



RECREATIONAL HANDBOOK

A Guide for DDGC Recreational
Gymnasts and their Families



Welcome

MESSAGE

Welcome to *Duncan Dynamics Gymnastics Club*! We are thrilled to have you join us and are looking forward to a session filled with gymnastics skill development and enjoyment together. Our programs are meticulously designed to allow room for play while encouraging gymnasts to flourish within the sport of gymnastics and beyond.

This Handbook includes important information about our policies, programs and expectations. You will also find answers to frequently asked questions. Please take some time to review it before your first class and keep it handy to reference throughout the session. We look forward to a season filled with excitement, diligence and community!

From the entire DDGC Team, Welcome!



Table of Contents

Club Information	04
Commitment & Requirements	09
Programs	10
Gym Attire	15
Birthday Parties	16
Fee Policies	17
Waivers and Policies	19
Volunteer at DDGC	20
Gymnast Etiquette	21
Injuries & Illness	27
Calendar	29

*Please note that the term "Gymnast" is used throughout this handbook in reference to the individual participating in classes and programs at DDGC. The term "Member" references the adult registered in our online system associated with a Gymnast.



CLUB Information

Office Phone

(250) 746-0193

Office Email

info@ddgc.ca

Address

2687 James Street, Duncan BC, V9L 2X5

MISSION

Building community through gymnastics by promoting fun, fitness, fundamentals and friendships.

VISION

To be an organization that provides a safe place for everyone to perform, excel, enjoy and explore gymnastics.

VALUES

Safety
Fiscal Responsibility
Teamwork
Goal Setting
Healthy Mind & Body
Building Self-Esteem
Positive Environment



Member Communication

Our Club's main form of correspondence is via email. It is mandatory to always have a valid email on file with us. Throughout the season we may contact you about schedule changes, upcoming events, fees due, volunteer opportunities and more. Recreational Members are responsible for staying on top of the communications we send out. We commit to doing our best to communicate with our Members as efficiently as possible.

Other sources of information include:

- Our monthly Club Newsletter.
- The online calendar in your account.
- The DDGC Community Bulletin Board.
- Our website.

We encourage open communication to discuss your gymnast's progress. If you'd like to schedule an appointment, please email the office at info@ddgc.ca.

DDGC Board

Duncan Dynamics Gymnastics Club (DDGC) is a not-for-profit organization governed by a volunteer Board of Directors, managed by our coaches and administration staff. The board consists of members interested in volunteering for a minimum of one year. The members of the board are nominated and elected by the membership at our annual AGM in November. Positions available for election include: President, Vice President, Treasurer, Secretary, Volunteer Coordinator and up to six Directors.

Our Club benefits from the elected board members by the professional experience they offer and their willingness to support their community. The board meets monthly and they are asked to chair various volunteer committees to assist in the successful operation of DDGC.



Head Coach

The Gymnastics Head Coach provides leadership for and supervision of both the Invitational Team and Recreational programs. The Head Coach has responsibilities that include participant and community relations, gymnast instruction, overseeing safety, and supervision of coaches & volunteers. This position is directly and primarily responsible for training, instructing, and coaching. The Head Coach is in direct communication with the DDGC Board to ensure the smooth functioning of our Club.

Codes of Conduct

Parents, gymnasts, and coaches are bound by the Duncan Dynamics Gymnastics Club, Gymnastics BC (GymBC) and Gymnastics Canada (GymCan) codes of conduct and any of those implemented by our governing body i.e. Universal code of conduct.

GymBC: <https://gymbc.org/policies-procedures-regulations/>

GymCan: <https://www.gymcan.org/gymnastics-canada/policies>

Drop-off and Pickup

Please arrive 10-15 minutes before class begins to check in for attendance. Caregivers **MUST** remain on the premises until attendance is complete and coaches have called gymnasts into the gym. If your gymnast is not on the attendance list, they will not be able to participate in class until you have sorted the situation out with the office. While waiting, please have gymnasts visit the washroom and place shoes in the cubbies provided before class begins.

