

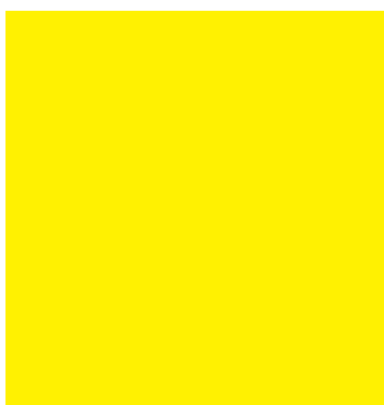


PICKERING
ATHLETIC CENTRE

—— You'll Flip Over Us! ——

2018-19 Handbook

A GUIDE FOR CUSTOMERS AND ATHLETES



CONTENTS

TOPIC	PAGE
Welcome	3
Privacy	3
Memberships	3
Recreational Classes Overview	4
Recreational Classes & Fees Breakdown	5
Recreational Policies	5-6
Birthday Parties	7
Camps	8
Events and Entertainment	8
Announcements and Communication	8
Competitive Programs	9
Women's Artistic Gymnastics Competitive Program	9-10
Trampoline & Double-Mini Competitive Program	10-11
Coaches Expense Policy	12
Competitions	13
Attendance	14
Inclement Weather	14
Physical Abilities Testing	14
Changerooms	14
Communication	15
Grooming and Attire	16
Movement of an Athlete	17
Accessible Customer Service	17

CONTENTS

TOPIC	PAGE
Medical or Injury Leave	17
Medication	17
Fees	18
Monthly Payments	18
Full Payment	18
Competition Fees	18
Discounts	19
Late Payment Fee	19
Unprocessed Payments	19
Outstanding Monies from Past Season	19
Security Deposit	20
Private Lessons	20
Private Lesson Fees	21
Fundraising	21
Competitive Viewing	21
Competitive Breaks	21
Hosting Competitions	22
Parent/Guardian Role	22
Withdrawal from the Program	23
Competitive General Reminders	23
Photographs and Video	23
Lost and Found	23
Nutritional Information for Athletes	24-31

WELCOME TO PICKERING ATHLETIC CENTRE!

Welcome to the Pickering Athletic Centre Inc. (P.A.C.) 2018-19 season (July 2018 - June 2019). Our vision is to provide safe and enjoyable programs for all ages and fitness levels that foster development of the mind and body. We strive to encourage and support our athletes to achieve their goals and reach their full potential. We are very happy to have your athlete and your family with us this season.

PRIVACY POLICY

Pickering Athletic Centre Inc. is committed to protecting the privacy, confidentiality, accuracy and security of the personal information that it collects, uses, retains and discloses in the course of conducting business.

MEMBERSHIPS - CLASSIC AND PLATINUM

Memberships are required per student to enroll in a P.A.C. class, camp, or event. Upon registration, all students are Classic members and may be upgraded at any time. Our **Platinum Advantage Club** is our way of thanking families for their continued support and participation in the events at P.A.C.. There is no limit as to how many discounted camps or events your child can enjoy throughout the year and is transferrable to any events at Taylor Gymnastics.

CLASSIC (\$35/season)	PLATINUM (\$55/season)
<ul style="list-style-type: none"> Valid July 1-June 30 each year, renewable annually on July 1 Mandatory Gymnastics Ontario registration fee 25% off birthday parties 10% immediate family member/multi-class discount (2-3 classes), 15% discount (4+ classes) Flexibility of completing makeup classes at Pickering Athletic Centre OR Taylor Gymnastics Valid for all classes, camps, and events throughout the season 	<ul style="list-style-type: none"> Valid a full calendar year from the upgrade date Mandatory Gymnastics Ontario registration fee 30% off birthday parties 10% immediate family member/multi-class discount (2-3 classes), 15% discount (4+ classes) 10% off camps (and extended care) 25% off Flip, Fun, & Flix movie nights FREE Rec Meet registration (\$20 value) Flexibility of completing makeup classes at Pickering Athletic Centre OR Taylor Gymnastics Valid for all classes, camps, and events throughout the season

RECREATIONAL CLASSES

Our Recreational Gymnastics and Trampoline programs aim to introduce children of all ages to the many benefits of sports in a safe, fun, and clean environment with our safety-certified coaches.

Athletes:

- Girls should wear a bodysuit or shorts and a T-shirt (tucked in)
- Club t-shirts can be custom ordered through the front office
- Boys should wear shorts and a t-shirt (tucked in)
- Bare feet are required
- Long hair must be tied back and all jewelry removed
- Please no belts, buckles, denim, crop tops, loose strings, or any clothing that may pose a safety hazard in the athlete's participation in class
- All gymnasts waiting for class to begin may sit with their parents in the viewing area(s) or at the double doors to the gym

Parents:

- You are welcome to watch classes from either parent viewing area
- Please do not enter the gym area (unless you are in a Babynastics or Tall & Small class at that time). It becomes very distracting and is a safety issue that we must strictly enforce
- You may speak with your child's coach before or after class, or at a time that is convenient for you both. You may also leave a message for him/her at the main office.

There is a drinking fountain in the gym and students may bring water in a non-glass container for short water breaks during class. We also sell bottles of water in the front office for \$1.00.

While our facility offers spectators the benefits of an open viewing forum, this can present a challenge for our coaches as they strive to capture and hold the attention of the children in their groups. We ask that parents respect the information in this handbook and refrain from entering the gym during class times unless enrolled in a Babynastics or Tall & Small class at that time.

As parents and caregivers ourselves, we understand, welcome, and appreciate your enthusiasm and encouragement toward your children. For your children to achieve their full potential, whether it is mastering a new skill, learning to take turns with their peers, or simply being able to take instruction from someone other than "mom" or "dad", they need to be able to focus on their coach. Often, words or encouragement from the sidelines diffuses the coaches' ability to hold the children's attention to the task at hand. This can present a safety issue as well as being disruptive to the entire class. We do schedule a "drink" break during class so children will not get too thirsty. Thank you in advance for your cooperation.

