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Our Mission

Quesnel Technics Gymnastics Club is a non-profit organization that strives to create a community of gymnastics of all ages and abilities, volunteers, coaches, and office administration. We develop the individuals physical and character qualities through the Gymnastics BC, Coaches of Canada, Junior Olympic Competitive, and CanGym Programs and related activities.

QTGC Vision

We will create a learning environment that values each individual gymnast and offers opportunities tailored to personal motivation, capability, and preference.

QTGC will be recognized for our consistent respect for athletes and strong partnerships with members and the community.

We will increase access to gymnastics through lower costs, bursaries, and flexible scheduling.

Our program design and quality of instruction will exceed participant expectations of:

- Enjoyment of activity

- Development of self-esteem

- Judgement of safety

- Advancement of physical strength and flexibility

- Building of character

- Making friendships

We will offer progressive opportunities for individuals who develop a passion for gymnastics, training and performing.

We will ensure that each athlete will value their QTGC years and be inspired to remain active for life.

Children and youth who have been active in competitive sports of all types will be drawn to the innovative non-competitive and competitive programs.

We believe that fulfillment of this vision will be possible through a committed partnership between all the members of Quesnel Technics Gymnastics Club

Club Structure

Members – Are current registrants, through board, coach, or athlete registrations or in the case of youth, the athlete and their parents or guardians.

Board of Directors – Are members who have been elected to a Board of Directors position.

Program Coordinator – This person oversees the organization and integrity of all programs, staff, and general operation of the club.

Office Administrator – This person receives registrations, is a contact for parents, and performs all administrative tasks

Head Competitive Coach – organizes and oversees the Competitive Program and training for all competitive athletes.

Head Recreational Coach – organizes and oversees the Recreational Programs and training for all recreational athletes.

Coaches and Coaches in Training – are to follow the direction of the head coaches and coach assigned classes with integrity.

Common Coaching Terms

- Pre-Coach in training (Pre CIT) refers to prospective coaches in the two-year club level training program for 13-15 yr olds. (the program was previously referred to as CIT)
- Coach in Training refers to prospective coaches who are or are expecting to enrol in NCCP coaching courses.
- Trained Coach is a coach who has completed the training courses and is not yet certified.
- Certified Coach is someone who has completed training courses through NCCP and has been evaluated and demonstrated their competence, therefore become certified.
- National Coaching Certification Program is a collaboration of the Government of Canada, the provincial/territorial governments, the national and provincial/territorial sports organizations and the Coaching Association of Canada. The NCCP specifically is a coach training and certification program for many different sports across Canada. NCCP courses are designed to meet the needs of all types of coaches, from the first-time coach to the head coach of a national team. The NCCP is the recognized national standard for coach training and certification in Canada. As part of the program, all coaches are trained in ethical decision-making and sport safety.

QTGC FEE CHART

RECREATIONAL		
HOURS/WEEK	EARLY REGISTRATION FEE/HOUR	LATE REGISTRATION FEE/HOUR
.75	\$10.00	\$12.00
1	\$11.00	\$13.00
1.5	\$10.75	\$12.75
2	\$10.50	\$12.50
2.5	\$10.25	\$12.25
3	\$10.00	\$12.00
3.5	\$9.43	\$11.43
4	\$8.98	\$10.98

HOURS/WEEK	FEE/HOUR
4	\$8.98
4.5	\$8.53
5	\$7.96
6	\$7.34
7	\$6.69
8	\$5.97
9	\$5.69
10	\$5.41
11	\$4.94
12	\$4.76
13	\$4.50
14	\$4.28
15	\$4.10
16	\$3.94
17	\$3.80
18	\$3.66
19	\$3.56
20	\$3.45

INSURANCE FEES: (valid September 1 to August 30)

Club Hours/Days of Operation

QTGC is closed for the following holidays:

Labour Day – 1st Monday in September

Thanksgiving – second Monday in October – Club closed Saturday to Monday

Halloween – Club closes at 3:00pm

Remembrance Day – November 11th

Christmas Day – December 25th

New Year's Day – January 1st

Family Day – 2nd Monday in February

Easter – Good Friday to Easter Monday

Victoria Day – Monday before May 25th - Club closed Saturday to Monday

Canada Day – July 1st

BC Day – Monday after the 1st Sunday in August

*No classes are scheduled during the Christmas and spring break as scheduled by SD 28

*Due to competitions in the spring, the competitive athletes will still train on some of these long weekends. Head Coach will advise the days and times accordingly.

