



Kanata
GymnoSphere™

C O R P O R A T I O N

**COMPETITIVE MEMBER
HANDBOOK**

(2023/2024 Season)

July 1, 2023

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A) WAG Program

i) Club Overview

Welcome to Kanata GymnoSphere and our WAG Competitive Team! We look forward to working with your child as she pursues the dream of becoming a competitive gymnast.

Kanata GymnoSphere opened as a Gymnastics Ontario Member Club in June, 2015. We are also recognized as a High-Performance Club by Gymnastics Canada due to our developed Elite programming and status. Not every club receives this status so we are certainly proud of what we have grown and developed over the years!

Our facility is approximately 16,000 square feet which has two gyms in one (Recreational & Competitive). We take pride in our fully equipped facility and have completed extensive renovations over the years in order to support both our Competitive and Recreational Programming.

In recent seasons we have upgraded our pits, upgraded our Uneven Bar area, purchased a new Floor Exercise, upgraded our Balance Beam area and changed the overall layout of the facility in order to provide top notch training and support a developing program. This past season, we upgraded our front entrance and viewing area. Further in this Handbook, you will learn more on our commitment in supporting a WAG Program for all!

Gymnastics is a challenging sport, but it is a very exciting and satisfying one. Your child will acquire and develop many characteristics including confidence, mental and physical discipline, an appreciation for hard work and self-respect. In addition, gymnastics is one of the best sports to develop physical attributes including strength, flexibility, agility, power, coordination, grace and overall body and muscular control.

A competitive program is not for everybody. While some athletes thrive in a competitive environment, others may not. Some athletes are ready at their present level of maturity; others will need more time. With that being said, our Program will guide your child through the process through positive education.

Club Objective

The main objective of Kanata GymnoSphere is to create the right environment for all gymnasts to train and participate at a level that is realistic for their personal success. Athletes will develop their self-confidence and the enjoyment of gymnastics. Our program is well rounded; meaning we have levels ranging from beginner competitive all the way up to High Performance gymnastics.

The competitive program will allow gymnasts to fully develop their physical abilities and their proficiency in gymnastics. In addition, gymnasts learn the value of hard work, how to organize their time, the importance of setting goals, how to deal with frustration,

success and failure. These are life skills that will help them in school, careers and relationships as they grow. The physical skills such as strength, flexibility and agility learned in gymnastics will carry over to any sport these gymnasts may later choose to pursue.

As such the two main Club Objectives are:

1. To achieve excellence in sport regardless of the training level
2. To build life skills for each athlete

Club Values

Kanata Gymnosphere holds the following core values:

- **Holding a high standard of care, safety and security to each athlete**
- **Respect and professionalism on all levels**
- **Committing to coaching excellence and program quality**
- **Valuing and inclusive perspective on all gymnasts**
- **Positive training environment while balancing work ethic, commitment and excellence in sport**

A) WAG Program

1. Program Structure

Kanata GymnoSphere's WAG Program is well rounded, inclusive, and designed to meet the needs of all gymnasts. This means that we offer a wide range of excellent quality gymnastics development for all athletes with a passion to pursue competitive gymnastics. Our Competitive Program consists of XCEL, Invitational, Developmental, Pre-Competitive, Provincial Compulsory, Provincial Optional and High Performance.

All athletes undergo an assessment in advance prior to joining a Competitive Group. Existing and current athletes are also evaluated from season to season. The assessment is based on:

- Physical Abilities (strength, endurance, flexibility, core strength, agility, coordination etc.)
- Learning Attributes (listening skills, focus, determination, desire, problem solving, mental/emotional resilience, independence, following tasks, following direction, etc.)
- Forecasted competitive level for the current & following gymnastics season

Athletes are placed in appropriate Program Groups based on:

- Gymnastics Ontario Competitive Age (age turning on/before December 31, 2024)
- Physical abilities indicated in assessment
- Learning attributes indicated in assessment

- Level of commitment/dedication
- Level of support from Parent/Guardian

As indicated above, all athletes are assessed uniquely, and each athlete is considered in a variety of circumstances. For instance, an 8-year-old could either be placed in Pre-Competitive where more commitment is required, or placed in XCEL/Invitational where the competitive path is designed differently. No two situations are the same and the athlete's best interest is the priority.

Gymnastics Ontario oversees the Junior Olympic (JO) System which consists of JO Levels 1-10 and the XCEL Program. Gymnastics Canada (GCG) is responsible for overseeing High Performance (Aspire, Novice, Junior and Senior). There is certainly some overlap between GO and GCG on what roles/responsibilities they each have for particular levels and it often changes from season to season.

Junior Olympic Program (JO) Overview

1. XCEL (age 7+)
2. Compulsory Levels 1-5 (age 7 +)
3. Invitational JO Levels 1-2 (age 7 +)
4. Compulsory Provincial Levels 3-5 (must be competitive age 9 + to compete provincially)
5. Optional Provincial Levels 6-9 (must be competitive age 9 + to compete provincially)
6. Optional Provincial Level 10 (under both GO and GCG)
7. Gymnastics Canada (GCG Overview)
 - a. Aspire 1 (age 8-10)
 - b. Aspire 2 (age 8-11)
 - c. Novice National (age 11-13)
 - d. Junior National (age 13-15)
 - e. Senior National (age 15 plus as per Olympic year)

Commitment:

Commitment to a Competitive Program is by acceptance only and it is a privilege to be selected to be a member of the Kanata GymnoSphere Competitive team.

Our competitive programs require a varied design of commitment both in training hours and financially. The competitive programs are all-year-round commitments and require Summer training and Winter/March Break as well.

Unlike our recreational programs where gymnasts may sign up at any time, space and ability concerns limit the number of athletes we can accept on the teams each year. A lack of commitment from the athlete can result in a lack of progress, lack of self-confidence. A lack of commitment will result in the inability to progressively move through our various competitive streams. At the same time, there are various divisions in the

competitive program that require more commitment and training hours than others and it is important to consider this.

Punctuality and Attendance:

Gymnasts are expected to attend as many practices on time and as scheduled. Athletes should aim to miss no more than 5 practices per season.

Why is it important to be on time for training?

- It gives the coach & all athletes an opportunity to greet one another and set goals/expectations for the training
- It is crucial for proper development as well as personal growth
- It teaches responsibility and discipline as an important life skill
- Coaches' have a set & strategic plan which is scheduled by the minute to maximize efficiency and progress
- Athletes that arrive late will miss specific coaching instruction

All athletes that must leave the training early are required to have parental permission and need to inform the coach at the beginning of training. Attendance is recorded for every competitive group.

