



Competitive Family Handbook

This information is intended for parents of athletes in the following programs:

- Men's Artistic Developmental, Interclub, Provincial, National
- Women's Artistic Developmental, Provincial, National

Please be sure to read through this information thoroughly as it contains important information on fees and our policies and procedures. All KWGC members are required to acknowledge their acceptance of KWGC's membership policies, procedures and requirements, by signing and returning the Membership Agreement at the end of this document.

About the Kitchener Waterloo Gymnastics Club

Established in 1965, Kitchener Waterloo Gymnastics Club is one of the oldest operating not-for-profit gymnastics organizations in Canada. We are governed by 2 different sport organizations – Gymnastics Ontario (GO) and Gymnastics Canada (GCG) – and must abide by the policies and procedures set out by each of these organizations.

Our Vision is to be a respected leader in providing inclusive quality sport programs that foster personal growth. As a community-based organization, we will offer diverse opportunities that promote life-long participation, nurture athletic excellence, and promote confidence and enjoyment in a safe and respectful environment to foster the love of gymnastics. We value Inclusivity, Safety, Excellence, Collaboration, Community and Transparency.

KWGC operations are led by a professional staff who work in cooperation with a volunteer Board of Directors. The Board is responsible for establishing high level policies and ensuring the financial viability and longevity of the club. Annually we look for new volunteers to act as voting members and as Board of Director members. Interested in learning more about being a voting member or a director? Check out the job descriptions or contact our Competitive Administrator.

Direct Links to Forms:

[Board Member Nomination Eligibility](#)

[Board Member Nomination Form](#)

[Voting Member Job Description](#)

As a not-for-profit, volunteer-supported organization, we rely heavily on our members to assist in raising the necessary funds and providing the volunteer support to achieve our mission. Thank you for contributing to the success of our club!

Membership Requirements

Kitchener Waterloo Gymnastics Club is a not-for-profit organization that relies heavily on member fees and volunteer support for a portion of its revenues. In many cases, the fees assessed to the member cover only a fraction of the full cost of delivering training to competitive athletes. Much of the balance of the cost of athlete training is derived from KWGC's sessional programs (Recreation), fundraising and volunteerism to displace paid expenses.

Membership Meetings

Competitive Family Meeting

The meeting will cover requirements and expectations of being part of the competitive program as well as any updates occurring this season. One representative from each competitive family is required to attend this meeting. Additional information on the season ahead will be provided by the Program Directors in a separate information session. The meeting is an essential component of the partnership between families, coaches and KWGC.

Annual General Meeting

KWGC Annual General Meeting will be held within 6 months of the fiscal year end (June 30th). The meeting usually takes place in the Fall (Oct/Nov) of each year. Election of Board Members, the presentation of KWGC's audited financial statements and voting on changes or amendments to the By-Laws may also take place at this meeting. All families are strongly encouraged to attend or submit a proxy to have their opinion considered as part of our membership community.

Family Portal

Each family is responsible for ensuring their Family Portal in JackRabbit is kept up to date and that staff are informed of any major changes to your account.

This includes:

- Contact information (Emergency Contacts and Primary Contacts)
- Payment information (Up to date credit card expiry dates, banking information)
- Medical information
- Current and Monitored email address(es)

Program Fees & Expenses

Annual Tuition Fee

All annual tuition fees take into consideration general holidays, shutdowns, program end dates, professional development, parent meetings, and other KWGC event closings.

What's Included:

- Class Tuition Fee for regularly scheduled training sessions at KWGC
- Competition Registration Fees (see Annual Fee Page for full details)
- Coach cost sharing for Qualifiers (see Annual Fee Page for full details)
- Specialist Fees for services integrated into regular training hours (ex. Artistry and movement, strength, and conditioning)

What is not Included:

- Additional competition costs such as travel meets, Elite Canada, Tour, and Championships (Provincial, Eastern, National)
- Travel fees for athletes / families
- Floor Routine Choreography (WAG Level 6+ Athletes only)
- Uniforms, Grips, Tape, and other boutique items

Please Note: As members of the competitive program it is an expectation that all Provincial and National level athletes participate in all program competitions (ie. Qualifiers, Cups, and Championships) unless recommended otherwise by the coaching staff. Those who qualify for Championships are expected to attend and participate in team events such as Eastern Canadian Championships or National Championships.

Gymnastics Ontario & Capital Fees

Every gymnast at KWGC must be registered with Gymnastics Ontario (GO). The registration fee provides coverage under GO accident insurance policy. It is a non-refundable fee that KWGC provides to GO on behalf of every athlete. **All Gymnastics Ontario fees and the annual Capital Improvement Fee will be collected in June prior to the official start to the new season.** The Capital fee helps support ongoing improvements and maintenance of our facility and equipment.

