

COMPETITIVE REGISTRATION PACKAGE

BIGC



2019 - 2020

Dear _____ and family,

We are pleased to invite you to join the _____ training group for the **2019-2020** training session. You will be training _____ hours per week. Please read this registration package carefully, as it contains important information about the coming gymnastics year.

If you have any questions about your placement, please speak with Program Director, Lisa Brougham (604-313-7286)

lisagymstars10@gmail.com

Please carefully complete all of the forms contained in this package and return them to our Registrar: with full payments no later than:
September 28, 2019

Classes start Friday September 27, 2019

Table of Contents

Pg. 4-5	Registration & Membership Policies
Pg. 5	Club Uniform Information
Pg. 6	2019 - 2020 Training Plan and Annual Fee Schedule
Pg. 7	Year at a Glance
Pg. 8	Parent Meetings
Pg. 9	Sport Safe Policy
Pg. 10-11	Family Commitment Information
Pg. 12	Gymnasts Code of Conduct
Pg. 13	Volunteer Activities
Pg. 14	** Family Participation Contract and Permission Form
Pg. 15	** Registration Information and Medical Update
Pg. 16	** Payment Form



CHECK LIST

Please use this checklist and ensure that the Club receives your complete registration for the **2019-2020** season by no later than **September 20, 2019**

- Page 8 - Family Participation Contract and Permission Form
- Page 9 - Registration Information and Medical Update Form
- Page 10 - Payment Form
- Full Payment (lump sum or postdated cheques)
- Insurance fee dated **September 28, 2019** (please see training plan info for amount)
- Family Commitment dated **September 28, 2019** (see training plan info)
- Bodysuit fee dated **September 28, 2019**

**** These must be returned in order to participate in the program!**

REGISTRATION PROCEDURES AND POLICIES

1. Training Dates

- The Bowen Island Gymnastics Club Competitive training year is from **September 28, 2019** to **June 6, 2020**
- Competitive gymnasts must attend practices 2X per week (**Fridays and Saturdays**) for the entire training year.

2. Competitive Fees- see fee schedule overleaf for annual fee structure

The annual competitive fees include:

- Weekly training from September through June.
- Monthly training also includes meet fees, and costs that are divided into ten months.
- Bodysuit Fee
- One required parent information AGM meeting held at BICS Community Use Room: 6:30 - 7:30 pm TBD in October

3. Payment of Fees

- Can be paid in one annual payment dated - **September 28, 2019 OR**
- Can be paid in 10 monthly payments between September and June 1 by a series of 10 monthly post-dated cheques (dated the first of each month)
- Fees are due upon registration. If fees are in arrears for longer than three months' participation in programs will be suspended until fees are paid. NSF cheques are charged a \$25 service fee and must be replaced with cash or a certified cheque.

4. Cancellation Policy



- One month's notice is required when leaving the program mid-season. If notice is given mid-month, fees for the following month will be refunded.

5. Medical Absence

- If a gymnast is injured or ill and cannot participate in the program for more than two weeks both the Coach and the Program Director must be informed
- Monthly fee charges will cease until your gymnast returns to training
- Medical absence must be explained with a doctor's note

6. Non-Medical Absence

- There will be no refunds or fee concessions for any reason other than medical absence with a doctor's note

7. Transfer from Recreational to Competitive or between Competitive Levels

- If a gymnast transfers groups/classes mid-season, the transfer process must be approved by the Program Director before adjustment to training is made
- If fees are paid by postdated cheques the fee difference may be paid to cover extra training time for the balance of the year
- You will be given one-month notice before your new fees will take effect

8. Event fees

- Gymnasts are encouraged to attend local fun competitions and performances.
- Each gymnast will receive an events calendar with recommended events highlighted at our Annual Parent Information meeting.
- Event fee refunds will only be permitted in the case of a medical withdrawal based upon the event's refund policy
- Meet fees are incorporated into the monthly training fees