Drop off/ Pick up Procedures:

Competitive athletes should arrive for training time 15 minutes in advance. For pick up- parents must enter the facility into the lobby a minimum of 5 minutes in advance. Your child will not be dismissed to leave the facility unless you are present.

Absence Communication:

All athletes expecting to miss a training must send an email to their child's coach in advance (even if it is a last-minute notification) Texts, facebook messages or any communication on social media are not permitted for communication- no exceptions. Coaches may not receive the email communication in advance- they will receive it during administrative time.

Athletes missing 2 practices without informing the Coach are at risk of dismissal from the competitive program without a guarantee of a spot in current competitive year. It is important for coaches to be as prepared as possible in advance for all trainings. Please see more information regarding our dismissal/withdrawal policies.

Parent Viewing:

Due to the COVID pandemic, we changed the equipment and viewing area set up in our facility. We now have an enclosed and safe parent viewing/waiting area located in the front of our lobby. You are welcome to enter the enclosed viewing area at any time. With that being said, please read the following information below in order to best support your child.

While we want to make sure you are included in your child's progress, it is important to understand the impact on over watching or becoming overly involved in the day to day trainings.

There are studies that show that when parents watch a child's practice, that they tend not to progress as fast. They do not progress for three reasons:

- 1. Divided Attention**
- 2. Performing instead of Practicing**
- 3. Difficult to See Progress**

1. Divided Attention

First of all, gymnasts tend not to progress as fast because their attention is divided between their parents and coach. Even if parents are looking the other way or trying not to distract their child, the child knows that Mom or Dad is near, and it affects them in this manner regardless. When parents are present, because of the higher level of familiarity and closer relationship of the child with their parent as opposed to the coach, children tend to look to the parents constantly during a class period for directions, approval, advice and support. This divided attention keeps both the gymnast from learning as much from the coach. Gymnastics is a technical sport with extreme focus on safety. Divided attention is a safety concern for the athlete.

2. Performing, Not Practicing

Children will tend to try to perform for their parents when their parents are present (whether parents are looking and paying attention to them or not). Practice, by definition needs to be a time when gymnasts can try new things and have the possibility to try and fail without pressure. In this situation, gymnasts will tend not to learn as quickly with parents in attendance as when they are not.

3. Difficult to See Progress

When parents watch their children, it is more difficult for them to see progress. When parents watch at spaced intervals, they can much more easily see progress. One time watching every 3 or 4 weeks gives parents a much better chance to be able to see and notice their child's progress.

Benefits for your child with limited viewing time implemented:

- Children in our program will learn to become more independent
- Children will learn how to trust their coach and communicate more efficiently
- Children will learn how to solve problems without the direct supervision of their parents
- Children will gain more confidence
- Children will learn how to trust their coach which is necessary for building a strong foundation together

It is important that trust is in place between parent, athlete, coaches and the Club as a whole. We have internal cameras placed throughout our gym that remain operational 24/7 for everyone's safety. The Competitive Director and Owner have access to these cameras at any time and can review video footage if and when necessary.

Parent Viewing Tips:

- Do not distract your child/other athletes at any time (this includes knocking on the glass or waving them over to get your attention) Every athlete's safety is our top priority and distractions can be dangerous
- Our viewing area is not sound proof. The competitive beam area is located right beside the viewing area. Athletes need to be able to focus and concentrate so your attention to this is appreciated
- You are not permitted to take photos or videos at any time while viewing. Please respect the privacy of all of our athletes and coaches
- Positive and respectful parent discussions only. Let's keep our environment positive, friendly and fun for the best interest of the athletes

Gymnastics Attire:

Competitive athletes are required to wear a leotard during practice and may wear shorts or fitted leggings. Please ensure that athletes gym suits fit appropriately and are neither too big nor too small. Gym suits that are too large are a spotting risk for coaches. T-shirts or long-sleeved shirts are not permitted due to safety.

Hair Policy:

Hair has to be in a bun and hair must be away from the face with hair clips. This includes medium to long ponytails must be properly tied up. Hair that is not properly fastened back is a safety risk for gymnasts (ie) hair can interfere coach's ability to spot, stepped on by the hands when upside down or it can get caught/stuck in equipment or Velcro. This is also a great way of practicing proper hygiene.

Coaches are not responsible for “fixing” an athlete’s hair at any point in the training. Your child’s coach will inform you if the hair is falling out or not properly secured in place. Athletes that are fixing their hair during trainings are missing time of valuable instruction.

Life Outside of Gym:

Gymnasts are expected to have enough sleep, proper nutrition and hygiene. Athletes are expected to maintain proper cleanliness. This means frequent hand washing and keeping the hands/fingers out of the mouth in order to prevent germs from spreading to teammates and coaches. During summer months, athletes’ feet should be washed before training starts. Any warts should be properly covered with white gymnastics tape before training starts.

Adequate Nutrition:

Gymnasts are expected to maintain healthy and well-balanced diets that can assist with energy, stamina & injury prevention. Foods that are processed and with high sugar content will not allow gymnasts strength and flexibility to properly develop. Parents are responsible for ensuring their children are receiving well-balanced and healthy food choices. There may be times during the competitive season when a Professional Nutritionist will conduct helpful seminars for parents and coaches. We also want to promote a “Fit for Life” Approach and teach children how to properly take care of themselves from within so that they are successful and confident in all areas of life.

Snack Breaks at Training:

“ A Healthy Life will give a Happy Life”

The absolute best food choice for any athlete during training is Protein.

Examples for Snack Items:

- Smoothie
- Water bottle (clearly labelled with child’s name)
- Fruit
- Veggies
- Pita bread & hummus
- Avocado
- Healthy yogurt

- Small Sandwich (tuna, meats)
- Hard boiled eggs
- Pieces of chicken
- Protein bar without chocolate, nuts or added sugar and flavourings

*All snack items should be kept in a plastic container and labelled with your child's name

Please see Nutrition Resources in the Annex.

Competitive Programs at Kanata GymnoSphere

Developmental Program

Our Developmental Program consists of tiered levels which is geared towards young and aspiring competitive gymnasts. It is important to note that competitive age is not the only deciding factor when placed in the respective group. Athletes progress at different rates and everything is taken into consideration!

Athletes that begin in our Developmental Program can either transition to XCEL, Invitational, Pre Competitive, Provincial Compulsory, Provincial Optional or High Performance. There is a wide range in order to best suit the need of each individual athlete.