Please arrive 5-10 minutes early for pick-up. Once class ends, our team is busy with other programs and tasks and we cannot be held responsible for supervising gymnasts outside of class hours.



On the rare occasion you may be late picking up your gymnast, please let your coach and the office know ahead of time.

We must have written Member permission to release a gymnast to any other person other than the registered Member, regardless of whether they are a parent or not.

Entry into a Recreational Program

Entry to into recreational gymnastics will begin with Active Start for preschoolers or DynaGym 1 for kindergarten and up, unless:

- The coach suggests your gymnasts needs to be in a training level more consistent with their talents and efforts.
- Factors which are part of the decision process include strength, flexibility, endurance, and the gymnast's commitment to succeed in competitive gymnastics.
- Gymnasts are placed in a group where they will be challenged and progress within their assigned level. At the discretion of the Head Coach, gymnasts can be moved from one group to another during the season.

Removal from a Program

The Head Coach, in conjunction with the Coaching & Administrative Team, reserves the right to remove a gymnast from the Recreational program at any time during the season under any of the following conditions:

- The gymnast's health, attitude, behaviour or development of skill level has a negative impact on their personal development or on the rest of their classmates.
- The gymnast is repeatedly absent, frequently arriving late or leaving early.
- Any fees are in arrears for an extended period of time.
- The signed Waivers are broken in any form.



Viewing Facilities

The DDGC gym has three entrances in corresponding order: Entrance (into the lobby area), Exit, and Office.

The **lobby area** is where guardians can watch their gymnast(s). Because this space is not large enough to host all guardians and gymnasts, please limit your viewing time to **10-15 minutes** within the lobby area. Sounds and movements can be dangerous distractions for gymnasts and coaches within the facility and can lead to accidents, therefore, guardians must refrain from trying to communicate with any gymnast while in class or in the gym, including waving.

There are **viewing windows** next to the Entrance door. This area is outside of DDGC's premises where guardians may want to watch their gymnasts from outside the gym and within the Cowichan Community Centre premises. The Cowichan Community Centre reserves the right to disallow guardians from lingering within the hallway spaces, and the DDGC requests that all members and gymnasts be mindful and respectful to the property, premises, and spaces within the Cowichan Community Centre.

Inclement Weather

If School District 79 Schools are closed due to snow, DDGC classes will be cancelled. Any cancelled classes due to inclement weather are eligible for a credit by request to info@ddgc.ca.



COMMITMENT &



Requirements

DDGC is committed to offering a wide variety of programs to suit the needs of all families within our community. We know that everyone has different availability and we want to make sure that each aspiring gymnast gets the chance they deserve to explore the sport of gymnastics. While the main focus of our programs is for gymnasts to gain the athletic skills required

to excel in gymnastics, we also emphasize community and responsibility. A successful session is heavily reliant on the gymnast's attitude and the support of their caregivers. We offer three Recreational programs streams that may benefit your gymnast:

- **Session Programs** - A weekly class gymnastics structure. Each week features a new theme in which your gymnast will progress to a new skill, building off of what they worked on the previous week. Catered towards those who are looking for light exposure to the sport. Also provides a bridge for those who are new to the sport to learn fundamentals until they are experienced enough to pursue competitive, Invitational programs should they choose. While we understand there are other responsibilities that may lead to an gymnast missing a class, we expect gymnasts to attend the majority of the classes they have signed up for so as to ensure safe progression within the sport. Please be sure to let us know ahead of time if your gymnast will be absent. Our session programs are divided into two streams:
 - After-School Extracurriculars
 - Homeschool Offering
- **Practice and Play** - These sessions are offered on a single pass basis and must be registered for at least a week in advance. This offering is completely self-led and there is no class instruction, giving gymnasts space to *practice and play* as they please. Caregiver supervision is required.
- **Camps** - An excellent way to enjoy a day or week of gymnastics while school is out over Summer, Winter Holidays and Pro D Days. Offered as half-day and full-day programs.



