



QUINTE BAY  
**GYMNASTICS**

# **Competitive Program Handbook**

## **2022/2023**

QUINTE BAY GYMNASTICS CLUB  
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## ABOUT US:

Quinte Bay Gymnastics Club (QBGC) is a Not-for-profit organization that is run by a volunteer board of directors composed of community members and parents. We would encourage any parents that have an interest in the board to become involved. The board and parent volunteers share in the responsibilities of forming various committees which in turn help to oversee a variety of non-coaching activities that occur within the club.

## INFORMATION FOR NEW AND RETURNING MEMBERS:

**Competitive Season:** July 1, 2022 - June 30, 2023

### Competitive Athlete Registration Forms to be Handed in Prior to Training at Start of Season:

The Competitive Registration Package Forms are located on our website [www.quintebaygymnastics.com](http://www.quintebaygymnastics.com) under the **competitive** tab. The whole package must be completed and returned via email to [comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com) or in person to the office. If they are not received 24 hours prior to the first day of training, the athlete will not be permitted to participate.

### Competitive Parent Involvement:

QBGC relies on the volunteerism of its competitive parents to assist with a variety of tasks throughout the year to ensure the club maintains its high standard of cleanliness, safety, and fiscal responsibility. In other words, we will always find something that you can do to help. Due to COVID-19, the last couple of years have looked quite different for everyone. As such we will continue to rely on our volunteers to ensure we can continue to provide the high-quality programs that you have come to expect while keeping the costs affordable for everyone given that cleaning, utilities, and other associated costs continue to increase.

## PARENT COMMITMENTS:

All fundraising and volunteer requirements must be fulfilled within the respective Competitive Season of July 1- June 30. Any additional volunteer hours or fundraising above the requirement cannot be transferred into the next season. All volunteer sign-up opportunities are sent via email. Follow the *Sign-up Genius* link that is provided in the email.

### Fundraising:

As part of your commitment, all competitive families **must** participate in fundraising.

- Each Competitive Family must fundraise a combined minimum total of **\$200**.
- Showcase Tumbling Families with an athlete born in 2016 must sell a combined minimum total of **\$100**.

There is a **mandatory \$90 chocolate fundraiser** in August. Monies from this fundraiser go toward the year end competitive banquet and awards. The cost of the chocolates is upfront, so when you sell your box of chocolates you keep the money. If there are extra, additional boxes may be purchased which would go towards your family fundraising quota.

There are a variety of fundraisers offered throughout the competitive season. The fundraisers for the 2022-2023 season are as follows:

- **Mom's Pantry** - September 6 - 23, 2022
- **DFS Holiday Wrap Up** - September 26 – October 13, 2022
- **Greenery with CC Farms** - October 3 – 28, 2022
- **Halenda's Pepperoni Sticks** – November 7 – November 27, 2022
- **Mom's Pantry** – To Be Announced

- **CC Farms Spring Planters** – To Be Announced
- **Mabel’s Labels** – Ongoing fundraiser located on QBGC website

There is always a buyout option (Except for the \$90 chocolate fundraiser) for those who do not wish to partake in any fundraising opportunities. If you do not fundraise the required amount at the end of the season, the monetary difference will be owed. Please contact Barb ([admin@quintebaygymnastics.com](mailto:admin@quintebaygymnastics.com)) for more information regarding buyout options.

Fundraising is important for the club given that all monies generated through fundraising are used to purchase new equipment and training aids. Fundraising has enabled QBGC to purchase the tumbling pit, beams, vault table, rod floor, tumble track, as well as blocks and other miscellaneous equipment. These equipment purchases provide the most benefit to our competitive gymnasts and as such all competitive families must contribute to QBGC’s fundraising efforts.

### **Volunteer Hours:**

- **Each** competitive **family must** volunteer **30** hours
- Showcase Tumbling Families with an athlete born in 2016 must volunteer **20** hours
- For any **additional child** in a competitive program, 10 hours is added to a **maximum** of 40 hours per family

Please note that if you have a parent, brother, sister, aunt, uncle, grandma, grandpa, friend, etc that would like to join you in completing your volunteer hours, QBGC would welcome their help. The more family/friends that have signed up for a volunteer opportunity, the more hours that go towards your family quota. If you are having trouble completing your hours, please **contact Barb** and she will work with you to ensure you are able to complete the hours required. Please do your best to communicate with her as early as possible and well before the end of the competitive season. If you do not complete your volunteer hours, you will be billed \$25 for every hour missed. Below are several available opportunities. Please note that all dates are subject to change. There is also a buyout option for those who do not wish to partake in volunteer hours. Please contact Barb for details regarding this buyout option.

### **Volunteer Opportunities:**

#### **Gym Cleanings:**

QBGC is cleaned regularly by a professional cleaning company. However, throughout the year a more thorough cleaning is necessary and as such volunteers are needed to complete these tasks. As well, due to COVID-19 and all the necessary protocols surrounding this to ensure the club remains clean and safe for everyone, volunteers are required daily. Opportunities are sent via email monthly and more often if needed so please be sure to check your email and sign up where possible as cleaning is an ongoing task. Please let Barb know if you require any assistance to navigate the sign-ups.