Developmental Minis

This is the first entry level into our Developmental Program. Athletes train 1.5 hour x2 days a week (3 hours total).

It is specifically designed for athletes on the following:

- Athletes aged 4/5 years that are interested in doing more gymnastics than recreational programming
- Athletes that have previous or no gymnastics experience but show signs of strong attributes in the assessment
- Athletes that would like to progress through our tiered Competitive system from year to year

Developmental 1

This is the 2nd entry level in our Developmental Program. Athletes train 2 hours x2 days a week (4 hours total). It is designed for athletes on the following:

- Athletes that have transitioned from Developmental Minis that are ready for the next step
- Athletes aged 5-6 years based on Competitive Age (2024)
- Athletes that have previous or no gymnastics experience but show signs of strong attributes in the assessment

Developmental 2

This is the 3rd entry level in our Developmental Program. Athletes train 3 hours x 2 days a week (6 hours total). It is designed for athletes on the following:

- Athletes aged 6-7 years based on Competitive Age (2024)
- Athletes have transitioned from Developmental Minis or Developmental 1
- Athletes that have no previous competitive experience may be placed here due to competitive age and physical ability/learning attributes done in assessment

Developmental 3

This is the 4th entry level in our Developmental Program. Athletes train 3 hours x 3 days a week (9 hours total). It is designed for athletes on the following:

- Athletes that are 6-8 years old that show stamina, commitment and progress with training hours
- Athletes that may transition into Pre Competitive, Provincial or High Performance
- Athletes that have progressed through our tiered system from season to season
- Athletes that have no competitive gymnastics experience but show strong attributes based on the assessment

From both participation in Developmental 2 and/or Developmental 3 we are able to forecast the next potential competitive gymnastics path. Athletes may either be transitioned into Invitational, XCEL OR Pre Competitive by competitive age 7-8 years old. We base this decision on the following criteria:

- What is the best direction for the athlete?
- Does the athlete show a strong desire to commit to more training hours required in Developmental 3?
- What JO Level do we forecast the athlete attaining for the next competitive season?
- What is the athlete's competitive age for the following season and where is their best placement?

Pre- Competitive Program

Athletes in this program are 7-8 years old and will hopefully pursue Optional Provincial (Levels 6-10) or HP gymnastics in subsequent seasons. These athletes can train from 14-18 hours per week depending on current development. Athletes that generally need

more subsequent seasons developing in the Compulsory JO system often train in our Invitational Program instead of Pre Competitive. Each athlete is different!

Pre Competitive athletes may enter into the JO Compulsory system for development and competition experience; however, there should be strong indicators showing development through our tiered system from one season to another. We base our decision for entry into Pre Competitive based on the following criteria:

- Is the athlete committed to the training schedule and show excellent attendance/punctuality?
- Does the athletes love gymnastics and show a passion for learning various skills in the future
- What competitive level do we forecast the athletes training for the next 1-3 seasons?
- Does the athlete show commitment to eventually training more hours required for Optional Provincial or HP Gymnastics?

Invitational Program

Our Invitational Program is tiered in 3 different sections (XCEL, Invitational 1 and Pre-Provincial). Athletes may be assessed to join any division of the Invitational Program based on a variety of indicators.

XCEL Program

Our XCEL Program is for athletes aged 7+ and it is a division of the Junior Olympic System. It was first implemented in the USA and Ontario has recently adopted the programming. The Xcel Program is divided into Bronze, Silver and Gold which relates to the level of skill and training hours. Our XCEL athletes train 3-8 hours a week depending on the level (Gold, Silver, Bronze).

The XCEL Program is designed for the following athletes:

- Athletes that are brand new to competitive with either some recreational experience or no gymnastics experience
- Athletes that participate in other sports, but still want to participate in competitive gymnastics
- Athletes that are best suited for XCEL based on the Competitive Assessment
- Athletes that cannot commit to # of training hours required for the Junior Olympic (Levels 1-10) system
- Athletes that have previously competed in the JO system (any level) and wish to decrease level of commitment or training hours, but still participate in competitions

Invitational 1 Program

Our Invitational 1 Program is designed for athletes age 8-any age. These athletes will be working towards competing JO Levels 1 or 2. The Invitational 1 Program is set for 4-6

training hours per week. The Invitational 1 program is designed for athletes that have transitioned from Developmental and/or brand-new athletes to competitive gymnastics. Athletes that were previously in XCEL can also transition into Invitational 1.

Pre- Provincial Program

Our Invitational 2 Program is designed for athletes age 8+. This program is set for 6-8 training hours per week and is designed for athletes that have transitioned from Developmental, XCEL, Invitational 1 or are brand new to gymnastics. These athletes will be working towards JO Level 2 for the next competitive season.

Compulsory Provincial Program

Our Compulsory Provincial Program is designed for athletes (age 9+) and compete in Levels 3, 4 or 5 in the Junior Olympic system. Athletes entering Level 3 may train 8-12 hours per week. Athletes in Level 4-5 may train 12-16 hours per week. Athletes in the Compulsory program may transition each season up levels, or they may need multiple seasons in the same level. The JO Compulsory system is designed to help athletes achieve technical gymnastics, while the commitment is much less than Optional Provincial or HP gymnastics.

Athletes in the JO Compulsory Program compete at Provincial Qualifiers (either local in Ottawa area or elsewhere in Ontario) in order to qualify for Provincial Championships. In Ontario there are a large number of athletes in the Compulsory system and qualifying takes dedication, improvement and progress.

Optional Provincial Program (Levels 6-10)

Our Optional Provincial Program is designed for athletes (age 9+) and compete in Levels 6-10 in the Junior Olympic System. Athletes in these levels train approximately 16-25 hours per week. Athletes may transition from season to season up through the JO system or they may stay and repeat subsequent levels from one season to the next. As example, some athletes may have reached their maximum potential by Level 6 or Level 7. As the levels go up, a higher degree of technical gymnastics, commitment, training hours and physical ability preparation is required.

Optional level athletes compete at Provincial Qualifiers in order to compete at Provincial Championships. See more information in Section #5 under Competitions.

Aspire Program

This program is a Gymnastics Canada Gymnastique (GCG) program and not an Ontario based program. It is designed for athletes aged 8-11 and the age eligibility is determined as of December 31 of the competing season. This program is designed for young athletes showing high potential, commitment, dedication, focus and talent.

