



Women's Artistic and Rhythmic Competitive Programs

Registration and Parent Guide

2023-2024

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General Information

Introduction

Welcome to the Burlington Gymnastics Club (BGC) 2023-2024 Competitive Season! This Registration Package and Competitive Athlete Parent Guide is intended to provide you with information about the Burlington Gymnastics Club (BGC) competitive program for the 2023-2024 season. Please read this document carefully and adhere to the registration deadline date to guarantee your daughter’s spot in the 2023-2024 competitive season.

Please note that there have been some changes to our membership annual fees.

Burlington Gymnastics Club Inc.

The Burlington Gymnastics Club Inc. (BGC) is incorporated under the laws of Ontario as a not-for-profit organization. We operate under the club’s Mission Statement and corporate By-Laws and Policies And Procedures as approved by the Board of Directors and Corporate Voting Membership.

Mission Statement

The Burlington Gymnastics Club provides inclusive quality programming that enables growth through movement from child to adult and promotes life-long fitness. By establishing a safe, positive, and fun environment, our nationally trained coaches inspire and empower all athletes to strive for success, both inside and outside of the gym.

Structure

The Burlington Gymnastics Club operates with a number of standing and operational committees under the guidance of an Executive Director and Board of Directors. One of the operational committees is the Competitive Management Committee (CMC), which represents the artistic and rhythmic competitive programs.

Competitive Management Committee (CMC):

The CMC consists of 13 parent volunteers elected at the competitive Spring meeting every June. They meet monthly between July through June each year to plan and manage the calendar of events. This year’s CMC member’s names will be e-mailed to you at the beginning of the season. To contact a member of CMC, please use the following e-mail addresses:

Artistic Co-Chair	cmcwagchair@bgcgym.com
Rhythmic Co-Chair	cmcrgchair@bgcgym.com

Competitive Treasurer	cmctreasurer@bgcgym.com
Participation Coordinator	cmcparticipation@bgcgym.com
Recording Secretary	cmcsecretary@bgcgym.com
Registrar	cmcregistrar@bgcgym.com
Fundraising Coordinator	cmcfundraising@bgcgym.com
Website Coordinator	cmcwebsite@bgcgym.com
Sign Up Genius Coordinator	cmcvolunteersignup@bgcgym.com
Special Events Coordinator	cmcevents@bgcgym.com
Artistic Parent Rep (Families A-K)	cmcwagparentrep@bgcgym.com
Artistic Parent Rep (Families L-Z)	cmcwagparentrep2@bgcgym.com
Rhythmic Parent Rep	cmcrgparentrep@bgcgym.com

Facilities

The Burlington Gymnastics Club operates its programs out of two facilities in Burlington. The location of training depends on the program level and training schedule of the gymnast. Gymnasts may be required to utilize one or both facilities throughout the season. Once program/training schedules have been finalized for each level, families will be advised as to which facility their child will be training in. Please note the Mainway facility lease expires at the end of October 2023. Families will be advised once a new facility has been confirmed.

Communication

The Burlington Gymnastics Club works hard to ensure communication is open, two-way, transparent and respectful. Our coaches, employees, and volunteers do their best to address all questions and keep families informed. To streamline communication for our parents and families, please be guided by the following:

Questions concerning...	First Point of Contact/ Location of Information	Next Step if First Attempt was Unsuccessful
PARTICIPATION HOURS		
Participation Opportunities (what, when, how to participate, etc.)	Your parent representative	Participation Coordinator cmcparticipation@bgcgym.com

Participation hours you have completed and recorded to date	Hours are tracked regularly by the registrar cmcregistrar@bgcgym.com	Artistic Co-Chair cmcwagchair@bgcgym.com or Rhythmic Co-chair cmcrgchair@bgcgym.com
Information about a volunteer opportunity you signed up for	Volunteer opportunities are sent out via Sign Up Genius and there is always an email address provided in the description as a contact for that opportunity.	Participation Coordinator cmcparticipation@bgcgym.com
CLUB ACTIVITIES		
The competition schedule	Your daughter's coach	Your Head Coach
Track suit and/or gym suit ordering	Your Parent Representative	Your Co-Chair
MONEY / FEES		
Studio Director; payments, registration	Club Administrator clubadmin@bgcgym.com	
Accounts in arrears, financial hardship	Executive Director exec.dir@bgcgym.com	
YOUR DAUGHTER'S GYMNASTICS PROGRESS/ PROGRAM		
Anything to do with your daughter's gymnastics training (i.e. skills, competition level, progress)	Your daughter's coach (which will be finalized in June 2023). Communication will be shared via e-mail.	Your Head Coach

Mandatory Parent Meeting and Competitive Annual General Meeting

There are **two** mandatory meetings. Dates and times are e-mailed closer to the dates.