- August 27, 2022                      8:00AM – 12:00PM
- December 28, 2022                4:00PM – 7:00PM
- April 16, 2023                        4:30PM – 7:30PM

**\*\*Note:** August 2022 through to April 2023 there will be monthly sanitization sign ups

#### **QBGC Hosted Competitions:**

QBGC hosts 2-3 competitions per year. Parent volunteers are an essential component in the successful running of a

meet given that there are over 30 volunteer spots per day that need to be filled. Volunteer opportunities include but are not limited to cooking, cleaning, assisting judges, tearing down the gym for the meet, putting the gym back together when the meet is over, etc. Meet dates can be found on our website under the Competitive tab and on the Gymnastics Ontario website.

## **ACCESSIBLE CUSTOMER SERVICE:**

The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* was passed by the Legislative Assembly of Ontario with the goal of creating standards to improve accessibility across the province. The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that has been developed and made law is the Accessible Standards for Customer Service. These standards detail specific requirements for all services. The standards pertain to all employees and volunteers.

In general, service providers must deliver service in a way that preserves the dignity and independence of people with disabilities. As such, QBGC requires **ALL parents/guardians/volunteers** who will be volunteering at competitions or in our facility to be aware of this policy. A copy of this document and signature form are available in the following areas:

1. A printed copy is available in the office area
2. On our website [www.quintebaygymnastics.com](http://www.quintebaygymnastics.com) under the 'Competitive' tab

## **PAYMENT INFORMATION:**

### **Monthly Tuition Fees:**

Due by the first business day of each month via Debit, Credit Card (Mastercard/Visa), or Cash. If fees are not paid by the 10th of each month a late fee of \$10 will be added to the account. NSF is \$25

### **Generalized Additional Fees and Fee Schedule:**

*\*\*Please see individual breakdown sent via email between June - August for your athlete's specific fee schedule.*

- July 2022 - Base GO Fee: **\$35**
- August 2022- Chocolate Fundraiser: **\$90**
- September 2022 - Competitive GO Fee: **TBD**
- October 2022 - Comp Family Fee (per family): **\$50**
- November 2022- 1st Meet Fee: **\$170**
- December 2022 - 2nd Meet Fee: **\$170**
- January 2023 - 3rd Meet Fee: **\$170**

Competitive GO Fee varies from \$103.96, \$232.27 or \$336.74 depending on the level and program of the athlete. Your athlete's specific amount will be posted on your family account in September 2022.

**\*\*NOTE:** Any **additional** Competitions such as Eastern Canadian Championships, Ontario Championships, Tour Selection, Team Ontario/Canada Meets, Invitationals, Training Camps and Clinics are **not included** within the scheduled fees and will be added to your account when/if applicable.

## WITHDRAWAL POLICY:

All competitive programs are a **one-year commitment** and run from **July 1, 2022 to June 30, 2023**. There are 2 schedules within the competitive season, Summer & School Year. If you choose to withdraw prior to the end of the program you must provide the club with a **'Notice of Withdrawal' via email to [comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com)**. Regardless of when the notice is provided you will be charged for the following month's tuition fee, during which time your child is welcome to train. Along with payment of the following month's tuition fee you will be charged for any outstanding fundraising and volunteer hours at a rate of \$25 per hour. **\*\*NOTE:** QBGC is not responsible for parental conflict as it relates to payment, volunteer hours, fundraising, etc.

## 2022-2023 HOLIDAY AND PLANNED CLOSURES:

- |  |                  |
|--|------------------|
| • Monday, September 5, 2022                                | Labour Day       |
| • Monday, October 10, 2022                                 | Thanksgiving Day |
| • Saturday, December 24, 2022 to Saturday, January 7, 2023 | Christmas Break  |
| • Monday, February 20, 2023                                | Family Day       |
| • Friday, April 7, 2023                                    | Good Friday      |
| • Sunday, April 9, 2023                                    | Easter Sunday    |
| • Monday, May 22, 2023                                     | Victoria Day     |

## INCLEMENT WEATHER:

You will be notified via email as soon as possible if QBGC must close due to inclement weather or any other unforeseeable reasons. Make-up classes **may be** scheduled based on availability; however, weather closures are taken into consideration when determining monthly tuition fees.

## COVID-19:

If your athlete is unwell or displaying any symptoms related to COVID-19 please stay home. If you are unsure about your athletes symptoms, please refer to the Government of Ontario website at <https://covid-19.ontario.ca/self-assessment/> complete the self-assessment tool and follow their direction.

## PUNCTUALITY:

All gymnasts are encouraged to be on time and ready to begin class at their scheduled time. We do however understand that athletes will arrive as soon as they can for training after school. Early arrival is encouraged but all competitive gymnasts are required to wait until the coach officially begins the practice before they proceed with any gymnastic skills. Playing or fooling around is not permitted while waiting.

## GROOMING AND ATTIRE:

Gymnasts are expected to be neat and clean both at the gym and during competition. It is recommended that an athlete have multiple leotards/singlets and that they are laundered after each wear. During training, girls must wear a gymnastics leotard with the option of spandex gymnastics shorts or leggings. Boys must wear a singlet with shorts no longer than knee length. T-Shirts, tank tops, yoga tops, belly tops, sports bras, leotards with skirts and

loose athletic shorts may not be worn in the gym and will result in the inability to participate until proper clothing is attained. This is for the safety of both the athlete and coach.

Long hair must be securely tied back and away from the face with elastics and fish clips. **Bobby pins** are **not** permitted in the gym given that they can fall out and become a safety concern. All jewelry, including watches, must be left at home. Stud earrings are however permitted.