The Aspire Program is divided into 2 separate streams (Aspire One for 8,9,10 year olds) and Aspire Two (must enter Aspire Two by age 11).

The Aspire Program is designed for the following athletes:

- Athletes that have gone through previous competitive development
- Athletes that are showing consistent progress related to the Aspire Program rules & eligibility
- Athletes that are committed to training 25 + Hours per week with a varied schedule including weekday trainings
- Athletes that show a strong desire for higher level gymnastics
- Athletes that understand a future path could also be in the Junior Olympic system and not HP
- Parents that are supportive to training times, travelling & the future costs of pursuing High Performance Gymnastics

After an athlete streams through the Aspire Program they may either be ready for Novice National by age 12 or can stream into JO Provincial Levels (8 and up afterwards). Going through the program does not guarantee Novice National by age 12. It will be determined on skill development and a variety of other reasons such as work ethic, discipline, commitment etc.

National Program

This program is designed for athletes 12 years of age and up. This is a GCG Program and not an Ontario run stream. Athletes in this program are either competing Novice National, Junior or Senior at National competitions. Becoming a National Level Athlete requires years of training, commitment, dedication, focus and work ethic.

Athletes pursuing the Novice, Junior & Senior National category will demonstrate the following criteria (but not limited to):

- Previous years experience in development for gymnastics
- Athletes that are committed to training 27.5 + hours per week including daytime trainings
- Maintain and improve on the set standard of physical abilities and development within our program
- Athletes that are committed to further physical development outside of regular training hours
- Athletes that are committed to healthy nutrition and seeking professional guidance when recommended
- Parents that are committed to training schedule, travelling, future costs, physiotherapy, nutrition etc

Novice National:

Athletes in this category are showing strong signs of streaming into Junior in subsequent seasons. Novice athletes compete at Elite Canada to obtain HP status and qualify for National Championships and invitations to specialized training camps within Canada. Athletes may transition into JO if it is more suitable based on a variety of factors.

Junior National:

Athletes in this category compete at Elite Canada to qualify for National Championships. The goal of this category is to be “carded” which includes selection to represent Canada in Junior International Competitions. Athletes that are in this category are showing strong Junior Level routines and skill development to transition into Senior Category. Only athletes showing strong Junior routines/difficult/execution and a number of training attributes will compete in this category. Athletes may transition to JO it is more suitable based on a variety of factors.

Senior National:

Athletes in Senior must compete at Elite Canada, National Championships in order to be selected for International Competitions including Pan American Games, World Championships and the Olympics. Only athletes showing strong Senior routines/difficult/execution and a number of training attributes will compete in this category. Athletes may transition to JO it is more suitable based on a variety of factors.

Streaming & Structure:

All of our competitive athletes are streamed accurately and appropriately. It is important for members to respect the program streaming from season to season. This may include changing groups, changing hours and changing coaches. We can also make changes mid-season in the best interest of the athlete. It is not a parent’s decision on where their daughter is placed. Please trust our judgment and best interest for your daughter.

Our Program is structured into 2 Streams or Paths. Please see the following streaming charts.

STREAM 1

Recreational Program

Developmental

Mini Devo
3hrs
Age 4/5 in 2023

Developmental 1

4hrs
Age 5 in 2023

Developmental 2

6hrs
Age 6/7 in 2023

Developmental 3

9hrs
Age 7/8 in 2023

Aspire
25+hrs
Age 8-11 in 2023

High Performance

25+hrs
Age 11+ in 2023
Novice/Junior/Senior

Pre Competitive

Pre Comp 1
9-12hrs
Age 6/7 in 2023

Pre Comp 2
12-16hrs
Age 6/7 in 2023

Provincial Compulsory 1

16hrs – Level 3
Age 9 in 2023

Provincial Compulsory 2

16-20hrs – Level 4
Age 9/10 in 2023

Provincial
25hrs – Level 6-10
Age 9+ in 2023

STREAM 2

Recreational Program

Developmental

Invitational

XCEL

Mini Devo

Invitational 1
6hrs – JO Level 1
Age 8+ in 2023

XCEL Bronze 1
3hrs
Age 7+ in 2023

Devo 1

Invitational 2
8hrs – JO Level 2
Age 8+ in 2023

XCEL Bronze 2
4hrs
Age 7+ in 2023

Devo 2

XCEL Bronze/Silver/Gold
8hrs
Age 9+ in 2023

Devo 3

Provincial Compulsory

12hrs+ – Level 3
Age 9+ in 2023

Level 4

Minimum 12hrs
Age 9+ in 2023

Level 5

Minimum 12hrs
Age 9+ in 2023

Provincial Optional

14-16hrs – Level 6/7

Provincial Optional

18-20hrs – Level 8

A) WAG Program Overview

2. Coaches Information

All of our Competitive Staff are hired to coach based on a number of attributes including (but not limited to):

- Love teaching athletes and shows commitment to each and every child in our Program
- A strong desire and passion for the sport of gymnastics
- Previous and current gymnastics experience (not all gymnastics coaches used to be gymnasts!)
- Coaching abilities, communication, dedication, enthusiasm, motivation, positivity etc
- Technical knowledge and experience with gymnastics and willingness to learn and collaborate
- Ability to be mentored by senior staff and implement feedback

Coaching Qualifications:

Staff must undergo a variety of qualifications to coach in our Program. The following must be obtained and are not limited to as often more items are implemented from season to season:

- Obtain NCCP Coaching Courses required to coach the subsequent levels/groups/athletes they are assigned to
- Obtain an Annual Criminal Records Check under the Vulnerability sector
- Undergo reference checks at previous places of employment prior to being hired
- Coaches must be certified in Safe Sport and follow all practices set forth by Gymnastics Ontario, Gymnastics Canada and our Club
- Certified in Concussion Training and the Return to Play Policies as indicated by NCCP, GO and GCG
- Certified in Making Ethical Decisions as indicated by NCCP
- Complete Respect in Sport Training through Gymnastics Ontario
- Obtain certification and training in Child Protection/Safety Courses offered for coaches and staff
- Must hold current First Aid/CPR and ability to renew certification
- Willingness to obtain further training, courses, e-modules set forth by the Competitive Director from season to season
- Adhere to all Rules and Responsibilities in Kanata GymnoSphere's Employment Handbook & Contract

Staff that work under Gymnastics Canada under the High Performance Program are required to have even further certifications, course renewals, NCCP Level status and Enhanced Vulnerability Criminal Records Check.

