



# Welcome to IGC!

## Competitive Program Handbook

We are so honored that you're 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!

Welcome to Imagine Gymnastics Club (IGC)! 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.

### Here's what we need from you before class starts:

- Read, and be familiar with, this handbook. If you have any questions, please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com)
- Confirm your child's class time, date & location in your Uplifter Account. Make sure all your contact and billing information is entered correctly so that you will receive club emails.
- Make sure your uplifter account is in good standing. If you have a payment to make please either use your credit card to pay through your uplifter account or e-transfer your payment to [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com)

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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Imagine Gymnastics Club (IGC) is governed by a volunteer, parent-run Board of Directors. IGC 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 IGC 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.

IGC 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

Imagine Gymnastics Club (IGC) strives to create a safe & positive environment that empowers and equips our athletes to succeed at, not only their gymnastics goals, but in life as well. We endeavor to create a sense of belonging and inclusion for athletes of all ages & abilities. We resolve to be family and community oriented in all that we do.

## Our Goal

Our goal is to enable lifelong participation in the sport of gymnastics. From teaching foundational skills that they can safely do in their backyard or on their trampoline, to facilitating their competitive goals. We coach with the proper progressions, conditioning and safety protocols to make sure the sport is not causing the chronic pain or injury that elite gymnastics has been known for in the past. Another way we promote involvement in our sport is by training and hiring our athletes, who are thirteen and older, to be our junior coaches. We mentor them and the club helps to pay for their NCCP courses as they get older. Coaching is an amazing way to stay involved in a sport, and a wonderful part time job for anyone to have growing-up. Some have gone on to become career coaches. Ultimately, we want our sport to be an amazing experience, where lifelong friends are made, career opportunities arise and where skills are learned that can still be done 40 years later at a backyard BBQ!

## Vision

IGC envisions a world where children can realize their athletic potential, creating wellness for themselves, their families and their 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 behaviors 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 positive body images and attitudes.
- **Empowerment:** We empower our athletes with skills, 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. Courage, resilience & tenacity are the first steps to any great endeavor – in gymnastics and in life.
- **Excellence:** Life is a gift, 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 for ourselves, our club & our community.

# What do I need for class?

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## Important Forms

You will have had to accept two waiver forms when you registered your child for our program on Uplifter.

These include:

- [Minor Release of Liability for Participation in Gymnastics](#)
- [Personal Information Protection Act \(PIPA\) form](#)

Release of Liability forms help 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 IGC handles your personal information. These forms protect the club, and your family, and are completed every year, without exception. These forms are valid for one “gymnastics year”, July 1st to June 30th.

## Competitive Attire

Our competitive athletes must be dressed to do gymnastics:

- We prefer that they wear a training leotard/gymsuit with spandex shorts over top. Long sleeved suits should not be worn (our only sleeved suits are the competitive team suits, which are only worn for competition).
- Hair must be tied up in a way that it does not fall in front of their face.
- Athletes must not wear jewelry of any kind other than small stud earrings.
- We do not allow athletes to train in sports bras & shorts, they must wear a gymsuit.
- Athletes 9 & older need to wear a sports bra under their suit (regardless of development).

We work hard in the gym! Please wear & pack deodorant, and wear a clean suit to practice. Maintain good hygiene. You'll need a shower after every practice!

## Personal Items

All athletes need to bring a clearly labeled water bottle to every practice. They will also need to bring a supper to eat during break. Please pack an adequate amount of food to keep their energy up.

Competitive athletes may rent a locker to keep their personal belongings in for \$60. The lockers remain theirs for the entire time they train as competitive athletes at IGC.

## Parent Viewing Policy

We prefer that parents/guardians do not stay during class time. However IGC believes in an open policy and parents are welcome to watch classes from the lobby/entryway. The reason we prefer parents don't stay for the entire class is that, while we love our IGC parents, having a parent or family member watching is a distraction. Distractions can affect the ability of coaches to conduct their classes, the effectiveness of the practice and the safety of all involved. We want the athletes

to focus on the coach and the activities in the class, rather than their parents, or worry that people they don't know are watching them.

IGC requests that parents/guardians do not attempt to communicate with, or "coach" their child during practice. If you need to speak with your child's coach, please do so before or after class. Our coaches will be happy to answer any questions you have. Should anyone viewing become disruptive, IGC reserves the right to remove viewing privileges from any parent or family member.