## **PERSONAL BELONGINGS:**

All personal belongings not required for training must be **left in the changeroom lockers** and not brought into the gym. This includes items such as backpacks/bags, footwear, coats and clothing. Cell phones, iPods, iPads and other electronics must also be safely secured. Athletes may bring a water bottle, lunch pail and a small drawstring or grip bag for items such as chalk, grips, ankle weights or other necessary items for training as requested by their coach into the gym and store them in the white cubbies.

QBGC is not responsible for any lost or stolen items. **Lock use** is strongly encouraged to ensure personal belongings stay secure. Locks must be taken off each night and belongings brought home. Lockers are for single day/night use only.

## **COMPETITION WEAR:**

All competitive athletes are expected to wear the current competitive attire during any QBGC represented competition and/or event. Competitive attire must be kept in pristine condition. If they are not, you will be required to purchase another. Please follow the laundering instructions that are provided with the garment. Handwashing and hanging to dry is always best.

### **Team Jackets and Pants:**

- All competitive athletes must have the current team jacket.
- The team jackets with the **white stripe on the sleeve** have been phased out and cannot be worn to competition. Athletes must have the all-black jacket with the teal and white embroidery
- **Pants for Females:** Girls are to wear all black leggings. They must be tight to the leg all the way down to the ankle. Leggings cannot have logos, designs, meshing, or colours, including the waistband.
- **Pants for Males:** Boys are to wear all black track pants. The matching track pants to the team jacket are available in the boutique for purchase. Pants cannot be fleece, shiny or have logos, stripes, designs, or colours.
- **Name on sleeve:** Adding a name is permitted; however, it **MUST** be done by "**GLI Promotions**". This is the company that supplies and embroiders our jackets. GLI has the appropriate specifications for lettering, placement, font and colour to ensure our jackets remain the same. GLI Promotions address is 250 Sidney Street, Belleville. Their website is [glipromotions.ca](http://glipromotions.ca), phone is 613-962-3663 and email is [glipromos@gmail.com](mailto:glipromos@gmail.com). Please contact them directly if you would like to have this done.
- If athletes choose to wear socks onto the competition floor for march-in, they must be all black, otherwise they are to have bare feet. Slide-on sandals can be worn at competition before march-in/warm-up and in between events.



### Competition Leotards/Singlets:

As planned for 2022-2023 Competitive Season, we will be transitioning to NEW leotards. At this time, we do not have a picture; however, it will be circulated with sizing when we do. It is required that your athlete has the new leotard or singlet.



#### Short Sleeve Leotard:

Developmental 1, 2 & 3  
 Jr & Intermediate WAG  
 Jr & Sr Interclub TG  
 Jr Provincial/Provincial TG  
 Pre-National TG

#### Long Sleeve Leotard:

Senior WAG  
 Provincial Optional  
 National TG

#### Male Singlet:

Jr & Sr Interclub TG  
 Jr Provincial/Provincial TG  
 Pre-National/National TG

\*\* Acro will be contacted individually for leo requirements

### Team Training Suit:

All competitive athletes must purchase a team training suit. These suits are designed and priced like a suit you would purchase off the rack for training but are branded 'Quinte Bay'. These suits do not have to be worn as a uniform to every practice so athletes can continue to wear their 'fun' suits as well as their QBGC training suit. Additionally, they are to be worn when requested (generally via email) or when representing QBGC outside of our facility such as at a development camp, clinic, workshop, or training at another club. This suit should **always** be packed and brought to competition in your athlete's bag as a backup suit in case something were to happen to their competitive suit.





## **Approximate Cost:**

Final prices are determined once QBGC has received the item from the manufacturer. However, the previous pricing was as follows:

- |   |  |
|---|--|
| -Competition Long Sleeve Leotard - \$210  | -Female Competition Shorts- \$35         |
| -Competition Short Sleeve Leotard - \$110 | -Female Competition Unitard (*NEW - TBD) |
| -Training Leo/Singlet - \$58              | -Team Jacket - \$81                      |
| -Male Competition Singlet- \$83           | -Male Competition Shorts- \$31           |

## **COMPETITIVE PROGRAMS AND DESCRIPTIONS:**

### **Competitive Age:**

- Age is determined by the age your child will be by December 31, 2023

### **Certificates versus Awards:**

- If your child is attending ODP Meets, they will receive a certificate with scores, are not ranked against each other, and are awarded Gold, Silver, Bronze or Merit on each event based on the score they achieved versus the Ontario set standard score.
- If your child is competition age 7 or 8 in the Compulsory/Optional or Xcel program, they will be ranked at competitions and are eligible to receive ribbons and/or medals; however, scores cannot be published or flashed at competitions.
- If your child is competition age 9+ in Compulsory/Optional or Xcel, they will be ranked at competitions and eligible to receive ribbons and/or medals. Scores can be published and flashed at competitions.
- If your child is competing Interclub Tumbling in Showcase, athletes will receive a certificate and not compete against others as they will submit goal cards to the judges for achievement and feedback.

## **WOMEN'S ARTISTIC GYMNASTICS (WAG):**

The priorities for the Women's Artistic program are Health, Development, and Competition, in that order. The program attempts to use up to date research-based training methodologies that maximize the gymnast's Health and Development.