PROGRAMS



DDGC offers five Recreational Programs that cater to the different abilities and time commitments our gymnasts have. We strive to stay up to date with the GymCan and GymBC guidelines by providing our gymnasts the opportunities that will allow them to excel within the sport of gymnastics. We offer a curriculum for ALL gymnasts and we are eager to work with you to place your gymnast in a program where we are confident they will THRIVE!

ACTIVE START

Our Active Start Recreational classes follow the nationally recognized CanGym curriculum. Active Start programs are multi-disciplinary, allowing gymnasts to explore a wide range of activities and apparatus, and are designed to introduce participants from ages 0-5 to the seven fundamental movement patterns (FMPs) - Landings, Static Positions, Locomotions, Rotations, Swings, Springs and Object Manipulation - which are the root from which all gymnastics skills evolve.

ACTIVE START 1 Ages: 18 months - 3 years (Caregiver participation required)

A 45-minute class for caregivers and tots. We will work on all the fundamental movement patterns while learning through games and fun activities. Gymnasts will move, balance, jump and swing on all types of equipment throughout the session.



ACTIVE START 2 Ages: 3 - 4 years

A 45-minute independent class. We will work on all of the fundamental movement patterns while learning through games and fun activities. Gymnasts will learn how to listen to instructions, be kind to their friends, and be proud of themselves! They will move, balance, jump and swing on all types of equipment throughout the session.

ACTIVE START 3 Ages: 4 - 5 years

A 60-minute independent class. We will work on all the fundamental movement patterns while learning through games and fun activities. Gymnasts will start building on the basic shapes to learn new skills and take pride in their accomplishments. They will move, balance, jump and swing on all types of equipment throughout the session.

DYNAGYM

Our DynaGym Recreational classes follow the nationally recognized CanGym curriculum. Specific skills must be acquired before gymnasts can move on to the next level. DynaGym programs consist of one age group (ages 6 -14) and placement is based on the CanGym experience levels.

DYNAGYM 1 Ages: 6-14 years | CanGym Levels: 1-4

A 1.5 hour beginner gymnastics class. We will work on all of the fundamental movement patterns while learning through games and fun activities. Gymnasts will start with basic skills and build their competence and confidence through consistent practice. All apparatus in the gym will be used including Vault, Bars, Beams, Floor and Trampolines.



DYNAGYM 2 Ages: 6-14 years | CanGym Levels: 5-9

A 2 hour experienced/advanced gymnastics class. Gymnasts will work to improve existing skills and build on their knowledge and capabilities. We will provide a positive environment and teach through praise, positive reinforcement and specific feedback to help gymnasts increase self confidence and take pride in themselves. All apparatus in the gym will be used including Vault, Bars, Beams, Floor and Trampolines.

DYNAGYM 3 Ages: 6-14 years | CanGym Levels: 5-9

A 2 hour experienced/advanced gymnastics class. Gymnasts will work to improve existing skills and build on their knowledge and capabilities. We will provide a positive environment and teach through praise, positive reinforcement and specific feedback to help gymnasts increase self confidence and take pride in themselves. All apparatus in the gym will be used including Vault, Bars, Beams, Floor and Trampolines. *Dynamym 2 is a pre-requisite.

PRACTICE & PLAY Ages: 2 - 14 | Single-Pass

A self-led hour of gym discovery! These programs are designed for gymnasts who may not be able to commit to a full session but still want the opportunity to explore the gym, or for those who wish to supplement their classes with extra gym time. These sessions are offered on a single-pass basis and must be registered for at least one week in advance. This offering is completely self-led and there is no class instruction, giving gymnasts space to *practice and play* as they please. Our Practice and Play Programs are offered in two age groups:

- Ages 2 - 5: An Active Start program for Caregivers & Tots.
- Ages 6 - 14: A DynaGym independent program for all skill levels.