If you have any questions regarding this policy, please call or text 403-619-7824 (Carstairs)  
403-507-8191 (Olds)

## Incident Weather

As Albertans, we all know how wild the weather can get. IGC 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 canceled 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 canceled 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 Uplifter. We really hate canceling 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 athlete might want some individual time to focus on a skill or routine. Private lessons are available upon request. Please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com) to schedule times.

## 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 neighborly. 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

Imagine Gymnastics Club proudly uses Uplifter to organize class registration, scheduling, and manage our client information. 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

Uplifter has a clean, modern look, and is intuitive to use. The Imagine Gymnastics Club Uplifter Store may be freely accessed from our website, by selecting the Programs page. If you have a question regarding your account, please email [info@imaginegymnastics.com](mailto:info@imaginegymnastics.com).

**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, IGC charges an AGF insurance fee, and a small administrative and equipment 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 maintain & update our club computers & phones. 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. Imagine Gymnastics Club is a non-profit organization, so every penny helps us keep the lights on.

## Alberta Gymnastics Federation Insurance Policy

Imagine 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 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 has to be paid by everyone who uses our gyms, whether that be for registered classes, facility rentals or drop-in.

Imagine 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 registration payments, please reach out to the Head Coach/Treasurer 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. Any credit on your account will automatically be used to pay your outstanding fees. If your account is not paid in full by the end of the current season, your child will not be able to register for any competitions, or register for any future IGC programs.

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.

Imagine 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.

## Cancellations & Withdrawal

Team IGC is an annual commitment, and therefore, we are unfortunately unable to issue refunds for competitions, fees, Team IGC attire, or discounts on fundraising. If you withdraw from Team IGC, 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.

## Credits

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

## Sports Grants for Children

Are you looking for information on grants to offset the cost of registration?

We recommend visiting the [Jumpstart](#), or [KidSport](#) to get the process started. IGC looks for ways to actively reduce barriers that prevent kids from experiencing the awesomeness that is gymnastics.

# Special events

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## Winter Warm-up Meet

Each season we will host a warm-up meet in November or December to help our athletes get ready for the upcoming competition season. There will be mandatory volunteer hours for your gymnasts and family.

## The Hay City Classic & Showcase

What is the Hay City Classic? Only IGC'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), IGC hosts a Showcase each year to allow all our athletes to show off what they have been learning during the year.

Closer to the Hay City Classic, you'll receive information from your coach on dates, location, and event theme. Each class, recreational to competitive, performs. Each class will decide on a simple team costume, which usually consists of a coloured T-shirt, and neutral bottoms, like black shorts. Your coach will let you know the event theme and costume details ahead of time.

Our meet has both Canadian Provincial Program categories and Xcel categories, allowing all competitive athletes to participate. Typically the weekend starts with our club showcase on Friday evening, the competitive meet runs all day Saturday and the recreational meet runs all day Sunday.

# How we give back

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## Volunteer Hours

To keep Team IGC running like a well-oiled machine, we require a sweat equity investment from our competitive families. We try to give you a wide variety of choices and times to fulfill these requirements. Laurie Waiting is our Fundraising Director and is amazing at keeping everything organized. You will be invited to our TeamSnap account, and she will send out requests for volunteers on that App. During the year we require that parents of pre-team & competitive athletes complete:

- **Volunteer Hours:** Throughout the year, parents will have the opportunity to help organize events, assist with fundraising distribution, and bottle drives. Several times a year our club is asked to help out with community events in return for support for our club. You will receive requests to sign-up for shifts on TeamSnap.
- **Work Bees:** Parents are required to complete a certain number of shifts to help with tasks around the gym. Volunteers help us with deep cleaning and small repairs, needed to help our gym stay clean and safe.
- **Winter Warm-up Meet Requirements:** parents are required to complete **volunteer shifts** (approx. 2-3hrs each), make a **\$20 donation to the raffle table**, and help with either setting up or taking down the equipment.
- **Hay City Classic Requirements:** parents are required to complete **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. Volunteer parents are the reason our home meets run so smoothly!

We literally could not keep our club open without the support of our volunteers. We are committed to keeping our competitive fees as low as possible without requiring too much from our competitive families. It is a delicate balance!

## Specific Fundraisers

All competitive athletes registered with IGC are required to sell a minimum of \$50 of Raffle tickets per session (Fall, Winter & Spring, totalling \$150/year). We run our 50/50 cash raffles on-line through RaffleBox once a session. The IGC Cash Raffle is tremendously important to our operations, with the potential to raise a sizable amount of money each year for the club.