RECREATIONAL CLASSES, AGES, AND FEES

CLASS LENGTH	CLASSES	MONTHLY FEE
55 minutes	Babynastics, Tall & Small, Tumblebugs, Junior Gym, Acrobatics 5-9 and 10-15, Superhero, Trampoline 5-9 and 10-15, Tumble & Trampoline 5-9, Tumbling	\$65+HST
1 hour, 25 minutes	Gymnastics 6-8, 9-11, and 12-15, Tumble & Trampoline 10-15, Advanced Trampoline, Adult Gymnastics, Adult Trampoline	\$83+HST
1 hour 55 minutes	Advanced Gymnastics 6-8, 9-11, and 12-15	\$98+HST

FEE POLICIES

Monthly fees are due on or before the 1st of each month. Payments can be made one of four ways:

- **Automatic Withdrawal:** VISA, MasterCard, or bank account information on file and monthly payments are automatically withdrawn on the 1st of the month.
- **In the office:** VISA, MasterCard, debit, or cash.
- **Over the phone:** VISA or MasterCard.
- **Online:** Log in to your online portal to make a payment by VISA, MasterCard, or bank account information.

Semi-monthly billing: Monthly fees may be split with half due on the 1st and half due on the 15th.

Late fees: A \$10.00 administrative late fee is added to the family account on the 2nd of the month if the monthly payment is not received by the 1st of the month. An additional \$10.00 administrative late fee will be billed for every 10 days a fee is overdue. All returned or unprocessed payments are subject to a \$25.00 fee.

Registration fee: Upon registration, we require your first month's fees, along with a Gymnastics Ontario registration fee of \$35, plus all applicable taxes. Your G.O. fee is valid July 1 through June 30 annually.

MAKE UP CLASS POLICY

Miss a class? No problem! We will issue a makeup class for any missed Recreational class. After a class has been missed, please contact the office to schedule a makeup. Students may participate in any class that is within the same age group and the same time length as the missed class. You are also welcome to do makeup classes at our Ajax location, Taylor Gymnastics.

Please note that students must be currently enrolled to do makeup classes. Makeup classes carry no cash value and cannot be used in lieu of payment for class.

CLASS CHANGE POLICY

Recreational students are welcome to transfer to a different class at anytime, providing that there is an opening in the class. We require written notice for all class change requests, either via e-mail at info@pickeringathleticcentre.com or through a form in the front office.

WITHDRAWAL POLICY

To withdraw from a Recreational program at Pickering Athletic Centre, we require 7 days written notice. Fees are due for this 7 day period. You may submit written notice by e-mail at info@pickeringathleticcentre.com or through a form in the front office.

ANTI-HARASSMENT POLICY

Pickering Athletic Centre is committed to providing a safe and healthy environment free from harassment, intimidation, and disruptive behaviour for all of our members and employees.



BIRTHDAY PARTIES

Celebrate your big day with us! We offer the following themes for an unforgettable party:

- Gymnastics
- Bounce (5 and up)
- Superhero



	1-15 GUESTS	16-25 GUESTS
Gym time	1 hour	1 hour
Party room time	45 minutes	45 minutes
Number of coaches	1	2
Party host	Yes	Yes
Plates, cups, napkins, cutlery	Yes	Yes
Invitations	Yes	Yes
Birthday t-shirt	Yes	Yes
Birthday medal	Yes	Yes

The party host is available to assist you at any time and will be responsible for the cleanup of the party. We do not provide food. Please ensure all food you are bringing into the facility is nut-free.

For additional guest and party room details, please visit our website at pickeringathleticcentre.com.

Cancellations and transfers: A \$50.00+HST deposit is required upon booking. This deposit is non-refundable. A minimum of 30 days notice is required to transfer your deposit to a subsequent party date. This deposit may not be transferred to any other program or event.

Classic members save 25% and Platinum members save 30% off birthday parties.

CAMPS

P.A.C. camps are offered at various points throughout the year, with full- and half-day events, as well as extended care options:

- Summer Camps
- Winter Camp
- March Break Camp
- P.A. Day Camps (Durham District School Board and Durham Catholic District School Board)

FULL DAY CAMPS	HALF DAY CAMPS
9:00 a.m.-4:00 p.m.	9:00 a.m.-12:00 p.m. or 1:00-4:00 p.m.

Extended care: Morning (7:00-9:00 a.m.) and/or afternoon (4:00-6:00 p.m.)

Camp cancellations: Cancellations less than 30 days prior to the day of camp will be subject to a \$50.00 administrative fee.

Platinum members save 10% off camp and extended care.

EVENTS & ENTERTAINMENT

Join us for special events throughout the year, including:

- Flip, Fun, and Flix movie nights
- Private lessons
- Skill workshops
- School group visits

ONLINE REGISTRATION & COMMUNICATION

Online registration: We offer online registration for all classes, camps, birthday parties, and events. If you already have an account with us, please use our online portal for all subsequent registrations.

Online calendar and communication: The calendar on our website highlights important dates - special events, holidays, closures, and more. We also send newsletters to all members. Please let us know if you are not receiving them, as they contain important announcements, documents, and information. Examples include priority registration links, closure dates, required permission forms for upcoming events, and more. We also hand out a monthly event flyer in class that contains the above information.



COMPETITIVE PROGRAMS

We are proud to be able to offer a variety of levels of competitive gymnastics, trampoline and double mini. The following is a brief description of the different competitive programs.

WOMEN'S ARTISTIC GYMNASTICS

Placement in the Women's Artistic Gymnastics program is at the discretion of the coaching staff.

Invitational Program:

The Invitational program is comprised of Pre-Competitive, Petite Elite, Invitational, and Pre-Provincial groups.

Invitational program athletes will compete in 2-4 competitions at Ontario Competitive Program (OCP) Level 1 or 2. Athletes in the Pre-Competitive, Petite Elite, and Pre-Provincial programs will participate in a minimum of 1 showcase opportunity. Coaches reserve the right to keep athletes from competing if they are unprepared in any way. Once attendance has been confirmed for a competition, fees are required regardless of potential withdrawal. The age of an athlete for the competitive year is based on her age as of December 31st, 2019.

Provincial Program (Age 9+):

The Provincial program is comprised of Level 3-5 Compulsory and Level 5-9 Optional groups.

At the Provincial level, athletes compete according to age and level of skill. Skill level increases with increased level of training. Some gymnastics floor routines will be sub-contracted at the cost of the parents/families.

Athletes in Level 3-9 (Age 9+) compete in three qualifying competitions and those ranked in the qualifying spots (score is determined by the average of the two highest qualifying score), for the All Around Competition and top 8 athletes for the Event Finals (Level 7-9, Age 14+) compete head-to-head for the title of Ontario Champion. Athletes in level 7 or higher can then qualify to attend Eastern Canadian Championships. A final list of qualified athletes will be provided by Gymnastics Ontario to the Club. Provincial athletes also compete at a number of invitational competitions each year. Once attendance has been confirmed for a competition fees are required regardless of the potential of withdrawal. Eligible athletes may also compete at:

- Provincial Tour Selection
- Eastern Canadian Championships

(If a P.A.C. coach attends one or both of the above competitions. The coach/es competition expense policy will be applied).



