

ARABESQUE RHYTHMICS CLUB POLICIES 2017-2018



These policies may be changed or updated without notice.

Summary

Rhythmic gymnastics combines sport and art – athletes develop fitness, strength, balance, flexibility and coordination of movement with music. Hand-held apparatus (ropes, hoops, balls, scarves and ribbons) help to develop hand-eye coordination in conjunction with body movements.

Rhythmic gymnastics builds fundamental movement patterns that are beneficial for the long-term development of athletes in any sport. It is a fantastic sport for girls and boys of all ages.

Mission of Arabesque Rhythmics: To inspire a commitment to a healthy, active lifestyle through gymnastics.

As Arabesque Rhythmics grows, gymnasts will have the opportunity to try out for competitive-performing Teams. Athletes will participate in local performances, provincial gymnastics festivals (Gymnaestrada), as well as local, regional and international competitive events. Through dedication and participation in these unique events, the aim of Arabesque Rhythmics is to develop well-rounded, hard-working, creative athletes who push the boundaries of sport and art.

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Henceforth, Arabesque Rhythmics will be referred to as “the club”.

Rhythmic Gymnastics Alberta is designated as RGA.

Gymnastics Canada is designated as GCG.

DUTY OF CARE AND CHILD PROTECTION (Adapted from Craven District Council guide to sports club policy statements)

Child protection code of conduct

- Respect the dignity and spirit of all athletes
- Treat all athletes fairly and equitably: all participants, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- Establish supportive, positive environments for the purpose of healthy competition, skill development, fun and achievement
- Avoid contact or conduct that may be interpreted to have sexual connotations or which are defined as inappropriate by the organization
- Do not take part in or tolerate behaviour that frightens, embarrasses, demoralises or negatively affects an athlete's self esteem
- Do not tolerate acts of aggression
- Be prepared to intervene if a child or young person under the age of majority is being abused or neglected
- Engage in fair play both during and outside of all sports organisations activities. Fair play is defined as showing considerate regard for athletes, personnel, parents, spectators and officials; abiding by the rules of the sport; abiding by the officials decisions

Good Practice Guidelines

All coaches (certified, trained, in-training) are encouraged to demonstrate exemplary behaviour in order to create a positive culture and climate.

- Work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treat all participants equally, and with respect and dignity
- Put the welfare of each young person first, before winning or achieving goals
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a participant)
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Make sport fun, enjoyable and promoting fair play
- Being an excellent role model – how you conduct yourself inside and outside the gym
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognize the developmental needs and capacity of participants – avoid excessive training or competition and not pushing them against their will
- Keep a written record of any injury that occurs, along with the details of any treatment given (see Coaches' section)
- Notarized parental consent must be given for coaches to transport youth under 16 years in their cars (in general, coaches SHOULD NOT transport participants on a regular basis, exceptions may be made for specific events (e.g. out-of-province travel)).

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the

club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking children to your home where they will be alone with you.

Guidelines for Use of Photographic Filming Equipment at Sporting Events/ Practises

Videoing as a coaching aid: there is no intent to prevent club coaches from using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching program and care should be taken in the storing of such films.

Video of skills/routines from practises or performances may be posted on the club's YouTube account for assessment, mental skills practise, etc. For privacy purposes, these videos should be marked "Unlisted" and the URL given only to those gymnasts in the routines. No videos of club routines should be posted on the club's YouTube channel without WRITTEN permission from the parents of all the gymnasts in that routine.

GYMNAST EXPECTATIONS AND CODE OF CONDUCT

Recreational gymnasts

Goals of recreational program include, but are not limited to:

- Develop life-long sport skills in line with the Long-Term Athlete Development plan
- Learn to work in a group and on their own (including cooperation, sharing, social interaction and behaviour)
- Provide a safe, fun environment for all participants

With this in mind, recreational participants are expected to:

- Arrive 5 minutes early so that class can start on time
- Be polite and respectful to coaches, classmates and parents
- Remember that it is a privilege to be able to participate in organized sport, please be respectful of the facility (use indoor voices, refrain from running in the hallways or climbing the walls)
- Try to be the best gymnast each participant can be in every class – gymnastics is a very technical sport and as such requires a lot of work and dedication to master even the easiest skills!

PreTeam and Team (Regional, Provincial, Interclub) athletes

Taking part in the PreTeam and Team programs at Arabesque Rhythmics is a privilege, which requires hard work, dedication, and commitment. In the unlikely event that an athlete is unable to maintain her commitment to the group or is unable to work cooperatively in their classes, the Head Coach may reassess and reassign said athlete to a different class.

Goals of the PreTeam and Team programs include, but are not limited to:

- Develop life-long sport skills in line with the Long-Term Athlete Development plan
- Challenge participants to work at a higher skill and fitness level
- Continue to learn to work in a group and on their own

All PreTeam and Team athletes are part of a TEAM (train together, encourage each other, always give 100% effort, motivate and support each other).