Refunds

Store items: All unused, unwashed items maybe returned with receipt for full refund excluding singlets and leotards

Recreational classes:

- No refund after 3rd class. Class fee minus classes attended will be refunded.
- Refunds for classes that conflict with outdoor spring sports eg: soccer or softball will be honoured if proof of registration is presented.

Membership fees – no refunds for membership fees

Discounts

- 3rd and consecutive immediate family members are half price upon registration
- If registered in more than one class, the second and consecutive classes will be discounted. 10% off for 1 hour classes, 25% off for 2 hour classes

Private lessons

Any lesson scheduled outside of normal classes must be paid as a private lesson. Scheduling must be done through the office and each lesson must be paid in full prior to or on the day of. This does not include make-up classes or assessments

Custom classes

If our schedule does not offer a class or time that is suitable to you, a class may be created with a minimum of 4 athletes. This is done through the office

Facility Bookings

All private events including birthday parties are to be booked through the office. See Birthday Party policy for more information.

Athletes and Parents

- Regarding food and drinks: We encourage healthy eating and ask for drinks and snacks to be nutritious and low in sugar. For classes 2 hours or less there will be a small 1-2 minute break for water. For recreational classes 3 or more hours there will also be a small snack break.
- Drop-off and Pick-up: Please ensure athletes are on time and prepared for class. Coaches and staff are not able to keep an eye on children waiting in the bleachers or entrance way so please be responsible for you child until class begins and immediately after classes ends. If you need special arrangements regarding this, please see the office or speak directly to your child's coach.
- QTGC wants to know about your experience with us. If you are having any concerns please let us know at the office or speak to the Program Coordinator
- All athletes are to follow the safety first rules at all time
- Competitive athletes and parents are to respect and follow the guidelines in the Competitive Member Handbook (app C) and the Athletes Commitment Agreement (App D).

Membership fees

Membership is valid from September 1st until August 31st of each year. All athletes participating in any training must be a QTGC member.

Membership fees consist of; Gymnastics BC membership fee, Gymnastics Canada fee, Zone 8 fee, and an administrative fee. Administrative fee is reduced or waived for 'drop-in only' members or any new member after June 1st.

Safety

QTGC uses the safety guidelines outlined in the Safety First guide (App A). This is a risk management program through Gymnastics BC.

Birthday Party Policy

Updated August 2016

Party information Parties are two hours long: first part is in the gym with a coach, second part the children are out of the gym and the parents responsibility.

Required information

Parents need to take 1 copy of the birthday agreement, and the birthday party waiver form for each kid that is attending.

\$60 deposit is due upon booking

Confirmation of party size is required 1 week in advance.

Full payment is due 1 week before party

Refund policy: If a birthday party is cancelled 5 business days before the set date the \$60 deposit will not be refunded. If a birthday party is cancelled with more than 1 week notice a 100% refund will be provided.

Statutory holiday: The club is closed for all statutory holidays this also includes birthday parties.

The QTGC Board of Directors

The QTGC board is made up of volunteers who are committed to delivering the clubs mission. Coming from a variety of backgrounds, the board guides overall club planning, and policy development. The board of directors consists of the President, Vice President, Treasurer, Secretary and Members at Large. The board is elected on an annual meeting which is held every Fall.

"Member" refers to any (voting) duly elected member of the Board of the QTGC.

"Quesnel Technics Gymnastics Community" includes all persons who serve and are served by the QTGC including students, parents, and QTGC staff (non-voting).

The board of directors usually meets on a monthly basis on the second Monday of each month, meeting reminders and time will be posted on the general board. All of the QTGC community members and coaches are welcome to attend the first half hour of the meeting if there is something they would like to discuss. Meeting minutes will be posted in the foyer for all members to read and keep up to date on what is happening in the club. The board may have "in camera" sessions. QTGC Community members or coaches may attend a full meeting only if invited by the board. If a QTGC community member has any issues or concerns they wish to bring to a meeting, they should advise the program coordinator so that the matter can be put on the Agenda for the meeting.

Decisions are made by a motion that is approved, defeated or made by consensus. Decisions made by the board at a regular meeting are respected by any members who were absent for that meeting. The board's role and authority are determined by the policies made by the board. Coaches will work with in the policies established by the board.