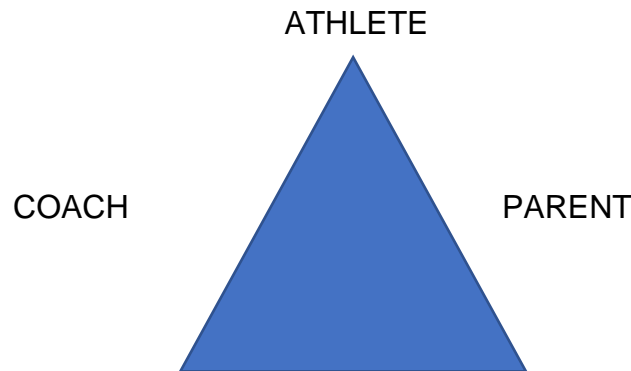
Competitive Coaching Assistants and Pre- CIT:

Coaching assistants are often placed on competitive groups in order to mentor and provide further development to a group in our WAG Program. The assistants are carefully vetted and selected based on various aptitudes. Coaching Assistants are considered CLUB C.I.T (Coach in Training) until the age of 15 years old. At that age, C.I.T's may obtain an NCCP number and begin their Foundations Training, Comp 1, Comp 2 etc.

Coaching Assistants are to be respected equally the same as Competitive Coaches/Staff regardless of age or experience. Coaching Assistants are not able to attend competitions as an instructor.

Coaches/Member Communication

Please see Member Communication Policy in the Annex.



The athlete/parent/coach triangle is important. Expectations/goals should be maintained in order to support the child's gymnastics.

A) WAG Program Overview

Schedule

The "Annual Training Schedule" consists of training from September 1, 2023 until June 30th, 2024 (not including Winter break schedule, March Break Schedule and Summer Training)

How is the Annual Training Schedule designed?

1. Place Athletes in Appropriate Training Hours/Level according to the WAG Program overview
2. Ensure that the group ratio is adequate and falls within our Club standards
3. Coach Placement on each group (full time, part time, certification/experience)

4. Adhering to Employment Standards Act for all staff
5. Equipment needs of each group/level/training hours
6. Decide if a group needs daytime training hours based on criteria
7. Ensure all athletes in the program can reach their full potential within the training schedule
8. Factor in any capacity limitations and recreational scheduling
9. Ensure each group has appropriate (based on level) space to warm up at the beginning and condition at the end
10. A functional rotation schedule can be built and followed by all staff
11. Age of Athletes (ie- 5/6 year olds ending earlier on school nights)
12. Ensure that we follow Safe Sport Policies and have a minimum of 2 adults/staff present for training at all times

With that being said, we work very hard to ensure that the Annual Training Schedule is designed to meet the above considerations. If the set training schedule does not work for your child, you can request to be placed in a different group where applicable (ie- move down in training hours and competitive level in order to match commitment with training schedule)

While we do our absolute best to avoid training schedule changes during the competitive season, sometimes it is unavoidable due to the above factors. As such, we reserve the right to make necessary changes to the training schedule at any time.

Daytime Training Hours:

Some groups/levels are required to train during daytime/weekday slots for a variety of reasons. Daytime training hours have many benefits including (access to equipment, individualized equipment set ups and programming, more time in the evening to do homework, getting to sleep earlier, family/social time while balancing training schedule) Gymnasts tend to be very good students that have acquired time management and independent skills in order to balance

If your child is requested to train during school hours, a personalized letter will be provided to you to submit to your child's school. You must be an advocate for your child and support them with their training schedule and school. Athletes that are not able to attend daytime training hours set forth for the group can be restructured into a different program, group and coaching.

Target Timelines for Schedule Distributions:

- September-June Annual Schedule- August 15, 2023
- Winter Break Schedule- November 15, 2023
- March Break Schedule- February 15, 2024

- Summer Training Schedule- June 1, 2024

Although we give 100% effort to maintain consistency in the training schedule(s) throughout the season, we reserve the right to both change and/or delay if it is absolutely necessary (staffing changes, ratio/group changes, program needs as examples)

Please be advised that in the event there is a schedule change at any point in the season, there are no refunds, credits or negotiations accepted.

A) WAG Program Overview

4) Competitions

Competitions are organized by the Competitive Director when information and communication is provided by both Gymnastics Ontario and Gymnastics Canada. Depending on an athlete's placement in the program and the competing level- an athlete's competition expectations may be different than others.

There are generally competitions scheduled after March Break week so please keep this policy in mind. Currently, Gymnastics Ontario's peak time of competitions is in the Winter and early Spring. There are no competitions in the summertime unless competing at a higher/National level.

Kanata GymnoSphere reserves the right to cancel or modify an athlete from competing at any time if it is in the athlete's best interest. This could be for reasons such as, but not limited to (missed trainings, injury/training modifications, failure to meet preparing expectations set forth by Competitive Director such as set #'s of routines from week to week in the competition season) Although we absolutely do our best 100% of the time to see an athlete successfully/safely compete- the decision to "scratch" is not a negotiable discussion.

If we decide this choice in the best interest of the athlete there is no guarantee of any competition registration refund- see Policy.

A gymnast will be registered in a meet based on the following factors:

- Gymnast's preparedness
- Competition level
- Gymnast's overall health and attitude
- Gymnast's commitment and effort at training sessions while prioritizing safety

Our Competitive Program is very well structured and organized. Eligible competing athletes are expected to attend competitions unless injured/ill or decided by the Competitive Director and Coaches. Opting out of competitions is not an option.

Cost of Competitions:

Host Clubs will issue registration amounts and Kanata Gymnosphere will communicate the total cost related to that particular competition. Some host clubs registration may be listed higher/lower than others. While many athletes in our Program will compete locally (Ottawa and surrounding area), other athletes may be required to travel (Out of Province or Internationally). This all depends on the set expectations for the athlete for the season.

Competition Cost Share:

All competitive members are required to contribute financially to competition costs at 50% of the total costs and divided by the # of athletes attending that subsequent competition or training camp.

The cost share calculation is completed once a final schedule is distributed and competition logistics are finalized. Many clubs require 100% member cost coverage for competitions.

What is included in the Cost Share?

- Coaches Travel (Car Rental, Mileage, Gas, Flight, Train or Carpooling)
- Coaches Time (work hours, overtime)
- Coaches accommodation (Airbnb, Hotel)
- Coaches Per Diem (for both travelling and non travelling meets)
- Staff subbing requirements in coaches' absence

Competition cost share could vary from a minimal amount (local competition) to a higher expense amount (travelling competition). The Cost Share is communicated and must be paid in advance of a competition or training camp. For example, an Ottawa based (local) competition with 35 Kanata athletes attending could cost \$25 each member. Carpooling of staff is arranged in applicable cases in order to reduce costs. Expenses are also reduced by staffing appropriately.