With this in mind, PreTeam and Team athletes are provided with a Gymnast Handbook at the start of the year. The Handbook outlines the club's expectations and obligations for each participant as well as skill sheets (technical, mental training, stretching) and equipment lists for events. In summary, gymnasts are expected to:

- Treat teammates, coaches, officials and parents with respect
- Work hard in class
- Be patient - all of your teammates want to be watched and helped as much as you do. Remember that your coach only has two eyes and while your coach sees more than you think, she cannot watch everyone all the time.
- Arrive 5-10 MINUTES EARLY for practise to ensure they are focused and ready to work. Gymnasts are expected to help set up and put away carpets, which means arriving 15 minutes before or staying 15 minutes following practise. Gymnasts who are 10 minutes late or more will NOT be allowed to fully participate in practise.
- Attend all scheduled practises with **VERY FEW EXCEPTIONS** (*as a 'rule of thumb' – a gymnast, who trains one day a week, should not miss more than one practise per session*).
- Wear appropriate class attire – participants are expected to wear a bodysuit to all classes. Additional layers (tight shorts, tights, form-fitting t-shirt) may be worn for part or all of the practise. Hair must be tied back in a tight ponytail or bun for all classes.

- Be responsible for bringing and caring for all of their equipment (including toe slippers)
- Bring Gymnast Handbook and a pencil, a water bottle and a snack.
- Pack all their apparatus properly their bags or equipment room.

For all gymnasts, no matter what their level, it is expected that participants will treat their class/teammates, coaches, officials and parents with respect. Actions that violate the expected behaviours policies outlined in the Gymnast Handbook, Parent Handbook or Club Policy document may result in one or more of the following actions:

- Verbal reprimand
- Verbal reprimand during meeting with parents (including a written record of the meeting)
- Written reprimand
- Suspension of participation or training
- Termination of participation or training

Each situation will be examined individually to determine the most appropriate course of action. Because Arabesque Rhythmics focuses on group gymnastics, decisions will be made with the best interest of the group/team in mind.

Because PreTeam and many Team athletes focus on GROUP gymnastics, it is essential that ALL team members attend practise. If one gymnast is missing, it makes it much harder for the rest of the group to practise formations, timing, lifts, exchanges – essentially every aspect of the routine. When a gymnast misses a practise, we often spend at least part, or all, of the next practise making the same corrections as the previous practise so that all gymnasts are on the same page.

Gymnasts are expected to attend all practises with **VERY FEW EXCEPTIONS** (*as a 'rule of thumb' – a gymnast who trains one day a week, should not miss more than one practise per session*). If you are sick, please stay home and get better faster. If you must miss a practise, please contact your coach 24 hours in advance so that she can adjust her lesson plan.

Gymnasts are expected to attend all performances/competitions with **VERY FEW EXCEPTIONS**. Absence because of medical issues must be corroborated with a doctor's note given to the Head Coach prior to an event. Coaches must be notified in advance of a performance/competition if the athlete will be absent. Athletes who miss an event may be subject to disciplinary action (see Club Policies, Athlete Code of Conduct).

Travel (competitions, performances, camps)

Because our focus is on group gymnastics, gymnasts attending out of town competitions within the province are encouraged to travel together. A host hotel for each event will be chosen and gymnasts will be expected to stay at the host hotel for events that require an overnight stay.

For out-of-province events, gymnasts, coaches and accompanying chaperones are required to travel together (flights, hotel, etc). Travel arrangements will be discussed and booked as a group. Part of the group experience is getting to know each other outside of the gym and building memories based on shared experiences. Group travel also makes it easier for the coach(es) to keep track of gymnasts at an event.

Parents of gymnasts who are travelling to events **outside of Edmonton and outside the province of Alberta** will be expected to cover the costs of the coach(es) accompanying gymnasts to the event. Parents are responsible for covering travel (flights, mileage for driving), accommodation and food for the accompanying coach(es).

PARENT CODE OF CONDUCT

Gymnasts are expected to attend all practises with **VERY FEW EXCEPTIONS** (*as a 'rule of thumb' – a gymnast, who trains one day a week, should not miss more than one practise per session*) particularly for gymnasts in the Team and PreTeam programs. If one gymnast is missing, it makes it much harder for the rest of the group to practise formations, timing, lifts, exchanges – essentially every aspect of the routine. Unlike other “team” sports (e.g. soccer, hockey) where athletes can play different positions, in GROUP gymnastics each gymnast is assigned a SPECIFIC position with movements, timing and placement relative to the other gymnasts in the group.

Parents are expected to:

- Support a safe, friendly and cooperative club atmosphere, respecting other parents, coaches, officials and gymnasts at all times (training, competition, performance)
- Assist their child in arriving on time for training, competitions and performances and that their child is picked up from training on time
- Inform the coach(es) when their child will be missing or later than 15 minutes from training, competitions or performances
- Inform the coach(es) of any training problems, injuries or illness
- Pay all fees (training, event registration, equipment, attire) on or before the date specified by the club
- Approach coach(es) before or after practise/competition/performance with respect to any minor concerns, comments, questions or complaints (see **24 hour rule** below) – please refrain from discussing these issues during practise time
- Refrain from discussing their child’s performance with judges, officials, other coaches at competitive or performance events – questions about scoring or adjudication may be addressed through the Head Coach
- Positively support and encourage child’s training – technical feedback, both positive and negative, should come from the coach(es)
- Refrain from discussing individual issues with other parents, especially in the presence of athletes, coaches or other parents – each athlete is a unique individual with unique needs and all issues are addressed with this in mind
- Refrain from discussing other parents, athletes, coaches who may not be present
- Refrain from using the internet and all social networking media (including texting, telephoning) to threaten, harass or imply negative feelings about the club or its members

As Rhythmic Gymnastics is a subjective sport, it is imperative that parents be aware of their behaviours and conduct themselves with the utmost respect for gymnasts, coaches, officials and other parents.

