



## **BOWEN ISLAND GYMNASTICS CLUB** **COMPETITIVE REGISTRATION PACKAGE**

Dear \_\_\_\_\_ and family,

We are pleased to invite you to join the \_\_\_\_\_ training group for the **2011 – 2012** training session. You will be training \_\_\_\_\_ hours per week. Please read this registration package carefully, as it contains important information about the coming gymnastics year. If you have any questions about your placement, please speak with Program Director, Lisa Brougham (604-313-7286)

Please carefully complete all of the forms contained in this package and return them to our Registrar: Karen Shea with full payments no later than **September 14, 2011.**

- **Classes start, Wed September 14, 2011**

Your registration package includes:

- |             |  |
|-------------|--|
| Page 2 & 3  | Registration & Membership Policies                   |
| Page 3      | Club uniform information                             |
| Page 4      | Sport Safe Policy                                    |
| Page 4      | 2010 - 2011 Training Plan and Annual Fee Schedule    |
| Pages 5 & 6 | Family Commitment Information                        |
| Page 7      | Volunteer Activities                                 |
| Page 8      | ** Family Participation Contract and Permission Form |
| Page 9      | ** Registration Information and Medical Update       |
| Page 10     | ** Payment Form                                      |
- \*\* These must be returned in order to participate in program!**

### **CHECK LIST**

Please use this checklist and ensure that the Club receives your complete registration for the **2011 – 2012** season by no later than **September 14, 2011.**

- Page 8 – Family Participation Contract & Permission Form
- Page 9 – Registration Information and Medical Update Form
- Page 10 – Payment Form
- Full Payment (lump sum or post dated cheques)
- Insurance fee dated **September 14, 2011** (please see training plan info for amount)
- Family Commitment Deposit dated **June 24, 2012** (please see training plan info for amount)

**Bowen Island Gymnastics Club**

P.O. Box 407

Bowen Island, B.C V0N 1G0

Tel. 604-313-7286 Email: [ljbrougham@look.ca](mailto:ljbrougham@look.ca)

## **REGISTRATION PROCEDURES AND POLICIES**

### **1. Training Dates**

- The Bowen Island Gymnastics Club Competitive training year is from **September 14, 2011 to June 23, 2012**
- All teams train for ten months with breaks at Christmas and Spring Break
- Competitive gymnasts must attend practices 2X per week (**Wednesdays and Fridays**) for the entire training year.

### **2. Competitive Fees – see fee schedule overleaf for annual fee structure**

The annual competitive fees include:

- Weekly training from September through June, but not including the weeks during Christmas break and Spring break. Training fees include coach honourariums for meets and displays
- Bodysuit Fee
- Track Suit fee
- Post-dated cheques for competitions see below ( 3 are mandatory )
- One parent information meeting on Wed **Sept 21**, 2011 held at BICS Community Use Room at 7:30 pm

### **3. Payment of Fees**

- Can be paid in one annual payment dated – **September 14, 2011** **OR**
- Can be paid in 10 monthly payments between September and June 1 by a series of 10 monthly post-dated cheques (dated the first of each month)
- Are due upon registration dates. If fees are in arrears for longer than three months participation in programs will be suspended until fees are paid. NSF cheques are charged a \$20 service fee and must be replaced with cash or a certified cheque.

### **4. Cancellation Policy:**

- One month's notice is required when leaving the program mid-season .If notice is given mid month, fees for the following month will be forfeited.

### **5. Medical Absence**

- If a gymnast is injured or ill and cannot participate in the program for more than two weeks both the Coach and the Program Director must be informed
- Monthly fee charges will cease until your gymnast returns to training
- Medical absence must be explained with a doctor's note

### **6. Non-Medical Absence**

- There will be no refunds or fee concessions for any reason other than medical absence
- All requests for medical refunds must be accompanied with a doctor's note

**7. Transfers from Recreational to Competitive or between Competitive Levels**

- If a gymnast transfers groups/classes mid-season, the transfer process must be approved by the Program Director before adjustment to training is made
- If fees are paid by post dated cheques the fee difference may be paid to cover extra training time for the balance of the year
- You will be given one-month notice before your new fees will take effect

**8. Event Fees**

- Gymnasts will be required to participate in local group displays such as *Gymnaestrada* and encouraged to attend local fun competitions
- Each gymnast will receive an events calendar with recommended events highlighted at our Annual Parent Information meeting. Post-dated cheques are due (for each event) by Jan 13, 2012.
- Event fee refunds will only be permitted in the case of a medical withdrawal based upon the event's refund policy

**9. Club Uniforms**

**Competitive Girls:**

- Each child on the Competitive team requires a team bodysuit: gymnast will be measured for one in the fall to ensure a proper fitting bodysuit
- Uniforms are required and used for displays and anytime the team is visiting another club.
- A post dated bodysuit fee ( Jan 13, 2012 ) of \$80.00 will be required at the time of registration

**Costumes :**

Our Competitive team members perform at our annual Bowen Island Gymnastics Club Year End Show and a local *Gymnaestrada*. Families can anticipate a costume fee of approximately \$50.00 per child per year.