**In 2024 the fee will be divided to cover 50% in June and 50% in July.*

Additional Expenses:

Additional expenses such as team uniforms and personal equipment purchased through the club will be billed separately. See additional expenses overview page for an expected breakdown of additional expenses you may incur on an annual basis.

All new athletes will have a trial period of 60 days where a refund of fees (less the number of classes that have occurred) may be requested. The decision to remain in the program can be made by the coach or the family of the athlete. In either circumstance a refund will be granted.

Additional Competitions and Training Camps:

Additional attended competitions and training camp registration, travel, accommodation and coach sharing for all competitions and training camps will be collected separately as they arise. The location of events and the number of athletes attending will impact the member's share of the coaches' costs for training camps and competitions. The events will be billed after the event via our invoicing system – copies are emailed to you. Please observe the payment deadlines. KWGC requires a minimum of 4 weeks advance notice of athlete withdrawals from a training camp or competition. Refunds will be pursued but may not be available depending upon the rules set out by the host organization. Any costs incurred that are not eligible for refund will still be the responsibility for the member.

It is an expectation as a member of a competitive program that athletes will attend any championship or team events that are for throughout the season. The club offers financial support for such events (see bursary section) and will provide families with a sponsorship letter upon request to seek donations to support athlete travel costs.

Terms of Payment

Each family opts into a payment schedule at the beginning of the season. Payment plans can be requested by contacting the Competitive administrator. Payment for each training month must be completed within the month.

Billing options include:

- Biweekly (billed on the 1st and 15th of each month from July to April)
- Monthly (billed on the 1st OR 15th of each month from July to April)
- Biannually (billed July 1 and December 1)
- Annually (billed July 1)

Tuition payments can be made using the below methods:

- Direct Withdrawal
- Credit card/VISA Debit
- Cash (Annual billing only)

Payment Schedules

Fee	Billing Period	Notice
Annual Tuition	July - April	Included in Competitive Package Annually
Annual Meet Fees	July - April	
Gymnastics Ontario Insurance Fee	June*	
Annual Capital Fee	June*	
Specialized Training Equipment (Yoga blocks, Grips, etc.)	As required	Included in Annual Program Invitation
Uniform	As required (Typically between August and October)	Email
Special Events	1-2 months prior to event	Email and JackRabbit Registration
Additional Competitions (Tour, Championships, etc.)	1 week post event	Email prior to acceptance to team spot
Training Camps	1-10 weeks post event (pending organizer billing cycle)	Email prior to acceptance to camp spot
FEP, Support Hour, Meet Hour Buyout	May	

**Billed in previous season ex. 2024-25 GO Insurance fee will be billed in June 2024.*

For the 2024-25 Season 50% of the GO Insurance fee will be billed in June and 50% will be billed in July.

Moving forward 100% of the insurance fee will be billed annually in June prior to the new season beginning.

Important Notes:

If you choose to use direct withdrawal or credit card for your payments please ensure that your information is kept up to date in your JackRabbit portal. This includes expiry dates on credit cards. **A penalty of \$25 will be charged for NSF payments after the second attempt to collect payment.** After a second NSF occurrence only cash or a money order will be accepted for payment of fees. **Accounts in arrears for more than 60 days and/or with balances above \$750 without an active payment plan will result in immediate suspension from all club activities including training and competitions.** A warning letter will be issued prior to suspension. It is exclusively the family's responsibility to contact the Competitive Administrator to make arrangements to clear any account in arrears.

Medical Policies

If an athlete is unable to return to full training for more than 4 weeks due to an injury or illness reduced fees will be applied using the following schedule.

A 50% reduction of fees will occur the month following the injury or illness if the athlete has been recommended to train less than 50% of the scheduled hours. The reduction in fees will continue until the athlete has returned to more than 50% of regularly scheduled training hours.

A doctor's note is required as part of written notice provided to both the Competitive Administrator and Program Director by email. In the event of an injury that requires medical attention, our staff will request that a "[Return to Play](#)" form be completed, signed by the attending physician/physiotherapist, and submitted to the Program Director prior to the athlete's return to training. The form provides the coaches with information on the parameters for the specific athlete's safe return. The athlete's coach, in agreement with a Program Director, may make the decision to send your child home if they feel that the athlete may be in need of medical attention or may be sick.