IGC typically also has a casino fundraiser during the competition year. When we are informed of the date of our Casino, Laurie Waiting (our Fundraising Director) will send out a link to register for your time slot on TeamSnap. All competitive families must take at least one shift. The Casino generates a lot of money for the club and is extremely helpful in keeping our comp program costs so low.

We also have many smaller fundraisers during the year, such as Coco Brooks, Happy Hippo, Poinsettias & wreaths and Spring flowers and plants, and a few others, that will give you ample opportunity to fulfill your fundraising commitments during the year. You will notice these IGC fundraisers popping up on our Social Media. They are also posted on our website. Please feel free to buy the products offered & share the posts with your friends & families!

## Thank You!!

We want to thank our gymnastics parents for their efforts! It does not go unnoticed. Your individual fundraising & volunteer efforts may feel like a drop in the bucket, 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 IGC. Your impact is not small. It is enormous!

When you walk through the doors at IGC, you feel a sense of community, of small-town charm, of collective ownership and pride. We look after each other, and we help our neighbors when they're in need. The communities of Olds & Carstairs, Alberta, are very generous ones. Giving back feels so good, especially when you can see the palpable difference that it makes in the lives of our children.

Thank you for your kindness, your investment & your time!

# 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 need your contact info in case of an emergency, or to notify you of a change in plans. Depending

on the circumstance, IGC 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.

In addition to the general club communication tools, we use [TeamSnap](#) to relay important information about fundraising, meets, and volunteer opportunities to our competitive athletes. New to TeamSnap? Email Laurie Waiting at [laurie@imaginegymnastics.com](mailto:laurie@imaginegymnastics.com) and ask to be added to the Team IGC 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.

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 Coaches, please email [michelle@imaginegymnastics.com](mailto:michelle@imaginegymnastics.com)

If you have a question for the board or if your question is of a sensitive nature, please email our club president Dustin Symes at [dustinsymes@imaginegymnastics.com](mailto:dustinsymes@imaginegymnastics.com)

All other club emails and contact information may be found at [imaginegymnastics.com](http://imaginegymnastics.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

We are busy on Facebook & Instagram! We post about everything!

Follow us on Facebook & Instagram to stay in the know: [facebook.com/imaginegymnasticsclub](https://facebook.com/imaginegymnasticsclub) & [instagram.com/imaginegymnasticsclub](https://instagram.com/imaginegymnasticsclub) . 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.

## Determining Competitive Level & Progress Reports

Tracking your child's skill progression is critical to their success. Having a proven record of your child's progress is an empowering, positive reinforcement tool for your gymnast that helps to build both mental and physical resiliency. As coaches, we need to understand where our athletes are sitting, so that we can make practical decisions, like which level they should compete in, or if they need more/less challenge to get them moving forward.

Your coach will issue a progress report at the end of each competitive year, providing you with an opportunity to recognize and celebrate the successes that accompany goal-setting, hard work and perseverance.

In order to set the level at which your athlete will compete each competitive season we will hold a Winter Warm-up Meet every November or December. We use this meet to assess our competitive athletes' performance levels for registrations in the upcoming competitive season, which runs from January through April. The level at which your athlete will compete is assessed & assigned by our head competitive coaches.

## Parent Feedback

Parent feedback is essential to our classes and our program delivery at Imagine 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.

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 IGC.

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 IGC.

# 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. Imagine Gymnastics Club employees demonstrate a caring nature for their athletes, and model respect for Sport. Duties must be performed with Imagine Gymnastics Club policies in mind. Imagine Gymnastics Club employees also adhere to the Alberta Gymnastics Federation (AGF) Code of Ethics, Code of Conduct and Policies and Procedures.

### **Imagine 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 behavior 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 designated areas. We consider ourselves NUT aware.
- No outdoor footwear is permitted in the gym.
- 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 Imagine 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 5 mins before class and pick-up no later than 5 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.

## **Discipline Policy for Athletes**

Imagine Gymnastics Club employees strive to keep the gym safe, friendly, and respectful. Disruptive behavior from any athlete is not tolerated. Infractions or disruptive behavior 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. Imagine Gymnastics strives to create a supportive team atmosphere among its competitive athletes. We strongly encourage good sportsmanship. We insist that our team, both coaches & athletes, treat everyone with respect & kindness. Bullying & social drama is not tolerated and will be dealt with swiftly and firmly. We ask that you, the competitive parents, please let the head coaches know if your child encounters such behavior.

### **First Offense**

- The coach will provide a verbal warning to the athlete, explaining the issue and possible solutions. The coach will inform the athlete's parent or guardian of the incident at the end of class.
- The coach involved will document the interaction, including what was discussed and the athlete's & parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident.