### **Ontario Development Program (ODP)**

- ODP 1-5

### **Ontario Competitive Program (OCP)**

- Xcel (Bronze, Silver, Gold)
- Compulsory (Levels 1-5)
- Optional (Levels 6+)

## **QBGC Developmental Programs (Preparation for Competition):**

### **Developmental 1 (Dev 1):**

The Gymnastics Ontario slogan is "Sport Starts Here" accurately describes QBGC's Dev 1 program where the focus is on developing strength, flexibility, power, and basic skills which are the fundamental building blocks for the sport of gymnastics. This level is an excellent foundation for those who want to begin a life in sport, be it gymnastics or any other sport.

- 4 - 6 hours per week
- Attend 1-3 Competitions and QBGC Showcase

### **Developmental 2 (Dev 2):**

This developmental level lays down a progressive base of physical abilities, discipline, and fundamental skills that will prepare athletes for higher levels of gymnastics. Emphasis is on development rather than competition.

- 9 hours per week
- Attend 2-3 Competitions and QBGC Showcase

### **Developmental 3 (Dev 3):**

For all gymnasts, but especially advanced developmental gymnasts. The program develops the physical abilities and basic skills that provide a foundation for future competitions.

- 10.5 - 14.5 hours per week
- 7+ years of age
- Attend 2-3 Competitions and QBGC Showcase

## **Gymnastics Ontario WAG Competitive Streams:**

### **Ontario Development Program (ODP):**

ODP was created with the Sport Canada Long Term Athlete Development principles in mind to provide a more positive introduction to competition by changing the focus and philosophy regarding awards and ranking at competitions for this age group. ODP helps to improve the level of physical preparation in our gymnasts, as well as improve the level and quality of gymnastics being performed within this age group. ODP also helps in the development of a more 'rounded' gymnast using all areas of basic movement to increase basic skills.

### **Xcel Program:**

The program was adapted by Gymnastics Ontario from USA Gymnastics, is in its third year of running, and has quickly become popular in Ontario. The Xcel program was designed to offer competition outside the traditional Compulsory Program. Xcel allows athletes to compete individualized routines against other athletes in Ontario. There are 3 levels within the Xcel program: Bronze, Silver, and Gold.

- 9 - 12 hours per week
- 7+ years of age
- Attend 3 Competitions

### **Ontario Compulsory Program:**

There are five levels in the compulsory program that a gymnast may progress through. At each level of the compulsory program a gymnast must learn a specific routine for each event. As such each athlete, at that level, is competing the same routines and will be judged accordingly. The athletes top two scores in levels 3-5 from the 3 competitions are then averaged and ranked against the other competing athletes in Ontario that are within the same age grouping and level. Athletes age 9+ are then invited to compete at Ontario Championships based on overall ranking.

### **Ontario Provincial Optional Program:**

Athletes compete in Levels 6 and higher. They will normally attend three qualifying competitions where their top two scores are averaged and ranked against other competing athletes in the same age group and level within the province. Generally, athletes who rank in the top 32 may qualify for Ontario Championships. Athletes competing level 7 and higher may then qualify for Eastern Canadian Championships while those competing level 9 and higher may qualify for National Championships. Athletes aged 14+ may also compete at WAG Tour Selection where the top qualifiers are selected for Team Ontario which then allows for them to compete at an international

competition. Athletes who excel at Level 10 and above, may be eligible for athlete scholarships. Invitational meets are optional and at the discretion of the coach.

- Levels 6 - 10, Aspire and National
- Minimum 14.5 - 18 hours per week
- 9+ years of age
- Attend 3 Qualifying Competitions

## **A note to about WAG Athlete's moving up to the next competitive level:**

### **Compulsory/Optional Levels:**

Women's Artistic Gymnastics (WAG) in Ontario is extremely competitive, and athletes need to perform excellent routines to qualify for Ontario Championships. In Provincial categories, the top qualifying score is generally above 38 points overall which is an average score of 9.5 for each event. Overall, the average qualifying score is nearly 37 points which is what Gymnastics Ontario recommends for an athlete prior to moving onto the next level. Athletes should be scoring at least 36.5 - 37.0 points and show mastery of the next level skills before expecting to move onto the next level.

### **Xcel Levels:**

Since Xcel is still fairly new to Ontario, a score standard that athletes should achieve before moving to the next level has not been established. However, the relative low deductions and broad skill requirements result in scores considerably higher than comparable Provincial categories. As such, Xcel athletes should be expected to score higher than comparable Provincial athletes before they are ready to move up. Xcel athletes must also show mastery of the next level skills before expecting to move onto the next level.

## **ACROBATIC GYMNASTICS (ACRO):**

Acrobatic gymnastics is a newer competitive discipline to QBGC. Partnerships of duos or trios work together and perform routines consisting of acrobatic moves, dance and tumbling which is set to music. Acrobatics is practiced as men's groups/pairs, women's groups/pairs, or mixed pairs.

- 6-9 hours per week
- Age 8+
- Attend 2 Ontario Cup Qualifying Competitions
- Optional competitions based on qualification could include:
  - Ontario Championships
  - Canadian National Championships
  - Tour or other International Competitions

## **POWER TUMBLING (TG):**

### **Jr Interclub Tumbling - SHOWCASE:**

Showcase is the first level of Interclub Tumbling. Athletes born in 2016 must compete this level. Athletes born in 2014 and 2015 are also eligible to compete in this level. The Showcase level of Interclub Tumbling does not have set competition tumbling passes, they showcase what skills and passes they are capable of. Showcase level athletes will receive a certificate/award and not compete against others as they will submit goal cards to the judges for achievement and feedback

- 3 hours per week
- Ages 7-9
- Attend 2 Interclub Competitions

### **Jr and Sr Interclub Tumbling:**

Athletes in Jr and Sr Interclub are progressing through the last 3 levels of Interclub Power Tumbling which are Beginner, Intermediate and Advanced. Interclub tumbling prepares athletes for provincial level programming.

