

We need to know where we have been, so we can figure out where to go next.

## Parent Feedback

Parent feedback is essential to our classes and our program delivery at Olds Gymnastics Club. Regular program review and evaluation is a vital component of any high-quality learning experience. We believe in having a growth mindset and are always looking for ways to improve our customer service and enhance our relationships with our athletes.

Why do we evaluate?

- What gets measured gets done.
- If you don't measure results, you can't tell success from failure.
- If you can't see success, you can't reward it.
- If you can't reward success, you're probably rewarding failure.
- If you can't see success, you can't learn from it.
- If you can't recognize failure, you can't correct it.
- If you can demonstrate results, you can win public support

Osborne, D., & Gaebler, T. (1992). *Re-inventing government*. New York, NY: Penguin.

We'd like to know about your experience with our facility and our coaching staff. Perhaps you've noticed an opportunity for improvement, or you'd like to tell us about a positive/negative interaction that you had. Improving the quality of our programs is top of mind at OGC.

We may reach out to you with a satisfaction survey towards the end of your child's program. Your opinion really matters and is used to shape the future at OGC.

# Promoting a culture of physical, mental, and emotional safety

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## Gym Safety

Coaches are required to ensure a safe gym environment at all times. Olds Gymnastics Club employees demonstrate a caring nature for their athletes, and model respect for Sport. Duties must be performed with Olds Gymnastics Club policies in mind. Olds Gymnastics Club employees also adhere to the Alberta Gymnastics Federation (AGF) Code of Ethics, Code of Conduct and Policies and Procedures.

Olds Gymnastics Club employees practice the following safety-related protocols:

- Coaches must provide gym orientations, and review gym and facility safety with all new club members and access participants;
- Coaches must include and adhere to safe practices in the use of all equipment.
- Equipment must be adapted for the age, ability and size of the participant;
- Coaches must be familiar with Emergency and Evacuation Procedures (EAP) of the facility and adhere to them in the event of an emergency. Any incidents are to be documented in detail as soon as it is safe to do so. The Head Coach and President must be notified of any emergency or evacuation as soon as it is safe to do so;
- Coaches must practice EAP with their athletes at the beginning of each session;
- Coaches must include safe-age appropriate progressions in their program activities. Determining the athlete's readiness is a coach's responsibility;
- Coaches develop technical practices in their lesson plans that decrease risk (ex: space, speed and height awareness, landings, control, awareness and co-operation with others);
- Coaches ensure controlled class management;
- The correct technique must be used if spotting is required.

If you feel that there are unsafe conditions in the gym, please immediately report it to the Head Coach.

If you witness unsafe behaviour from other employees, please immediately report it to the Head Coach.

Please review the following policies with your child before they attend class:

- No food, gum, or beverages (except for water) are permitted in the gym and training areas.
- Food may only be consumed in the viewing area. We consider ourselves NUT aware.
- No jewelry is permitted, except for stud earrings. For small children who wear glasses, shatter-proof lenses (polycarbonate) are preferred, with secure grips around the ears.
- Please leave valuables at home as Olds Gymnastics Club is not responsible for lost, damaged or stolen items.
- Only registered members are permitted on the gym floor. Unregistered people are uninsured.
- Athletes are not permitted in the gym area without a coach.
- Everyone is responsible for leaving the gym, change rooms, viewing area, washroom facilities, and lobby area neat and tidy. Please don't trash the place.
- Athletes are not permitted to leave the facility unsupervised. Please drop off children no sooner than 10 mins before class and pick up no later than 10 mins after class.
- Any open sores, cuts and warts must be covered by clothing, tape, or bandages. A doctor must check any rashes. Athletes will not be permitted back in the gym without a doctors' note clearing them from any infection or injury. Please stay home if you are unwell.

Safety is everybody's business.

## Gymnastics Canada's Safe Sport Policies

On a national level, Gymnastics Canada has defined Safe Sport policies to enhance safety and minimize risk. On a provincial level, the Alberta Gymnastics Federation has adopted these guidelines for use in its member clubs.