### **Second Offense**

- If the behavior happens a second time, the athlete may be removed from the floor, and a parent or guardian will be called to pick the athlete up.
- The coach involved will document the interaction, including what was discussed and the athlete's and their parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident, and may follow up with a phone call or email.

### Third Offense

- If the behavior happens a third time, the athlete will be removed from the floor, and a parent or guardian will be called to pick the athlete up.
- The coach involved will document the interaction, including what was discussed and the athlete's & parent's responses, placing it in the athlete's file.
- Our Head Coach will be informed of the incident.
- The athlete will receive an immediate suspension and the IGC Board will evaluate their status with Imagine Gymnastics Club. The President will contact the athlete's parent/guardian in order to set up an in-person meeting to advise the parent or guardian of the Board's decision. If the situation calls for further investigation and resolution, the board will set up and moderate a meeting between the coaches involved, the head coach and the parents/guardians of the athlete to discuss solutions.

### 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.

### 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](#)

### Imagine Gymnastics Club's Anti-Bullying Policy

Imagine Gymnastics Club works hard to ensure a healthy & safe gym environment at all times. IGC employees demonstrate a caring nature for their athletes, and model respect for Sport. Imagine Gymnastics Club employees also adhere to the Alberta Gymnastics Federation (AGF) Code of Ethics, Code of Conduct and Policies and Procedures. Imagine Gymnastics Club is committed to providing an environment for all families, athletes, coaches, and board members that is free from bullying and harassment. Coaches, board members, athletes and parents are expected to conduct themselves in a kind and professional manner and to show respect to others.

#### Definitions:

**Bullying** Is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying is behavior that is repeated and not returned in kind by the victim.

### **Bullying is Not**

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions do cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. However these behaviors are not acceptable or tolerated.

### **Consequences**

- Any member who feels they or their child is the victim of bullying or conflict is encouraged to report it to our head coach & the IGC board.
- An investigation will be undertaken and appropriate disciplinary measures will be taken.

## **Policy Against Harassment**

Imagine 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.

Imagine 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, Imagine 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. Imagine 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. Imagine Gymnastics Club's policy against harassment covers employees and other individuals who have a relationship with Imagine Gymnastics Club, which enables Imagine Gymnastics Club to exercise some control over the individual's conduct in places and activities that relate to Imagine Gymnastics Club's work (e.g. directors, officers, contractors, vendors, volunteers, athletes, etc.).

*Prohibition of Sexual Harassment:* Imagine 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 behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Imagine 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 Imagine 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 Imagine Gymnastics Club's premises such as on a coaches' desk or workspace or on Imagine 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 Imagine 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 Imagine Gymnastics Club, you should report the incident immediately to your Head Coach or the President. Possible harassment by others with whom Imagine 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.

Imagine 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. Imagine 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 behavior occurred.

If Imagine Gymnastics Club determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, 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, Imagine 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.

# Competitive Program Overview

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Our Rec Team program is made up of two different groups - Xcel Bronze & Xcel Silver. Our Competitive Team is made up of four different groups - Novice, Freshman, Junior & Senior. Each Group has its own fee structure and fundraising & volunteer commitments.

The competitive program runs **July 1st to June 30th 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 per meet and must be paid before your child can attend any events. If you have an outstanding balance on your account, you will not have access to registration for any competitions until your account is in good standing.

## Important Dates

Your Uplifter account contains a calendar where you'll find all start dates, weeks off and holiday closures. We also have attached the IGC Competitive "Year at a Glance" printable Calendar.

Here are a few important dates for the 2022-23 competitive year:

- September 5, 2022: First week of classes
- December 3-4: Winter Warm-up meet in Carstairs
- December 16, 2022: IGC Christmas Party
- December 18, 2022 - January 8, 2023: Christmas Break (no class)
- January 9, 2023: Training resumes
- March 24-26, 2023: Hay City Classic in Olds
- April 11-15, 2023: Spring Break, Work Bee (no class)
- June 24, 2023: Last day of 2022-2023 Season

## Cost Sharing

A "Cost Share" will be added to your Uplifter account during competition season when your child attends a competition. Cost sharing helps IGC offset the prices of hotels, per diems and gas/mileage-related expenses for our coaching staff, as the team travels and attends meets..

How do we calculate cost sharing? Coaching costs (gas, food, hotel, sessions coached) divided by number of gymnasts who attended the event = amount due from those gymnasts parents.

## 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 IGC family!