National Program:

At the National level, athletes compete according to age and skill. Skills increase with increased level of training.

The National athlete competes each year at a variety of competitions. Eligible athletes may compete at:

- Provincial Tour Selection
- Eastern Canadian Championships
- Ontario Championships
- Canadian Championships

(If a P.A.C. coach attends one of the above competitions, the coach/es competition expense policy is applied.)

Eligible athletes may also compete at Ontario Championships. Results from this competition determine the athlete's placement and possibility of competing at Eastern Canadian Championships or National Championships.

National athletes also compete at a number of invitational competitions each year. Once attendance has been confirmed for a competition, fees are required regardless of potential of withdrawal.

Participation at Other Facilities

Competitive athletes are not permitted to train or participate in drop in programs, open gyms, etc. at other gymnastics or trampoline facilities. This is for the safety of the athletes, as well as safe progressions of skills.

TRAMPOLINE AND DOUBLE-MINI

- Competitive trampolinists learn progressively more difficult skills and routines as their air sense, strength and flexibility develops.
- Athletes who are eligible for optional competitions will be registered if written confirmation prior to the set deadline is not received by the coordinator.
- Coaches reserve the right to keep athletes from competing if they are unprepared in any way, including injury or injury recovery.
- Once attendance for a competition has been confirmed, fees are required regardless of potential withdrawal.
- Some competitions will allow a refund for medical reasons with a dated and signed doctor's note. This must be received by the coordinator a minimum of two days prior to the event or by the medical deadline set by the competition hosts if different.
- Athletes will have the opportunity to be selected for training camps at different levels.
- Athletes must participate in Competitive Team Tryouts for a full week each season as an evaluation of their skills, connections, and routines in preparation for the season.
- Athletes must participate in Physical Abilities Testing twice each season as an evaluation of their strength, coordination, and flexibility in preparation for the season.
- If a make-up class is required the coordinator will provide a specific make-up date and hours as a one-time solution based on the equipment and coach availability.
- All classes the full week prior to a competition are mandatory including any scheduled make-up classes.
- It is strongly recommended that athletes who wear glasses switch to contacts for trampoline for safety, control, height, and visual cues.

Interclub Program (including Showcase, Interclub, and Masters)

Athletes will compete at approximately 3-5 competitions per year. Some competitions are mandatory and some are optional. Competitions will all be within Ontario with a majority of competitions within the GTA.

Pre-National Program (including Levels 1-4)

Athletes will compete at 3 Ontario Cups across Ontario in hopes of qualifying for the Ontario Championships. These competitions are all mandatory and within Ontario. Athletes may also attend Invitational competitions which are usually optional. Athletes at this level may also work to qualify for additional competitions representing Team Ontario, these competitions are optional. Athletes may have the opportunity to attend at PAC travel meet outside of Ontario.

Athletes in Level 4 may work towards their National mobility scores which may be achieved at specific competitions set out by Gymnastics Ontario and Gymnastics Canada.

National (including Levels 5-Senior)

Athletes will compete at a combination of meets throughout the year. All competitions are mandatory unless specified by the coordinator. Some competitions require team travel with PAC, Ontario, and/or Canada.

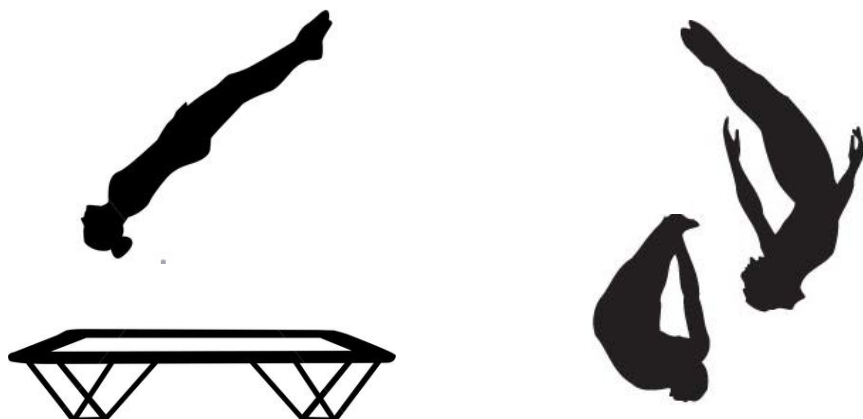
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Eligible athletes may also compete at Ontario Championships. The results from this competition determine the athlete's placement and possibility of competing at Eastern Canadian Championships or National Championships.

National athletes also compete at a number of invitational competitions each year. Once attendance has been confirmed for a competition fees are required regardless of potential of withdrawal.

Participation at Other Facilities

Competitive athletes are not permitted to train or participate in drop in programs, open gyms, etc. at other gymnastics or trampoline facilities. This is for the safety of the athletes, as well as safe progressions of skills.



COACHES EXPENSE POLICY

Families of athletes who participate in each event are required to share equally in the expenses incurred by the coaching staff. The program coordinators and coaches make every effort to keep costs down for families by carpooling, sharing hotel rooms, etc. Coaches expenses include, but are not limited to, mileage, accommodations, coaching time, and meals for competitions, training camps, workshops, etc.

The cost of all coaches' expenses will be totaled, and equally divided amongst all participating athletes at that event. Coaches expenses will usually be invoiced to you within 2 weeks of an event. If there are events held close together, the Office Administration may wait and bill you after the next event instead. Expenses are required to be paid in full upon receipt of invoice.

COMPETITIONS

For Women's Artistic Gymnastics, Trampoline, and Double-Mini Program

Surrounding competitions, your program coordinator will communicate any modified and/or cancelled training.

Parents/guardians and athletes must be aware of certain behaviours that are not permitted at a competition site.

1. Under no circumstance may a non-participant enter the competitive floor area. In extreme cases of serious injury, a parent/guardian will be invited to be present during first aid treatment.
2. Parents/guardians and athletes are not permitted to address any judging or other meet official during a competition. Any concerns, questions or comments may only come from a registered coach. Gymnastics Ontario has set standards by which coaches may address judges and meet officials. Not only can an athlete be disqualified, but the entire team may be disqualified from that and other competitions that season. All judges and officials must be treated with respect.
3. All competing athletes must remain on the competition floor during the awards ceremonies until the last award for that session is given. It is important to support your team and fellow athletes.
4. Athletes are not permitted to bring any electronics (i.e. mobile phones, iPads, etc.) on to the competition floor at any time.
5. For the health and safety of the athletes, athletes will not be able to participate in competition if they are ill with a fever, diarrhea, or vomiting.