- 3-4 hours per week
- Ages 8+
- Attend 2 Interclub Competitions

### **Jr Provincial and Provincial Tumbling:**

Athletes are trying to achieve a predetermined qualification score, as set by Gymnastics Ontario while competing against others from across the province. Achievement of this score would then qualify the athlete making them eligible for Ontario Provincial Championships as well as other qualifying opportunities such as Eastern Canadian Championships or Provincial Tour.

- 6 - 7.5 hours per week
- Ages 9+
- Attend 3 Ontario Cup Qualifying Competitions
- Optional competitions based on qualification could include:
  - Ontario Championships
  - Eastern Championships
  - Tour Selection (Age 13+)

### **Pre-National Tumbling:**

Athletes are trying to achieve a predetermined qualification score, as set by Gymnastics Ontario while competing against others from across the province. Achievement of this score would then qualify the athlete making them eligible for Ontario Provincial Championships as well as other qualifying opportunities such as Eastern Canadian Championships or Provincial Tour. Athletes in Pre-National are working towards mobilizing to National levels.

- 7.5-9 hours per week
- Ages 9+
- Attend 3 Ontario Cup Qualifying Competitions
- Optional competitions based on qualification could include:
  - Ontario Championships
  - Eastern Championships
  - Tour Selection (Age 13+)

### **National Tumbling:**

Athletes at this level will be training with the goal of representing the province and/or country through several national and/or international events.

- 9-12 hours per week
- Ages 11+
- Attend 3 Ontario Cup Qualifying Competitions
- Optional competitions based on qualification could include:
  - Ontario Championships

- Canadian National Championships
- Elite Canada
- Canada Cup

## **TIPS FOR ATHLETES AND PARENTS:**

Gymnastics is **NOT like school or other sports** where you 'move up' each year. Many times, athletes repeat levels throughout their career. Sometimes it is more important to master a level than to move on prematurely. Moving on before an athlete is ready can lead to many difficulties such as bad habits, fear, struggles in competition, etc. Your coach and the head coach know what is best as it relates to gymnastics and building your confidence.

Here are some tips to consider when thinking about competitive levels, competition and why you do gymnastics.

- Keep focusing on getting better
- Where you rank depends on who else shows up, what matters more is that you are improving your shapes and skills
- Gymnastics is a journey, all about learning and life lessons
- Keep learning, listening, growing, and improving and you will go far in the sport of gymnastics
- Remember gymnastics is about having fun and pushing yourself to get better everyday
- Don't compare yourself to others; you are on your own unique path
- Trust in your coaches that your path is the best one for you
- Remember to work hard, be a leader and learn to use obstacles as fuel to make you stronger

## **COMPETITIONS:**

Competitions are mandatory for all competitive athletes. As such, anyone who cannot commit to competitions should not be in a competitive program. QBGC is not responsible for scheduling conflicts and as such athletes are expected to compete at their respective scheduled competitions.

Parents and athletes **MUST** be aware of certain behaviours that are not permitted at a competition site.

- No athlete may leave the competitive floor to talk with people in the viewing area until the last competitor of that session has performed. Failure to abide by this rule can result in athlete disqualification by the meet director or CCJ/head judge.
- Athletes must be responsible for their own belongings such as grip bags, warm up clothing, etc. These items must be removed from the competition floor at the end of the athlete's session.
- WAG Athletes must ask the judges at the event for permission to leave the floor for a washroom break.
- Parents are not permitted to address any judge or meet officials during a competition. Any concerns, questions or comments may only come from a registered club coach given that Gymnastics Ontario has set standards by which a coach may address judges and meet officials. Failure to abide by these rules can result in not only the athlete being disqualified, but the entire team could also be disqualified from the competition as well as other competitions later in the season.
- All judges and officials must be treated with respect.
- Protests are permitted only at the Provincial Artistic Qualifying Competition level and can only be initiated by a registered club coach. If the coach feels a protest is necessary, the coach will approach the parents of the athlete to pay the protest fee (usually \$30). Protests are rarely successful and are

usually ruled in the judge's favour. However, the outcome can rule in the athlete's favour if it relates to faulty apparatus or missed technical elements.

- Under no circumstance may a parent enter the competitive floor area. In the event of serious injury, a parent will be invited to be present during first aid treatment.
- It is important to support your team and fellow gymnasts. As such, during the awards ceremonies all competing gymnasts must remain on the competition floor until the last award for that session is given. Leaving prior to the completion of awards could result in severe deductions to the athlete's final score and/or disqualification.

### **Competition Dates:**

Competition details including the exact date and time your athlete competes will be shared once they have been confirmed by the Host Club which is **approximately 2 weeks before the meet**. Most competitions include Friday and some even Thursday as part of the weekend competition and as such you can expect that some of your competition dates will take place on a Thursday or Friday.

Parents will receive an email from the Competitive Coordinator with Meet Schedules once they are ready for distribution. Parents can access the information on the QBGC website Competitive Tab as well as the Gymnastics Ontario website using the following links.

