



Nanaimo Gymnastics School  
Administration Policy  
Registration Policies and Procedures

**Effective:** July 1, 2020

**Revised:**

**Related Policies:**

## **Purpose**

The Nanaimo Gymnastics School (NGS) is a program delivery based school. As such, participants are required to become members and register into offered classes and programs. This Policy describes how the registration process functions for every program offered, including but not limited to Recreational-based and Competitive programs.

## **Definitions**

Member: A member is a participant that has purchased the annual membership and is therefore allowed to register for programming at the Nanaimo Gymnastics School.

Annual Membership: The Annual Membership is required for all participants who wish to register for programming within the Nanaimo Gymnastics School. The Annual Membership is valid from September 1 to August 31 of the following year and covers the gymnast's membership with both Gymnastics BC and Gymnastics Canada, including but not limited to liability insurance for practicing the sport of gymnastics.

Program Fees: Program fees are the fees associated to the delivery of programming. All athletes are required to pay Program Fees, for a session or year enrolment. Total fees are divided by the number of months the program is running resulting in equal monthly payments.

Club Service Hours: Hours donated to the club by competitive parents and/or athletes, required as part of their family commitment upon joining a competitive program.

Fundraising: Fundraising amount required to be fundraised by competitive parents and/or athletes, required as part of their family commitment upon joining a competitive program.



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## **Policies and Procedures**

### **Annual Membership:**

1. General Policies:
  - 1.1. The Annual Membership is required for every participant of the Nanaimo Gymnastics School and cannot be combined for family members.
  - 1.2. The Annual Membership fee is non-refundable, regardless of withdrawal of athlete from Nanaimo Gymnastics Programs.
    - 1.2.1. If the Annual Membership fee is refunded, under special circumstances and approval of both the Management Team and Board of Directors, membership to Nanaimo Gymnastics School and all its affiliated benefits ceases.
  - 1.3. The Annual Membership is non-transferable to another gymnast for any reason.
  - 1.4. The Annual Membership fee is not pro-rated if a parent delays the start of their athlete's training or re-registration.
  - 1.5. The Annual membership fee is due upon registration into any program, prior to the start of the program.
  - 1.6. Athletes will not be allowed to enter the gymnastics facility without the Annual Membership fee being fully paid.
2. Recreational Programs (Preschool, Recreational & Parkour Classes)
  - 2.1. Payment of Annual Membership fees will be due upon registration into a class in order to secure registration spot.
  - 2.2. Annual fees are currently set at \$60/gymnastics year for any recreational programs.
3. Recreational Programs (Trampoline)
  - 3.1. Payment of Annual Membership fees will be due upon registration into a class in order to secure registration spot.
  - 3.2. Annual fees are currently set at \$70/gymnastics year for any trampoline recreational programs.
4. Drop-in Programs
  - 4.1. Payment of Annual Membership fees will be due on the first visit of the year to the Drop-in class.
  - 4.2. If the athlete also attends regularly scheduled classes, proof of Annual Membership fee payment must be provided.
  - 4.3. Annual fees are currently set at \$60/gymnastics year for any recreational programs.



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5. Summer Camps
  - 5.1. Payment of Annual Membership fees will be due upon registration into a camp in order to secure registration spot.
  - 5.2. Annual fees for athletes joining NGS solely for summer camps are reduced to \$40/summer, as the membership renewal date is September 1<sup>st</sup>.
6. Competitive Programs
  - 6.1. Payment of Annual Membership fees will be due upon registration into the competitive group assigned.
  - 6.2. Annual fees are currently set at \$100 for Intro-Competitive and Interclub athletes
  - 6.3. Annual fees are currently set at \$220 for Artistic and Trampoline Gymnastics Competitive athletes

**Program Fees:**

1. General Policies:
  - 1.1. Program fees are based on the following:
    - 1.1.1. Recreational Programs are based on a 20-week session.
      - 1.1.1.1. The Fall Session runs from September to January.
      - 1.1.1.2. The Spring Session runs from February to June.
    - 1.1.2. Competitive Programs are based on a year long session running from July to June.
      - 1.1.2.1. Intro Competitive Programs are based on a 10-month session running from September to June.
    - 1.1.3. Fees are not adjusted for missing portions of training as groups and budgets are based on full classes and attendance.
    - 1.1.4. Program fees for competitive athletes may also include additional fees, such as Sport Psychology fees. All explanation of fees is included in the Registration Handbook.
  - 1.2. Nanaimo Gymnastics allows program fees to be equally divided and paid monthly.
  - 1.3. Fees are due in full at the beginning of the session or monthly on the first business day of the month.
  - 1.4. The first month's fee are due upon registration into our programs and ensure participants are committed to the enrolment, as they are taking a spot that



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cannot be accessed by another athlete.

