

KIPS GYMNASTICS CLUB

KIPS Gymnastics



Stony Plain, Alberta

Welcome to Kips!

Parents' Handbook

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STONY PLAIN KIPS GYMNASTICS CLUB
PARENTS' HANDBOOK

Welcome to Kips!

MISSION STATEMENT

As a member of the community it is our goal to ensure that every child is able to participate in gymnastics in a fun and recreational environment. The club will do its due diligence to make sure every opportunity is given to every child.

Welcome to our club! In this package we will do our best to inform you of the Kips gymnastics program, its goals, expectations, and rules of the club.

Kips is a community based gymnastics program which is a member of the Alberta Gymnastics Federation. One of our goals is to provide an environment where students can come together and have fun, exercise, and learn new skills as well as provide opportunities to our gymnasts that they might not get somewhere else.

The following are a few events that we have participated in the past. All these activities are optional and they are a way to promote the sport, increase self-esteem, and create memories for lifetime to come.

- ☺ Gymfest—Gymfest takes place each spring and our team has participated in this event numerous times since 2006. This is a team-based event where we create and present a group routine. On the Saturday of the weekend event we participate in workshops (eg. Hip-hop, cheerleading, rhythmic gymnastics). Then on the Sunday we show our routines. About 50 clubs from all over Alberta participate in this fun event.
- ☺ Fun Meets—We have participated in several fun meets where the gymnast put personal routines together on each apparatus and show them at a competition. We have been to Falher, Spruce Grove, St. Albert, Red Deer, Sundre, Carstairs, and Lacombe.
- ☺ Team-Building Events—We have also organized some fun team building events including movie night at Spruce Grove Theatres, movie night at the gym, and pizza parties

We are always looking for new and fun ways to keep everyone motivated. We seek events we can participate in to elevate our skills and to have fun. Gymnastics is a fun and life long sport. Everyone can do this sport at any age!!

1. Fundraising

Kips Gymnastics has No Fundraising requirements.

2. Location and Facility

Our club is located in the hamlet of Keephills and because we are located in a community facility it is a “*Setup and Take Down*” club. This means that we setup and take down the equipment each time the hall is rented. The equipment is moved to a corner of the hall during our season; once our season is over, our equipment is stored in a shed located outside of the hall. Setup or Take Down takes less than 30 minutes if all the assigned families help. It is every member’s responsibility to help with the equipment and your registration is a commitment to help when you are assigned. Please remember:

- ★ It is every family’s responsibility to attend their assigned setup or take-down
- ★ You must have a representative who is able to move large equipment at the gym at least 10 minutes before your assigned time
- ★ It is your responsibility to find a replacement if you are unable to attend
 - Replacements cannot be members of your group or class
- ★ The Three-Strike Policy applies to missed setup and take-down assignments or if you arrive more than 10 minutes after your assigned time to a setup or take-down assignment (details of the Three Strike Policy follow).

3. Three-Strike Policy

The Kips Three-Strike Policy was implemented as a way to ensure our members fulfil their commitments to our club and their child’s part in it. As this is your child’s program, it is your responsibly to help the club. The tasks assigned ensure our club’s costs are kept to a minimum without fundraising and allow our club to run smoothly.

All strikes remain with the family throughout their enrolment with Kips. Every strike will require a signature acknowledging the strike and on the third strike the Board will determine if removal from the program is warranted.

1. First Strike - The family will be informed of their offence and will be required to sign their Registration Form indicating they acknowledge the offence. The offence will be presented at the next Kips Executive meeting and recorded the minutes of the meeting.
2. Second Strike – The family will be informed of their second offence and will be required to sign their Registration Form indicating they acknowledge the second offence. The offence will be presented at the next Kips Executive meeting and recorded the minutes of the meeting.
3. Third Strike - The family will be informed of their third offence and will be required to sign their Registration Form indicating they acknowledge the offence. The offence will be presented at the next Kips Executive meeting and the Executive will determine if further action is warranted which may include dismissal of the family from the Kips program.

4. Maintenance Program

As users of a community facility, it is our responsibility to clean up after ourselves and keep it in the shape it is when we arrive. A Parent Help List will be created to help keep the hall clean and maintained.

If everyone helps to maintain our facility by making sure their shoes are removed at the door, putting garbage in appropriate bins, picking up after themselves, than the weekly maintenance should be kept to minimum. If you cannot fulfill your week, you are responsible to ensure all of the tasks are completed that week. The Three-Strike Policy applies to these tasks.

Following is a list of tasks that you may be required to do each week:

1. Make sure the bathroom is clean and all toilets are flushed.
2. Notify the coach or a member of the executive if there are any maintenance issues.
3. Sweep floors
4. Vacuum all carpeted areas
5. Wipe down the counters
6. Use the Swiffer wet to clean any dirty areas on the floors
7. Make sure there are garbage bags in the garbage cans
8. Check all garbage cans and remove any garbage bags that are full or contain wet or smelly garbage. Put garbage bags in the dumpster outside
9. Pick up all recyclable bottles and put in blue recycle bins
10. Put all Kips' left items in the Kips Lost and Found
11. Remove snow from in front of all exit doors

If you have any questions please feel free to speak to an executive member

5. Dispute Resolution Procedures

Kips Member (Member, Parent, Volunteer)