Coaches reserve the right to keep athletes from competing if they are unprepared in any way and at any level.

COMPETITIONS

Women's Artistic Gymnastics:

1. No athlete may leave the competition floor to talk with people in the viewing area until the last competitor of that session has performed. This means athletes are responsible for their grip bags, warm up clothing, etc. Failure to abide by this rule can result in athlete disqualification by the meet director or head judge.
2. While waiting for a rotation to be called, athletes may have a light snack (ie. an orange), but only if food is allowed on the floor.
3. Athletes must ask the judges at her most recent event for permission to leave the floor for a washroom break.
4. Protests are permitted only at the Provincial Artistic Qualifying Competition level and can only be initiated by a registered club coach. If and when the coach feels a protest is necessary, the coach will approach the parents of the gymnasts to pay the protest fee (usually \$30). Protests are rarely successful and are usually ruled in the judge's favour, however the outcome can rule in the gymnasts favour if it is regarding faulty apparatus or missed technical elements.

For Trampoline and Double-Mini:

1. No athlete may leave the competition floor to talk with people in the viewing area until the last competitor of that session has performed. That means that athletes must be responsible for their own shoes, water, warm up clothing, etc.
2. Reviews are only permitted by a registered club coach. If and when the coach feels a review is necessary, the coach will approach the judging panel at the most appropriate time.
3. Athletes must ask the judges at his/her event for permission to leave the floor for a washroom break.

ATTENDANCE

Regular attendance is important for the athlete to benefit from training sessions. This includes summer months. Families are requested to notify the club/coaches in advance if an athlete is going to miss a practice.

Drop off and pick up: The athlete must be picked up promptly when class ends. If your child is picked up late, you will be charged a LATE FEE of \$1.00 per minute which is payable directly to the coach upon pick up. This also applies to early drop off. All athletes age 13 and under must be dropped off and picked up inside the gym.

The yearly training fees are prorated to include the following:

- Four weeks vacation for the athletes
- All long weekends (all stat/civic will be off)
- Time for team building activities
- Time off after competitions
- All competitions we host

Failure to attend 75% of your scheduled training will result in the removal from our competitive program.

INCLEMENT WEATHER

If Pickering Athletic Centre must close due to inclement weather a makeup class will be provided. Closures due to weather will be communicated via e-mail, social media, and our website.

PHYSICAL ABILITIES AND SKILLS TESTING

There will be in-house testing of skills, flexibility, strength, and coordination designed and engineered for the individual athlete's level and age. Your son or daughter will be required to meet a percentage of achievement in order to remain in our competitive program. Attendance will also be factored into the above testing.

CHANGEROOMS

Changerooms are available to all athletes. Athletes are required to keep the changerooms neat and tidy, so please no food or drinks. Lockers are assigned to some competitive athletes based on training hours.

It is essential that all members, parents, and caregivers respect that changerooms are gender specific. Pickering Athletic Centre's policy that adults are to enter the same gender changeroom only. If you assist a child of the opposite gender, please respect this policy by using the same changeroom that you would use as an adult.

For the safety of our members, this policy is not negotiable and will be enforced by all of our staff.

COMMUNICATION

Our main method of communication is e-mail. We are doing our part to help the environment. If your information has changed, please update your portal or inform the office.



Online calendar: The calendar on our website highlights important dates - special events, holidays, closures, and more.

Recreational e-mail newsletters: We send newsletters to all current members. Please let us know if you are not receiving them, as they contain important announcements, documents, and information. Examples include priority registration links, closure dates, required permission forms for upcoming events, and more.

Handouts in recreational classes: We hand out a monthly event flyer in class that contains the above information.

Competitive team communication: Competitive coordinators will communicate via e-mail and the competitive bulletin boards in the lobby.

CONTACT	ROLE	E-MAIL ADDRESS
Laurie Large	Co-Owner	laurie@pickeringathleticcentre.com
Andrew Taylor	Co-Owner	andrewtaylor@pickeringathleticcentre.com
Lindsay G.	Recreational Coordinator	rec@pickeringathleticcentre.com
Rebecca S.	Marketing Coordinator	marketing@pickeringathleticcentre.com
Caren R.	Office Coordinator	info@pickeringathleticcentre.com
Sarah M.	Women's Artistic Coordinator	wag@pickeringathleticcentre.com
Sarah N.	T&T Coordinator/T&T Meet Director	tandt@pickeringathleticcentre.com
Laurie L.	Women's Artistic Meet Director	director@pickeringathleticcentre.com
Sue W.	Camp Coordinator	camp@pickeringathleticcentre.com

GROOMING AND ATTIRE

Athletes are expected to be clean and neat at the gym and during competitions. Please remember that coaches have close contact with your children. Gymsuits should not be worn twice in a row without being washed. Body suits must be one piece with no skirts attached. Wearing gym shorts is at the discretion of the coaching staff and may not be worn on the group's designated training suit day. Athlete's hair (if long) should be tied back securely or be short in length. Bobby pins are not permitted in the gym as they fall out and are a safety concern. Bare midriffs are not permitted. Improper dress will result in the inability to participate until proper training attire is attained.

Competition Attire

All competitive athletes will be required to own a competitive uniform, which consists of a club training suit, a competitive leotard suit and a "march-in" wind/warm-up suit. No modifications are to be made. These are ordered through P.A.C. Payment for these suits will be required at time of order. Competition hair protocol is out of the face and preferably, no buns.

Training Suits

P.A.C. training suits are to be worn on a designated day each week. This will be communicated by your coach and/or program coordinator. Failure to not wear the training suit as expected will result in the athlete unable to participate and will be sent home unless the suit is promptly brought to the gym.

Additional attire and fees

In addition to your training fees, you may be required to purchase the following items. Please note that styles for training suits, competitive leotards, warm up suits, and demonstration leotards may change year to year, requiring new purchases.

- Club training suit - \$60-100
- Competitive leotard - \$150-250
- Competitive warm up suit - \$150-200
- Competitive team bag - \$50-150
- Meet fees (included in some programs – not in others) - \$75-150 per meet
- Hotel and other travel costs, if required
- Grips - \$80
- Training leotards - \$40-80
- Trampoline/Double-Mini shoes - \$40-100
- Routine choreography (approximately every 2 years) - \$150-250

MOVEMENT OF AN ATHLETE

It is possible that an athlete may move to another group during the regular season (July to June). If this is the case, then the athlete's hours of training will either increase or decrease according to the new grouping. As a result of this, the athlete's fees may increase or decrease.