Pandemic/Epidemic Illness Policies

Athletes, Parents, Staff and other individuals entering the facility are required to follow all current pandemic/epidemic illness policies in place by governing bodies. Updated pandemic/epidemic illness policies and procedures will be provided based on guidelines set out by Gymnastics Ontario and the Region's Ministry of Health. These policies must be adhered to by all athletes, families and staff.

Withdrawal From the Program

Members who wish to withdraw from the program at any time during the season are required to provide **written notice by email to the Competitive Administrator and Program Director**. The family is responsible for payment of the remaining balance as per the schedule below plus any non-refundable payments that have been made on behalf of the athlete (ie. Gymnastics Ontario registration and insurance fees). Outstanding FEP and Support Hour contribution buyout will be added to the balance owing. Outstanding FEP and Support Hours balances will be calculated based on the length of time in the program this season.

Withdrawal Periods

Dates	Notice Required	Tuition Payment Due	Buyout Due	Meet Fees Due
July 1 to October 15	30 Days	Prorated fee will be applied for a partial monthly payment to reflect remaining 30 days	20% of annual buyout requirements will be due	No additional Meet fees
October 16 to January 1	30 Days	Prorated fee will be applied for a partial monthly payment to reflect remaining 30 days	30-70% of annual buyout requirements will be due <small>*Calculated based on number of months completed</small>	Meet registration fee due for any competitions that the refund deadline has passed
January 2 - June 30	No withdrawals permitted	100% of remaining Annual Tuition	100% of annual buyout requirements	100% of remaining meet fees

**Immediate withdrawals from the program between January 2nd and June 30th for medical reasons will require a doctor's note. Withdrawals for medical reasons will only be considered if medical professionals have recommended the athlete can not return to any form of training within the training season. In all other cases to continue as part of the team the athlete will move to reduced hours as per the Medical Policy. Immediate medical withdrawals will be effective as of the end of the monthly billing period.*

KWGC Competitive Bursary Program & Financial Assistance

We offer a unique internal bursary program to support our athletes on their competitive journey. Effective January 2024, two bursary programs launched to support competitive athletes through an annual tuition bursary and one time grants. Bursaries must be applied for annually within the application periods. Bursaries are only valid for one training season / period. Athletes training in developmental and interclub programs are also eligible for financial assistance through local programs such as KidSport and Jumpstart as they are not provincially competing athletes.

Application & Submission:

1. Download the application for the grant program
2. Family/Athlete to complete the application and include all supporting documents
3. Email completed application and documentation to adam@kidsportkw.ca

Financial Assistance Partner Application Links:

[KWGC - Financial Assistance](#)

[KidSport KW Application](#)

[KidSport Ontario Application](#)

[Jumpstart Application](#)

Competitive Tuition Bursary

Eligibility Guidelines:

- Maximum \$80,000 combined household income*
- Applications must be submitted between July 1 and August 30, annually
- Currently enrolled in a competitive program and exclusively training (and competing for eligible age groups) for KWGC.
- Role model for positive sport (written statement)

**Participants over the age of 18 will be considered as a single adult (parental income not to be considered in application process) unless in a common law or marital partnership.*

Documentation Required:

- Bursary Application Form**
- Income Tax Notice of Assessment from CRA from previous year (for all adults in the household)
- Either three most recent pay stubs, social assistance or disability statements
- Written statement about how the athlete demonstrates core values of positive sport including, fair play, respect in sport and team spirit.

Tuition Bursary Coverage:

- 10% of annual tuition fee divided over 8 months from September to April annually

Not Covered:

- *Uniforms, Travels Fees, Personal Equipment, Boutique*
- Private Lessons
- Special Events (Holiday Party, Banquet, etc.)
- Gymnastics Ontario Insurance Fee

Additional Notes:

All applications must be submitted between July 1 and August 20 each year. Bursary funds can not be transferred between Competitive and Recreational programs or between participants. Funding for participants who leave or are removed from classes prior to using the entirety of their funding will be returned to the bursary fund. Bursary funds will continue based on the original application should an adjustment in training hours occur due to injury or increase in hours. Ongoing eligibility will be reviewed throughout the year based on participation in the competition program. If an athlete is training at another club without prior agreement from the Program Director and Executive Director the athlete could lose eligibility for continued funding. Funding applications will be evaluated as a cohort to determine eligibility and greatest needs for support.