Parents are encouraged to read about the **Respect in Sport program**

(<http://www.respectinsport.com/programsp.html>) and take the Respect in Sport online interactive certification (<https://gymnasticscanada.respectgroupinc.com/secure/>) as a way to gauge their behaviour in various situations that may arise in the participation of sport.

24 hour rule

From time to time, miscommunications and misunderstandings will arise. If a parent has questions or concerns about training, how their child is doing, dissemination of information or any other issues, please notify the coach involved about these concerns and arrange a day and time to meet. **Club policy is to wait for 24 hours PRIOR to discussing any issues with the coach so that everyone involved can go home, think about it and take some deep, relaxing breaths.**

Parents are encouraged to raise issues in constructive manner with the intent that all sides will do their utmost to find the best possible solution. Please bear in mind that the focus of the club is on GROUP gymnastics and all decisions will be made with the idea of what is best for the team as a whole in mind.

For all parents, the club expects that parents will treat the participants, coaches, officials and other parents with respect. Actions that violate the expected behaviours policies outlined in the Gymnast Handbook, Parent Handbook or Club Policy document will result in one or more of the following actions:

- Verbal reprimand
- Receive a verbal reprimand (including a written record of the meeting) and be required to take the online Respect in Sport course. The child(ren) of the parent(s) will be able to resume class **ONLY** when written proof of RiS course completion is given to the club Head Coach
- Written reprimand
- Suspension of participation or training of gymnast
- Termination of participation or training of gymnast

Each situation will be examined individually to determine the most appropriate course of action. Because Arabesque Rhythmics focuses on group gymnastics, decisions will be made with the best interest of the group/team in mind.

Because PreTeam and Team athletes focus on GROUP gymnastics, it is essential that ALL team members attend practise. If one gymnast is missing, it makes it much harder for the rest of the group to practise formations, timing, lifts, exchanges – essentially every aspect of the routine. When a gymnast misses a practise, we often spend at least part, or all, of the next practise making the same corrections as the previous practise so that all gymnasts are on the same page.

Gymnasts are expected to attend all practises with **VERY FEW EXCEPTIONS** (*as a 'rule of thumb' – a gymnast who trains one day a week, should not miss more than one practise per session*). If you are sick, please stay home and get better faster. If you must miss a practise, please contact your coach 24 hours in advance so that she can adjust her lesson plan.

Gymnasts are expected to attend all performances/competitions with **VERY FEW EXCEPTIONS**. Absence because of medical issues must be corroborated with a doctor's note given to the Head Coach prior to an event. Coaches must be notified in advance of a performance/competition if the athlete will be absent. Athletes who miss an event may be subject to disciplinary action (see Club Policies, Athlete Code of Conduct).

ADMINISTRATION

In general,

- Recreational classes will run with a minimum of 4 gymnasts and a maximum of 12 gymnasts
- Registration for recreational classes finishes in the 3rd week of each session, no more gymnasts may be added to a class after this point.

Exceptions to these policies MAY be made for new and developing programs.

Registration fees

Recreational classes: an annual fee (September to August) of \$35.00 per gymnast will be charged to cover the registration and insurance costs associated with RGA.

PreTeam: an annual fee (September to August) of \$40.00 per gymnast will be charged to cover the registration and insurance costs associated with RGA as well as additional administrative costs (photocopying for handbooks, event registration waivers and info).

Team (Interclub, Provincial, Regional stream competitive): an annual fee (September to August) of \$50-70 per gymnast will be charged to cover the registration and insurance costs associated with RGA as well as additional administrative costs (photocopying for handbooks, event registration waivers and info).

Payment for classes (deadlines and late fees)

Recreational fees are due within two weeks of the start of classes. Gymnasts will not be accepted into the class after the 3rd week. Accommodations can be made for exceptional circumstances and are up to the discretion of the Head Coach. Participants who do not pay their fees in the agreed upon time frame will not be permitted to participate until payment, in full, is made.

PreTeam and Team payments are due at the beginning of the month or the beginning of each session. There is a two week grace period for monthly and session fees. If fees are not paid by the end of the grace period, a 15% fine will be levied on the monthly or session payment (before GST). If fees that are one month late or more, the gymnast may not be permitted to participate until payment in full (including the late fee), is made.

Accommodations can be made for exceptional circumstances (PreTeam and Team) and are up to the discretion of the Head Coach. If fees are not paid by the end of the agreed upon period, a 15% fine will be levied on the monthly or session payment (before GST). Participants who do not pay their fees in a timely manner may not be permitted to participate until payment, in full, is made.