*Cost Share Payment Deadlines are communicated via email from Competitive Administration. All payment deadlines should be respected by members as Staff Expenses are paid in advance. Any cost share payments that are not paid by the communicated deadline are subject to a \$25 late fee. In the event that 2 additional days have passed and the payment has not been received, an additional \$25 late fee will be applied (with the intention of still having the athlete attend the competition)

Please keep in mind that neglecting to commit to your cost share results in the other members cost increasing.

In the event an athlete needs to withdraw from the competition due to any circumstances the member is still responsible for contributing 25% (of the pre calculated 50% cost share). Cost Share Payments are non-refundable.

Payments are reconciled immediately after the Amilia link is scheduled to close. Any non payments are subject to:

- Late fees are applied (as indicated above)
- The athlete being removed from the competition (regardless if it is a local or travelling/high expense competition)
- Dismissal from the Competitive Program

What should you expect at Competitions?

Competitions are fun, positive, energetic and engaging. Success is Relative! Do not base your child's success in the sport on awards and scores alone. Results and success come when motivation, hard work and communication is in place. Each athlete is different!

How are Athletes Prepared?

We prepare our athletes in the gym by hosting "mock meets" where athletes will practice and mimic how and what to do. Athletes will know and understand what the goals and expectations are and will be prepared to do their best based on how/what they have been training in the gym.

What if an Athlete is not prepared or ready?

It is the Competitive Director's responsibility to oversee the progress and development of athlete's preparation for competition. This includes the parent's responsibility in understanding/agreeing to our Policies within the Handbook.

Direct Lead up To Competition:

Athletes should be doing part routines, small combinations, sequencing connections a minimum of 8 weeks in advance of any competition. This 8 week lead up is attained from previous weeks & months preparation before this point.

Athletes that are not matching that timeline will have a more challenging time meeting their personal goals of competing. The best advice we have is to have commitment, work hard, communicate and understand individual expectations!

Competitions and Schedule Changes:

We reserve the right to make changes to the training schedule when our Club is participating in any competition. Example- a Program group's athletes are different ages and scheduled to compete on different days (Friday, Saturday, Sunday) – we may need to change training schedule days/times in order for coaches/athletes to attend their competition time. Not all athletes within one group compete at the same day and time.

Additional staffing is generally more limited during competition dates. Please understand that we do our best to continue training at all times- but there are situations where in gym trainings will be cancelled due to coaches attendance at competitions. Please see "Class Cancellation Section".

Athlete/Parent Policies at Competition:

Athletes and parents must comply with the Policies/Respect in Sport at any competition event. Let's keep it fun and refrain from gossiping or acting negatively or in an irresponsible manner. We reserve the right to dismiss an athlete/parent during a competition or thus thereafter for not respecting and following Policies put in place.

Enjoy watching your child in their sport, show positivity towards teammates and parents. Represent our Program with pride and sportsmanship!

*See Annex #8 for Competition Etiquette Policy

A) WAG Program Overview

5) Training Camps/Development Camps

Both Gymnastics Ontario and Gymnastics Canada host training/development camps for selected levels and athletes. Depending on the programming for each camp- selection is generally limited.

We reserve the right to make the decision of athlete attendance to a camp based on a variety of factors. Hosted camps are generally for higher level athletes or developmental athletes that are pursuing a higher level of gymnastics. There are additional costs required for attendance at these camps which will be communicated to you if your child is selected.

A) WAG Program Overview

6) Uniforms/Athlete Attire

Competitive athletes are required to have all of the mandated attire/gear for competition. This includes but not limited to:

- **Competition Leotard**
- **Competitive Track suit**

- **Competitive Bag**
- **Competitive Training Suit**

The Competition Leotard is a mandatory requirement and each athlete is required to represent Kanata Gymnosphere's Competitive Team. The previous Competition Leotards were priced at approximately \$120 (for the short sleeved) and \$260 (for the long sleeved). For the 2024 season a supplier will be procured and communication will be sent to you regarding the purchase required.

***Please be advised that general costs associated with material, fabric and processing have been increased due to inflation within Canada.**

B) Competitive Fees

An individual payment checklist is provided to you which indicates the following:

- Monthly Training Fee (set monthly fee based on the # of training hours in the Program)
- GO Fee (Annual fee which insures your child as a gymnast of Gymnastics Ontario)
- Program Fee (Annual set amount based on competing level- insures your child as a competitive gymnast with Gymnastics Ontario)
- Equipment & Building Fee (Annual amount which contributes to competitive equipment, renovations for the upcoming season)
- Cleaning Fee (Annual amount for disinfectant, sanitizer and fogging solution)
- Competitive Administrative Fee (Annual set amount upon entry into the program or new season membership)

As per the Acknowledgment Letter- you agree to respect our Payment Policies at all times. Kanata GymnoSphere reserves the right to the following:

- 1. Training Fees are due on the 1st of each month and are reconciled on the 2nd of each month. If payment is not received by the 1st of each month, a \$25 late fee will be applied and you will be emailed for account reconciliation. If the payment is not then received by the 3rd of each month, an additional \$25 late fee will be applied.**
- 2. A letter will be sent to you for immediate reconciliation of your outstanding payment and training will be temporarily suspended until the payment and subsequent late fees are paid in full**
- 3. If payment is not received- the member and athlete will ultimately be dismissed from the program.**

2023/2024 Training Hours/Fees:

Training Hours	2023/2024 Payment Chart
Provincial 27.5h	733.43
Provincial 25h	675.02
Provincial 18h	500.41
Provincial 16h	460.6
Provincial 14h	455.22
Provincial/Pre comp 12h	421.01
Devo 3 - 9h	323.70
8h	311.06
Invitational 6h	248.5
Devo 2 6h	248.5
Devo 1 4h	155.54
EXCEL 3h	124.28

Policies

Training Cancellation Policy:

From time to time class cancellations are unavoidable and Kanata GymnoSphere may cancel up to 7 trainings and/or 7 practices broken down into subsequent training hours.

Examples of training cancellations each season for reasons such as extreme weather, facility issues that compromise safety and suitable coach replacements. The 7 trainings a year also includes when coaches/groups are travelling/ working at competitions.