1.5. Monthly payments may be made by cash, cheque, Debit, Mastercard or Visa.

1.6. It is the responsibility of the family to ensure accounts are up to date and paid on a monthly basis.

1.7. If fees are in arrears for more than one month, athlete participation in the program in question will be suspended until fees are paid in full.

1.7.1. For example: If April begins and March has yet to be paid.

1.8. Athletes of full-time staff (defined as staff working a yearly average of 25+hours/week) will receive 35% discount on program fees.

2. Program Withdrawal:

2.1. A one-month written notice to the office is required if your athlete is wishing to withdraw from any of our programs.

2.2. Recreational:

2.2.1. The first month of programs are trial based and athletes can withdraw without the one-month written notice as long as it is communicated to the office in writing in the first four weeks.

2.2.2. Withdrawals will not be accepted after Week 10 of programming, as no more registrations are accepted after this date.

2.3. Competitive:

2.3.1. All efforts will be made to ensure the correct placement of athletes into groups that are both appropriate and challenging. Athletes will be transferred into a different competitive group by the Management Team if it is deemed a better fit and more appropriate, and if there is room within this group. This is preferred over the complete withdrawal of an athlete from our programs.

2.3.2. Withdrawals will not be accepted after March 1 of the competitive year. If an athlete wishes to withdraw past this date, fees will be due for the remainder of the competitive year.

2.3.3. Some exceptions will be considered, including major injuries and family relocations.

2.3.3.1. The request for an exception must be submitted in writing to the office for approval.

2.3.3.2. If the request is granted, a one-month written notice is still required.



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3. Absences:

3.1. Fees will not be adjusted for classes missed due to family vacations, minor illnesses or other absences except allowed under medical absences (next section).

4. Medical Absences:

4.1. Fees will be adjusted if an injury or long-term illness occurs, as long as a doctor's note stating the nature of the problem is presented to the office.

4.1.1. Fees will not be adjusted unless it affects training for a period of 2 weeks or more.

4.1.2. In the event of serious injuries, including concussions and broken bones, a doctor's note clearing the athlete for Return to Play will be required before training can begin. Return to Play protocols will be adhered to.

4.2. Fees will be adjusted from the date the doctor's note is presented to the office.

4.3. If fees have already been paid, a credit will be issued to the athlete's account.

4.4. Competitive athletes that are able to do continue training, albeit at a reduced amount of hours, will be charged a monthly fee based on their competitive hourly fee times the hours completed.

4.4.1. It is the responsibility of the athlete to keep track of hours and submit them to the office at the end of each month.

4.4.2. Athletes who do not hand in their training hours by the 5<sup>th</sup> of the following month will be charged their full monthly amount.

5. Cancelled Classes:

5.1. Although every effort will be made to give as much notice as possible for schedule changes, it is understood that class cancellations will occur, sometimes on very short notice (ex: snow or coaching illness).

5.2. Communication of changes will be distributed through every possible avenue, including website, social media and email when possible.

5.3. Fees will not be adjusted when classes are cancelled due to circumstances beyond Nanaimo Gymnastics School's control, including extreme weather.

5.3.1. Classes will only be cancelled if conditions make it unsafe for staff and families to travel.

5.4. Cancellations lasting more than 2 weeks will result in credits being issued when possible.



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5.4.1. Refunds will be issued if a credit is not possible.