Cancellation, missed classes and refunds

- During the winter months, if school is cancelled, gymnastics classes will also be cancelled
- Make up classes for cancelled classes (PreTeam and Team) will be scheduled as soon as possible. Recreational gymnasts will be invited to attend another recreational class, no additional classes will be scheduled.
- There are no make-up classes for days missed by participants
- If a participant cancels his/her registration **before** the 1st class, a refund, minus a 10% administration fee, will be given
- If a participant cancels his/her registration **before** the 3rd class, a refund, minus a 20% administration fee, will be given
- No refunds will be given **after the start** of the 3rd class
- There is a \$20.00 administration fee for NSF cheques returned from the bank

- Gymnasts who withdraw from the PreTeam or Team at some point during the season, will receive a partial reimbursement of funds depending on the timing of the withdrawal. In general, the club will retain 50-100% of the current monthly fee or the balance of the session fee to cover administrative costs.

Classes – parent-viewing

Parents and family are permitted to watch the first and last recreational class in each session only. PreTeam and Team parents and family are permitted to watch the parent-viewing classes (two per year) only. Parents of young gymnasts (3-5 years) may be permitted to sit in on the first few classes to help lessen any anguish or distress that a shy gymnast may feel at the start of the session – the decision about whether a parent may be present in a class is ultimately up to the discretion of the coach.

Class attire

For recreational classes, participants should wear a black bodysuit (some leeway with colour is permissible). Hair must always be tied back out of the face for ALL levels.

Apparatus and PreTeam/Team attire

PreTeam athletes are required to purchase:

- 1 red TOGU (senior) ball (\$35)
- 1 rope (\$15)

at the beginning of the season. The club will purchase the apparatus in bulk and sell the apparatus directly to participants. Apparatus will be sold at the price purchased, including GST, shipping and include any applied discounts.

PreTeam athletes are required to purchase a team bodysuit and skirt. Cost of a new suit and skirt is \$60.00. Gently used suits and skirts may be purchased from Team gymnasts who have outgrown their bodysuits. In general, a used suit (1-year) will cost \$20.00 (\$10.00 discount) and a used skirt (1-2 years) will cost \$12.00 (\$10.00 discount). Bodysuits that have been used for more than 1-year can be re-sold if in good condition. The cost of the suit can be negotiated between the seller and purchaser. Bodysuits in rough or poor condition cannot be re-sold.

PreTeam gymnasts have the option of purchasing at the start of the year:

- Team tank top and shorts (if funds are available, the club may purchase one set of these per gymnast)
- Team track jacket

Team athletes are required to keep their TOGU ball and rope. Team athletes must purchase their own equipment for competitive routines. Apparatus for competitive routines must be obtained at the start of the season (September) and any decoration (taping, colouring, etc) must be completed by the end of September so that gymnasts are practising with equipment that is the correct weight. Care for competitive apparatus is the sole responsibility of the competitive athlete. Replacement of lost or damaged competitive apparatus is the responsibility of the competitive athlete.

Team athletes are **required** to have:

- Competitive group/individual bodysuit
- Team tank top and shorts
- Team track jacket

Team tank top, shorts and team jackets can be purchased through the club. Outfits that have been used for more than 1-year can be re-sold if in good condition. The cost of the suit can be negotiated between the seller and purchaser. Outfits in rough or poor condition cannot be re-sold.

PreTeam and Team athletes are required to wear toe slippers (shoes) to practises, competitions and performances (indoor). Toe slippers will be purchased by the club in bulk at the start of the season and will be sold to the gymnasts at the price purchased, including GST, shipping and include any applied discounts. Toe slippers CANNOT be re-used or recycled by another gymnast. Replacing toe slippers that are damaged or outgrown during the year is the responsibility of the gymnast.

Team gymnasts are able to purchase group and/or individual bodysuits for competition. ALL suits must be pre-approved by the Head Coach prior to purchase to ensure that the rules for competitive attire outlined in the FIG Code of Points is adhered to.

COACH POLICIES

NCCP Code of Ethics



Principle	Standards of Behaviour Expected of Coaches
Physical safety and health of athletes	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
Coaching responsibly	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
Respect	Ensure that everyone is treated equally, regardless of athletic potential, race, sex, language, religion, or age
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
Honouring sport	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity

Coaches are encouraged to develop their own personal coaching code of ethics. This should be kept in personal coach binder for immediate reference.

General responsibilities and expectations

- A **minimum of 48 hours notice** should be given if the coach must miss a practise. Each coach is responsible for finding a substitute coach for her class
- Coaches should arrive 10-15 minutes prior to the start of class to:
 - Ensure the facility is open and safe (see Risk Management Plan, Coach Handbook)
 - Ensure equipment is set up and ready to go
 - Review lesson plans and set up music
- Bring a functioning cell phone to class in case of emergencies **HOWEVER** coaches may not answer the phone, make non-emergency phone calls or text message during class time
- Be polite and courteous, treat the gymnasts and parents the way you would like to be treated
- Coaches represent the club, the Head Coach as well as themselves in practise and at events – behaviour towards gymnasts, parents, volunteers, coaches and officials should reflect the responsibility entrusted to them
- Be active and involved in your own class (avoid sitting down)
- Provide a safe, supportive, friendly and cooperative club atmosphere, respecting other coaches, parents, officials and gymnasts at all times (training, competition, performance)
- Set behaviour guidelines for participants including going over facility rules
- Coaches are expected to lead by example inside and outside the gym (at events, travelling)
- Approach the Head Coach before or after practise/competition/performance with respect to any minor concerns, comments, questions or complaints (see **24 hour rule** below) – please refrain from discussing these issues during practise time
- Refrain from discussing a gymnast’s performance with judges, officials, other coaches at competitive or performance events – questions about scoring or adjudication may be addressed through the Head Coach
- Positively support and encourage every gymnast’s training by giving constructive technical feedback
- Refrain from discussing individual issues with other coaches, gymnasts or parents, especially in the presence of athletes, coaches or parents – each athlete is a unique individual with unique needs and all issues are addressed with this in mind
- Refrain from discussing parents, athletes, coaches who may not be present
- Refrain from using the internet and all social networking media (including texting, telephoning) to threaten, harass or imply negative feelings about the club or its members
- Refrain from using unnecessary electronic (phone, tablet, other electronic media) during practise time or at a competition. All important communication will be directed to the Head Coach.