For more information on the Safe Sport policy, please see the [AGF website here](#).

## Policy Against Harassment

Olds Gymnastics Club is committed to providing an environment for all families, athletes, coaches, and board members that is free from sexual harassment and other types of discriminatory harassment. Coaches and board members are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Olds Gymnastics Club's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Olds Gymnastics Club has developed a policy against harassment and a reporting procedure for employees and athletes who have been subjected to or witnessed harassment. This policy applies to all gymnastics-related settings and activities, whether inside or outside the club and includes trips and social events. Olds Gymnastics Club's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as social media, email and Internet access) may not be used to engage in conduct that violates this policy. Olds Gymnastics Club's policy against harassment covers employees and other individuals who have a relationship with Olds Gymnastics Club, which enables Olds Gymnastics Club to exercise some control over the individual's conduct in places and activities that relate to Olds Gymnastics Club's work (e.g. directors, officers, contractors, vendors, volunteers, athletes, etc.).

*Prohibition of Sexual Harassment:* Olds Gymnastics Club's policy against sexual harassment prohibits sexual advances or requests for sexual favours or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of attending class; (2) submission to or rejection of such conduct is used as a basis for decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's or athlete's performance or creating an intimidating, hostile, humiliating, or offensive environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favours in exchange for actual or promised job benefits such as favourable reviews, increased benefits, or continued program enrolment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behaviour, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile environment, it can nonetheless make others uncomfortable. Accordingly, such behaviour is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Olds Gymnastics Club policy to retaliate against an employee or athlete for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against Olds Gymnastics Club's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, colour, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's advancement opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, colour, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, colour, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the club, or placed anywhere in Olds Gymnastics Club's premises such as on a coaches' desk or workspace or on Olds Gymnastics Club's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Olds Gymnastics Club's policy to retaliate against an employee or athlete for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Olds Gymnastics Club, you should report the incident immediately to your Head Coach or the President. Possible harassment by others with whom Olds Gymnastics Club has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Olds Gymnastics Club will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Olds Gymnastics Club's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behaviour occurred.

If Olds Gymnastics Club determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counselling, warnings, suspensions, and termination. Employees who report violations of this policy, and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Olds Gymnastics Club will inform the employee or athlete who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or possible discriminatory harassment with the President. In the case where the allegation of harassment is against the President, please notify the Board of Directors.

## Discipline Policy for Athletes

Olds Gymnastics Club employees strive to keep the gym safe, friendly, and respectful. Disruptive behaviour from any athlete is not tolerated. Infractions or disruptive behaviour that threatens the safety of athletes or coaches will result in disciplinary action being taken, at the discretion of the coach, at the time of the incident.

### First Offense

- Provide a verbal warning to the athlete, explaining the issue and possible solutions;
- Document the interaction, including what was discussed and the athlete's response, placing it on an athlete's file;
- Inform Head Coach of the incident.

### Second Offence

- If the behaviour happens a second time, the athlete may be removed from the floor, and a parent or guardian called to retrieve the athlete.
- Document the interaction, including what was discussed and the athlete's/parent's response, placing it on the athlete's file;
- Inform Head Coach of the incident.

### Third Offence

- If the behaviour happens a third time, the athlete may be removed from the floor, and a parent or guardian called to retrieve the athlete.
- Document the interaction, including what was discussed and the athlete's/parent's response, placing it on the athlete's file.
- Inform Head Coach of the incident;
- The athlete will receive an immediate suspension, and the Board of Directors will evaluate their status with Olds Gymnastics Club. The President will advise the parent or guardian of the Board's decision.

## Problem Resolution

All sensitive matters are dealt with in-person. If conversations for sensitive issues or dispute resolution are required (including between staff and athletes/their families), then there must be a minimum of three people present, including an executive member of the Board. Having three people present removes any instance of "my word against yours," protecting all parties involved.