**2011 – 2012 COMPETITIVE PROGRAM**  
**TRAINING TIMES & FEE SCHEDULE**

<b>Team Category</b>	<b>Days</b>	<b>Times</b>	<b>Annual Insurance Fee</b>	<b>Monthly** Training Fee</b>
Interclub	Wed Friday	3:15 – 5:15 pm 3:15 – 5:15 pm	\$60.00	\$120.00
Girls Competitive	Wed Friday	4:00 – 7:00 pm 4:00 – 7:00 pm	\$85.00	\$168.00

\*\* Monthly Training Fee is calculated by pro-rating the yearly fee over a ten month period. The yearly fee is calculated by the number of hours per week times weeks per year in session (Sept. to June).

**MANDATORY COMPETITIVE PARENT INFORMATION MEETING:**  
**WEDNESDAY SEPTEMBER 21 at 7:30 pm (babysitting will be provided)**

*We request that at least one parent from each family attends this important information meeting. You will learn more about the Competitive Program, special events, your child's commitment and your family involvement requirements.*

**SPORT SAFE POLICY**

Like all organizations involved in children's sports, Bowen Island Gymnastics Club wants to create a positive, enjoyable experience for all participants and members. Bowen Island Gymnastics Club is also committed to providing a harassment-free environment and therefore adopted the Sport BC Policy at Club formation.

Every member of the Bowen Gymnastics Club family is expected to treat others with dignity and respect. This includes our participants, coaches, staff and volunteers.

Any behavior that is insulting, intimidating, humiliating, malicious, degrading or offensive is not acceptable. If anyone has comments, talk to your coach OR contact a Bowen Island Gymnastics Club Board Member.

Bowen Island Gymnastics Club Board of Directors has established a harassment policy for the support of all these players. Board members' names are posted in the Community Use Room (CUR) adjacent to the gym at Bowen Island Community School.

## **FAMILY COMMITMENT INFORMATION**

**Bowen Island Gymnastics Club is supported and run by YOU, its members.** As a competitive family, you are asked to participate in the Family Commitment Program.

The purpose of this program is:

- To encourage equal and fair participation from all competitive families
- To recognize and reward volunteer time and commitment
- To allow each family to choose in which volunteer activities they wish to participate
- To demonstrate to members the type of vital support needed by BIGC

For every contribution you make to BIGC, whether it is a dozen muffins for a competition, obtaining a sponsor or giving time, you will accumulate volunteer hours. Every family will be required to earn volunteer hours and participate in the Family Participation activities. Many opportunities will be available to you to work toward your commitment during the season.

BIGC needs your enthusiastic participation to guarantee the success of our mission and the aspirations of the BIGC gymnasts. We thank you in advance for your commitment.

### **How the Family Commitment Program Works:**

#### ***1. Each family is required to earn a minimum number of volunteer hours per year:***

The number of volunteer hours you are required to earn are based on the number of children your family has in our competitive program:

- Families with one child in the competitive program are required to volunteer a minimum of 10 hours per year.
- For families with more than one child training in the Interclub or Provincial Beginners programs, an additional 5 hours, per additional child, will be added to the total family commitment.
- For example:

-First child in BIGC program	10 volunteer hours/year/family
-Second child	15 volunteer hours/year/family
-Third child	20 volunteer hours/year/family

#### ***2. Each family is required to participate in or contribute to each sessional fundraising event. Fundraising is essential to the fiscal viability of our organization.***

- Annual Year End Show (June 23, 2012 )
- Silent Auction (October 2011 )
- Other Fund Raisers as determined by the Board of Directors, for example, special events, raffles, etc.

#### **3. Keeping Track of hours and participation:**

The Family Commitment Program record book is kept in the BIGC locker (inside the BICS gym storage room) at all times. It is the responsibility of the families to record

their work in the Volunteer Record book. For larger events, the event coordinator keeps a master volunteer sheet you may sign or you may choose to submit the hours yourself. You will receive a family record statement half way through the year. Please feel free to contact the Administrator (Karen Shea) at any time to inquire about your records.