### **Family Commitment**

#### **1. Club Service Hours**

- 1.1. Each member of the Nanaimo Gymnastics School Competitive Program (Competitive, Pre-Competitive and Interclub) is required to complete Club Service Hours.
  - 1.1.1. Staff athletes must complete club service hours as per their group requirement.
- 1.2. Club service hours required are dependent on the number of hours per week an athlete trains. The hours required are equal to the number of hours an athlete trains in a normal week.
  - 1.2.1. Example: Interclub athletes training 6 hours/week are required to complete 6 hours a year of Club service hours. Competitive athletes training 12 hours/week are required to complete 12 hours a year of Club service hours.
  - 1.2.2. If an athlete increases the number of hours of training per week partway through the year, the increase in hours will be automatically applied to the amount of hours due as Club service hours. This will not be prorated.
  - 1.2.3. For those families with more than one child in the Competitive Program, Club service hours are capped at 40 hours per year.
  - 1.2.4. Club Service Hours deposit amounts are capped at \$500 per athlete (20 hours/week).
- 1.3. Hours cannot be carried forward into a next competitive year. They must be performed within the year the program is taking place, from July 1<sup>st</sup> to June 30<sup>th</sup>.
  - 1.3.1. Hours cannot be donated to another member. Each family is responsible for completing their own hours.
  - 1.3.2. Hours completed over and above the requirement cannot be converted to fulfil the fundraising requirement
- 1.4. Families pay a deposit per athlete and commit to completing their Club service hours.
  - 1.4.1. The deposit is based on the hourly rate of \$25/hour.
  - 1.4.2. Deposits can be provided by a cheque post-dated to June 30<sup>th</sup> of the competitive year or by providing a credit card number on file.
  - 1.4.3. When all hours are completed, the deposit is returned.



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- 1.4.4. Families that opt out of Club service hours will have their deposit automatically retained.
- 1.5. Incomplete hours will be charged at a rate of \$25/hour.
  - 1.5.1. If a competitive member withdraws from their program, hours due will be prorated to the months of training completed:
    - 1.5.1.1. Example: If an athlete completes 9/12 months of training and is required to do 20 hours of Club service hours, their prorated hours owing to the club equals 15 hours ( $20 / 12 \times 9$ ).
    - 1.5.2. The balance of Club service hours fees must be reconciled within 2 weeks of programs ending or before the athlete begins training for the next year.
- 1.6. It is the responsibility of each competitive family to keep track of their Club service hours and email the Communications Manager after each assignment to update their file.
  - 1.6.1. Club service hours must be tracked back to the NGS office within one week of completion in order to receive credits.
2. Fundraising
  - 2.1. Each member of the Nanaimo Gymnastics School Competitive Program (Competitive, Pre-Competitive and Interclub) is required to fundraise a certain amount per competitive year.
  - 2.2. Staff athletes must fundraise as per their group requirement.
  - 2.3. Fundraising amounts are dependent on the number of hours per week an athlete normally trains. The fundraising amount is equal to the number of hours a week an athlete trains multiplied by \$25.
    - 2.3.1. Example: Interclub athletes training 6 hours/week are required to fundraise  $6 \times \$25 = \$150$ /year. Competitive athletes training 12 hours/week are required to fundraise  $12 \times \$25 = \$300$ .
    - 2.3.2. If an athlete increases the number of hours of training per week partway through the year, the fundraising amount will also immediately increase. This will not be prorated.
    - 2.3.3. Fundraising amounts are capped at \$500 per athlete (20 hours/week).
    - 2.3.4. For those families with more than one child in the Competitive Program, fundraising amounts are capped at \$600 per year.



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- 2.4. Fundraising amounts cannot be carried forward into a next competitive year. They must be completed within the year the program is taking place, from July 1<sup>st</sup> to June 30<sup>th</sup>.
  - 2.4.1. Fundraising cannot be donated to another member. Each family is responsible for completing their own fundraising amounts.
  - 2.4.2. Fundraising completed over and above the requirement can be converted to fulfil the Club Service Hours requirement at \$25/hour
- 2.5. Families pay a deposit per athlete and commit to completing their Fundraising amounts.
  - 2.5.1. The deposit is the yearly amount required to fundraise by the member.
  - 2.5.2. Deposits can be provided by a cheque post-dated to June 30<sup>th</sup> of the competitive year or by providing a credit card number on file.
  - 2.5.3. When all fundraising amounts are completed, the deposit is returned.
  - 2.5.4. Families that opt out of fundraising will have their deposit automatically retained.
- 2.6. Incomplete fundraising will be charged at the end of the year the difference remaining.
  - 2.6.1. If a competitive member withdraws from their program, fundraising amounts due will be prorated to the months of training completed:
    - 2.6.1.1. Example: If an athlete completes 9/12 months of training and is required to fundraise \$200, their prorated fundraising amount owing to the club equals \$150 ( $\$200 / 12 \times 9$ ).
  - 2.6.2. The balance of the fundraising amounts must be reconciled within 2 weeks of programs ending or before the athlete begins training for the next year.
- 2.7. It is the responsibility of each Fundraising Campaign Volunteer to submit a spreadsheet listing profits to the club and fundraised amount per member. The spreadsheet will be emailed to the office after each campaign to update member files.