We respect each other and actively work to reduce conflict as it arises. We protect each other's right to privacy.

# Competitive Program Overview

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Our competitive team is made up of two different groups - Novice and Senior – each with their own fee structure and fundraising/volunteer commitments.

The competitive program runs **July 1 to June 31 of the following year**. Competition season typically runs January to April. Please note that competition fees are due in January and vary depending on the meets attended. Competition fees can range from \$120-\$150 and must be paid before your child can attend any events.

**Due to COVID-19, our 2020-21 competition session will likely look different, so we will communicate any updates with you in real-time.**

## Important Dates

Have questions about when things are happening? Your Amilia account contains a calendar where you'll find all start dates, weeks off and holidays closures. New to Amilia? No worries, we got you. Check out their [Knowledge Base](#) for directions on how to navigate your account. We highly suggest downloading the Amilia mobile app, from your respective app store, so that you can have your child's schedule on the go.

At a glance, here are a few important dates for the 2020-21 competitive year:

- August 1-9, 2020 - Work Bee
- September 7, 2020 - First week of classes
- December 20, 2020 - January 3, 2021 - Christmas Break (no class)
- January 4, 2021 – Training resumes
- March 19-21, 2021 - Hay City Classic
- April 19-23, 2021 - Work Bee (no class)
- April 26, 2021 – Training resumes
- June 25, 2021 - Last day of 2020-2021 Session

## Communication

In addition to the general communication tools listed earlier in this handbook, we use [TeamSnap](#) to cascade important information about fundraising, meets, and volunteer opportunities to our competitive athletes. New to TeamSnap? Email Laurie Waiting at [fundraising@oldsgymnastics.com](mailto:fundraising@oldsgymnastics.com) and ask to be added to the Team OGC account. Also, be sure to check out their [Knowledge Base](#) to find

answers to any questions you might have. We highly suggest downloading the TeamSnap mobile app, from your respective app store, so that you can be a part of the real-time updates.

## Cost Share

Cost Share will be added to your Amilia account during competition season. Cost share helps OGC offset the prices of hotels, per diem and gas/mileage-related expenses for our coaching staff, as the team travels and attends meets. Cost share benefits everyone by reducing the burden.

How do we calculate Cost Share? Coaching Cost divided by number of gymnasts attending the event = amount due by parents.

## Volunteer Commitment for Parents & Families

To keep Team OGC running like a well-oiled machine, we require a sweat equity investment from our competitive families. Our volunteers are an integral piece of the Olds Gymnastics Club puzzle.

During the We require that parents of Novice & Senior athletes complete:

- **10hrs of volunteer time:** Throughout the year, parents will have the opportunity to help organize events, assist with fundraising distribution, and bottle drives, etc. We will keep you posted as things come up.
- **3hrs of Work Bee:** On August 1-9, 2020 and April 19-23, 2021, parents are required to complete volunteer shifts to help with tasks around the gym. Example shifts include deep-cleaning the gym, completing minor repairs to our facility and equipment, etc. Keeping our gym in tip-top shape is very important. Safety is everyone's business.
- **Hay City Classic:** On March 19-21, 2020, parents are required to complete two volunteer shifts (approx. 2-3hrs each), make a \$40 donation to the raffle table, and help with either setting up or taking down the equipment. Your assistance with the Hay City Classic helps our event go off without a hitch!

We want to let you know in advance how much we appreciate this help! Your time and energy benefit all our children and the community of Olds. Thank you for your sweat, blood, and tears.

# Novice Program Requirements

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In addition to Cost Share and the volunteer commitments listed above, the novice program includes the following schedule, competitions, fundraising and fees.

## Training Schedule

Novice athletes train for **8hrs per week**.