HOMESCHOOL Ages: 5 - 12 years (School Grades: Kindergarten - 6)

Designed to meet the provincial physical education requirements of homeschooled children. This program runs weekly and offers gymnasts the opportunity to move and explore the gym and apparatus through amusing and educational class instruction.

CAMPS Ages: All Ages

DDGC offers various camps for all ages throughout the year including Summer, Winter and Pro D Day camps. Typically, if school is out, camps are in session! These programs are a great way for gymnasts to stay active and social throughout school breaks. Highlights of our camp programs include weekly themes, skill progression, fun games, teamwork and gym apparatus exploration. Offered as full and half-day programs.



*Please note that programs offered at any given time are dependant on coach availability and participant interest among other factors. Not all programs may be offered at all times. If a program listed here is not active on our schedule, please let us know your interest and keep an eye on our schedule for future availability!



INVITATIONAL PROGRAMS

DDGC offers a competitive stream for serious gymnasts who are interested in participating in more in-depth training. Please speak to your coach if you are interested in joining an Invitational program in the future and note the following:

- Coaches are consistently observing gymnasts for potential and may recommend that a gymnast move to an Invitational program.
- Invitational programs require more commitment than Recreational programs and are a year-long term from July to June.
- Intended for gymnasts who are dedicated to participating in competitions and other gymnastics events.
- Only gymnasts who are invited to the Invitational program can register.
- Try-outs are held once a year, typically in the spring. Please speak to your coach if you are interested in trying-out as you may not be able to register for try-outs otherwise.
- We encourage open communication with your coach about your future aspirations in the sport of gymnastics and we are here to help your gymnast achieve and surpass their goals!



GYM Attire

Gymnasts are required to follow the below uniform protocols for each recreational class they attend at DDGC:

- Fitted t-shirts and shorts/leggings or a gymnastics leotard.
- Bare feet (If your gymnast has warts or gymnast's foot, socks with grips on them or bandages must be worn).
- No zippers, buttons, belts or drawstrings.
- Long hair must be tied back neatly away from the face (No bobby pins, bows, bobbed ponytail holders or decorative hair pieces are allowed in the gym as they damage equipment).
- All jewelry must be removed, small stud earrings are permitted.
- Caregivers attending our Tot classes will be actively involved. Please wear comfortable clothing and remove shoes before entering the Gym.

Remember to bring a **labelled**, refillable water bottle to every class.

If you forget a ponytail holder, some are available by donation in the office.

Your gymnast may use the cubby holes in the waiting room.

Be sure to label all personal items. DDGC is not responsible for any items that may be lost or stolen.

The Lost & Found is in the gymnast waiting room and emptied once every other month. All unclaimed items are donated.



BIRTHDAY Parties

An absolute blast for kids of all ages, Birthday Parties at DDGC are always a hit! Bookings are available to the public and cater to children with a wide variety of interests.

Birthday Parties are two hours in length. During the first hour, attendees are in the gym with certified instructors for structured games and activities. This is followed up by 1/2 hr in the party room! Families supply snack, beverages, cake, serving utensils, plates, cups, presents & decorations. For the final 1/2 hour, party go-ers are back in the gym for more fun and games. By the end of all the excitement, you are sure to leave our Gym with a very happy and tired Birthday Child!

Ages 1 - 5 years: Up to 14 party go-ers.

Ages 6+ years: Up to 16 party-goers.

It is important that if ANY participating child is under the age of 6, that you have a maximum of 14 guests, this includes younger siblings. Our coaches take great consideration in creating a party program that is safe and amusing for the attending age group. Children under the age of four years must be accompanied by a Caregiver.

Bookings can be done online or through the Office. **You must make an online account with us in order to book a birthday party.** We highly recommend booking as soon as registration is available as our Birthday Party offerings are in high demand and fill up very quickly.