9. Club Uniforms

- Each child on the Competitive team requires a team bodysuit: each gymnast will be measured for one in the fall to ensure a proper fitting bodysuit
- Uniforms are required and used for displays and anytime the team is visiting another club.
- Competitive bodysuits are not to be worn at training EXCEPT the Friday before a meet event
- A postdated bodysuit fee of \$125.00 will be required at the time of registration
- track suits and other gymnastics wear (such as sweatshirts) are optional but will be available to order



2019 - 2020 COMPETITIVE PROGRAM TRAINING TIMES & FEE SCHEDULE

Team Category	Days	Times	Annual Insurance Fee	Monthly** Training Fee
Pre -Comp (ages 4 -6)	Friday Sat	3:30 - 5:00 pm 11:30 - 1 pm	\$100.00	\$120.00
Jr Interclub (ages 6-8)	Friday Sat	3:30 - 5:30 pm 10 -12:00 pm	\$100.00	\$160.00
Sr Interclub (ages 9 +)	Friday Sat	4:00 - 7:00 pm 10:00- 1:00pm	\$100.00	\$240.00

** Monthly Training Fee is calculated by pro-rating the yearly fee over a ten-month regular training period. The yearly fee is calculated by the number of hours per week times weeks per year in session (Sept. to June) and includes meet fees for the year.



YEAR AT A GLANCE

Friday September 27th	Fall Term begins
Fri /Sat October 11/ 12 th	Gym Closed- Thanksgiving weekend
Friday October 19th	Gym Closed- Election
Fri/ Sat November 8 /9 th	Gym Closed- Remembrance Day weekend
Saturday November 30th	Fall Term ends
Saturday December 14	Tumbling with Santa
Friday January 10 th	Winter Term begins
Fri /Sat February 14/15 th	Gym Closed- Family day weekend
Saturday March 14 th	Winter Term ends
March 16- 19 th	Spring Break Camps
Friday, April 3 rd	Spring Term begins
Bowen Island Invitational	TBD in April
Fri/ Sat, April 10-11 th	Easter weekend
May 1-3	Luau Cup Vancouver
May 8-10	Delta Invitational Richmond Oval
Friday, May 15 th	Gym closed- May long weekend
May 23 -24 th	BC Gymnaestrada -Coquitlam
June 20 -21 st	Whistler Meet (optional)
Saturday, June 6 th	Year End Show

BIGC AGM and PARENT MEETING OCT 2018 : TBD

We request that at least one parent from each family attends this important information meeting. You will learn more about the Competitive Program, special events, your child's commitment and your family involvement requirements.



Please note that our training time in the gym is limited and very valuable. Set up and take down takes away from our gymnasts training time.

We need parent help to set up the gym on Friday at 2:45 pm

Saturday take down starts at 2:15 pm: the more parents we have to help take down the gym means we do not have to cut our practice short !

SPORT SAFE POLICY

Like all organizations involved in children's sports, Bowen Island Gymnastics Club wants to create a positive, enjoyable experience for all participants and members. Bowen Island Gymnastics Club is also committed to providing a harassment-free environment and therefore adopted the Sport BC Policy at Club formation.

Every member of the Bowen Island Gymnastics Club family is expected to treat others with dignity and respect. This includes our participants, coaches, staff and volunteers.

Any behavior that is insulting, intimidating, humiliating, malicious, degrading or offensive is not acceptable. If anyone has comments, talk to your coach OR contact a Bowen Island Gymnastics Club Board Member.

Bowen Island Gymnastics Club Board of Directors has established a harassment policy for the support of all our athletes. Board members' names are found on our website at www.bowengymnastics.com.



FAMILY COMMITMENT INFORMATION

Bowen Island Gymnastics Club is supported and run by YOU, its members. As a competitive family, you are asked to participate in the Family Commitment Program or to pay a fee in lieu of the volunteer hours required.

The purpose of this program is:

- To encourage equal and fair participation from all competitive families
- To recognize and reward volunteer time and commitment
- To allow each family to choose in which volunteer activities they wish to participate
- To demonstrate to members the type of vital support needed by BIGC

For every contribution, you make to BIGC, whether it is a dozen muffins for a competition, obtaining a sponsor or giving time, you will accumulate volunteer hours. Every family will be required to earn volunteer hours and participate in the Family Participation activities. Many opportunities will be available to you to work toward your commitment during the season.