ACCESSIBLE CUSTOMER SERVICE

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed by the Ontario legislature with the goal of creating standards to improve accessibility. The AODA allows the government to develop specific standards that are designed to help make Ontario more accessible. One of the specific standards that has been developed, and made law, is the Accessible Standards for Customer Service. This standard details specific requirements for all services and pertains to all employees and volunteers. In general, service providers must deliver service in a way that preserves the dignity and independence of people with disabilities.

Pickering Athletic Centre requires all parents/guardians who will be working at our hosted competitions be trained. There is a variety of ways this training can be achieved.

- Online: <https://accessforward.ca/front/customerService/>
- You may have already been trained via work or other volunteer positions

MEDICAL OR INJURY LEAVE

In the event that an athlete sustains an injury that would prevent him or her from participating in regular training, fees will be adjusted based on limited participation (ie. conditioning) at an hourly basis to be determined by the coach and program coordinator. A **Return To Play** form through the office is required to return to full training.

If an athlete is ill and will not be attending training, please notify the office. Athletes that are too sick to attend school are too sick to attend training.



MEDICATION

If an athlete is required to have medication administered i.e. puffers, epipens, etc., it is required that the medication be placed in a sealed Ziploc bag and given to the athlete's coach. The bag should contain your child's name, birthday, the medication name, emergency contact information, and directions to be administered.

FEES

The competitive training season runs from July to June. Prior to a new season beginning, all fees from the previous season must be paid in full. Athletes with any fees two weeks past due throughout the season will be suspended until paid in full. An additional \$10.00 late fee will be billed for every 10 days a fee is overdue.

Please note that if you are on auto-pay every month, only monthly training fees are processed automatically. Payments for attire, coaches expenses, registration fees, competition fees, etc. must be made separately. Upon registration, payment is required under one of the options listed below. No other options are available.

MONTHLY PAYMENTS

Payments can be made through the office by MasterCard, VISA, debit, cash, a VOID cheque for pre-approved payments, or 12 post-dated cheques (dated July 1st to June 1st). Payments can also be made through the online portal (on our website - 'Member Login' in the top right hand corner) by MC, Visa, or Bank Draft. Required with the 1st monthly payment of the year will be the annual registration fee for Gymnastics Ontario and the security deposit (if you are a new competitive member).

Please note that tuition fees are due on or before the 1st of every month to avoid a \$10.00 late fee. An additional \$10.00 late fee will be billed for every 10 days a fee is overdue.



REGISTRATION FEES

Registration fees are valid annually July 1-June 30 and must be renewed into the next season. Below are the 2018-19 fees and include the Gymnastics Ontario insurance and program fees and annual administrative fee:

Recreational: \$35.00+HST
Invitational: \$147.25+HST
Provincial: \$272.25+HST
National: \$372.25+HST

COMPETITION FEES

Competition fees will be collected at time of meet registration. Families will be notified of the due date and competition fee amount in advance by e-mail. Any past due transactions will have a \$10.00 late fee applied.

DISCOUNTS

Discounts will be given in the following circumstances (only applied to training fees)..

- Multi-athlete families where there are 2 or more athletes from the same family – a 10% discount will be applied to the second and subsequent athletes, at the lowest fee rates
- Certified coaches who are also athletes receive a 10% discount
- Coaches' dependents will receive a 10% discount

One discount per athlete.

LATE PAYMENT FEE

A \$10.00 charge will be applied for late payment of any amounts for including, but not limited to, monthly tuition fees, qualifier and meet fees, uniforms, and other amounts payable to P.A.C. Late fees will be charged per outstanding item per month (or part month) late.

UNPROCESSED PAYMENTS

All unprocessed payments must be replaced by a MasterCard, VISA, debit, or cash payment. If the payment has not been replaced within a 14 day period, the athlete will be suspended until the account has been made current. A \$25.00 charge will be due for all unprocessed payments.

If an account has had three unprocessed payments in a calendar year, we will no longer accept payments by cheque or bank draft. Another form of payment (MasterCard, VISA, debit, or cash) must be provided for all subsequent transactions.

OUTSTANDING MONIES FROM PAST SEASON

All fees and other monies owing from the previous season must be paid in full prior to the commencement of the new season.

No athlete will be permitted access to our facilities until prior outstanding fees and other monies are paid in full or if the money owing is greater than the security deposit.

SECURITY DEPOSIT

Upon registration, a security deposit of \$200.00 is owed for the first competitive athlete in a family. Any subsequent children in the same family enrolled in the competitive program are required to pay a \$100.00 per each additional athlete. Should this security deposit fall below the set amount, a request will be made to return the security deposit in full.

The amount of the security deposit remaining on June 30th, 2019 will be rolled-over for July 1st, 2019 registration.

Deductions from the security deposit will be made for the following reasons:

- Unpaid fees, returned cheques, and NSF charges
- Unpaid meet fees
- Late payment and late registration charges
- Any and all outstanding amounts including, but not limited to, uniforms, travel expenses, etc.

Security deposit return:

The security deposit is refunded at the time of withdrawal from the program. Time must be given before the refund cheque is issued in order to ensure that all commitments are met and all monies owing are paid in full.

PRIVATE LESSONS

Private lessons are booked directly through the office. The athlete **MUST BE** registered with Gymnastics Ontario prior to booking (valid July 1st of the current calendar year to June 30th of the following calendar year). Lessons may be booked with a coach of your choice based on joint availability.

Booking a Private Lesson:

Private lessons must be booked a minimum of 24 hours in advance. Payments for private lessons are made at the time of booking and are non-refundable. Payment can be made by MasterCard, VISA, debit, or cash.

Cancellations:

If the athlete cancels with a minimum of 24 hours' notice, the fee will be transferable. If the coach cancels the lesson, the fee is also transferable. If the athlete does not attend the booked time and notice is not given to the office, the fee is non-transferable.

All athletes must report to the office prior to their lesson to verify booking and payment. If the office is closed, the coach will verify, through email to the office, that the lesson has been attended.

PRIVATE LESSON FEES

Private lesson fees are outlined below. Payments is made at the time of booking and are non-refundable. Lessons may be private lessons or semi-private lessons, but **no more than two athletes allowed**.