FEE Policies

Program Fees

Recreational session program fees can be paid in full or in monthly payments via e-transfer or credit card through your online account and via credit card, debit, cheque or cash through the office. All of your invoices, charges, payments, credits and refunds can be reviewed in your account on our website. If the monthly payment deadline is not met and the account falls into arrears by sixty (60) or more days, DDGC reserves the right to suspend or revoke the gymnast's membership to the club. Practice & Play program fees and Camp program fees must be paid in full at the time of registration.

Membership and Insurance Fees

All gymnasts are required to be active registered members of DDGC, Gymnastics BC, and Gymnastics Canada. These membership fees are non-refundable and are due in full upon registration. Insurance coverage lasts from September 1st to August 31st each year.

Withdrawals and Credits

A one-month written notice is required for all withdrawals from the Recreational program and should be received by DDGC by the first day of each month. Any withdrawal notice received by our club after the first day of the month will be treated as submitted the following month, and NO credits will be given for those two months.

- Gymnasts may continue to attend classes until the end of the month after a withdrawal notice is received by our club.
- If program fees have been paid in full, the remaining fees after the gymnast has ceased to attend class minus an administrative fee (\$25.00) will be credited to your account.
- If fees are divided into monthly payments, the gymnast may attend classes until the end of the month and no further fees will be billed.



Credits and Refunds

Provided that appropriate notice procedures have been followed for withdrawing from a program, credits will be issued as follows:

- Withdrawals at least 2 weeks before classes begin: A full program credit minus the \$25 registration fee.
- Withdrawal within 2 weeks, before the first class: 80% program credit minus the \$25 registration fee.
- Withdrawal between the 1st and 4th class: 80% program credit after proration minus the \$25 registration fee.
- Withdrawal after the 4th class starts: No credits given.

*Please note that DDGC does not offer refunds to original payment methods as standard practice. Refunds must be requested in writing by the Member to be reviewed by the Board of Directors.

Registration Fee

A \$25 fee that is applied to all programs with a few exceptions (such as camps). In the event of withdrawing from a class or requesting a transfer, the registration fee will not be reimbursed. When a program is registered, it takes up a spot that could be filled by another gymnast, this charge is to hold that spot.

Administration Fee

A \$25 fee that will be charged in the event of withdrawn programs or transfers that do not include a registration fee, as well as for miscellaneous needs (for example: NSF bounceback)



*Please review the *Rules, Terms and Conditions Policy* in your online account for further details about DDGC Payment and Withdrawal Policies.



Waitlists

It is important to remember that our Fee Policies are put into place to maintain a fair environment that provides equal opportunity to everyone who wishes to participate in our programs. Many of our classes are often full with waitlists. Our Policies are strict in order to make up for any fees lost by the Club and for holding a gymnast's place in a class instead of offering that place to one of the many gymnasts on a waitlist.

Waivers and Policies

All Members must accept our Waivers and Policies upon creating an account and before registering your gymnast(s) for any class with DDGC. You may refer to these at any time throughout the season in your Online Account. Please be sure to thoroughly read through each Waiver and Policy upon agreeing and before participating in DDGC programs as there is important information and regulations that are not fully explained in this Handbook. The following are the Waivers and Policies that each Member must sign:

- DDGC Waiver
- DDGC Rules, Terms & Conditions
- Photo Release Agreement
- DDGC Billing Authorization
- Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement



VOLUNTEER



at DDGC

Duncan Dynamics Gymnastics Club is a not-for-profit organization that relies heavily on the volunteer support of our members and gymnast families. It is thanks to the generous support of our board members, community members, gymnasts and their families that we are able to keep our fees as low as possible and continue to offer quality programs for all of our gymnasts. As a Recreational Member at DDGC, we hope and

expect that you will participate when and where you can in the variety of volunteer opportunities that arise throughout the season. Not only does this assist us in running our programs and events efficiently while keeping fees low, it is also a wonderful way for recreational gymnasts to involve themselves in the gym more to observe and receive positive mentorship from coaches, board members and other gymnasts. **In order to encourage our Members to volunteer, we have implemented a credit system** that we will apply to your account as volunteer hours are completed.