Competitive One-Time Grant

Eligibility Guidelines:

- Maximum \$80,000 combined household income*
- Currently enrolled in a competitive program and exclusively training (and competing for eligible age groups) for KWGC.
- One \$200 grant per child per year

**Participants over the age of 18 will be considered as a single adult (parental income not to be considered in application process) unless in a common law or marital partnership.*

Documentation Required:

- Bursary Application Form
- Income Tax Notice of Assessment from CRA from previous year (for all adults in the household)
- Either three most recent pay stubs, social assistance or disability statements

One-Time Grant Coverage:

- Required Personal Equipment (Grips, Wristbands, Tape)
- Uniform as required by the Program Director (Suit(s), Bag, Jacket, etc.)
- Meet Fees (Travel, Cost Sharing, Registration Fee)
- Training Fees
- Training/Development Camps

One-Time Grant Does Not Cover:

- Optional Travel Meet
- General Boutique Swag / Gym Suits
- Private Lessons
- Special Events (Holiday Party, Banquet, etc.)
- Gymnastics Ontario Insurance Fee

Application Periods:

- Fall: September 1st - 10th
- Winter: January 1st - 10th
- Spring: April 1st - 10th

Fundraising, Support Hours and Hosted Competition Hours

Fundraising (FEPs)

Each family will be required to earn a specific number of Fundraising Equivalency Points (FEP's). Points will be allocated as outlined in the table below. Failure to complete the required number of FEPs will result in a charge of \$25 per FEP to the family at the end of your season. Families are responsible for tracking FEP contributions using the form provided by KWGC.

Required FEP's = Training Hours + 2

Note: The maximum number of FEPs owed is 16

Any athlete training above 14 hours will only owe 16 FEPs.

For families with multiple athletes a Family Maximum of 24 FEPs is in effect this season.

Dollar amounts are based on the profit earned and not the total sales. See Fundraising outline for breakdown of FEPs earned for each Fundraiser. Athletes attending post secondary (College, University, Apprenticeship, etc.) who submit proof of enrollment are eligible for modified FEP and Support Hours opportunities. Required FEPs are based on your child's training hours as of September 1 and a re-evaluation as of January 1. Changes to training hours as of January 1 will reflect an increase or decrease in FEP and Support Hours owed for the season.

Support Hours

Each family is assigned a number of support hours to be completed over the course of the season. Support hours can be completed by any person who qualifies for the specific task and is willing to donate their time on behalf of your family. Opportunities will be emailed out for sign up on a monthly basis.

Required Support Hours = Training Hours x 2.5

Note: The total hours are based on 2.5 x the number of hours that your child trains as of September 1 with a re-evaluation completed as of January 1 (ie. 12 hours of training = 30 support hours).

Support hours are credited based on the number of hours completed (ie. Assistance with an event for 3 hours = 3 support hours). Support hours cannot be carried over from season to season.

Hosted Competition Hours

These hours help ensure we are able to continue to provide “home gym advantage” to our athletes year after year and reduce the travel requirements of out of town meets for families. All families are required to contribute **6 hours** throughout the season at Club hosted National, Provincial, Interclub or Invitational meets – these hours will be in addition to support hours and will be valued at \$40 per hour. Following completion of the required 6 hours any additional time at hosted competitions can be recorded as support hours (\$15 per hour buyout). Hosted Competition Hours can not be bought out using support hours or FEP contributions. Other in-kind contributions may be considered if you are unavailable to assist with the meet due to extenuating circumstances. Prior approval must be obtained from the Executive Director or Competitive Administrator.

Required Hosted Competition Hours = 6 hours per year

Note: The total number of required hours is the same for all members of the competitive program regardless of the number of training hours.

Multiple Athletes

If a member has more than one athlete then a reduction in the total number of support hours and FEPs will be applied as follows: 50% reduction for the second child and 75% reduction for the third and following children.

Reporting Support Hours and FEPs

An on-line system will be set up for members to record support hours. A link to access your family's page will be sent to you at the start of the season or following the return of your signed package. It is the members' responsibility to ensure that all completed hours are recorded and kept up to date. KWGC does not record any Support Hours or FEPs. The record will be utilized in May to assess whether members have met their yearly requirements.

FEP and Support Hour Buyout

Support Hours will be charged out at \$15 per hour remaining. FEPs will be charged out at \$25 per point remaining. Competition Hours will be charged out at \$40 per hour remaining. Families will be notified of their buyout at the beginning of May to complete buyouts by June 30th of each year.

How to buyout:

1. FlipGive - dollar for dollar credit will be given towards the total FEP and Support Hour buyout for families who chose to participate in FlipGive throughout the season. FlipGive dollars must be provided on the family tracking sheet.
2. Extra Support Hours/FEP Credit - Support Hours and FEPs can be used interchangeably to buyout the total requirement. Meet hours are not interchangeable with other hours.
3. Family Account - This will be the final step in FEP and Support Hour buyout collection once the above two options have been applied. Payment methods on file will be charged following notice of remaining balance.