Due to possible conflict of interest hiring of staff or voting in board members that are immediate family members to each other will be discouraged and will be reviewed on an individual basis.

Code of Conduct for the Board of Quesnel Technics Gymnastics Club

1. Purpose and application of this Code
 - 1.1. The purpose of the Code of Conduct is to create, sustain and protect a safe and cordial environment for the Board Members to work for the common good of Quesnel Technics Gymnastics Community
 - 1.2 By agreeing to serve on the Quesnel Technics Gymnastics Board, the member agrees to conduct consistent with the guidelines here described. Further she or he should maintain observance of respect and non-characterization of or about the other members even after serving on the board.
- 2 Conduct at meetings
 - 2.1. Members will attend meetings regularly and in the event of necessary absence will communicate that to the Chair or Staff as early as possible so that problems or quorum can be anticipated.
 - 2.2 Members should arrive on time for meetings and stay for the duration of the meetings. When not able to do so they should inform the Chair at the outset of the meeting.
 - 2.3 Members will work with each other in an open and respectful manner.
 - 2.4 All individuals participating in meetings will be treated with dignity, honouring their uniqueness and value. There will be no tolerance for abuse, the use of derogatory remarks, personal insults or threats.
 - 2.5 Members will respect the others' views and give others the opportunity to speak without interruption. Members will not engage in secondary conversation while the meeting is in session and other speakers are recognized by the chair.
 - 2.6 Meeting Members are expected to be constructive and represent the interests of the gymnastics club community rather than themselves or particular individual constituencies (unless formally designated to be a spokesperson)
 - 2.7 Communication in meetings will be clear, timely, concise, on-topic and will not impolite language and/or reference to personalities. Members will avoid gossip (i.e. discussion of the behaviour of those not present) and tangent's about other issues that are not currently under discussion following the agenda.
 - 2.8 Members will only speak at the invitation/recognition of the Chair.
 - 2.9 If the Chair of a meeting believes that a member (or anyone else attending meetings) is in breach of the Code of Conduct, he or she will first request the individual to cease such behaviour and thereafter may request the member to withdraw from the meeting and be suspended from further participation.
 - 2.10 Meetings may be attended by any member of the Quesnel Technics Gymnastics community (i.e. parents, students, staff) however, any such person in attendance

shall be only an observer and shall not address the board unless requested to do so by members as recognized by the Chair.

- 2.11 Meeting observers will respect any decision of the board to go “in-camera” and shall promptly withdraw at such time. Visitors are bound also by the guidelines here including not characterizing what has been said outside the meeting (see 3.1 below)
- 3 Conduct outside of Meetings
 - 3.1. The positions and statements of members made during meetings are not to be discussed or characterized individually outside of the meeting.
 - 3.2 When a meeting is over, the Board speaks with one voice, through the Chair or someone designated explicitly by the Chair and/or the Board as agreed to.
 - 3.3 If a member is approached by staff, students or parents to discuss concerns with the board decisions, they will listen and convey any such concerns to the Board or for more immediate matters, the Chair, but will not speak on behalf of the Board. They may agree to bring forward the concern in an advocacy manner but must not make commitments that the Board will in future deal with the concern in any particular way.
 - 3.4 Board members, except for the chair, do not have authority over any staff and should treat them with respect and consideration. If a board member wished to ask staff for work not explicit to their assigned duties and tasks as requested by the Board through the Chair, they need do so by contacting the Chair and/or bringing the matter at the next regular board meeting.
 - 3.5 If a member has a concern with other members, staff or parents they shall first try in good faith to resolve the matter with the person(s) in question. If this is not feasible or does not achieve a resolution, then the member will contact the Chair and request help in resolving it. If that is unsuccessful the member will ask to address the matter at the next regular board meeting.