- September 2023 – Parent Meeting
- June 2024 – Competitive Annual General Meeting (CAGM)

These meetings provide you with club updates as well as other important information related to your daughter's competitive season. The dates of the meetings are given at least four weeks in advance. If you are unable to attend, it is your responsibility to know and understand your responsibilities and commitments.

Connecting with Burlington Gymnastics Club (BGC)

BGC Website Competitive Family Login is located under the competitive tab	Main website: www.bgcgym.com Competitive Family Login: https://bgcgym.com/family-login/ Password: BGCcomp2023 <i>(Please note, sometimes you may be prompted to refresh and enter the password twice)</i>
Twitter	@BGCGym, #BGCGym
Facebook	Burlington Gymnastics Club Inc.
Instagram	@burlingtongymnasticsclubinc
Phone	905-335-1765

Frequently Used Terms

AODA	Accessibility for Ontarians with Disabilities Act
AGM	Annual General Meeting
BGC	Burlington Gymnastics Club
CMC	Competitive Management Committee
GO	Gymnastics Ontario
HP	High Performance
OCP	Ontario Competitive Program
ODP	Ontario Development Program
Pre-Comp	Pre-competitive program
RG	Rhythmic Gymnastics- Ribbon, Ball, Hoop, etc.
SD	Studio Director - online registration and payment software
SUG	Sign-up Genius: An online system used by BGC to post volunteer opportunities
WAG	Women's Artistic Gymnastics - Vault, Bars, Beam and Floor

Registration Information

GUARANTEED REGISTRATION DEADLINE IS MAY 17, 2023

The 2023-24 season competitive registration guide will be sent to all current members on **May 10, 2023**. In order to guarantee a spot for your daughter(s) in the 2023-2024 competitive season, families are required to register in Studio Director (*the payment system the gym club uses to process all payments*) by **May 17, 2023**. Families will only be registering for their respective discipline - artistic or rhythmic, not their daughter(s) proposed training hours or level.

After the guaranteed registration deadline (**May 17**), if spots are still available, requests from existing or new families will be put on a waiting list. The head coaches will review all requests and reach out to applicable families. Waiting list registrations will commence on **May 18, 2023**.

Families registered in the 2023-2024 season will have the non-refundable club fee processed on **June 10, 2023**. Registrations are not guaranteed until the club fee is paid in full. **Please note** Club fees will *not* be prorated for gymnasts who submit their registration once the 2023-2024 competitive season training has begun.

Key Registration Actions and Timelines

Action	Artistic	Rhythmic
The Club Administrator via Studio Director will send the 2023-2024 Registration Package to current families.	May 10	May 10
The Head Coach/Coaches will inform current families of the gymnast(s) proposed athlete training hours and/or level for the 2023-2024 season.	May 10	May 31
Current families deadline to register for the 2023-2024 season.	May 17	May 17
Club Administrator to send the 2023-2024 registration package to new families.	May 19	June 5
New families deadline to register for the	May 26	June 9

2023-2024 season.		
Head Coach/coaches to confirm registered families training hours, levels and summer schedule.	May 30	June 14
Club Administrator to process registered families non refundable club fees via Studio Director account.	June 10	June 10
Club Administrator to process registered families Gymnastic Ontario and BGC Training Fee first installment via Studio Director account. Deadline to submit to the Club Administrator the signed Gymnastics Ontario Competitive Athlete and Coach Participant Waiver/Personal Information / Code of Conduct and medical form.	July 10	July 10

NOTE - Families that join the club on/or after June 10, 2023 will have the following fees processed on **July 10, 2023** - Gymnastics Ontario Insurance & Program Fees, BGC Club Fees and their first training fee installment.

Gymnasts cannot begin to train in the 2023-2024 season until their registration is deemed complete (applicable fees paid in full, GO Code of Conduct and medical form) by the Club Administrator. The Club Administrator will advise families if their membership status is incomplete.