Communication

Notices to the member and/or athlete may take place verbally, by e-mail through JackRabbit or provided handouts. If you receive an email from KWGC, please understand that the information provided in the email is important and it is our expectation that you have read what is written. We understand that you are bombarded daily with emails from different sources. We will try to ensure our emails are only sent when necessary.

In addition, information will be regularly posted on the bulletin boards in the facility, on the lobby monitor and on our website (www.kwgymnastics.ca). Please check these on a regular basis for up-to-date information. If you are not receiving emails please ensure that you have a correct email address listed in JackRabbit and let our front office staff know so that we can address the situation. Please also ensure that you have not unsubscribed to our emails. Your athlete's coach will provide you with an email address should you have questions or concerns for them.

Families should not contact coaching staff through personal social media accounts or text unless explicit permission is given and for emergencies only, or other personal channels. Please be respectful of our coaching staff's work life balance and use their KWGC emails to connect with them outside of practice.

Media, Promotion and Public Relations

As a not-for-profit organization, we are subject to the guidelines as set out by PIPEDA (Personal Information Protection and Electronic Documents Act). Throughout the year KWGC receives opportunities to promote the athletes and the club with local print and media organizations in addition to our own social media channels. These promotional activities include results and photos of our club, coaches and athletes. As a member of the KWGC competitive program your child's name and/or photograph may be utilized for promotion and partnership opportunities. Should you wish to restrict the use of your child's name and photo, please update your photo release on your athlete's JackRabbit account.

In Gym video Taping / Photography

Families are asked to refrain from videotaping or photographing participants during regular training sessions as it is distracting to the participants and may be contravening PIPEDA laws. Families are welcome to videotape and photograph at competitions and special events in conjunction with the guidelines of each event.

Coaching staff may video or photograph participants for educational purposes using gym devices. Videos or photos of any athlete without photo consent will be immediately deleted following educational use. Coaching and Administrative staff will also take photos and videos of participants with photo consent for promotional purposes.

Athletes may video or photograph their own skills for educational purposes using gym or personal devices only if given permission by their coach. Videos or photos should only be taken with athlete or coach permission. Every effort should be made to ensure other athletes and staff are not in any videos / photos. Any videos or photos taken without permission must be deleted immediately. Personal or gym devices should not be used for videos or photos in changerooms, washrooms or snack areas.

Code of Conduct For Athletes, Staff and Parents

The Kitchener Waterloo Gymnastics Club Code of Conduct includes our ***Philosophy, How We Treat Others, our Gym Rules and Duty of Care.***

The aim of the Code is to promote a safe and healthy environment for all members and it identifies the standard of behavior that is expected of members and participants.

This Code of Conduct applies to all members of the Kitchener Waterloo Gymnastics Club (KWGC, KW Gymnastics) including, but not limited to athletes, parents, coaches, officials, organizers, managers, volunteers and employees.

The Code of Conduct applies to all matters that may arise during the course of our business activities and events, including but not limited to the office environment, the parent viewing area, competitions, practices, training camps, travel associated with competitive activities and any meetings of staff, committees, parents or athletes.

Our Philosophy

We strive to:

- Ensure all athletes and coaches develop and maintain great self-esteem
- Help all athletes and coaches become leaders and good citizens
- Instill in athletes and coaches the importance of teamwork and professionalism
- Help athletes and coaches set their own goals and to support them in achieving those goals
- Keep the spirit of gymnastics alive
- Ensure the health and safety of our athletes, coaches and members
- Support our athletes and coaches in being well-rounded in other sports and activities.

How We Treat Others

All Members:

- Must show respect and understanding for the rights of fellow members and conduct themselves in a way that reflects the principles of the organization.
- Shall maintain and enhance the dignity and self-esteem of members and participants by demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status.
- Will refrain from negative public discussion, including but not limited to any written or electronic discussions/chat rooms/blogs, Instagram, Facebook, Snapchat or other social media about KWGC, its employees, athletes or members, and all other members of Gymnastics Ontario including other clubs, athletes, coaches and judges.
- Shall refrain from any and all forms of bullying, including but not limited to, verbal, written, electronic or on social media.