ONE ATHLETE	
TIME (MIN.)	COST
15	\$15.00+HST
30	\$30.00+HST
45	\$45.00+HST
60	\$60.00+HST
75	\$75.00+HST
90	\$90.00+HST
105	\$105.00+HST
120	\$120.00+HST

TWO ATHLETES		
TIME (MIN.)	COST	PER ATHLETE
15	\$23.75+HST	\$11.88+HST
30	\$47.50+HST	\$23.75+HST
45	\$71.25+HST	\$35.63+HST
60	\$95.00+HST	\$47.50+HST
75	\$118.75+HST	\$59.38+HST
90	\$142.50+HST	\$71.25+HST
105	\$166.25+HST	\$83.13+HST
120	\$190.00+HST	\$95.00+HST

FUNDRAISING

A variety of fundraising opportunities are available throughout the year that are encouraged, but not mandatory.

COMPETITIVE VIEWING

For the best interest of all competitive athletes please limit viewing to a maximum of 30 minutes per training day and mock meets.

COMPETITIVE BREAKS

Breaks will be scheduled for those groups that train more than 3 hours at a time. Total break time will be no longer than 15 minutes. Athletes who train less than 3 hours will receive a 5 minute break during their practice to grab a drink and a small snack. Please provide your own utensils, plates, etc. and athletes are free to use our microwaves and fridges. Please no glass containers in the gym.

HOSTING COMPETITIONS

All families are required to volunteer at competitions we host throughout the year. Volunteers must be at least 18 years of age. The allotted time for a competition can be anywhere from 2-8 hours per competitive athlete, per program, per competition we host. Please plan your meals accordingly. We can host up to 5 competitions a year. An electronic sign up sheet will be e-mailed to all participating families prior to the event and volunteer positions are first come, first serve.

If you are unable to volunteer, a fee of \$150.00 will be applied. If you do not sign up one week prior to the event, a fee of \$175.00 will be applied. If you sign up and do not show up for your scheduled time, a fee of \$200.00 will be applied. The volunteer must be in attendance the entire time of the shift. Otherwise, fees will be enforced. At no time is a non-working attendee permitted to enter the competition area.

When we are hosting a competition, please be reminded some athletes and/or parents may be nervous. Being approachable, upbeat, and positive to all should help to ensure a fantastic experience.

If an athlete is volunteering (ie. a judges assistant or handing out awards), he or she is required to wear Pickering Athletic Centre attire.

Many opportunities are available, including coordinating certain areas such as scoring, music, or announcing. As a coordinator, one month of fees will be credited to your account for the next season.

An electronic sign-up sheet for food item donations will also be available prior to a competition. Please note that we aim to be a nut-free facility.

If you have any questions, please contact our Meet Director at director@pickeringathleticcentre.com.

PARENT/GUARDIAN ROLE

Research indicates that parents are their children's most important role models. With this comes incredible responsibility as it relates to a number of different situations, including a child's sport experience. It is essential that parents, as well as coaches, teach children the meaning of fair play, mutual respect, understanding, and patience while participating in a sport. According to child psychology experts, parents should focus on the FUN aspects of the sport experience and how it contributes to the development of their children's self-esteem, physical, and moral development, and the overall sense of accomplishment when mastering a new skill.

Gymnastics Ontario is the governing body of our sport. They, along with host clubs, have a great deal of behind the scenes work that is required to host competitions, training camps, etc. If you have any questions, please contact your coach or program coordinator first. If it is necessary, Pickering Athletic Centre not the parent/guardian, will then contact the appropriate person at another organization for clarification.

WITHDRAWAL FROM THE PROGRAM

A minimum of 7 days notice must be given in writing to the office at info@pickeringathleticcentre.com to withdraw from the program. Fees are owed for this 7-day period. If there are additional monies owed to the club, the balance will be charged to the payment method on file to settle the account.

Competitive: Withdrawal from the program prior to June 30th, 2019 will be subject to a \$100.00 early withdrawal administration fee. Any monies owing to the Club will be deducted from the security deposit prior to refund. Once deductions, if any, have been made from the security deposit, the remainder is returned. Time must be given before the refund issued in order to ensure that all commitments are met and all monies owing are paid in full. If there are additional monies owed to the club beyond what the security deposit covers, the balance will be charged to the payment method on file to settle the account.

COMPETITIVE GENERAL REMINDERS

- If a competitive athlete misses a regularly scheduled training, a makeup class and/or refund will not be provided. In the case that a group training day is cancelled, the program coordinator will give notice of a makeup class day and time for the whole group. If an athlete is unable to attend the group makeup class, an additional makeup classes and/or refund will not be provided.
- Selection of class and coach for our Competitive Programs is carefully determined by the program coordinator in consultation with the team. This will ensure the best training experience for the athlete. Placement in a different class is not dependant on space availability but is instead dependant on the proper mix of factors that will ensure a successful training outcome for the athlete. All discussions about class placement must take place with the program coordinator and not with the coaching staff.
- Once the registration fees are submitted for a competition there are no refunds from the host club, therefore Pickering Athletic Centre cannot refund or transfer meet fees.
- Gymnastics optional athletes generally use the same music and floor routine for two seasons.
- Athletes are taught their routines based on who has the first competition. Athletes competing in early December will learn their routines before athletes who will first compete in April. Our aim is to have most floor routines completed by the end of December.

PHOTOGRAPHS AND VIDEO

Photographs and video may be used for promotional purposes for Pickering Athletic Centre, including our website, e-mails, bulletin boards, newsletters, and social media, as well as teaching tools by coaches.

LOST AND FOUND

The lost and found is located in the front hallway. The items are donated on a monthly basis. Pickering Athletic Centre is not responsible for lost or stolen items.

NUTRITIONAL INFORMATION FOR ATHLETES



Energy Balance:

For all young athletes, growth will be compromised if energy intake is insufficient. Their bodies require energy for both growth and training. If an athlete is undernourished, they will be tired most of the time and will not have enough energy to recover properly from trainings. They may show a loss of motivation to train or compete, have inconsistent performances, chronic fatigue, an inability to gain desired weight, or weight loss are other indicators of an energy deficit.

Canada's Food Guide to Healthy Eating for Athletes:

- Whole grain products: minimum of 6-10 servings
- Vegetables and fruit: minimum of 6-10 servings (more veggies than fruit is better)
- Milk products: 3-4 servings
- Meat and alternatives: minimum of 2 servings
- Others: choose in moderation. After athletes have enough servings from the food groups. There isn't much room for foods without many nutrients.

Hydration:

Athletes need to understand that they need to be drinking regularly throughout physical activity. They should be drinking 1/2 a cup to 1 1/2 cups of water approximately every 20-30 minutes during activity.