1 credit = \$10 | 1 credit = 30 mins volunteering

A maximum of 20 credits per family, per season (\$200) will be granted, though you may volunteer as many hours as you like!

Some volunteer opportunities include:

- ORCA Invitational (Our gym's annual competitive meet)
- Gym and Foam Pit Clean Ups
- Community Events & Fundraisers
- Posting advertising posters around town
- Decorating the party rooms
- Water pick-up and delivery
- Becoming a Member of the Board of Directors
- Plus much more!

Throughout the year, we also put out callouts for various donations of equipment. Keep an eye out for things you may be able to donate or let us know if you have connections to equipment that our Gym may find useful!



GYMNAST Etiquette

Joining a program at DDGC means becoming a part of a community and showing support for our Mission, Vision and Values. We honour every participant and their commitment to our Club. In order to provide and maintain a safe and positive learning environment, we ask that all participants in programs (including, but not limited to, gymnasts, caregivers and coaching staff) uphold a high standard in their behaviour and treat each other with respect and courtesy and demonstrate good sportsmanship in and out of the gym. Our team strives for excellence and celebrates the efforts each person exerts throughout the process as well as the progress made regardless of magnitude. Gymnasts are reminded that learning is a continual process that takes time and effort, and mistakes and setbacks are valuable learning opportunities.

Please read through the **Code of Conduct** on the pages that follow with your gymnast(s):





Behavioural Expectations

- DDGC strives to empower gymnasts to be able to enjoy participating in gymnastics while staying safe, these behaviours are expected from all DDGC staff, members, and gymnasts:
- Think "Safety first" in gymnastics.
- Treat each other with respect and courtesy.
- No foul or abusive language or actions.
- Gossip is harmful and not permitted.
- Leave personal disagreements at the door.
- Refrain from behaviours that could endanger another persons' safety or your own safety.
- If you require assistance, ask a coach or staff member for help.
- Listen to your coaches.
- Ask your coach for permission before using any equipment.
- Ask your coach for permission before attempting new skills.
- Talk to your coach before you leave class.
- Walk from place to place, watch your step.
- If any coach yells "FREEZE", immediately stop what you are doing.

Behavioural Management

Discipline must come from the coach, not the guardian, while gymnasts are in class; Guardians are discouraged from entering the gym to administer discipline to their gymnast while in class as this can undermine the coaches instructions and cause misunderstandings for the gymnast(s).

For DDGC coaches to offer the best and safest programming to all participants, it is imperative that gymnasts listen to and follow instructions from their coaches.



DDGC implements the following steps to behaviour management:

First offense: A verbal warning will be given to the gymnast.

Second offense: A time out will be issued.

Third offense: The gymnast will be asked to sit out for the remainder of class and their guardian will be notified.

Repeated offenses will lead to the gymnast(s) being removed from the program without refund.

Depending on the severity of the offense, DDGC may contact guardians to pick up their gymnast(s) before the end of class and remove the gymnast from the program. DDGC reserves the right to deny services to members and gymnasts with a history of behavioural incidences.

Complaint Protocol

DDGC is committed to providing a safe environment for all gymnasts to flourish in this sport. This includes a zero tolerance on bullying and unsafe behaviour. If you have any concerns regarding your gymnast(s) and how they have been treated by other gymnasts, staff or other guardians, please follow the complaint protocol listed:

- Discuss the issue with your coach if it relates to a complaint about coaching or another gymnasts' behaviour.
- Discuss the issue with the office if it relates to anything other than your gymnasts' coaching.
- If not resolved, The Office will present the matter to the Head Coach for further investigation and discussion.
- If still not resolved, the matter may be presented to the Board of Directors. Guardians may also submit a letter to be presented to the Board of Directors.
- Guardians may also submit a formal complaint to Gymnastics BC through their website at: <https://gymbc.org/concern-complaint/>
- Guardians are expected to be respectful when issuing a complaint.