Annual Membership Fees

Burlington Gymnastics Club makes a yearly commitment to your daughter and we expect that our members make a yearly commitment to our club. Coaches are put in place, schedules are made and budgets approved based on a yearly commitment and therefore there is no refund in membership fees should an athlete leave the program or experience a disruption in training hours or club activities.

Annual club membership fees consist of three components: administrative and special event fees and training/competition fees. *(*Refer to Appendix A - "2023-2024 Fee Schedule" for the amounts owed as this varies based on the level and number of training hours).*

Club Fees - are paid equally by all families upon registration. They are mandatory and non-refundable. They include costs associated with club operations, administration and special events.

Throughout the competitive year, BGC hosts a variety of activities for our athletes. These activities may include individual and group pictures, aerialette of the month awards, a welcome party, gala, hearts and flowers for special occasions or gestures of sympathy and a year-end banquet. Every effort will be made to schedule special events with reasonable notice to families. Fees paid are not refundable even if your gymnast is unable to attend or participate in any of the special events.

Training & Competition Fees - are calculated based on the level and number of training hours (in-gym and virtual) per week, number of weeks of training and number of qualifier and championship competitions the level will participate in. Families will receive an email from their daughter's current coach or the Head Coach, stating the proposed training hours and/or level recommended for their daughter moving into the 2023-2024 season. This is a reference point for families when determining their total annual club fees. The recommended training hours and level for each athlete may need to be adjusted once regular training resumes.

Throughout the season, gymnasts may also participate in invitational competitions. These competitions are not included in the gymnasts annual training/competition fees. They are optional competitions and if attended all associated expenses (registration fees, travel, accommodation, meals, etc.) are paid for by the families.

Gymnastics Ontario (GO) Fees - consist of insurance and program fee based on the level the gymnasts is competing in. These fees are set by GO each year and will be processed on July 10th in conjunction with your first training fee installment.

Choreography Fees - will be paid on a "fee per use" format based on pre-approved rates for both artistic and rhythmic competitive athletes. For artistic athletes, new/updated floor choreographed routines are recommended every two years. For rhythmic athletes, new/updated choreographed routines (ball, clubs, hoop, ribbon) are recommended annually. The head coach, in discussion with applicable families, will determine if a choreographed routine is required and advise the family of the fee based on the club choreography rates for 2023-2024. Choreography fees will be applied through the families Studio Director account. *Please see the 2023-2024 Choreography Fee in the Appendix B.*

Competition Suits and Jackets - all artistic competitive athletes and all National and Provincial level rhythmic athletes are required to purchase a competition jacket for the 2023-2024 competitive season. The cost will be communicated to you once the jacket has been chosen by the coaches and you will be charged through your studio director account. NEW artistic athletes (or returning athletes who outgrew their old suit) will also need to purchase a competitive suit which will be charged through Studio Director. Rhythmic athletes also need competition suits, more information will be provided by your coaches, as they are more individualized.

Additional Fees - may be required for some equipment such as grips or rhythmic apparatus (ball, hoop,

etc.), and invitational competitions. Coaches will communicate with parents what is required, if applicable.

Payment Method

Credit Card - Mastercard or Visa are the only accepted forms of payment by the club. All club payments will be processed through your family account in Studio Director, our on-line registration system. Debit cards cannot be accepted through Studio Director. Please ensure the credit card authorization form is completed in Studio Director and updated as required. Families with delinquent accounts may not be permitted to register/train until the amount owing is received in full. All outstanding balances (i.e. grips, invitational competition fees, gym suits, etc.) will be processed on the 10th in conjunction with training fees.

Program Refund or Reduction

The fee for the Competitive Program is an **annual Membership Fee** (Club and Training) that secures your child's place in the competitive program for a **12 month period**. A refund request will only be considered for the following:

1. Medical Condition OR Injury Requiring Retirement

If a gymnast is injured and the injury forces retirement OR if a gymnast is diagnosed with a medical condition requiring retirement a request for retirement will be honoured. A medical note from the primary medical practitioner or their designate, stating the reason for retirement must accompany the request for refund.

2. Medical Condition OR Injury Requiring a Reduction in Training Hours

Long-term medical conditions or injuries may be eligible for a reduction in training hours after a minimum two month assessment period that commences when the head coach receives a medical note from the athletes primary medical practitioner or their designate. The program head coach in discussion with the family will recommend to the Executive Director the proposed training hour reduction and timeframe which will be used to calculate any reimbursement or reduction in training fees.