For all Coaches, the club expects that Coaches will treat the participants, parents, other coaches, and officials with respect. Actions that violate the expected behaviours policies outlined in the Gymnast Handbook, Coach Handbook or Club Policy document will result in one or more of the following actions:

- Verbal reprimand
- Receive a verbal reprimand (including a written record of the meeting) and be required to take the online Respect in Sport and/or Making Ethical Decisions course. The Coach will be able to resume class **ONLY** when written proof of RiS course completion is given to the club Head Coach
- Written reprimand
- Suspension of participation or training of Coach
- Termination of participation or training of Coach

Each situation will be examined individually to determine the most appropriate course of action.

If the participant's behaviour continues to affect the class despite repeated attempts to correct it, the coach is encourage to talk to the parents and the gymnast after class. Sometimes, participants have behavioural issues that parents are reluctant to mention at the start of the program – please try to be open to different options for dealing with these issues and involve the parents when possible.

If a coach still has problems or the parents still have concerns, please ask them to arrange an appointment with the Head Coach (at which the participant's coach must also be present). For major issues, there is a “**24-hour rule**” (p. 6) – meetings will be scheduled a minimum of 24 hours after any incidents in question, to allow cooler heads to prevail.

Parents are allowed to watch the first and last classes. For all other classes, parents are required to remain outside of the gymnasium to ensure the gymnasts are giving their utmost attention to the coach. If parents express concern, please talk to them on the side or arrange to speak with them after class.

Certified coaches are **REQUIRED** to create their own lesson plans (recreational, PreTeam, Team). These plans should follow the guidelines set out in the Coach Handbook AND reflect the level of training and expertise of the coach (e.g. a certified Foundations coach should create lesson plans that reflect the knowledge and expertise gained from the Foundations courses).

Certified coaches are expected to lead the introductions and fulfill administrative duties on the first day of recreational classes (see Coach Handbook).

All coaches are expected to participate in facility safety and risk management plan duties outlined in the Coach Handbook.

All coaches are expected to be familiar with and capable of implementing the Emergency Action Plan (see Coach Handbook).

Certification

ALL coaches at the club must be certified, trained or in-training in order to coach. The primary function of a coach is to ensure that the athletes are physically and mentally prepared to the best of their abilities (competition/performance/practise). Coaches are NOT chaperones and are not expected to supervise under age gymnasts during down time between practises/performances.

Certification is defined by completion of theory, technical and practical training plus the evaluation according to NCCP and GCG rules.

First aid certification is **MANDATORY** for all certified coaches; trained coaches must take first aid prior to seeking certification (evaluation).

All coaches must also complete the Respect in Sport on-line course in order to be insured under RGA.

Only **certified** coaches are able to coach a class unsupervised (if in a separate gym, the coach must be at least 18 years of age).

Foundations trained coaches, as defined by GCG, may lead a recreational class under the supervision of a certified coach (in this case, lead = implement lesson plans without direct assistance from a certified coach). The supervising coach does not need to spend the entire class alongside the trained coach

however, no physical barrier between the supervising coach and trained coach should exist so that the supervising coach can keep an eye on the trained coach and periodically check on the class.

NCCP 2 trained coaches may coach recreational, PreTeam and Team classes unsupervised. For PreTeam and Team classes, the trained coach will be working alongside a certified coach (the trained coach will not be expected to develop lesson plans or coach an entire class alone, unless the certified coach is unable to attend). The supervising coach is expected to provide the trained coach with lesson plans and any additional instructions on what needs to be accomplished in the PreTeam and Team classes should the supervising coach be unable to attend class.

Pre Coaches in-training (preCIT) are not permitted to lead any class unsupervised. A certified coach must coach alongside the coach-in-training for the duration of the recreational class. A coach-in-training may lead certain sections of a class or even a class in its entirety as part of their training however, the certified coach must be present and able to step in and take over at all times.

Pay rates for coaching

All sessional coaches are EMPLOYEES of the club. CPP and EI must be deducted from each pay cheque. T4s must be distributed in February. Guest coaches are considered to be CONTRACTORS and the appropriate paperwork (contracts) should be drawn up as needed.

CIT (Coach in Training) 13-15 years of age or F2G in training	Volunteer
Junior coach (Foundations trained)**	\$15.00/hr
Foundations certified coach + min. 1 year experience (Jr or Sr coach)	\$20.00/hr
NCCP2 Coach	\$25.00/hr
NCCP3 Coach	\$30.00/hr
Guest coach (RG)	\$30.00/hr
Guest coach (non-RG)	negotiable

**To be Foundations trained, a coach must complete Foundations Intro, Theory and Technical plus have completed a trial period of volunteer coaching (volunteer coach as they progress through Foundations training).