Any matters of concern are to be discussed at an appropriate time with the Program Director and/or Executive Director. **KWGC is committed to being a “gossip free” gym.**

Our Gym Rules

1. Athletes and Coaches will respect the rules of competition, their opponents and play fair.
2. Athletes will respect their coaches, trainers, parents, medical professionals and any decisions made with regards to their health and safety.
3. Athletes will develop their skill, body strength and flexibility so that they can participate in the sport to the best of their abilities.
4. Videos and photos on the KWGC website and Facebook page are the property of KWGC and are not to be copied or transmitted in any fashion.
5. No photos or videos of any form will be taken by athletes, family members or visitors on the property of KWGC either inside or outside of the gym unless permission has been granted by the staff of KWGC. Parents will be invited to take photos/videos at official competitions or during special “parent days” in the gym.
6. Videos or photos taken by coaches will be for training purposes only and shall be deleted after use.
7. Photos and videos may only be posted by the Social Media team on the official KWGC website or social media channels.

Duty of Care

A coach of young athletes has a duty of care which is more onerous than that of a coach of adult athletes. The Program Director and coaching staff are responsible for setting and monitoring the boundaries between a working relationship and friendship with participants. KW Gymnastics coaches are given clear guidelines and extensive training about professional standards and have signed contracts to abide by those policies.

Athletes and parents must respect the boundaries between coach and athlete/parent including but not limited to not e-mailing, social messaging or telephoning coaches, sharing private information with coaches, or inviting coaches to social activities.

Coaches must respect the boundaries between coach and athlete/parent including but not limited to not e-mailing, social messaging or telephoning athletes or parents, sharing private information with athletes or parents, or inviting athletes or parents to social activities.

Parents, spectators and visitors will not coach or give instructions to athletes during competitions or practices and are expected to demonstrate the spirit of sportsmanship and sports leadership.

All members are entitled to understand how athletes are being coached and how classes are organized. Members are expected to gather information through discussions with their child's coach or the Program Director at an appropriate time in order to ensure accurate information is obtained. Members are encouraged to bring questions and concerns to the Program Director or Executive Director in order that continual improvements can be made to our programs.

Respect in Sport (New Families Only)

The one-hour online course focuses on providing insight on the parental role in athlete development and on appropriate interaction with coaches, other parents and athletes. Parents will gain a valuable tool to evaluate their behaviour and recognize their natural influence. Respect in Sport sets a standard of appropriate behaviour for parents. In addition, it empowers good parents to be better! KWGC's priority has always been to provide a safe and enjoyable environment for participants. The program is one piece of the puzzle to ensure that we achieve that goal. **One parent from each family is required to complete the course during their time at KWGC.**

Access to the program is available through a link via <https://gcgparent.respectgroupinc.com>

Upon completion you are provided with a certificate and number of completion. Please provide a printed copy of your certificate to the Competitive Administrator as proof of completion.

Guidelines to help you enjoy your child's competitive experience

It is the responsibility of the Program Director, in consultation with the rest of the coaching staff to assess each child based on their individual development. Regular communication takes place throughout the year to provide you with updates on your athlete's progress. If at any time you would like to discuss this progress please contact your athlete's coach directly to make an appointment. Here are some guidelines to help you enjoy your child's competitive experience.

1. **Do not compare your child with others** – every child progresses in their own way and at their own pace. Our coaches are experts at working with many individual abilities and personalities and make decisions that are only in the best interest of each gymnast.
2. **Stay positive** – Please support your child, but leave the coaching to the coaches. Your primary role is to be supportive, interested, encouraging and caring. You are an important part of the team and help make it a positive and healthy experience.
3. **Progress is not measured on skill alone** – In the sport of gymnastics a child can progress in a number of ways that are not always visible to the parent. The coaching staff work many hours with your children, are familiar with each child's ability as a gymnast and therefore, they are best qualified to assess their potential.
4. **Be patient** – Children learn on their own time not ours. Our coaches work with every athlete to help them reach their maximum potential.
5. **Do not vent in the lobby area** – Believe it or not, most negative talk follows the athletes into the gym. It is passed on to other children and to their coaches creating a tense environment for all. Complaints and frustrations should be addressed with the appropriate individual (Coach, Program Director, Executive Director) in an appropriate manner / setting.
6. **Stay Informed** – We offer many resources to our members to help keep them informed. Please ensure that you read your email, that you peruse the bulletin boards in the lobby and visit our website (www.kwgymnastics.ca) regularly throughout the year. Ensure that you attend the AGM and various parent meetings held throughout the year.
7. **Get Involved** – Be part of your child's "second home". Help us make it a place that we can all be proud of. Volunteer your time, experience and ideas to help us grow. Your support is important and necessary.
8. **Ask Questions** – Ask our knowledgeable staff about KWGC or Gymnastics related questions – we can provide you with an immediate answer or seek out the information you require through the appropriate channels (Gymnastics Ontario, Gymnastics Canada etc.) Please do not contact these organizations directly.