3. Disruption of Services (i.e. pandemic, disaster, etc.)

Should the club experience an unplanned disruption of services that results in a significant club closure or service interruption (greater than 14 consecutive days), families may request to withdraw from the competitive season by paying a fee equal to one-month of training fees along with any previously incurred charges on their account.

NOTE: Training fee adjustments will be processed on the 10th of the month immediately following the request approval date.

Studio Director

Studio Director is the BGC's online registration system. When registration opens, an email will be sent to families from the club administrator with detailed step-by-step instructions on how to register in Studio Director. You will be required to input and confirm the following information in order to process your 2023-2024 competitive registration:

Artistic (WAG) or Rhythmic (RG) Athlete

You will be registering your daughter by gymnastics discipline (ie. Artistic (WAG) or Rhythmic (RG) - **NOT** by the number of training hours, level or coach, this is determined by the Head Coach once the registration deadline has expired. The Competitive Fee Schedule, Appendix will give you an idea of the annual membership fees you may be committing to for next season.

Emergency Contact Information

Ensure completeness and accuracy of emergency (secondary) contacts.

Payment/Credit Card Information

Ensure your credit card authorization form is completed and payment information is updated.

Review and acceptance of club documents

All club registration documents and waivers are available electronically in Studio Director, excluding the items marked below with an asterisk (*see note below*). All required documents must be accepted by the specified date in order for a registration to be deemed complete. The following forms have been updated or modified and agreement must be confirmed.

Club/Gymnastics Ontario documents include:

- Gymnastics Ontario Informed Consent and Assumption of Risk Agreement
- Contract to Pay Fees
- Credit Card Authorization
- Communication Consent
- Media Consent
- Fair Play Agreement Gymnast
- Fair Play Agreement Parent/Guardian
- BGC Refund Policy
- Accessibility for Ontarians Disability Act (AODA)
- Gymnastics Ontario Competitive Athlete and Coach Participant Waiver/Personal Information / Code of Conduct***
- GO Participant Waiver Form***
- GO Participant Medical Form***

*** **Must be submitted to the Club Administrator prior to starting the**

Start Dates

LEVEL	ARTISTIC	RHYTHMIC
OCP6 + Provincial & National	Wednesday July 19, 2023	Monday July 17, 2023
Development, Pre-competitive, OCP 2-5, ODP and Interclub	Monday July 24, 2023	Tuesday August 8, 2023

Detailed training schedules will be sent out by the applicable group coach once confirmed.

Participation Hours

Each gymnast / family is required to complete a number of participation hours (general and mandatory). The number of participation hours is based on the number of hours your daughter trains. For families with more than one child in the competitive program, hours are based on the child at the highest training hours.

REQUIRED PARTICIPATION HOURS FOR ALL BGC ARTISTIC AND RHYTHMIC COMPETITIVE FAMILIES

Training Hours per week	Participation Hours Required	Mandatory Qualifier	Mandatory Spring Cup	General	General by 15-Jan 24	General by 31-May-24
6	18	3	10	5	3	2
9	34	8	21	5	3	2
12	39	8	21	10	6	4
16	44	8	21	15	9	6
20/25/26	46	8	21	17	10	7

As shown in the chart above, there are three types of participation hours that need to be fulfilled:

1. Mandatory Competition Hours

Qualifier Hours - these must be completed at the winter (usually December) artistic qualifier competition that we host at the gym (help with registration, awards, music, hostessing, timing, etc.). Even though this is an artistic event, rhythmic families also need to volunteer.

Spring Cup Hours - these must be completed at either/both the artistic and rhythmic Spring Cup competition that we host (help with registration, awards, music, hostessing, timing, etc.).

NOTE: All families are required to help with either 1 set-up or 1 tear-down at the qualifier competition AND 1 set-up or tear-down at one of the Spring Cups (either artistic or rhythmic).

2. General Hours

These are for whole club activities such as help with social activities (i.e. coach's appreciation week, welcome back BBQ, annual banquet, etc.), maintenance around the gym, deliveries, help with the recreational programming, competition suit sizing, suit sales, special event coordinators, club administration, tryouts, etc.

General hours cannot be substituted for mandatory competition hours, however excess mandatory hours can be used towards general hours. with the exception of 5 general hours that must be completed outside of the qualifier and spring cups.