Remember: If you are thirsty, it is too late - you are already dehydrated.

Dehydration decreases your digestive system's ability to absorb water, which will slow rehydration and causes cramping, and decreases work capacity, therefore impairing performance.

You can easily judge your level of hydration by the colour of your urine. It should be clear if you are properly hydrated. Parents should encourage their athlete to check their urine, especially in the morning. This is the best time to test and if the urine is yellow in the morning, you need to be hydrating more.

Sports drinks: Not recommended for athletes participating in gymnastics. There are more than 14 packs of sugar in one bottle of a sports drink. This is an appropriate drink for those athletes who participate in endurance sports. If you are planning on running a marathon, go ahead and drink up! Drinks with splenda, sucralose and aspartame are also not a good idea.

Which foods to eat and when?

Before Training:

- During exercise, muscles rely mostly on the fuel that has been stored from meals eaten in preceding days
- Choose carbohydrates that provide a slower release of energy (complex carbs)
- Choose carbs/foods that are easy and quick to digest and absorb
- Fat and protein take longer to digest should be consumed in smaller amounts
- Examples: peanuts, almonds, apple, pear, orange, grapes, green peas, whole grain pasta, brown rice, cereals, potatoes, whole grain bread, low-fat granola bars, milk (alternatives to cow's milk include: rice milk, almond milk, or soy milk), smoothies

Before Competition:

- During exercise, muscles rely mostly on the fuel that has been stored from meals eaten in previous days
- Food eaten on the day of the event mostly fuels the brain, and when activity is long or intermittent, the liver
- Meals high in carbohydrate
- Fat and protein are harder to digest, therefore should be consumed in smaller amounts
- Since pre-competition nerves can cause upset stomach, athletes should be familiar and comfortable with the food and it is not wise to try new foods on competition day
- Milk products are also not recommended, as they can mix with the stomach acids (which are present in increased amounts with nerves or increased stress) and cause upset stomach or diarrhea

Best choices when breakfast is the pre-event meal:

- Cereal-with low-fat milk (or cow's milk alternative). Milk is okay in this case, as it is a very small amount
- Fruit/veggies
- French toast/pancakes, without butter or margarine
- Eggs, not fried
- Ham/steak, if lean and not fried
- Potato, not fried
- Rice, not fried
- Toast, limit butter/margarine
- Muffins, no butter
- Water
- Fruit juice (limited)
- Hydrating before is important, but too much fluid too soon before warm-up or competition can lead to numerous bathroom breaks!

Best choices when lunch or supper is the pre-event meal:

- Fruit and veggies/fruit and veggie juices (limited fruit juice)
- Broth-based soups
- Meat, fish, poultry (no skin, trim fat, not fried)
- Meat alternatives: beans, peas, lentil dishes, if these are familiar foods. Gas is produced when these foods are not part of the usual diet can cause discomfort
- Potatoes, not fried, no butter/margarine. Sweet potatoes is a great choice with the skin!
- Brown rice
- Whole grain noodles
- Whole grain pasta (plain, tomatoes/vegetable sauce)
- Whole grain bread
- Salads (bean, fresh veggies, fruit, low-fat cottage cheese), small amount of dressing
- Desserts (fruit, low-fat yogurt, custards, puddings)
- Cheese (in moderation)

Goals of the pre-event meal:

- To prevent hunger from occurring during competition
- To ensure adequate blood sugar levels
- To ensure quick and easy digestion
- To maximize fluid levels
- To allow athletes foods they believe will provide a good performance

Foods to limit prior to training or competition:

- Limit fatty foods because they are slow to digest
- Limit protein-rich food because they are also slow to digest and are not the most important source of fuel during exercise

Foods to avoid prior to training or competition:

- | | |
|---|---|
| • Milk, cream | • Cookies, crackers, chips, granola bars (unless low-fat) |
| • Fried eggs | • Cream soups |
| • Bacon, sausage | • Buttered, sautéed, creamed or soufflé foods |
| • Fries, hash browns | • Fried potatoes |
| • Fried rice | • Sausages, processed meats, liverwurst |
| • Cream/butter sauces | • Potato and macaroni salad, creamy coleslaw |
| • Doughnuts, danish, croissants, pastries | • Salad dressing |
| • Butter/margarine | • Pies, ice cream |

Foods and beverages that may not be well-tolerated prior to competition or training:

- Spicy foods may be difficult to digest before exercise
- Fibre-rich foods like whole-grain bread, cookies and whole-wheat cereals, dried fruits.....these foods stimulate mobility in the intestines and can induce bowel movements. They should be avoided, especially if the athlete has diarrhea.
- Gas-producing foods: cabbage, broccoli, onions and carbonated drinks, make some athletes feel bloated
- Coffee, tea, cola and chocolate may cause diarrhea, which can have a dehydrated effect

During Training/Competition:

- Energy balance (e.g. energy intake must equal energy expenditure to maintain weight)
- Fluid replacement
- Diet must be high in complex carbohydrate (the most efficient energy source for physical activity), moderate in protein and lower in fat. For most sports, about 60% of total energy intake should be provided by complex carbs
- Adequate intake of minerals: especially iron, calcium, zinc, potassium and magnesium.
- Athletes, especially female, need to include more iron-rich foods
- Adequate intake of vitamins, especially Vitamins B and C

Post-training or competition:

Nutrition for recovery main goals:

- To replace water lost through sweating
- To replenish reserves
- To repair muscle damage
- To replace electrolytes lost through sweating

Delay meals between exercise:

- Allow 3-4 hours for large meals to digest
- 2-3 hours for smaller meals to digest
- 1-2 hours for a small snack or blender/liquid meals to digest
- If an athlete will be competing within 2 hours after eating, small quantities of carbs are the best choice: fruit, beverages, low-fat crackers, bread, yogurt and/or well-cooked pasta. The athlete should also have water.
- The importance of specific nutrients and where to find them

Vitamin A:

Function: Helps with night vision, promotes growth of bones and teeth, helps to keep the skin and mucous tissues healthy.

Where it can be found: Liver, green and yellow veggies (spinach, broccoli, squash, and carrots), orange fruit (cantaloupe), egg yolk, milk products, and fish oils.

Vitamin D:

Function: Helps with the absorption of calcium and phosphorus, which are necessary for growth and maintenance of bones and teeth.

Where it can be found: Vitamin D fortified milk, fortified soy beverages, egg yolk, liver, fish (tuna, salmon)
The body can produce small amounts of vitamin D when skin is exposed to sunlight, but sunscreen blocks ultraviolet rays, thus preventing the reaction necessary to produce vitamin D.