All Disciplines Calendar: <http://www.gymnasticsontario.ca/calendar/>

WAG Events Only Calendar: <https://www.gymnasticsontario.ca/wag-event-calendar/>

TG Events Only Calendar: <https://www.gymnasticsontario.ca/tt-event-calendar/>

ACRO Events Only Calendar: <https://www.gymnasticsontario.ca/acro-aero-event-calendar/>

### **TRAINING DURING COMPETITION WEEKEND:**

Please note that there will be no training on the weekend of your athlete's competition given that coaches will also be away at the competition. Classes may occur, if the coach and/or group is not competing or away at the competition on their assigned training days. You will be notified via email if the class will be running, otherwise please expect that there to be no training. Important dates are always posted on the competitive calendar which can be found on our website under the competitive tab.

### **TRAINING HOURS:**

QBGC is a child centered facility where a child's physical and emotional development remain the priority with skill level being secondary. Gymnastics training hours are set so that an athlete may remain competitive while still attending school and/or participating in other sports and activities. Some athletes may be requested to train during school hours which should not interfere with academics. If needed, QBGC will provide a letter for your athlete's school. However, parents are responsible for communicating with their athlete's school/teacher and if necessary, arranging for an alternative homework schedule. It is always good practice to discuss your athlete's training schedule with their teacher regardless of whether they will need to miss school or not.

Training hours are set two times per year to reflect the age and level of the athlete. Staff availability is also a consideration when determining training hours. Training times during the school year will be different than the summer schedule.

It is important to note that the summer months are the **most crucial time** to gain new skills and as such, athletes are expected to attend summer training. We do however understand that athletes may miss a few practices due to summer plans and vacation.

### **ATHLETE MOVEMENT DURING THE SEASON:**

Every athlete is placed twice in a competitive season, once for the summer and again for the school year given that athletes are constantly being assessed and monitored. Even though an athlete may be in a competitive group for the year or longer it does not guarantee them a spot in the program each year. It is important to understand that this is a competitive program and as such it is a privilege to be a part of the team. It is possible that an athlete may move to another group during the regular season and if this were to occur the athlete's training hours could increase or decrease depending on the change which in turn may affect the fee structure.

It is also possible that group training times and days may need to be changed for a variety of reasons such as coach schedules, gym scheduling, group sizes, etc. As such, should changes become necessary families will be notified as soon as possible.

### **ABSENTEEISM AND CLASS CANCELLATIONS:**

Club closures will be posted on the club's website, Facebook, and voice mail. Singular class cancellations will also be posted this way and emailed individually to the families. If your athlete will be missing a class, please email [comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com) to ensure we are aware.

If a coach must cancel a class, it will be the coach's responsibility to provide a make-up class at an alternate day/time. Make-up classes or training with an alternative group are not possible or provided if an athlete misses a class.

If there are two or fewer athletes in attendance at any given class, the class will be considered a private or semi-private lesson and due to the learning intensity, physical endurance, and safety of the athlete, the class time will be reduced. Parents will be contacted and instructed to pick their athlete up at the half-way point of their regularly scheduled class.

### **INJURIES AND ILLNESS:**

Gymnastics is a high-risk sport where injuries do occur. If an injury occurs, depending on the severity, the athlete may still be able to adapt their training to partake in conditioning to maintain strength and flexibility. The Club does not pro-rate monthly training fees for illness, vacation, other absences, including injuries less than forty-two days in duration. Please contact the office if an injury exceeds forty-two days.

Following an injury, a note from a medical professional and/or Return to Play Form (Schedule A) is required before the athlete can return and fully participate. **Please do not send your athlete to the gym if they are ill with fever, cough, sneezing, skin infections or other communicable disease, as they will be sent home.** As well, athletes who come to the gym complaining of pain in a muscle, joint, headache, fatigue or dizziness will also be sent home.

Gymnastics training requires full use of physical and intellectual readiness, as such, any compromise to these systems may subject an athlete to injury.

### **LATE ARRIVAL:**

Late arrivals are a challenge for everyone given that it is difficult for a coach to properly supervise a late athlete's warm-up while coaching the rest of the group. As such we ask that your athlete arrive on time and ready to train.

### **PARENT VIEWING:**

It is in the best interest of all competitive athletes that we ask parents to limit viewing to a maximum of **30 minutes** per training session given that the more you watch, the less progression you will notice in their abilities. Parents must watch from the viewing area upstairs and are asked not to coach their child from that area or at home. Periodically throughout the year there will be competitions or other demonstrations where you can view your child's progress and there may be times when a coach might invite a parent into the gym to view a new skill or routine.

### **PRIVATE LESSONS:**

Private and semi-private lessons are available at a cost of \$45 and \$65 (\$32.50 per athlete) per hour, respectively and can be of benefit to some athletes. Private and semi-private lessons are booked directly with the coach for your athlete. If your athlete's coach is not available, they will recommend an alternate coach. All lessons must be booked, in advance, and paid for through the office. Please email [comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com)

### **CHOREOGRAPHY:**

#### **WAG:**

There may come a time when you are notified that your athlete will require a personalized routine. When this happens, you will need to hire a gymnastics choreographer. It is the responsibility of the parents to hire a choreographer who has both dance and gymnastics experience as well as a good reputation for routine artistry and composition. If you are unsure about where to look, please check with your athlete's coach as they may be able to recommend someone for you. Choreography fees vary, are roughly \$250 per routine, and routines are generally kept for two years. However, if a coach feels that the routine no longer suits the athlete, or the routine does not accommodate the athlete's new skills and/or level it may be necessary to acquire a new routine before the two-year mark. All choreography must be arranged and paid for by the parent with the choreographer. Choreography can be done at QBGC but must be approved by the Competitive Coordinator, or Head Coach. Music must be approved by Competitive Coordinator or Head Coach prior to the athlete meeting with the choreographer.