Quesnel Technics Gymnastics Board of Directors Positions

Approved November 2011

President:

Examples of duties include the following:

- Responsible for overall coordination of QTGC Board of Directors
- Non-voting member of the board. This position will only vote in the event of a tie-breaker situation and at the AGM
- Final decision maker
- Oversee gym general operations
- Responsible for the communication of board decisions regarding the addition and or dismissal of employees
- Oversee board orientation
- Facilitate AGM

Vice President:

Examples of duties include the following:

- Carry out the duties of the President during the President's absence
- Voting position of the board
- Take on tasks as delegated by the board or president

Treasurer:

Examples of duties include the following:

- Voting position of the board
- Take on tasks as delegated by the board or president
- Responsible for presenting monthly financial statements at monthly board meetings and at the AGM. (Ensure bookkeeper prepares monthly financial statements)
- Oversee the entries being entered into the books from the delegated staff member
- Organize Board members to sign cheques

Secretary:

Examples of duties include the following:

- Voting position of the board
- Take on tasks as delegated by the board or president
- Prepares agenda for monthly board meetings and emails to Board members prior to monthly meetings
- Records minutes from monthly board meetings and emails to Board members in a timely fashion
- Updates policy chart for fast reference for both board and staff

Director at Large:

Examples of duties include the following:

- Voting position of the board
- Take on tasks as delegated by the board or president

Team Parent:

Examples of duties include the following:

- Take on tasks as delegated by the board or president
- Responsible for organizing phone trees and phone volunteers for club events
- Responsible for organizing competitive suits, and ensuring all suits are returned.
- Responsible for putting together the order for competitive leotards as well as team tracksuits

Staff Policies

Communication and Conflict

All staff members are to act professionally and respectfully toward one another. It is expected that all staff be 100% co-operative in sharing space, equipment, and duties in the gym. All coaches are to follow the guidelines in Conflict Resolution (App E)

If there is concern or conflict with another coaching staff member, please follow communication protocol;

1. Coach to coach
2. Coach to head coach
3. If the problem is not resolved through this route, discuss your concern with the Program Coordinator.
4. If the concern remains unresolved please contact the Harassment Advisor or another board member.
5. If the concern relates to any aspect of the safety for your participants, you are required to immediately address the problem. Please do so aside from your participants, and with consideration towards your fellow staff member.

Payroll and Benefits

Payroll will be issued only with appropriate and authorized documentation.

- All substitute coaches, trained coaches, CIT's and casual labour will be paid for actual time worked. No time is given for set up or prep time unless authorized.
- Time sheets must be submitted at the completion of the pay period but not past the due date.
- All staff working 4 hours in a row will have a paid 15 min break
- All staff working 7+ hours will receive a unpaid 30 min break.
- All certified coaches will receive a 15 min prep time before shift.
- All certified coaches will receive 15 min close time if they are the last to leave the club, please see closing duties to benefit from this.
- Overtime is paid when a staff member is working for 8 hours per day or 40 hours per week. All overtime must be preapproved by a board member; unapproved overtime will be paid at regular hourly wage.
- Coaches working birthday parties will be paid an extra \$2.00/hr, and will receive a 15 min set up time before shift, and 15min clean up.

Staff Benefits

Certified coaches may receive up to 50% off to attend rec classes, but do not contribute to a number to make a class run. This will be reviewed every session.

Trained coaches may receive up to 25% off to attend rec classes, but do not contribute to a number to make a class run. This will be reviewed every session.

No discount for Pre CIT or CIT

Staff member's immediate family members may receive 25% off rec classes.

Privacy and Ethics

The Coaches associated with QTGC will follow the NCCP Code of Ethics and the Coaches of Canada Code of Ethics Principles and Ethical Standards (App B)

Additional standards of Quesnel Technics Gymnastics Club must also be followed:

- Do not remove any information about any athlete or coaching resources from the club location.
- Must dress appropriately for work; no low-cut shirts, low-rise pants, tank-tops with shoulders narrower than 2" in width, hats or sunglasses while coaching. Coaches must wear modest make-up, and minimal jewelry (small earrings, wedding ring) while coaching.
- Changes to the policy book will be highlighted for a one-year term and will be brought to the attention of the coaches whom can then review and sign the amended agreement.

Coaches must adhere to the following:

Minimum standards in gym at all times

For ALL gymnastics related activities, there must be present at ALL times in the gym:

1. A coach that is at least [Gymnastics Foundations certified](#) or Level 1 certified
2. One adult 19 years or older (as per B.C. law)
3. One person that holds valid certification in [first aid](#)

These responsibilities may be held by one person or a combination of persons.

B.C. minimum NCCP certification coaching standards

Applicable to all training and competitive environments. Coaches not meeting these standards must apply for an [exemption](#).