Should any member, associate member, or volunteer have a complaint, concern or issue arising out of any circumstance associated with Kips Gymnastics the following procedure applies:

1. The first step is to attempt resolution with the parties involved.
2. If step one is unsuccessful, when appropriate, the member, associate member, or volunteer should then address the concern with their Class Director as follows:
 - a. a face-to-face discussion of the concern with suggestions for rectifying the situation
 - b. subsequent discussion, if the situation continues
3. If concern is still unresolved, take the matter to a member of the Executive as follows:
 - a. request a formal meeting with a member of the Executive indicating the issue to be discussed and the documentation available
 - b. a face-to-face discussion of the concern with suggestions for rectifying the situation
 - c. a written request by the member, associate member, or volunteer to the Executive followed by a written response, both documents will be filed by the Secretary

Non Kips Member

Should an individual external to Kips Gymnastics Club have a concern or issue, the following procedure applies:

1. The individual should speak directly with the relevant Director regarding the issue.
2. If no resolution is reached, they should then put their concern in writing to the Executive who will respond in writing.

Lesson/Program Disputes

1. Lesson plans cannot be challenged by parents or executives unless they themselves are a certified coach, if someone feels that the coach is not coaching in a manner that is safe and consistent with Kips' mission and philosophies then it is up to the Executive to find someone who is certified to come and watch a class to give their opinion. The Executive should find someone who coaches or has coached in a recreational manner to ensure their opinion is not skewed. Past Kips coaches would be suitable.

6. Equipment

Equipment will be cleaned and disinfected once a year.

7. Registration Deposit

A deposit payment of \$50.00 is required to confirm your gymnast's registration with Kips each session. This deposit will not be refunded if you decide to not participate in the session. The deposit will be applied to your registration fee for that session.

8. Refunds

Refunds of Registration Fees will only be given after the second class with a doctor's note.

Fees will not be refunded for classes canceled due to weather or unforeseen circumstances.

9. Social Media

No personal information regarding any Kips member is to be posted on any Social Media. The sole purpose of Kips using Social Media to:

- ★ Keep our current members informed
- ★ Share information with our current members about our current session

The Three-Strike Policy applies to any inappropriate use of Social Media with regards to Kips.

10. Rules and Regulations

- ★ All Gymnasts are required to be on time for their classes as several classes are

scheduled each evening.

- ★ Please arrive no more than 15 minutes prior to the start of your class and 5 minutes prior to the end of your class of the evening. If you are unsure what to do, ask the coach, she will give you instructions.
- ★ **NO ONE** is allowed on the equipment at any time without instructions from the coach. Anyone **not** registered with Kips Gymnastics Club is not allowed on the equipment at anytime.
- ★ Gymnasts are to wait **OUTSIDE** the gym doors until their class is called.
- ★ Parents and siblings are to remain in the Parent room during classes; NOT in the gym. Children under 12 years must not be left unattended at the hall.
- ★ All gymnasts, regardless of age, must be dropped off and picked up in the gym. Gymnasts will not be permitted to wait for their parents in the parking lot. If your gymnast is going home with someone other than a parent, please inform the coach at the beginning of the class.
- ★ **Please contact the coach before noon if your gymnast will be missing a class.**
- ★ All shoes must be taken off at the entrance. NO outside shoes are allowed in the hallways or gym. This applies to EVERYONE including parents, brothers, sisters, and visitors as well as gymnasts.
- ★ No food or drinks are allowed in the gym. All food must stay in the Parent room or bar area. Gymnasts' drinks are to remain on the bar counter.
- ★ Hair that is longer than shoulder length must be tied back. Ponytails or braids are best.
- ★ Any gym attire is acceptable. Pants must be no longer than ankle length.
- ★ No socks are to be worn unless warts or athlete's foot is present then socks are required. Gymnasts may wear gymnastic shoes if they wish.
- ★ No jewelry to be worn and no gum.
- ★ All parents are required to help with any assigned tasks.
- ★ All questions or concerns should be brought up immediately to your coach or someone on the executive, so we can address them promptly.

11. Coaches' Expectations

- ★ **All** students will arrive on time.
- ★ **All** students will be dressed appropriately.
- ★ **All** students will put every effort into everything they try.
- ★ **All** students will try everything at least once.
- ★ **All** students will respect everyone in the class.
- ★ **All** students will follow through with everything they commit to, just as the coach has.

12. Board Expectations

- ★ **All** fees are paid in full or that arrangements are made by the third class of the session.

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- ★ **Y**ou contact someone from the Board of Directors immediately if you have any complaints, praises, or worries so they can be addressed.
 - ★ **Y**ou respect the facility and its rules.
 - ★ **Y**ou respect the members of the Board of Directors, and remember that they are volunteers.
 - ★ **Y**ou respect the coach.
 - ★ **Y**ou respect the other families that you may be sitting with

13. Class Cancelations

“No School, No Gymnastics”

If classes need to be cancelled for any reason, such as unforeseen school closures or inclement weather, your class director will be notified by 2:00 pm and will call you as soon as possible. Notices will also be emailed to all members and posted on Face book. Please make sure that the number and email address you provided Kips are the ones you can be reached at on short notice.

Fees will not be refunded for classes canceled to due to weather or unforeseen circumstances.