Vitamin E:

Function: Helps prevent oxidation of polyunsaturated fatty acids and other lipids, including vitamin A, helps to keep cell membranes healthy, involved in blood clotting.

Where it can be found: Oils (soybean, wheat germ), sunflower seeds, wheat germ, whole-wheat bread, cereal, liver, margarine, eggs, green veggies, nuts, sweet potatoes, avocado, mango.

Vitamin K:

Function: Involved in blood clotting.

Where it can be found: Green leafy veggies (broccoli, spinach), liver, milk, eggs.

Vitamin F:

Function: Anti-allergy, nervous system, anti-inflammatory, cell structures.

Where it can be found: Fish oils, flax, hemp, salba.

Vitamin C:

Function: Maintains healthy teeth and gums, helps in the healing process through collagen production, increases resistance to infections, facilitates iron absorption and storage, helps with the production for some hormones, antioxidant.

Where it can be found: Citrus fruit and juice (orange, lemon, grapefruit), broccoli, red and green pepper, cantaloupe, kiwi fruit, strawberries, tomatoes, rose hips, dark leafy greens.

Thiamin (B1):

Function: Involved in metabolism of carbs; assists in normal growth, helps regulate hunger, necessary for the nervous system and the digestive system to function properly.

Where it can be found: Whole-grain and enriched cereal products (bread, breakfast cereal, pasta, meat (pork), organ meats (liver), brewer's yeast, wheat germ/bran, molasses, oat, millet, nuts, seeds avocado.

Riboflavin (B2):

Function: Involved in fat and oxidative metabolism, helps maintain health of skin and eyes, necessary for the nervous system to function properly.

Where it can be found: Milk and milk products, liver, organ meat, eggs, whole-grain or enriched cereal products, leafy green veggies, fish, brewer's yeast.

Niacin (B3):

Function: Necessary for the nervous system and digestive system to function properly.

Where it can be found: Liver, meat (beef, chicken), mild, eggs, legumes (chickpeas), peanut butter, whole-grain or enriched cereal products, fish.

Folate:

Function: Involved in forming red blood cells (along with vitamin B12).

Where it can be found: Organ meats, legumes, dark green leafy veggies, fruit (orange and cantaloupe), fortified breads and cereals, brewer's yeast.

Pyridoxine (B6):

Function: Involved in carb, fat and amino acid metabolism (particularly amino acids), plays a role in building different tissue.

Where it can be found: Meat, poultry, milk, whole grains, bananas, legumes, wheat germ, and fish.

Cobalamin (B12):

Function: Involved in forming red blood cells, helps to maintain nervous and gastrointestinal tissues.

Where it can be found: Animal products (meat, liver, poultry, eggs, and milk products), fortified soy beverages, tofu, miso, and fish.

Pantothenic Acid:

Function: Involved in metabolizing carbs, protein and fat.

Where it can be found: Liver, peanuts, eggs, organ meats, and fish, found in many common foods.

Biotin:

Function: Involved in energy-producing reactions.

Where it can be found: Liver, nuts, egg yolk, legumes, meat, veggies, and fruit.

Minerals:

- Important for normal growth, tissue maintenance and reproduction
- Assist in the transformation of fuel into energy
- Regulate body fluids
- Vitamins can't function without minerals

Calcium:

Function: Involved in the formation of teeth and bones, important for nervous system function, involved in normal blood clotting, triggers the process of muscular contraction.

Where it can be found: Milk and milk products (soy milk, almond and rice milk), canned sardines and salmon with bones, broccoli, legumes, fortified plant beverages (soy, rice), almonds/butter, dried figs, dark green leafy veggies, calcium-fortified tofu, and sesame seeds.

Iron:

Function: Involved in the formation of haemoglobin (key in transporting oxygen through the blood).

Where it can be found: Liver, heart, kidney, meat, dark poultry meat, fish, oysters, clams.

Less readily absorbed: Nuts, seeds, dark green leafy veggies, whole or enriched grains, legumes, black strap molasses, dried fruit, wheat germ.

Magnesium:

Function: Involved in forming teeth and bones, involved in energy metabolism, involved in tissue development, role in the process of muscular contraction and relaxation.

Where it can be found: Oysters, milk, yogurt, legumes, cereals, nuts, molasses, green leafy veggies, cocoa (raw).

Potassium:

Function: Helps in nerve transmission, maintains fluid and electrolyte balance.

Where it can be found: Meat, veggies and fruit (especially potato, tomato, cantaloupe, banana, orange, grapefruit), milk, cereals, legumes.

Iodine:

Function: Important for the function of the thyroid and energy metabolism.

Where it can be found: Iodized salt, seafood, sea veggies, milk, sea veggies.

Chloride:

Function: Helps maintain fluid and electrolyte balance, part of the stomach's acid.

Where it can be found: Salt.

Zinc:

Function: Necessary for growth and development, assists in immune function, important for wound healing, needed for taste, part of many enzymes involved in energy metabolism.

Where it can be found: Oysters, meat, liver, whole grains, legumes, milk.

Water:

Function: Required by all tissues for normal function, helps carry foods through digestive tract and nutrients in the blood and within cells, protects against overheating, carries body wastes.

Specific considerations in vegetarian diets:

- Vegetarian athletes require 10% more protein daily over athletes that eat meat. This is to compensate for the incomplete digestion of plant protein
- Sufficient protein is essential to provide muscle maintenance, tissue repair, and for the production of antibodies to fight off infection
- Another major concern for vegetarians is getting adequate iron in their diets
- Main dietary sources include:
 - Iron that is easily absorbed: liver, beef, dark poultry meat, fish, oysters, clams
 - Iron less readily absorbed: nuts, seeds, dark green leafy veggies, whole/enriched grains, legumes (beans), blackstrap molasses; dried fruit, wheat germ
- Athletes need to ingest much higher quantities of these foods in order to get the required amount of iron
- Legumes must be eaten with whole grains in order to get a complete protein (such as brown rice, oats)
- Need to supplement with liquid B12 and high quality iron (many over the counter are not high quality)

No carb diets:

- This type of diet is a bad idea for anyone
- Carbohydrates are extremely important for numerous functions
- Carbs are the most important fuel for athletic performance in both training and competition
- It is the only source of energy for the brain and nervous system and is the only source of energy that has the ability to cross the blood-brain barrier. People that choose this type of eating style are essentially starving their brains,
- This type of diet causes ketosis, where the body destroys muscle for its own energy requirements