Pre-CIT		
Coaching status	Roles and responsibilities	Qualified to coach:
Pre-CIT	<ul style="list-style-type: none"> • May act as an assistant coach under one-on-one direct supervision of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended) • May NOT supervise a group or spot any skill • Follow direction provided by their supervising coach 	<ul style="list-style-type: none"> • GFA programming (excluding interclub, cheerleading and acrobatics) • Public access programs
Gymnastics Foundations (all levels require Respect in Sport)		
Coaching status	Roles and responsibilities	Qualified to coach:
GF coach in training (CIT)	<ul style="list-style-type: none"> • May act as an assistant coach under supervision of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended) • May NOT supervise a group or spot any skill • Follow direction provided by their supervising coach 	<ul style="list-style-type: none"> • GFA programming (excluding interclub, cheerleading and acrobatics) • Public access programs
GF trained	<ul style="list-style-type: none"> • May act as a coach or assistant coach under supervision (within 	<ul style="list-style-type: none"> • GFA programming (excluding interclub,

	<p>reasonable proximity - within eye-sight) of a certified coach (minimum Gymnastics Foundations certified, Level 2 technical highly recommended)</p> <ul style="list-style-type: none"> • May NOT teach Level 2 NCCP skills or inverted skills with flight • Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual 	<p>cheerleading and acrobatics)</p> <ul style="list-style-type: none"> • Public access programs • WAG: JO levels 1-2
GF certified	<ul style="list-style-type: none"> • May supervise their own group • May act as a supervising coach to Pre-CIT or GF coach in training • May NOT teach Level 2 NCCP skills or inverted skills with flight (flipping) • TG: May only coach non-inversion elements • Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual 	<ul style="list-style-type: none"> • GFA programming (excluding cheerleading and acrobatics) • Public access programs • WAG: JO levels 1-2 • TG: Provincial level 1 (non-inversion elements only)

Level 2 (all levels require Respect in Sport)

Coaching status	Roles and responsibilities	Qualified to coach:
GF trained + level 2 technical	<ul style="list-style-type: none"> • May spot athletes performing Level 2 NCCP skills • May do skill assessment for participants who have previous gymnastics experience to determine if aerial inversions are allowed • May NOT spot or teach Level 3 NCCP skills 	<ul style="list-style-type: none"> • GFA programming (excluding cheerleading) • Public access programs • WAG: JO levels 1-4 • TG: Provincial levels 1-4 • MAG: Provincial levels 1-2 • High school levels 1-2
GF certified + level 2 technical	<ul style="list-style-type: none"> • May supervise Gymnastics Foundations trained coaches • May NOT spot or teach Level 3 NCCP skills 	<ul style="list-style-type: none"> • GFA programming (excluding cheerleading) • Public access programs • WAG: JO levels 1-4 • TG: Provincial levels 1-4 • MAG: Provincial levels 1-2 • High school levels 1-2
Level 2 certified	<ul style="list-style-type: none"> • May NOT spot or teach Level 3 NCCP skills • MAG/WAG/TG: Required for GBC sanctioned events (including GBC 	<ul style="list-style-type: none"> • GFA programming (cheerleading programs must follow GBC program guidelines - see GFA

	Championships and BC Games) and Westerns and Western Canada Cup (request exemption)	<p>section of the policy and procedures manual)</p> <ul style="list-style-type: none"> • Public Access Programs • WAG: JO levels 1-9, pre-novice • TG: Provincial levels 1-4 • MAG: Provincial levels 1-4 • High school levels 1-5
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Level 3 (all levels require [Respect in Sport](#))

Coaching status	Roles and responsibilities	Qualified to coach:
Level 2 certified + level 3 technical	<ul style="list-style-type: none"> • May coach and spot any gymnastics skill 	<ul style="list-style-type: none"> • GFA programming (cheerleading programs must follow GBC program guidelines - see GFA section of the policy and procedures manual) • Public Access Programs • WAG: JO levels 1-9, pre-novice • TG: Provincial levels 1-4 • MAG: Provincial levels 1-4 • High school levels 1-5
Level 3 certified	<ul style="list-style-type: none"> • Required to coach MAG/WAG/TG national stream (and higher) athletes (excluding WAG Pre-Novice) • Required for national and international events including Elite Canada, Canadians, Canada Cup, Worlds, WAGs, Indos etc. 	<ul style="list-style-type: none"> • All levels

Level 4 (all levels require [Respect in Sport](#))

Coaching status	Roles and responsibilities	Qualified to coach:
Level 4 certified	<ul style="list-style-type: none"> • No restrictions 	<ul style="list-style-type: none"> • All levels