Cancellation Blackout Weeks

Kanata GymnoSphere has 2 blackout time periods per season where classes can be cancelled without counting towards the 7 annual trainings per year. This is due to the number of staff that are generally required during these blackout weeks.

Blackout Week #1- Level 6-10/Aspire Provincial Championships (Usually from Wednesday to Monday for the competition)

- Any group trainings can be cancelled during the period of Provincial Championships in order to support staff absences and competing athletes

Blackout Week #2- Level 3-5 Provincial Championships (usually from Wednesday to Monday for the competition)

- Any group trainings can be cancelled during the period of Provincial Championships in order to support staff absences and competing athletes

Additional Blackout Days:

- Annual Year End Showcase
- Any team building or special event scheduled (Holiday event, in gym events)

Closure Days:

Monday September 5, 2023

Monday October 10, 2023

December 24, 2023 (or additional day off depending on the Winter Break Schedule)

December 25, 2023 (or additional day off depending on the Winter Break Schedule)

December 26, 2023 (or additional day off depending on the Winter Break schedule)

January 1, 2024 (or additional day off depending on the Winter Break schedule)

Monday February 20, 2024

Friday April 7th, 2024

Sunday April 9, 2024 (unless chosen by Coach to host training)

Monday April 10th, 2024 (unless chosen by Coach to host training)

Monday May 22, 2024

July 1, 2024 (or additional day off depending on Summer Break training schedule)

Monday August 7, 2024 (or additional day off depending on Summer Break training schedule)

Communication Policy:

Parents must always comply with the Communication Policy, which is intertwined with the Respect in Sport Parent Training, a mandatory certification for all members. Although we certainly take pride in our ability/expectations with parent communication, we have a set standard of what is considered appropriate without going beyond administrative capabilities with both the Director and the child's coach

Kanata GymnoSphere's Competitive Program is organized 100% virtually. We do not have a walk in or call in service available. It is important to respect the structure of organization and communication. We organize and structure in a proactive manner.

Our administrative office staff that work in gym do not manage or oversee any competitive communication and will not be able to provide you with information if requested. Payment communication is also organized 100% virtually as well.

- Meetings requests are to be sent via email communication only
- Kanata GymnoSphere has a 72-hour response rate (Monday-Friday) and reserves the right to extend the 72-hour response rate at any time
- Please remember that staff are entitled to paid sick/personal days and this could impact the response rate at any time
- The Competitive Director will send out a distribute all email during times that the response rate is extended (ie) Competition travel, Staff's scheduled vacation time
- Parent/Coach/Staff Communication is not permitted through text, social media etc
- Parents are permitted to email the child's coach and Competitive Director; however, if communication becomes excessive then there may be a \$25 administrative fee which is applied to ensure we can financially support the communication required for your child. This also ensures that we are respecting staff's work hours and legal rights in Employment.

Content of Communication Policy

- Coaches/Staff are to be respected, always treated with dignity and refrain from using inappropriate language or discussion in appropriate content.
- Meetings are used for collaboration, problem solving and the coach providing feedback regarding content in training

Kanata GymnoSphere reserves the right to dismiss a member from the Program at any time for not adhering to The Communication Policy or otherwise violating the intended purpose of the Policy. Please see Termination Policy.

Member (Parent/Guardian/Athlete) Social Media Policy:

All members are required to respectfully follow our Club Social Media Policy.

- Negative, defamatory and disrespectful comments/pictures/videos towards any member (your own child, other athletes, the Club, the Coaches, a competition/event) will not be tolerated
- In the event that a member does not comply to this policy, we reserve the right to dismiss your membership from the program at any time
- Please see Termination Policy

Let's keep our Club positive, friendly, safe, respectful and fun!

Respect in Sport Parent Training:

All Competitive Parents are required to obtain Respect in Sport Parent Training Annually which is directed by Gymnastics Canada.

- The Competitive Director will communicate instructions on how to obtain this mandatory certification.
- The annual cost of the Online Certification is currently set at \$12 by Gymnastics Canada.
- In the event that Respect in Sport is not followed by Parents/Members, Kanata GymnoSphere reserves the right to dismiss the athlete/parent from the Program at any time

Withdrawal Policy

We understand that sometimes things may not work out. The Competitive Program's intention is a yearly and season to season commitment. With that being said, in the eventuality of withdrawal from the program, a notice in writing must be sent to the Competitive email at competitive@kanatagymnastics.ca

As our Payment Schedule requires the "1 Month Advance Payment", there are no refunds, credits or negotiations in training fees as per our Acknowledgement Letter.

Payment & Fee Policy

An individual checklist has been prepared for each athlete invited into our Competitive Program. The payments required are outlined in each member's checklist. All competitive fees are required to be paid directly **on-line** hour registration system called Amilia. Payment methods accepted by the on-line registration system are: Visa and MasterCard.

We will not accept any other method of payments for fees other than through our registration system- Amilia.

Some fees are reoccurring monthly fees, while others can either be Annual or stand-alone fees such as our Annual Member Fee (Equipment & Building, Cleaning, and Administration fees) Competitions fees and Attire fees.

On the individual athlete payment checklists posted online, each of these payments are due on the indicated deadlines.

Payments are required to be done EXACTLY on the date noted on the individual Checklist (i.e.: the monthly training fees are due on the last day of the precedent month).

In the eventuality that a payment is not received by the indicated deadline, you will receive a notification from our administrative/management team requesting the situation to be rectified immediately. **A penalty of \$25 will be applied for each individual late payment.**

If the payment is not rectified immediately, the Club reserves the right to suspend the athlete for non-payment reason until the payment is updated.

If the member is late 3 times within the season, we reserve the right to dismiss the member from the program.

To be noted: should training be missed due to non-payment, pro-rating **will not** be applied for the missed training period. In addition, prolonged non-payment may have a negative impact in the athlete's competitive season.

Injury/Return to Sport Policy

In the event of injury, it is important that the Competitive Director and respective group coach be made aware of both the physician's diagnosis and the physiotherapist's recommendation. A medical clearance form from the physician is required in order for the gymnast to be considered able to safely return to training and compete.

When a gymnast is injured and will not be able to take part in full training, it is the policy of Kanata GymnoSphere to encourage the gymnast to remain active with the Club during the period of injury and to maintain her/his position as part of the Competitive team. Coaches and the Competitive Director can implement modifications to a training plan/ schedule. Both the parent and the athlete are required to properly communicate any injuries with both the coach and the Competitive Director in order to efficiently prepare a plan of recovery.