BIGC needs your enthusiastic participation to guarantee the success of our mission and the aspirations of the BIGC gymnasts. We thank you in advance for your commitment.



How the Family Commitment Program Works:

1. Each family is required to earn to earn a minimum number of volunteer hours per year:

The number of volunteer hours you are required to earn is based on the number of children your family has in our competitive program:

- Families with one child in the competitive program are required to volunteer a minimum of 20 hours per year.
- For families with more than one child training in the Interclub or Provincial programs, an additional 5 hours, per additional child, will be added to the total family commitment.
- For example:

-First child in BIGC program	20 volunteer hours/year/family
-Second child	25 volunteer hours/year/family
-Third child	30 volunteer hours/year/family

2. Each family is required to participate in or contribute to each sessional fundraising event. Fundraising is essential to the fiscal viability of our organization

- Annual Year End Show
- Other Fundraisers as determined by the Board of Directors, for example, special events, raffles, etc.
- mock meet
- Tumbling With Santa
- Bowen Gymnastics Meet

3. Financial Obligations and Choices:

For families opting to pay a fee in lieu of volunteer hours:

The following fee schedule offers families the option to pay for additional staffing rather than volunteer. This option offers an alternative for families who cannot, for any reason, meet the requirements of the Family Commitment Program.

- \$200 for those families with 1 child in the program
- \$250 for those families with 2 children in the program
- \$300 for those families with 3 children in the program

☐ Please check this box if you are opting to pay a fee in lieu of volunteering.

_____ Please also put your initials on this line

4. Keeping Track of hours and participation NOW!

The Family Commitment Program will now be monitored directly by our Board of Directors. Time logged towards your volunteer hours must now be emailed to: bigcvolunteer@gmail.com

Please feel free at any time, to contact us to inquire about the status of your logged hours.

When logging hours, please record them in portions of an half an hour

- ½ hour for up to 30 minutes
- 1 hour for up to a full hour

GYMNASTICS CODE OF CONDUCT

Respect for others. That includes: fellow participants, coaches, & staff. It is expected that participants will be polite to those around them. Treat others as YOU wish to be treated. Participants will refrain from comments or behaviours which are disrespectful, offensive, or abusive to others.

Respect for other's belongings. Participants will be responsible for their own belongings and will refrain from touching or moving other people's things. If others belongings are needed to be moved you must get permission from the owner before touching it.

Dress Code: It is important to dress appropriately for being active. **Girls: a body suit is mandatory for practices** in this program and long hair should be tied back. If needed shorts and a tucked in t-shirt is appropriate. It is important to have bare feet in the gym so you do not slip and slide on the equipment. Warts must be covered. For safety, please wear clothing without long sleeves or pant legs, buttons, zippers or belts. Jewelry should be left at home. It is important to have bare feet in the gym so you do not slip and slide on the equipment. Warts must be covered. For safety, please wear clothing without long sleeves or pant legs, buttons, zippers or belts. Jewelry should be left at home.

Respect for Facility and Equipment. Participants will conduct themselves in a responsible and orderly fashion. We ask that you treat the facility with respect and the equipment as if it is your own. Please clean up after yourself and leave areas as you found them.

Positive Attitude. We expect that participants will participate in activities willingly and strive to be the best they can be. It is expected that you will conduct yourself in a cheerful and pleasant manner.

Have Fun! We hope that each of you will have fun, learn new skills and make friends!



Volunteer Activities

As we are a volunteer, co-operatively run Club, there are many volunteer opportunities for your family. Some may be ongoing such as Volunteer coordinators and Board Members, whereas others may be occasional, such as bodysuit sales or concession sales. In order to ensure fairness to everyone, each family is required to fulfill their minimal volunteer commitments.