4. **Financial Obligation:**

**Each family must submit a post-dated cheque, dated June 25, 2012 with their registration as a pledge of commitment**

- \$300 for those families with 20 hours of required volunteer time
- \$225 for those families with 15 hours of required volunteer time
- \$150 for those families with 10 hours of required volunteer time

**Your payment will be processed only if a family's total hours and Family Participation with BIGC events have not been fulfilled. Partial completion of hours and participation will not be pro-rated.** The post-dated cheques will be returned after **June 25, 2012** or when your commitment is complete, which ever comes first. Please remember that as a parent run Club, we rely on our volunteers to keep our program fees reasonable while running a quality program. For every hour that you volunteer, it means less time our Club has to pay staff to complete the work that must be done! Thanks for your understanding and cooperation with our family commitment program.

**Contact Information:**

**Paid Staff:**

Program Director/Head Coach: Lisa Brougham [ljbrougham@look.ca](mailto:ljbrougham@look.ca)  
..... 604-313-7286  
Provincial Competitive Coach: Connie Sherman  
Interclub Coach : Natasha Cushman  
.....Administrator/Registrar Karen Shea: [k2shea@telus.net](mailto:k2shea@telus.net)

**Volunteer Activities**

**As we are a volunteer, co-operatively run Club, there are many volunteer opportunities for your family.** Some may be ongoing such as Team Leaders and Board Members, whereas others may be occasional, such as Registration Assistant or Brochure Distribution. In order to ensure fairness to everyone, each family is required to fulfill their minimal volunteer commitments.

Volunteer opportunities will be advertised in the Club newsletter, via email communications, and in some cases, posted in the BICS gym lobby. Sign-up sheets for major events will be distributed well in advance of the event.

Here are some areas in which volunteers are always needed and truly appreciated:

- Board of Director Members
- Team Leaders
- Communications (newsletter, email info, articles to Undercurrent)
- Marketing and Promotion (posters, ads, etc.)
- Administration assistance
- Registrar Assistant
- Equipment Maintenance
- Fundraising & Special Events (Set-up, decorations, etc.)
- Sponsorship
- Girls body suit organization (measuring, ordering)
- Costumes (buying supplies, making)
- Saturday Café
- Set-up and take-down of gymnastic equipment (REQUIRED FOR EVERY CLASS!)

If you have a special interest in any of the above areas please contact the Administrator/ Registrar: Karen Shea

The examples below may assist you in understanding that all the volunteer work that you do goes toward your total requirement, but that certain contributions of your time are paramount to the success of our Club.

**Example:** without volunteer set-up and take-down of equipment, your child's gymnastic time is shortened if coaches and gymnasts have to do this work.

**Example:** Fund Raising, allows us to keep our program fees reasonable!

**THANK YOU TO ALL OF OUR VOLUNTEERS -  
YOU MAKE A H-U-G-E DIFFERENCE!!!**



**REGISTRATION INFORMATION & MEDICAL UPDATE FORM**

**To be returned with Parent Contract and Payment form by Sept. 14, 2011**

*Please Print – thank you!*

**Gymnasts Name:** \_\_\_\_\_

**Training Group:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work #: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work #: \_\_\_\_\_

**Gymnasts Medical Number:** \_\_\_\_\_

Medical Info: \_\_\_\_\_

**Doctor's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Additional Information you would like us to keep on file:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT FORM**

**To be returned with Parent Contract and Registration Information Form by  
September 14, 2011**

**FULL PAYMENT (by whichever chosen method) MUST ACCOMPANY YOUR  
REGISTRATION FORM**

Gymnasts Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

Training Group: \_\_\_\_\_

**CHECKLIST:**

Annual Fees Enclosed Paid in one lump sum: \$ \_\_\_\_\_  
dated September 14, 2011 OR

Annual Fees Enclosed Paid in 10 monthly payments of: \$ \_\_\_\_\_  
(the first dated September 14, 2011 and the remaining 9  
dated the first of each month until June 1, 2012)

Annual Insurance Fee of: \$60 :Interclub \$85: Comp \$ \_\_\_\_\_

Annual Body Suit Fee of \$80/gymnast: \$ \_\_\_\_\_

Family Commitment Deposit dated June 25, 2012 of: \$ \_\_\_\_\_

Circle one: RETURNED or PROCESSED on: Date: \_\_\_\_\_

Initials: \_\_\_\_\_

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**Method of Payments:**

Cheque(s) enclosed

Cash enclosed for the amount of: \$ \_\_\_\_\_

**Make ALL cheques payable to: Bowen Island Gymnastics Club – Thank you!**