Athletes are required to fulfill this policy even if their training is modified for a certain period of time. This means that athletes are required to attend to practice and work on their modified training program set forth by the Competitive Director and coach.

Although every athlete has a different level of "pain tolerance" it is up to the athlete to learn how to gauge this concept and communicate with his/her coach. Athletes are encouraged to personally discuss this with their coach rather than communication solely through their parent.

Please be advised that there are no refunds, credits, payment holds in the event of Training modifications/absences due to injury.

Competition Etiquette

Gymnastics competitions are a great way to learn good sportsmanship. Negative or excessive poor sportsmanship displayed at a competition will not be accepted and future participation at competitions may have to be considered if appropriate responses are unachievable.

Support all competition outcomes and embrace displays of good sportsmanship. Encourage your athlete to march in with pride, congratulate other competitors and be gracious on the award stand.

Gymnasts are to remain with their team throughout the entire meet, including awards unless they have written permission from the Chief Competition Judge. Plan to stay until the end of competitions.

Please make sure you understand competition procedures and are adequately prepared. Ask your coach for more information prior to your first meet.

Both parent and athlete are expected to follow competition and special event etiquette.

1. Competition Do's and Do Not's:

1. Ensure that your child arrives on time for registration.
2. Do not bring your child too early to the competition prior to their allotted registration time.
3. Hair should be properly tied back prior to arriving at the competition. No bobby pins are permitted. Hair that falls out during routines is a deduction so please ensure it is done appropriately.
4. Gymnasts should arrive in their competitive Leotard and Track Suit
5. Gymnast are required to bring their gym bag packed with all essential items (white tape, grips, water bottle, small snack, socks, flip flops)
6. Parents may keep winter jackets/boots in the stands or viewing area if there is no change room available on site at the competition. Everything else should stay with the athlete
7. Athletes will be required to gather for "March In" prior to the start of warm up. Parents are asked to leave the athlete in this area and return to stands or viewing area.
8. Parents are to ensure their child uses the bathroom prior to March In.
9. Please ensure your child knows the location of the bathroom upon arrival at the facility.
10. If an athlete needs to use the washroom during the competition, they must ask permission from the event judge and coach.
11. If a parent meets their child in the washroom during a competition, please keep the conversation brief. Do not engage in conversation about the competition.
12. Parents of GymnoSphere are encourage to sit together as a team.
13. Competing athletes are required to have enough sleep prior to the meet.
14. Competing athletes are required to have a healthy and well-balanced meal/breakfast 1-2 hours before the meet starts.
15. Gymnasts are expected to behave appropriately and cheer on teammates and other competing gymnasts.
16. Gymnasts are asked to save emotions or any frustrating disappointments until after the competition in privacy. Seeing an athlete cry or get upset during award ceremonies is not tolerated and does not support a good reputation for our club.
17. If your child expresses nervous feelings to you prior to the competition, keep the response brief and encourage your child to just do the best they can. Do not get into specific talk with them during this time.
18. Coaches may not necessarily be able to watch awards. They may also not be available for a discussion after the competition.
19. Parents are asked to give the coach space during award ceremony and not question the results at that time.
20. When the competition is completed, athletes are asked to gather in the designated awards area immediately after.
21. When the awards ceremony is completed, it is the parents' responsibility for locating their child.

22. Athletes are encouraged to stay and watch their teammates and extra flights at the competition, but not directly before their own competition.
23. If your child requires medication at a specific time, please ensure the Coach is notified well in advance.
24. If your child requires an Epi-Pen, please ensure that this remains in their gym bag and on them at all times during the competition.
25. Please do not ask your child if they are nervous for competition. We want to encourage positive and healthy thoughts.
26. Gymnasts cannot wear nail or toenail polish.
27. Hoop earrings are not permitted. Only stud earrings are allowed.
28. Do not try to get your child's attention during the competition.
29. Parents are not permitted to discuss/ ask questions to the child's coach during competition. Coaches will discuss results directly with athlete on the next scheduled training day.
30. Gymnasts are not to do excessive swimming or other physical activities the night before the competition.
31. Parents are not permitted to "correct" their child during competition. Clapping and cheering only please.
32. Parents are to behave and act ethically while sitting in the stands or viewing areas. Negative talk or criticizing of coaching or any athletes will not be tolerated.
33. Parents are asked not to focus on scoring of their own child or other gymnasts. This takes the enjoyment away from watching your child.
34. Please do not engage in conversation with coaches from other clubs. Unfortunately, many clubs base their registration on solicitation of other athletes and attempt to use competition as a time for "gathering" more athletes to joining their own club. Kanata GymnoSphere does not tolerate this behaviour and the parent/athlete must inform both the coach and the Competitive director after the competition if this takes place.
35. In the event that your child becomes injured during a competition, please refrain from entering the floor area. Allow the coach and medical staff to properly attend to your child first and assess the situation.

It is solely up to the coaches' discretion whether an athlete competes an event or has to scratch that event due to a variety of circumstances (safety, unethical behavior, poor/negative attitude, inability to focus, injury) The parent should support the coaches' decision and act in an appropriate manner. It is the coaches' job to ensure what is best for the athlete at all times.

Termination Policy

The Club retains the right to release an athlete/member at any given time, for cause. Without limiting the generality of the foregoing, any one or more of the following events shall constitute cause:

- Misconduct (i.e.: aggressive behaviour, harassment, slander, bullying, defamatory statements towards any other members including team mates, administrative staff, volunteers and coaches)

- Failure to comply with Competitive Member Handbook
- Overdue competitive payment fees.

Please be advised that there are no refunds, credits or negotiations of paid fees in the event that the Club terminates membership.

If an athlete would like to withdraw from the competitive program, the Competitive Director must be contacted first before approaching administration at the front desk or the child's individual coach.

Please email competitive@kanatagymnastics.ca to set up an appointment to discuss the request to withdraw from the program. Parents need not to explain to other competitive members on the reasons for withdrawing from the program. The discussion will be kept confidential between parent, Competitive Director and Coach.

Regardless of the reason to withdraw from the program, we kindly ask that the athlete personally thank her coach and withdraw from the program in an appropriate and polite manner. Parents are asked to also abide by this same philosophy and set a professional and polite example for his/her own child and other members in our program. Any negative talk about our program to other competitive members will not be tolerated. Please show an ethical and good sportsmanship attitude in all circumstances.

Additional information regarding withdrawal policy are listed in the *Acknowledgment Letter*, published separately.

Emergency Plan/Policy

Safe Sport