Attendance & Punctuality

- We strongly encourage gymnasts to attend all scheduled classes. We want to ensure the safe and supportive progression for all of our gymnasts.
- Attendance will be taken before gymnasts are allowed into the gym.
- Any foreseeable absences should be communicated with your coach beforehand. Please also email the office (info@ddgc.ca) to indicate an absence.
- Arrive 10 to 15 minutes before class starts so you can be ready to begin class on time. Tardiness affects the entire group.
- Warm-ups are an essential part of any training program. It helps prevent injury and prepare your body for the workout ahead. Hence, gymnasts should be on the floor at their designated start time to begin warm-ups as a group.

Personal Belongings

- Gymnasts should avoid bringing valuable items to the gym. Our gym will not be responsible or liable for loss or damage of personal items.
- Cellphones are not permitted in class.

Gym Facility & Equipments

- All participants are responsible for taking good care of gym equipment, apparatus, and training aids in the gym.
- Please keep the locker room, break room, as well as the gym area neat and tidy at all times.
- No gymnasts are allowed to be on any equipment without direct supervision and permission of a coach.



Gymnast Communications

- Gymnasts are encouraged to communicate directly with their coaches if they have any concerns.
- Please let coaches know if you are injured in any way, however minor it might be. Coaches can then make necessary adjustments to ensure a safe and productive session can still be carried out.
- If you need to leave early, please inform your coach at the beginning of class; if you know ahead that you may have to arrive late for the next class, please also let your coach know ahead of time.

Food in the Gym

- If needed, light and healthy snacks are welcome. Please refrain from bringing heavy meals as there will not be sufficient time for digestion.
- All food should only be consumed inside the break room, and no food or drinks are allowed anywhere else in the gym.
- Plastic, labelled, refillable water bottles (containing water only) can be brought along with each apparatus rotation during training, but must NOT be placed close to any equipment to ensure safety.
- Any drinks other than water must only be consumed in the break room.
- No gymnast is allowed to leave the gym (e.g. to get food at the vending machine) during break time.
- Please do not bring common allergens to the gym for the safety of those with allergies (i.e. peanuts/nuts, fish/shellfish).
- **Please notify us if your gymnast has any allergies.**

Illness

- Please do not send your gymnast to class when they have any symptoms of illness. Runny noses, coughing, headache etc. Germs travel very fast in a gym environment.



Unacceptable Behaviour

- DDGC will not tolerate foul, disrespectful, abusive language or behaviour.
- Please leave personal disagreements at the door.
- Safety always comes first – both your own and that of others. Refrain from any acts or behaviour that might endanger someone's safety.
- Harassment and bullying towards any gymnast member or faculty will not be tolerated .
- Any unacceptable behaviour may result in the following disciplinary action:
 - Direct conversation with the gymnast(s) involved.
 - The gymnast(s) may be asked to leave for the day.
 - Notifying parents with documentation.
 - Meeting between coach(es), gymnast(s), and guardian(s).
 - The gymnast(s) may be withdrawn from the Recreational program.

Photo/Video

- Please refrain from taking and posting photos/videos online of gymnasts, coaches, volunteers and DDGC faculty that are not from your family without permission.
- DDGC is not responsible for the enforcement or management of Members taking photos of other gymnasts. Please be respectful of each others' privacy!
- DDGC may use photos and/or videos of gymnasts for marketing and promotional purposes. These include, but are not limited to: social media content, brand publications, reports, websites, posters, documents and manuals, etc.
- All gymnasts are required to sign a Photo Release Agreement at the time of registration.