Lesson plan pay

Lesson planning is an essential part of coaching and is therefore recognized by the club as worthy of remuneration. **Certified coaches are required to create their own lesson plans at all levels.**

Coaches-in-training and Foundations-trained coaches are not required to create their own lesson plans. They are required to participate in the development of lesson plans as outlined in the CIT and Foundations programs. Once trained, Foundations coaches are encouraged to use the standardized lesson plans developed by the Head Coach for recreational programs. These coaches will NOT be paid for lesson planning.

Certified Foundations coaches who wish to take the Level 2 certification will need to design a session of lesson plans (including a session planning instrument) in order to demonstrate their commitment, understanding and desire to pursue higher coaching certification (with higher certification comes greater responsibility and expectation). These coaches will be paid for the time spent preparing lesson plans as outlined below.

NCCP certified Level 2 and 3 coaches (and certified Foundations coaches preparing to take NCCP Level 2) will be paid ¼ of their hourly pay per week of recreational lesson plans (e.g. coach at \$20.00 will receive \$5/week or \$20/month for lesson planning).

NCCP certified Level 2 and 3 coaches will be paid ½ of their hourly pay per week of PreTeam and Team lesson plans (e.g. coach at \$30.00 will receive \$15/week or \$60/month for lesson planning). Master Foundations coaches (as defined by GCG) will also receive lesson plan payment at this rate as they are experts in their field.

Coach Training – courses and reimbursement

The club will reimburse currently employed coaches for the Police check (once every three years).

NCCP and Foundations certification (RG only)

The club will reimburse coaches for all Foundations/NCCP courses (including Making Ethical Decisions re-certification) they take in order to update and improve their certification.

The club will pay a MAXIMUM of 50% of the course cost in advance of the course (primarily for higher level certification (NCCP 2 and 3) and for Foundations-level coaches who have dedicated a significant amount of time to coaching and volunteering at the club, demonstrating their commitment to the club).

Coaches **MUST** agree to continue coaching for the club for **ONE YEAR** after the course in order to receive full reimbursement. Coaches who default on this expectation/agreement will have the upfront 50% payment removed from their final pay cheque(s).

Other courses – maintaining Trained and Certified

The club expects **Trained and Certified** coaches to participate in RG specific clinics and workshops designed to help further their education and improve their coaching skills:

- RG Coaching clinics (centralized)
- Afternoon or session workshops on specific aspects of coaching RG
- Other gymnastics-specific NCCP courses (AG technical, T&T technical, Active Start)
- General CAC coaching workshops (mental training, physical training, etc)

Coaches are expected to attend a minimum of one workshop/course per year in order to maintain their Trained status. Coaching requires active, life-long learning; coaches must be prepared to demonstrate their willingness to improve their knowledge on an annual basis.

Upon completion of the workshop or course, coaches are required to share and disseminate the information they acquired with the rest of the coaching staff. This may take a variety of forms: a new lesson plan (written and delivered), a written report, a presentation, etc. How the information will be shared within the club will be discussed between the coach and the Head Coach ahead of time (prior to the workshop or course) so that the coach understands the expectations.

The amount the club pays will be determined on a case by case basis. In general, the club will pay the full cost of RG clinics and workshops in advance of the course. If the coach is no longer able to participate in the clinic/workshop, the club will deduct the paid amount from the coach's next pay cheque.

For all other courses, the coach must give notice **IN WRITING** to the club with relevant information (course, date, cost, reason why the coach wants to take the course and how the coach plans to

incorporate the information learned into regular classes). Decisions about how much of the course cost the club will cover for these courses will be determined after the course is held.

Competition and event pay rates

Coaches will be paid a FLAT RATE for all events lasting more than 3 hours.

	1-3 hours (Zone, Prov Gymn, club show)	>3hrs (full day)	Multi-day event (Westerns, intl meet)
Junior/Assistant Coach	Hourly rate up to a maximum of \$60	\$75	\$100 (total) min. Lv 2 coach
Head Coach (for event)	Hourly rate up to a maximum of \$75	\$100	\$200 (total)

For multi-day events (except World Gymnaestrada), travel and accommodation is covered therefore any additional payment they receive is like an Honourarium.

Travel in province

Parents of gymnasts who are travelling to events outside the province of Alberta will be expected to cover the costs of the coach(es) accompanying gymnasts to the event if a minimum of 1 night at a hotel is required. Parents are responsible for covering travel (flights, mileage for driving), accommodation and food for the accompanying coach(es). Coaches are paid on salary basis therefore can claim:

- Food reimbursement up to \$30/day for full day events only
- The travel costs for the coach(es) will be paid for by the families of the travelling gymnasts (**total cost divided by the number of travelling gymnasts**), these costs will be included in the travel invoice sent to families

Travel out of province

Parents of gymnasts who are travelling to events outside the province of Alberta will be expected to cover the costs of the coach(es) accompanying gymnasts to the event. Parents are responsible for covering travel (flights, mileage for driving), accommodation and food for the accompanying coach(es). The club will cover a flat coaching fee for these (multi-day) events.