Opportunities will be made available throughout the season and generally, requested via email and an on-line tool called Sign-Up Genius (more information on how to use this will be provided at the first parent meeting and also through email). Any questions about volunteer opportunities can be directed toward your parent rep or cmcparticipation@bgcgym.com

Submitting Participation Hours and Unmet Participation Hours

Families have from **July 1, 2023 to May 31, 2024** to satisfy all of the required hours and will submit their tracked hours twice throughout the year (Jan 15, 2024 and May 31, 2024). Participation hours cannot be carried over from one year to the next unless specified otherwise. **It is your responsibility to ensure that you have completed and submitted your participation hours by the set deadline.** Families will be invoiced through Studio Director for unmet participation hours at a rate of **\$40/hour**. This amount will be processed in June.

A google form participation hours tracker will be sent to you early in the year. This is used to track your participation hours and must be submitted on **Jan 15th**. Another form will then be sent and will need to be submitted on **May 31st**. All completed forms will be sent to cmcregistrar@bgcgym.com where they will be verified.

Who Can Complete Participation Hours

Participation hours can be completed by BGC Families and Family Members who are 18+ (unless otherwise specified) and who have completed the AODA training. There is no lump sum transfer of participation hours between club members at any time during the season.

Time Off From Training

Public Holidays

The Burlington Gymnastics Club is a corporation and has legal obligations to its employees under the Ministry of Labour, Employment Standards Act (ESA) including Public Holidays and vacation time.

Public Holidays	BGC Days Off
<p>The following are (9) legislated days of Public Holiday:</p> <ul style="list-style-type: none"> ● New Year’s Day (January) ● Family Day (February) ● Good Friday (March / April) ● Victoria Day (May) ● Canada Day (July) ● Labour Day (September) ● Thanksgiving Day (October) ● Christmas Day (December 25) ● Boxing Day (December 26) 	<p>The club recognizes four (4) additional days:</p> <ul style="list-style-type: none"> ● Easter Sunday (March/April) ● Civic Holiday Monday (August) ● Christmas Eve Day (December 24) ● New Years Eve Day (December 31)

For various reasons, not limited to competition schedules and staff schedules, it is not always possible for all coaches to have the actual public holiday day off. When this happens, the coaches and staff work collaboratively on scheduling to ensure a substitute holiday day is granted within a reasonable timeline. While the best effort is made to minimize the impact on training, there may be times when training is not held to respect obligation to staff.

Vacation

Employees are entitled to vacation and will be away from time to time. Coaches are required to ensure coverage is available and will advise families when they will be off and who their replacement coach will be. All cover coaches must be approved by the Head Coach. Coaches must conduct a group debrief with their cover coach prior to their departure.

Training Schedules

Training schedules are established by the coaches based on a number of considerations (i.e. number of gymnasts, coach availability, gym loading, etc.). Unfortunately, there is not an opportunity to switch or select training days, times or facilities. Please be advised that all training schedules are subject to change at the discretion of the BGC. Every effort will be made to notify families in advance of any changes.

Shutdown

The BGC establishes time periods throughout the year when we 'shutdown' the gym for a number of reasons (i.e. professional development, summer vacation, observance of Public Holidays, cleaning, competitions, etc.). The shutdown periods are considered in the annual planning and therefore no reduction in fees or change in training dates are accommodated.

On occasion, training may need to be canceled due to unforeseeable circumstances, for example, but not limited to: power failure, weather conditions, facility issues, coach illness, etc. While every effort is made to avoid these situations, many are outside the control of the BGC. As such, there is no reduction in fees or change in training dates.

Should the club experience an unplanned disruption of services that results in a significant club closure of service interruption (greater than 14 consecutive days), the BGC Emergency Response Committee and members will assess the situation and advise accordingly.

Cancellation Due to Inclement Weather

When necessary, a decision may be made to close the BGC due to inclement weather conditions. While every effort is made to ensure families are advised of BGC closures, you may also check our social media accounts for any changes in the training schedules.

Please note, that even if the BGC gym remains open, it is ultimately the parent/family's decision to attend training. If the weather compromises safety, we invite you to make the decision to stay home.

Competitions and Special Events

In some instances, regular training may be affected by competitions and special events (i.e. welcome back BBQ, photo day, movie night, etc.). Staff will do their best to try to accommodate schedules to avoid missed training sessions, but in some instances, training may be canceled for participation in those events.