#### **ACRO:**

You will be contacted when your athlete requires a personalized routine. All arrangements will be made through the Head Acro Coach, all choreography costs must be paid for by the parent and will be shared equally within the respective duo or trio grouping.



## PERSONAL EQUIPMENT AND SPECIAL PURCHASES:

Athletes may be required to bring personal equipment with them to each class. You will be notified which items your athlete will require. Equipment will vary depending on the group and program; however, common items athletes may require are the following:

Yoga Mat	Hand Sanitizer	Handstand Pegs (ACRO)	Strap Bar Straps (WAG)–If Directed by Coach
Therabands	Water Bottle	Ankle Weights (TG)	Grips (WAG) – If Directed by Coach
Chalk	Skipping Rope		Wristbands for Strap Bars (WAG)
Sponges	Athlete/Medical Tape		Stick or Broom Stick (WAG)

## COMMUNICATION:

Your athlete’s coach is an especially important person in their life given that they are together for several hours a week. As such, it is important that the coach know if your child has any difficulties such as anxiety given that this can affect their performance in the gym. **GOOD COMMUNICATION BETWEEN PARENT AND COACH IS ESSENTIAL.** You can talk to the coach briefly before or after training, time permitting, about quick things such as absences, competitions, illness, injuries, etc but for matters that require more time, please send an email to make these arrangements. All communication must occur at QBGC. It is important to remember that many QBGC coaches are full-time students or have full-time jobs elsewhere and as such, may take a few days to return an email or phone call. Please be respectful of a coaches time off by not phoning or texting coaches at their homes or on their personal cell phones. Please email [comp@quintebavgymnastics.com](mailto:comp@quintebavgymnastics.com) for assistance.

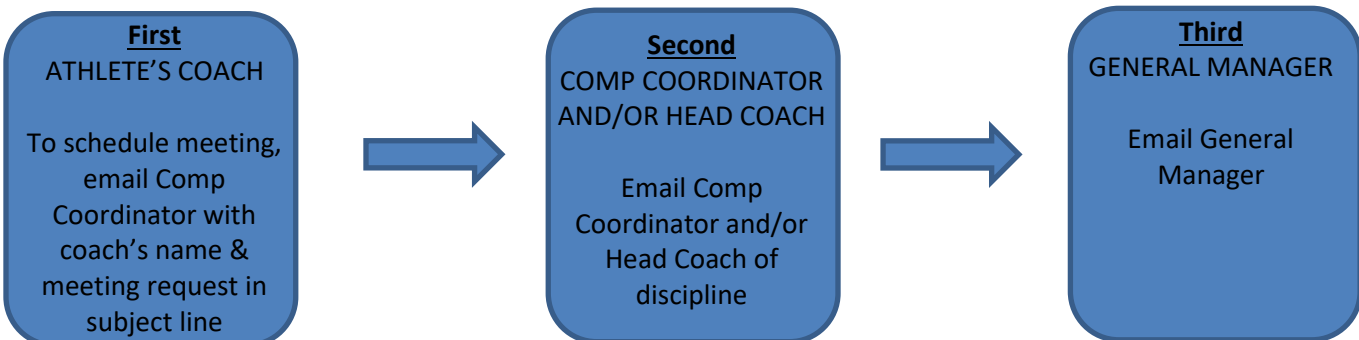
### COMMUNICATION GUIDELINES:

Parents are invited to talk to their child’s coach **briefly** before or after regular training about absences, meets, scheduling, physical ailments, anxieties, or other questions that can be answered in a couple of minutes. For issues that cannot be resolved in a couple of minutes please request a meeting with the coach.

Questions about curriculum, coaching methodologies, and other issues at a program level should be documented in writing via email and sent to the respective Head Coach for that discipline. All directors welcome an individual parent’s comments, concerns and/or suggestions and will give them due consideration. If you are happy with the program, tell others, if you are not, please tell us, and give us an opportunity to respond.

If you are not sure who to talk to, start with your child’s coach. If you ask a director, staff member, or board member about your athlete’s training, they will direct you to talk to the coach.

Below are the 3 stages of communication. Please move to the next stage should you not be satisfied with result or resolution of current stage.



Competitive Coordinator – Tori Hollett ([comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com))

Head Coach of Women’s Artistic Gymnastics Program – Bob Bentham ([comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com))

Head Coach of Trampoline and Tumbling – Katelyn Thompson ([tg@quintebaygymnastics.com](mailto:tg@quintebaygymnastics.com))

Head Coach of Acrobatic Gymnastics – Melissa Baitley ([comp@quintebaygymnastics.com](mailto:comp@quintebaygymnastics.com))

General Manager – Tracy Teno ([gm@quintebaygymnastics.com](mailto:gm@quintebaygymnastics.com))

### **Modes of Communication:**

**Email:** Please ensure your email address is up to date on your account.

**QBGC Facebook Page:** <https://www.facebook.com/quintebaygymnastics/>

Gym cancellations, events, etc can be found on our Facebook Page.

**Website:** [www.quintebaygymnasticsclub.com/](http://www.quintebaygymnasticsclub.com/)

All competitions, fundraisers, forms, Parent handbook etc can be found on the website under the competitive tab.