Volunteer Committees

Bingo Committee

Number of Committee Members: 8-12

Buyout Credit: 2 FEPS and 5 Support hours per Bingo

Time Commitment: One Thursday per month from 5:15-9:00pm

Location: KW Gaming Center 501 Krug St. Unit #101, Kitchener

Duties/Positions:

BINGO Chair (1): Manage the volunteer list and send email reminders to volunteers each month. *The Chair will be awarded 1 additional support hour each month.*

Front end EXPERIENCED (2-4): Selling tickets etc on the floor of the Bingo

Front end NEW (2-4): Selling tickets etc on the floor of the Bingo

Back end Volunteers EXPERIENCED (2-4): Counting money/tabulating totals and filling out paperwork.

Back end Volunteers NEW (2-4): Counting money/tabulating totals and filling out paperwork.

As a member of the committee you are responsible for staffing all Bingos. If you are scheduled for a Bingo and unable to make your scheduled shift you are required to find a replacement from within the committee. New volunteers must complete a minimum of 2 bingos with experienced volunteers prior to being able to fulfill a lead role or take on the shift independently. A maximum of 4 people (2 front end and 2 back end volunteers) can be scheduled / claim time for each Bingo.

Grant Committee

Number of Committee Members: 2-3

Buyout Credit: 1 Support Hour per hour dedicated up to 20 hours per year

**Bonus of 1 FEP will be awarded for each successful grant application*

Time Commitment: Flexible

Location: Remote

Duties/Positions:

Grant Volunteer (2-3): Research potential grants / sponsorships. Create criteria requirements and present eligible funding opportunities to the committee. Apply for grants and sponsorships following approval from the Executive Director or Funding Coordinator. Work in collaboration with KWGC staff to complete grant applications and submit post-submission documentation as required.

Special Events Committee

Number of Committee Members: 2-3

Buyout Credit: 1 Support Hour per hour dedicated up to 40 hours per year

Time Commitment: Flexible, up to 40 hours per year

Location: Remote, on location as needed for event hosting

Duties/Positions:

Special Events Volunteer

As a member of this committee you will be responsible for the planning and execution of the Competitive Holiday Party and Year End Banquet. In addition to these two major events, committee members will be responsible for planning additional social events for athletes and families outside of the gym to create positive club culture and relationships.

Planning responsibilities include but are not limited to:

- Following a budget set by the Executive Director or KWGC Staff Team
- Researching and selecting venues
- Researching and selecting catering services
- Researching and selecting giveaways / prizes
- Researching and selecting activities
- Liaising with staff to create event schedules
- Drafting email templates to communicate event details

Execution responsibilities include but are not limited to:

- Collaborating with staff to facilitate activities at events
- Being present at events to assist with sign in / admissions and other tasks

Decorating Committee

Number of Committee Members: 2-3

Buyout Credit: 1 Support Hour per hour dedicated up to 15 hours per year

Time Commitment: Flexible, up to 15 hours per year

Location: KWGC

Duties/Positions:

Decorating Volunteer

As a member of this committee you will be responsible for the planning and decoration of the facility for all fundraising events (as requested), special occasions / holidays and qualifiers.

Responsibilities include:

- Working within a provided budget to purchase supplies
- Creating an organized storage system to save all decorations
- Setting up and taking down decorations
 - Timelines for set up / take down to be determined in collaboration with the KWGC staff team. Time of set up / take down can be determined by committee

Photography & Videography Committee

Number of Committee Members: 2-4

Buyout Credit: 1 Support Hour per hour dedicated.

Time Commitment: Varies throughout the season.

MAG: February TBC

WAG: March TBC

Competitive Photo Day

Recreation Photo Day

Promotional Photoshoots annually

Special Events

Location: KWGC & Other locations of special events as needed

Duties/Positions:

Photography / Videography Volunteer

Responsibilities included but are not limited to:

- Photographing / Videoing Events
- Post-production
- Photo Ordering Organization
- Creating promotional materials (videos / posters) *only if required

NOTE: These duties can be split amongst the committee and all responsibilities do not need to be completed by a single member. (ex. You can take photos but do not have post-production software, you can still apply for the committee and another member can do this portion).

Qualifier Committee

Number of Committee Members:

Buyout Credit: 1 Support Hour per hour dedicated. Credits vary based on role.

Time Commitment: Varies based on role, minimum of 6 hours per role.

Location: Remote, and on location at KWGC during Qualifiers

Duties/Positions:

Sponsorship/Media Committee

Chief Responsibilities: Secure community partners to provide financial support or donations in kind to Qualifier. Secure local media coverage for the day of the event and results of KWGC athletes following the event. Day of coordination with photographers and local media for event coverage. Sponsorship Lead is not required to be onsite on the day of the event.