- Mileage
 - Mileage for all driving destinations must be negotiated in advance of the event
- Food will be reimbursed up to \$30/day for full day events only
- Flight and accommodation for athletes AND coaches are booked by the club/parents' organization; an invoice will be sent to families of travelling athletes
- The travel costs for the coach(es) will be paid for by the families of the travelling gymnasts (**total cost divided by the number of travelling gymnasts**), these costs will be included in the travel invoice sent to families

For large events (Westerns, Nationals, National Gymnaestrada, World Gymnaestrada), coach travel (flight, hotel) will be booked by the club. Profits from hosted events MAY go towards off-setting these costs (depending on profits, number of athletes, etc). For National/World Gymnaestrada and other international events, coaches are EXPECTED to participate in fundraising events organized by parents in order to help off-set their own travel costs.

For travel outside the province, coaches are not permitted to share hotel rooms with participants (athletes). The exception to this is at National/World Gymnaestrada where accommodations are dormitory style.

As per RGA rules, a Team Manager must accompany athletes and coaches to out-of-province events when there are 5 or more participants. See RGA rules for Team Manager responsibilities.

For large group events outside the province, additional Chaperones may be needed (more than 10 participants). A chaperone supervises under age gymnasts during down times away from competitions/performances/practises. A coach is NOT a chaperone.

Reimbursement for expenses

Coaches will be reimbursed for expenses incurred for the following:

- Equipment for classes
- Photocopying expenses (black and white)
- Gifts/treats for gymnasts (up to a maximum of \$20/session)
- Meals while coaching at full day or multi-day events (up to \$30/day)

In order to be reimbursed, coaches must fill out a cheque requisition form and submit all ORIGINAL receipts. Reimbursements will be handed out at the end of the month, on a separate cheque, at the same time as monthly coaching payment.

MEET HOSTING

Purpose:

1. To provide local opportunities for gymnasts to perform/compete
2. To provide opportunities for gymnasts from across the province to perform/compete
3. To provide parents with an opportunity to fundraise

Income generated by hosting an event (e.g. registrations, raffles, ticket sales, donations, etc.) will be placed in a SEPARATE bank account in order to keep event monies separate from regular revenue generated by classes.

Breakdown of responsibilities - Event hosted solely by club (e.g. invitational competition, gymnaestrada, demonstration event)

Volunteer position	How many volunteers do we need	Tasks
Meet Director	1 (can be the Floor Marshall too since you've already met all the coaches)	<ul style="list-style-type: none"> • Greets coaches and gymnasts, tells them where to get changed, put their belongings, etc. • Keeps the judges happy by refilling their snacks bowls • Someone who is personable, calm and can help soothe the nerves of slightly stressed out coaches
Music person	1	<ul style="list-style-type: none"> • Insert the appropriate CD in music player • Press play when gymnast is in her start position, adjusts music volume • Keep track of CDs and cases
Announcer	1 (can be Music person too)	<ul style="list-style-type: none"> • Announces who is performing on the floor • You can make your commentary as interesting as you'd like • You might need a loud and booming voice since we don't have a microphone
Floor marshall	1	<ul style="list-style-type: none"> • Keeps an eye on who is competing and who is next in line (there's a bit of anticipation involved, sometimes coaches aren't paying attention to the competition and don't have their gymnasts in the right place at the right time)
Set-up decorations, chairs, tables	3-4	<ul style="list-style-type: none"> • One of the most important parts of the day since it needs to be done in a timely manner
Take-down and put away decorations, chairs, tables	3-4	<ul style="list-style-type: none"> • One of the things nobody likes to help with (everyone just wants to go home at this point) BUT is a very important part of the day (so that we leave the gym clean and on time so we don't have to pay extra fees)
Score tabulator	1-2	<ul style="list-style-type: none"> • If you like numbers, this is the job for you! Adding up the scores and making sure everyone gets the right awards
Award presenter(s)	1-2 (can also be the Score Tabulator)	<ul style="list-style-type: none"> • It helps to have a few gymnasts/parents/judges who can help hand out medals, so we can finish faster
Raffle prizes		<ul style="list-style-type: none"> • It's not necessary to have someone specifically in charge of this, but if we can get local businesses to donate items, it'll help bring in more money) • Arabesque Rhythmics is not a non-profit BUT I can give local businesses a receipt for advertising

Coaches are NOT responsible for running/hosting meet (a coach may act as a Technical Consultant for provincial level competitions). Their job is to ensure athletes are prepared mentally, physically and emotionally for event.

Division of profits (hosted events)

Percent of profits	For whom	Description
5% from registrations	Club (GST)	Off-set GST costs made by profits from event
	Parent volunteers	Off-set registration costs of gymnasts whose parents who volunteer at the event Fundraising opportunity to off-set training and travel costs
Remainder after registration costs have been off-set	Club	Gymnast scholarships (all levels) Coach training/certification Coach travel (includes bringing in guest coaches, off-setting coach travel to large events e.g. National Gymnaestrada, Westerns, World Gymnaestrada, international events)

Amount set aside for parent volunteers will depend on how much work the volunteers do AND how much profit the event generates. As the events grow and volunteers spend greater amounts of time PREPARING for the event (registration, booking, fundraising, etc.), a greater proportion of the profits will be set aside for the volunteers.