**All important dates are on the Competitive Calendar on the website.**

## **CONFLICT RESOLUTION POLICY:**

Please refer to QBGC’s Conflict Resolution Policy which can be found in our Policy Manual, located in the main office.

## **GROUP PLACEMENT:**

**The following criteria are taken into consideration when evaluating an athlete’s placement:**

- **Physical Abilities:** Each gymnastics level has prerequisites for physical abilities. These standards are designed to ensure safety, the ability to cope with training loads, skill execution and progression, plus success in competition. Don’t expect a gymnast to move up a level if their physical abilities are not up to that level.
- **Behaviour:** Gymnasts must act respectfully, follow the gym rules, and be able to train independently.
- **Skill Acquisition/Progression:** Skill acquisition and individual progress can be extremely important, depending on the level the athlete is training, and as such will affect the placement of your athlete. Athletes should master, not just do, the skills in the next level before moving up.
- **Sportsmanship:** All athletes must be courteous to others. Disrespectful behaviours towards other athletes, clubs, or coaches will NOT be tolerated.
- **Commitment:** Commitment must be seen and should be evident as per the above sections. Parent commitment is also a consideration when selecting and removing athletes.
- **Competition Results:** The athlete’s placement at Meets, will contribute to the stream/group they should be in. While competition entails more than just winning, it is not in any athlete’s best interest to place consistently at the bottom of their category.
- **Parent support:** All parents of athletes in the competitive program are expected to contribute to the Club. If parents are unable to support their athlete, coaches, and QBGC, the athlete may be removed from the competitive stream. An athlete may be removed from a program by the Board of Directors, Club Manager or Head Coach. Parents must complete required volunteer and fundraising quotas.
- **Attendance:** Attending 80% of an athlete’s training days between September and May and 50% between June and August is considered ‘good’ attendance with exceptions being made for illness and injury. If an athlete misses more than 20% of their classes between September and May and more than 50% of their

classes between June and August, their spot in the competitive program will be in jeopardy. Consistently leaving practice early or arriving late, can also jeopardize their spot.

### **REMOVAL FROM PROGRAM:**

Coaches meet regularly to discuss their athletes progress throughout the year. Much like other sports, **your athlete's placement as a competitive member should not be assumed from year to year.** Should an athlete's placement in the competitive program be at risk a Parent-Coach, Head Coach-Coordinator meeting will occur. There are a limited number of competitive spaces in our program and as such athletes will be chosen accordingly.

### **CHANGING PROGRAMS:**

There may come a time when a program or discipline (WAG, TG, ACRO) no longer suits the age, skill, or commitment level of the athlete. Should this occur, every effort will be made to ensure there is a smooth transition towards a different discipline or program. QBGC competitive programs have the best interest of each athlete at heart and as such we will place athletes in the programs where we feel they are best suited and have the most potential to develop and succeed.

If an athlete chooses to leave the competitive program completely, their spot will not be held and such they must be retested should they wish to return.

### **SNACK BREAKS:**

Any class that is 3 hours or longer will get a short nutrition break if needed in the kitchen. Please pack easy-to-eat, nutritious fuel for your athlete's body. For those athletes who do not have a 3-hour practice, please send your athlete with a few snacks as they may get hungry and need something quick to eat. A reminder we are a peanut and nut aware facility and ask that you do not pack foods which contain peanuts or nuts.



# Athlete “Return to Play” Form

*To be completed by the Physician and Submitted to the participating club prior to their next scheduled class/training session.*

Athlete/Participants Name:		Age:
Address:		Level:
Telephone:	Parent/Guardian Name:	
Date of Injury:	Event:	
Injury Occurred: <input type="checkbox"/> During Practice <input type="checkbox"/> During Competition <input type="checkbox"/> Outside of Gym		
Name of Physician:	Telephone:	
Nature of Injury:		
Circumstances/Limitations Under Which Athlete Can “Return to Play”:		

I understand that prior to returning to play the above information must be complete and all conditions described by the attending physician must be met.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

## For Club Use Only:

Received:	Return to Play Date:
Authorized By:	

# Code of Conduct Policy:

## Intent:

Quinte Bay Gymnastics Club Inc (QBGC) is committed to providing a safe, healthy, rewarding workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees/volunteers to work towards the constant improvement of our club. To assist the organization in maintaining an exemplary work environment, we require that all employees/volunteers of QBGC conduct themselves in an ethical and professional manner, at all times.

## Scope:

This policy applies to all employees, volunteers, and students.

## Policy Guidelines:

To preserve the core values and business principles that our organization is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

- 1) Hazardous to employee safety
- 2) A negative influence on club morale or
- 3) Detrimental to the success of QBGC

QBGC reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates QBGC's Code of Conduct standards and policies.

## Unacceptable Actions / Behaviours:

Unacceptable behaviours shall include, but not be limited to the following:

- Unprofessional behaviour when communicating with fellow employees, parents/guardians, and associates
- Willful damage or destruction to club property, or employee property
- Disorderly, immoral, or indecent conduct
- Violation of health and safety practices, policies, and procedures
- Theft, including physical, and intellectual properties
- Insubordination
- Dishonest, illegal, or improper business activities
- Job abandonment

Employees/volunteers are expected to perform their job duties in a manner conducive to a professional, safe workplace, following all employer practices, policies, and procedures.

## Acknowledgement and Agreement:

I, \_\_\_\_\_, acknowledge that I have read and understand the Code of Conduct Policy of QBGC. Further, I agree to adhere to the policy and will ensure that employees/volunteers working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment/volunteer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_