- Summer: Tuesday/Thursday 4:00-8:30pm
- Fall/Winter/Spring: Tuesday 4:00-8:30pm & Friday 4:00-7:30pm

During the summer months, novice athletes are required to attend **4 weeks of programming**, which are included in your annual fees. Additional weeks may be purchased for \$95 per week.

## Competitions

All novice athletes must compete in the **Hay City Classic plus 4 other competitions**. Competition dates, locations, costs, and other important information will be released as soon as it becomes available.

## Fundraising Commitment

We ask that novice athletes satisfy several fundraising commitments between July 1, 2020 – June 30, 2021. These include:

- Single gymnast: a total of **\$400 profit** to the club & **sell one raffle booklet**
- Multiple gymnasts from the same family: a total of **\$550 profit** to the club & **sell one raffle booklet**

Unfortunately, these amounts are non-negotiable. We require fundraising at the competitive level because it helps to offset program costs.

As mentioned in an earlier section, we require all parents to keep an active credit card on file to maintain their Amilia account. **\$600 bond cheques are required for all novice athletes**. Please do not date the cheque. We require this payment information from you if fundraising/volunteering commitments are not met, there are unpaid fees, or your child withdraws from the team. We will never charge your card or cash your cheque, without notifying you first. We don't like surprises either.

Your fundraising effort benefits the entire team, and OGC appreciates it very much. Thank you in advance.

## Fees

Annual program fees include:

- Training Fees: \$1,605.00
- Hay City Classic: \$120.00
- Equipment Fee: \$25.00
- Registration Fee: \$10.00
- AGF Insurance: \$60.00

Additional costs include:

- Competition Track Suit – Approximately \$100.00
- Competition Leo - Approximately \$350.00
- Competition Training Leo (Optional) - Approximately \$100.00

**Grand total: Approx. \$2,370.00**

All prices are subject to change.

## Senior Program Requirements

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In addition to Cost Share and the volunteer commitments listed above, the senior program includes the following schedule, competitions, fundraising and fees.

### Training Schedule

Novice athletes train for **12.5hrs per week**.

- Summer: Monday/Tuesday/Thursday 4:00-8:30pm
- Fall/Winter/Spring: Monday/Wednesday 4:00-8:30pm & Friday 4:00-7:30pm

During the summer months, senior athletes are required to attend **4 weeks of programming**, which are included in your annual fees. Additional weeks may be purchased for \$105 per week.

### Competitions

All senior athletes must compete in the **Hay City Classic plus 5 other competitions**. Competition dates, locations, costs, and other important information will be released as soon as it becomes available.

## Fundraising Commitment

We ask that senior athletes satisfy several fundraising commitments between July 1, 2020 – June 30, 2021. These include:

- Single gymnast: a total of **\$500 profit** to the club & **sell one raffle booklet**
- Multiple gymnasts from the same family: a total of **\$650 profit** to the club & **sell one raffle booklet**

Unfortunately, these amounts are non-negotiable. We require fundraising at the competitive level because it helps to offset program costs.

As mentioned in an earlier section, we require all parents to keep an active credit card on file to maintain their Amilia account. **\$700 bond cheques are required for all senior athletes.** Please do not date the cheque. We require this payment information from you if fundraising/volunteering commitments are not met, there are unpaid fees, or your child withdraws from the team. We will never charge your card or cash your cheque, without notifying you first. We don't like surprises either.

Your fundraising effort benefits the entire team, and OGC appreciates it very much. Thank you in advance.

## Fees

Annual program fees include:

- Training Fees: \$1,935.00
- Hay City Classic: \$120.00
- Equipment Fee: \$25.00
- Registration Fee: \$10.00
- AGF Insurance: \$200.00

Additional costs include:

- Competition Track Suit – Approximately \$100.00
- Competition Leo - Approximately \$350.00
- Competition Training Leo (Optional) - Approximately \$100.00

**Grand total: Approx. \$2,840.00**

All prices are subject to change.

# Thank you

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The best part of our jobs is getting to know our athletes and their families. Thank you for being part of our OGC family!