Below are some key club celebrations and events. Please note this list is not exhaustive of all the celebrations/events in which the club participates in. More information about the events will be provided closer to the date:

- Welcome Back BBQ (September)
- Coach Appreciation Week (September)
- Holiday Party (December)
- Photo Day (May)
- Awards Banquet (June)
- Gala (June)

Drop off and Pick Up Policy

For the safety of our gymnasts and to be respectful of the coach's time, please be aware of our drop off and pick up policy.

Gymnasts are to be dropped off no earlier than 15 minutes prior to the start of training unless previously arranged with the coach.

Our Maple location is accessed via a secure key card entrance. Each family will be provided with 1 (one) card per athlete. Additional cards or replacement cards can be purchased at a cost of \$7 per card. Please email clubadmin@bgcgym.com if you require additional cards or need to replace your card. The charge will be processed through your studio director account. It is your responsibility to ensure the card is not lost or damaged.

Please remember that the Maple gym is protected by a security system that is armed when a BGC staff person is NOT on the premises. Please do not use your key card to access the building OUTSIDE of your athletes training hours, as the building may be armed and accessing will trigger the alarm system. Should you need to access the building outside of your athletes normal training time, please reach out to the club administrator to ensure there is a staff person on site. There is also a "stop" and "go" sign at the front entrance of Maple. If it is flipped to "stop", DO NOT use your key card to try to open the door, as the alarm will be activated.

Please do not enter the gym with your security access card until a coach is present as the gym is secured when not in use.

Gymnasts should be walked into the gym to ensure 2 coaches are in attendance.

Gymnasts should be picked up promptly at the end of each training session. Please meet your child at the exit doors. **The parking lot is extremely busy at both entry and exit times. Please walk your child across the parking lot at all times.**

Rules of the Club / Expectations of Members

- a. Rules of safety, courtesy and self-discipline must be observed at all times by parents, gymnasts, coaches and all visitors.
- b. Gymnasts are expected to arrive at the gym on time for scheduled practices. ***If they are unable to attend practices or will be late please email your daughter's coach or phone ahead and advise the coaches on the gym line: 905 335-1765.***
- c. Parents, friends or relatives are not permitted in the gym training area. If you have questions concerning the program, your child or any other gymnast, please contact your coach before or after practices, or email them to arrange a meeting time. You are expected to support the coach(es) and not interfere with their efforts to coach. Please respect and follow the appropriate lines of communications.
- d. Proper apparel should be worn for all practices. Artistic gymnast's workout attire should consist of a gym suit over which gym shorts may be worn. Rhythmic gymnast's workout attire should consist of a tank or shirt, shorts, leggings or a 1 piece gym suit. Articles of clothing that are left in the gym go to the Lost and Found Box. Unclaimed items will be disposed of or donated to charity periodically throughout the year. **THE CLUB IS NOT RESPONSIBLE FOR ANY LOST ITEMS.**
- e. Girls with long hair must keep it tied back during practices. Jewelry should not be worn. Valuables are to be left at home. **THE CLUB IS NOT RESPONSIBLE FOR ANY LOST ITEMS.**
- f. **Eating and drinking** are not allowed in the gym and change rooms except water bottles. Candy, gum, etc. are not to be brought into the gym. Food is allowed in the lounge and kitchen area only. A microwave is available if required.
- g. BGC is a NUT FREE facility. All snacks must be packed as such.
- h. BGC is a litterless facility. Please be responsible, bring snacks and meals in recycled containers, take all garbage home with you, and ensure you leave facilities clean and tidy.
- i. The office phone is for emergency use only. Please make transportation arrangements in advance so that your child does not have to call home.
- j. Gymnasts are not permitted to leave the building during or after practice without authorized adult accompaniment. Parents are expected to pick up / have your daughter picked up promptly at the end of each session.