INJURIES & Illnesses

Minor Injuries - *Those that do not require immediate medical aid*

- All Coaches and staff are trained and certified in first aid and will administer treatment for minor injuries.
- Minor injuries (e.g. rips, stubbed toes, etc.) will be taken care of with the first aid kit.
- Training may be modified so that the injured body part is not involved in the exercises.
- Guardians will be informed regarding the nature of injury and any follow-up actions necessary.

Injuries Requiring Immediate Medical Aid *Ex. Broken Bones*

- An ambulance will be called as per the Emergency Action Plan.
- Guardian(s) will be notified.
- If immediate medical attention is required and the guardian is not readily available, the coach will accompany the gymnast to the hospital in the ambulance, bringing with them the gymnast's personal medical number and any medical information on record.
 - ***It is therefore crucial that your contact information and your g's medical information are up to date in our records.***
- The coach will complete an incident report and a copy will be shared with the guardian(s).
- An injury report will be filed with Gymnastics BC.



Training while recovering

If a gymnast has been injured and out of training for 3 or more months, the following steps are required for the successful return of the gymnast back into training:

- The g must obtain a letter of clearance from their General Practitioner (GP)/Specialist that they have been cleared for training
- The Head Coach will assess the re-entry point for any gymnast who has had a prolonged absence due to illness or injury to ensure they are placed in the correct class.

Illness and Symptoms

Please DO NOT send your gymnast to class if they feel or display any symptoms of illness, including but not limited to, a runny nose, coughing, headache etc. Our gymnasts cannot perform their best if they do not feel their best. Germs also spread very fast in a gym environment.



CALENDAR

Important Dates & Events

September 5th 2023 	First Day of Fall Recreational Classes
September 16th - 24th 2023 	National Coaches Week
 September 25th 2023	ProD Day - Full Day Camp
September 30th 2023 	National Day for Truth and Reconciliation - Gym Closed
 TBD	Winter Session Visible on Website Calendar
October 9th 2023 	Thanksgiving - Gym Closed
TBD 	Save My Spot - Current Recreational Members
 October 20th 2023	ProD Day - Full Day Camp
October 31st 2023 	Halloween
TBD 	Winter Session Registration Open - To the Public
 November 11th 2023	Remembrance Day - Gym Closed
 November 24th 2023	ProD Day - Full Day Camp



<p>December 11th - 16th 2023 </p>	<p>Recreational Report Cards Distributed in class</p>
<p> December 16th 2023</p>	<p>Last Day of Fall Recreational Session</p>
<p> December 18th - 22nd 2023</p>	<p>Winter Camp</p>
<p>December 23rd 2023 - January 7th 2024 </p>	<p>Holiday Break - Recreational Programs - Gym Closed</p>
<p>January 8th 2024 </p>	<p>First Day of Winter Recreational Classes</p>
<p> TBD</p>	<p>Spring Session Visible on Website Calendar</p>
<p> February 16th 2024</p>	<p>ProD Day - Full Day Camp</p>
<p>TBD </p>	<p>Save My Spot - Current Recreational Members</p>
<p> February 19th 2024</p>	<p>Family Day - Gym Closed</p>
<p>TBD </p>	<p>Spring Session Registration Open - To the Public</p>
<p>TBD </p>	<p>Last Day of Winter Recreational Session</p>
<p> March 11th - 15th 2024</p>	<p>March Break Camp Week #1</p>
<p> March 18th - 22nd 2024</p>	<p>March Break Camp Week #2</p>
<p>March 29th - April 1st 2024 </p>	<p>Easter - Gym Closed</p>



 TBD	First Day of Spring Recreational Classes
 April 15th 2024	ProD Day - Full Day Camp
TBD 	Summer Schedule Visible on Website Calendar
TBD 	Orca Invitational
 May 3rd 2024	ProD Day - Full Day Camp
May 18th - 20th 2024 	Victoria Day - Gym Closed
 TBD	Last Day of Spring Recreational Session
 TBD	Gym & Foam Pit Cleanup
TBD 	First Day of Summer Recreational Session

*Please note that this calendar is subject to change at any time.