Volunteer opportunities will be advertised in the Club newsletter, via email communications and on the website at www.bowengymnastics.com

Here are some areas in which volunteers are always needed and truly appreciated:

- Board of Director Members
- Communications (newsletter, email info, articles to Undercurrent)
- Marketing and Promotion (posters, ads, etc.)
- Administration assistance
- Equipment Maintenance
- Fundraising & Special Events (Set-up, decorations, etc.)
- Sponsorships
- Bake Sales and other Fundraising Sales
- Recycling at BIRD - dates TBA
- Help with our annual invitational meet on Bowen
- Grant writing
- Athlete body suit organization (measuring, ordering)
- Bodysuit sales
- Take-down of gymnastic equipment (REQUIRED FOR EVERY CLASS!)

If you have a special interest in any of the above areas please contact the Administrator / Registrar: Alex Sinclair



**THANK YOU TO
ALL OF OUR
VOLUNTEERS -
YOU MAKE A
H-U-G-E
DIFFERENCE!!!**



BOWEN ISLAND GYMNASTICS CLUB FAMILY PARTICIPATION CONTRACT & PERMISSION FORM

**To be returned with Registration Information Form and Payment Form by
September 28, 2019**

Gymnasts Name:

Training Group:

As the parent of an interclub program gymnast, I hereby recognize that FAMILY PARTICIPATION is vital to the success of BIGC and agree to:

1. Fulfill my obligation as a volunteer. Attend or arrange for a representative to attend Parent Information meeting/**AGM: Oct 2019**
2. Understand fully what our obligations are with the Family Commitment Program:
 - our involvement in Family Participation Activities
 - our optional participation in other BIGC activities that will earn volunteer hours
3. Purchasing of a club bodysuit
4. Complete all necessary forms and ensure payments are submitted to complete my gymnast's registration

Bowen Island Gymnastics is a member of Gymnastics BC, as are all of our members. The form that we are asking you to sign is a requirement of the terms of the insurance we carry with them through Sport BC.

Gymnastics activities, by their nature, involve certain elements of risk which involve potential for bodily injury. A portion of the registration fees paid to Gymnastics BC/BC Trampoline and Tumbling Federation is allocated for the provision of accident insurance should injury occur. I acknowledge this element of risk and agree to permit my child to participate.

Date	Family Name (please print)	Signature
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Photo Use Permission

I agree to permit BIGC to use photographic images of my child participating in BIGC activities for print or electronic promotional use.

Date	Family Name (please print)	X	Signature
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YOUR GYMNAST WILL NOT BE PERMITTED TO PARTICIPATE IN ANY PROGRAM UNTIL THIS FORM HAS BEEN COMPLETED AND RETURNED TO THE REGISTRAR/ADMINISTRATOR. THIS IS A REQUIREMENT OF OUR SPORT SAFE POLICY.

REGISTRATION INFORMATION & MEDICAL UPDATE FORM

To be returned with Parent Contract and Payment form by SEPT 28, 2019

Please Print - thank you!

Gymnasts Name:

Training Group:

Address:

City:

Postal Code:

Phone:

Birth Date:

Email Address:

Parent Name:

Home Phone:

Cell/Work #:

Parent Name:

Home Phone:

Cell/Work #:

Gymnasts Medical Number:

Medical Info:

Doctor's Name:

Phone #:

Emergency Contact:

Phone #:

Additional Information you would like us to keep on file:

PAYMENT FORM

To be returned with Parent Contract and Registration Information Form by September 28, 2019

FULL PAYMENT (by whichever chosen method) MUST ACCOMPANY YOUR REGISTRATION FORM

Gymnasts Name: _____

Phone Number: _____

Training Group: _____

CHECKLIST:

☐ Annual Fees Enclosed Paid in one lump sum: \$
dated **September 28, 2019 OR**

☐ Annual Fees Enclosed Paid in 10 monthly payments of:
(the first dated September 28, 2019 and the remaining
9 dated the first of each month until June 1, 2020)

☐ Annual Insurance Fee of: \$100.00

☐ Annual Body Suit Fee of \$125/gymnast \$

☐ Family Commitment Deposit dated September 28, 2019 of: \$

☐ Opt-out fee in lieu of volunteering. \$_____

Circle one: RETURNED or PROCESSED on: Date_____

Initials: _____

Method of Payments:

☐ Cheque(s) enclosed

☐ Cash enclosed for the amount of: \$

Make ALL cheques payable to: Bowen Island Gymnastics Club - Thank you!