- k. Effective communication is dependent on timely notice and response. We will use various communication tools including: bulletin boards, notices, newsletters, email, social media and the website to ensure everyone is apprised of all important club information. Please check the sources listed above on a regular basis. We further ask that you take the time to read this information carefully and to respond quickly, if requested.
- l. It may be necessary at certain times during the season to rearrange, cancel or adjust the gymnast's training schedule. On occasion, a class may have to be rescheduled to a different day and/or time to accommodate a meet, trip or clinic. The club and coaches will endeavor to reschedule missed classes, but cannot guarantee based on the busy gym schedule. We trust you will understand if such adjustments are necessary.
- m. Specific information about your child's program should be directed to your daughter's coach (i.e. absences, personal matters, etc.) or Parent Representative (meet dates, ordering gym suits, etc.).
- n. Questions regarding participation hours should be directed to your Parent Representative or the Participation Coordinator.
- o. Please be positive and discreet with all methods of communication.
- p. Please act as a positive parental role model for the gymnasts and as an ambassador for the Burlington Gymnastic Club Inc.
- q. Please monitor behavior of siblings/guests at the gym.
- r. Please be aware that the change room at Maple is for **females only** during Competitive Training/Events. It may be used by males during Recreational Events.
- s. Please be supportive of BGC activities and fulfill all commitments.
- t. Report any incidents with respect to park patrons to staff and if you feel threatened in any way please contact the police immediately at 905-825-4777.
- u. **Picture Policy:** All photos (from competitions, special events, etc.) taken by parents that can be shared on BCG social media accounts, are to be sent to the gymnast's coach for approval. The coach may then forward photos for posting to social media.
- v. **Photography: please note there is NO photography or video by athletes, parents or guests allowed at either the facility due to privacy, safety and confidentiality.**
- w. **Cell Phone Policy:** Gymnasts are not to use cell phones when in the gym training. When they enter the gym to train, cell phones must be kept with their personal belongings. Gymnasts may use their cell phone at break but **NO video or pictures are to be taken or social media posts in BGC facilities including break time (whether it is inside the building or outside).** Cell phones must be put away following break. The use of cell phones or electronic devices in the changeroom area is strictly prohibited. **BGC is not responsible for any lost or stolen cell phones.**

Appendix A: 2023-2024 Competitive Fee Schedule and Participation Hours

Artistic (WAG) Training Levels	Training Hours/ week	Club Fee (June 10)	Training and Competition Fees	11 Equal Payments (Effective July 10)	Total Participation Hours	Qualifier Hours (Mandatory)	Spring Cup Hours (Mandatory)	General Hours
Developmental	6	\$335	\$1,260	\$115	18	3	10	5
Pre-1	9	\$335	\$1,935	\$176	34	8	21	5
Pre-2	12	\$335	\$2,700	\$245	39	8	21	10
Pre-3	16	\$335	\$3,590	\$326	44	8	21	15
OCP 2	9	\$335	\$2,245	\$204	34	8	21	5
OCP 3	12	\$335	\$2,940	\$267	39	8	21	10
OCP 4	16	\$335	\$3,710	\$337	44	8	21	15
OCP 5	16	\$335	\$3,710	\$337	44	8	21	15
OCP 6	20	\$335	\$4,560	\$415	46	8	21	17
OCP 7	20	\$335	\$4,560	\$415	46	8	21	17
OCP 8	20	\$335	\$4,560	\$415	46	8	21	17
OCP 8	25	\$335	\$5,540	\$504	46	8	21	17
OCP 9	20	\$335	\$4,560	\$415	46	8	21	17
OCP 9	25	\$335	\$5,540	\$504	46	8	21	17
OCP 10	26	\$335	\$5,495	\$500	46	8	21	17

Rhythmic (RG) Training Levels	Training Hours/ week	Club Fee (June 10)	Training and Competition Fees	11 Equal Payments	Total Participation Hours	Qualifier (Mandatory)	Spring Cup (Mandatory)	General
Developmental	6	\$335	\$1,260	\$115	18	3	10	5
ODP	9	\$335	\$1,815	\$165	34	8	21	5
Interclub	9	\$335	\$2,040	\$185	34	8	21	5
Interclub	12	\$335	\$2,605	\$237	39	8	21	10
Provincial	12	\$335	\$2,605	\$237	39	8	21	10
Provincial	16	\$335	\$3,875	\$352	44	8	21	15
Provincial	20	\$335	\$4,660	\$424	46	8	21	17
National	20	\$335	\$4,840	\$440	46	8	21	17

Appendix B: 2023-2024 Choreography Fees

DISCIPLINE FLAT RATE	
Artistic	
Optional Floor OCP6	Up to \$200.00
Optional Floor OCP7	Up to \$250.00
Optional Floor OCP8	Up to \$300.00
Optional Floor OCP9	Up to \$350.00
Optional Floor OCP10+	Up to \$400.00 (every two years)
Rhythmic	
Provincial 16+ hrs	Up to \$100.00 (3 routines)
National 16+ hrs	Up to \$200.00 (4 routines) (every year)