Positions:

General Members (3)

Hosting Committee (Food)

Chief Responsibilities: Manage concession sales, adhere to serving schedule, restock hosting supplies for coaches and judges as needed. *Minimum of 12 hours of on site time required (can be completed at a single qualifier or split between two).*

Positions:

Chair (1): Organize volunteer shift schedules, and complete all duties of daily supervisor.

Daily Supervisor (3-4): Act as onsite supervisor for all volunteers, ensure hosting schedule is followed, organize hosting areas Manage and oversee concession sales..

**KWGC staff is responsible for the planning of all meals, booking of all catering services and scheduling of shoppers to pick up additional items.

Scoring/Audio Visual Committee

Chief Responsibilities: Set up and manage scoring systems and Audio-Visual during the event. Attendance for a minimum of 50% of the event is required. One Chief scorer and one Chief Scorer In Training must be present during all flights.

Positions:

Co-Chief Scorer (2): Assist in set up and maintenance of KSIS (scoring system) prior to and during the event, complete KSIS training with new volunteers as needed.

Chief Scorer In Training (2): Learn KSIS system and provide support to co-chief scorer and manage scoring system during events.

Audio Visual Manager (1-2): Act as MC for all events (Competition / Awards), create playlists and assist with scoring as needed. Track schedule timing of events and deviations.

Technical Support (1-2): Provide assistance with wifi connections for committees, judges, and guests. Assist with maintenance of the scoring system as needed.

General Meet Committee

Chief Responsibilities: Execute general planning for specific areas of event management. Attendance will be required for a minimum of 60% of the event weekend

Positions:

Junior Meet Director (1-2): Assist meet director with overall execution of qualifier events. Act as liaison for all committee managers, assisting in training of new volunteers. Complete other duties as needed to fill in volunteer gaps to ensure smooth running of events.

Floor Managers (2): Assist in athlete management, coach and judge support and liaison, spectator management, and general oversight of all events occurring on the floor

Volunteer Manager (1): Manage all volunteer leads and create overall volunteer schedules for all areas based on requests made by leads. Input volunteer time slots into signup genius, monitor volunteer sign in and experience in collaboration with daily supervisors.

Volunteer Daily Supervisor (3): Act as first point of contact and ongoing support for all event volunteers. Fill volunteer gaps as needed.

Technical Director (1): Ensure all equipment meets technical requirements for each qualifier based on GO/FIG requirements. Provide any day of support for any equipment needs.

Registrar (1): Manage registration desk for athletes and coaches, and admissions. Schedule admission and registration volunteer shifts. Ensure all shift volunteers follow required tasks.

Awards Manager (2): Inventory current awards, set awards volunteer schedule, provide instruction to awards volunteers, arrange awards to be distributed, announce awards as needed. A minimum of 60% commitment to all award times is required.

Quick Access Competitive Forms

Medical

[Return to Play](#)

Board of Directors

[Board Member Nomination Eligibility](#)

[Board Member Nomination Form](#)

[Voting Member Job Description](#)

Financial Assistance

[KWGC - Financial Assistance](#)

[KidSport KW Application](#)

[KidSport Ontario Application](#)

[Jumpstart Application](#)



KWGC

KITCHENER
WATERLOO
GYMNASTICS
C L U B

High Performance / National Adult Initiative

To facilitate athletes pursuing post-secondary education (college, university, apprenticeship, etc.) or engaging in full-time employment while continuing their athletic pursuits, KWGC is proud to offer a specialized program. This initiative is designed to uphold the principle of achieving balance between academic or professional endeavors and athletic commitments.

Athletes are eligible for:

- Reduction of FEP and Support Hour requirement
- Option for flexible monthly training hour billing (opt into pre-set hour options)
- Flexible withdrawal periods to accommodate co-op terms

Requirements:

- 18+ Years of Age
- Attending post-secondary education (college, university, apprenticeship, etc.)
- OR employed Full-time
- Training at the National or High Performance level

As part of this program athletes will be required to provide support to KWGC and their program in other ways to replace FEP and Support hour requirements typically associated.

Alternative Support:

- Event / Competition Setup and Take down
- Volunteering at Special Events / Competitions
- Act as Demonstrators for NCCP courses as needed
- Act as role models and leaders with the gym
- Assist with leadership of teams/groups during special events (Gymathon, Parties, etc.)

As an adult in the program you are expected to have your contact information up to date on your family's JackRabbit account to ensure you receive all communications from the club regarding upcoming events and your training.