Breakdown of responsibilities - Events co-hosted with RGA (e.g. Zone or Provincial competitions, Provincial Gymnaestrada)

These positions are IN ADDITION to those listed previously under Events Hosted Solely by Club

Full descriptions of these positions are available from RGA

Volunteer position	How many volunteers do we need	Tasks
Meet Director	1-2	As mentioned above but with greater pre-event preparation duties
Secretary	1	<ul style="list-style-type: none"> Assists Meet Director with preparation of post-event report Ensures that binder of information is maintained for future reference
Treasurer	1	<ul style="list-style-type: none"> Helps to prepare the master budget projecting income and expenses Keeps an informative summary of all income deposits (indicate revenue source: registration, ticket sales, program sales, sponsorship, etc)
Registrar	1	<ul style="list-style-type: none"> Ensure that all registration information is sent out in a timely manner and that all registrations received are duly recorded Prepares and distributes information letters, bulletins and welcome packages Records all registrations received, follow-up on incomplete or inaccurate registrations including verifying that all registrants are current members of appropriate governing bodies Forwards registration info to Meet Director, Technical Consultant, Scoring Coordinator, Treasurer, Program Coordinator
Publicity/Sponsorship coordinator (includes saleable goods)	1	<ul style="list-style-type: none"> Publicizing the event through all forms of media (particularly local) Investigate and pursue all possible avenues of sponsorship (donations, advertising in program, gift baskets, raffle prizes)
Facilities & Equipment coordinator	1	<ul style="list-style-type: none"> Assist in selection and booking of appropriate facility and accommodations Arranges volunteers to help with set-up and take-down Responsible for coordinating audiovisual and sound equipment Arranges and posts all directional signs (parking, gym, change rooms, etc) Ensuring all rented/borrowed equipment is returned in timely manner
Awards Coordinator (competition only)	1	<ul style="list-style-type: none"> Determines what awards are required for whom and how many (medals and ribbons for winners, certificates of participation) based on number of registrants per level Ordering and purchasing awards/gifts for recognition, appreciation to participants Prepares a plan for presentation of awards (podium, script, presenters) Oversees award presentation ceremonies
Judging Coordinator (competition only)	1	<ul style="list-style-type: none"> Duties vary depending on the size of the event (see RGA Organizing Committee notes)
Technical Consultant (competition only)	1	<ul style="list-style-type: none"> Liaises with RGA to ensure that the most recent technical information in the areas of procedures, judging and scoring is available Must have detailed knowledge of the sport

Scoring Coordinator (competition only)	1-2	<ul style="list-style-type: none"> Ensures that all gymnasts' scores as given by the judges are recorded, the necessary calculations done and the results published in an accurate and timely manner throughout and following the competition Posts score sheets, once approved Prepares copies of all results for the Awards Table
Audio/Video Coordinator (competition only)	1	<ul style="list-style-type: none"> Ensures that the best possible music and sound system is available during training and competition Ensure that the entire competition is videotaped
Medical Coordinator	1	<ul style="list-style-type: none"> Ensure that a qualified medical person is present throughout the entire competition (doctor, sports therapist, first responder)

These positions require ORGANIZED volunteers (**especially Registrar and Treasurer**). Volunteers filling these positions will receive a greater portion of the meet profits because the dedication and organization required.

Division of profits (co-hosted events with RGA)

Percent of profits	For whom	Description
5% from registrations	Club (GST)	Off-set GST costs made by profits from event
30%	RGA	Administrative costs
	Parent volunteers	Off-set registration costs of gymnasts whose parents who volunteer at the event Fundraising opportunity to off-set training and travel costs
Remainder once registration costs have been off-set	Club	Gymnast scholarships (all levels)

Amount set aside for parent volunteers will depend on how much work the volunteers do AND how much profit the event generates. As the events grow and volunteers spend greater amounts of time PREPARING for the event (registration, booking, fundraising, etc.), a greater proportion of the profits will be set aside for the volunteers.

In general, the club will use profits generated from hosting events for the following (listed in order of priority):

- GST payment for event
- Gymnast scholarships
- Coach travel/Coach training - the club may choose to use part of the profit generated from hosting events towards coach travel so that parents directly cover only a minimum of travel costs for major events (see Coach Policies – Travel out-of-province above)

FUNDRAISING

Why Fundraise?

The club does not actively fundraise to generate income to pay for coaching, facility rental, etc. No fees are charged to the parents in lieu of fundraising. Any fundraising that is undertaken is solely for the purpose of providing an opportunity to generate funds to assist with travel costs. Fundraising will be the domain of individual parents and the Arabesque Rhythmics Parent Organization and is not the responsibility of the club. The club encourages coaches to participate in fundraising events (as part of showing leadership) and EXPECTS coaches to participate in fundraising to help off-set their own travel costs to international events.

Club's responsibility

The club is NOT responsible for over-seeing or keeping track of fundraising events or monies generated therefrom. If approached by the fundraising organizers, the club is willing to open an account into which fundraising money will be placed (at arms-length and independent from fundraising organizers) HOWEVER, the club is not responsible for accounting or keeping track of funds.