

Bismarck Gymnastics Academy High School Team Handbook

(Updated 8/27/2020)

Bismarck, ND 58503

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BGA Mission Statement

To provide a progressive gymnastics training program which enhances the strength, agility, flexibility, balance, coordination, and self-esteem of the participants

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1. BGA TRAINING PHILOSOPHY

- *Self-Discipline
- *Knowing what must be done to achieve a goal
- *Self-Motivation
- *Working hard because you want to
- *Time Management
- *Getting more done in less time
- *Respect for: Teammates, Judges, Coaches, and Yourself
- *Sportsmanship
- *Playing by the rules, winning, and losing
- *Dedication
- *Staying focused on goals
- *Leadership
- *Setting a good example
- *Teamwork & Cooperation
- *Supporting teammates through a positive attitude

Athlete Practice Rules

1. Leotard and ponytail are required to participate in practice.
2. NO jewelry (only small earrings are allowed)
3. NO complaining/talking back to coaching staff
4. NO messing around
5. NO swinging on the rope
6. Land on feet, back or side in the Pit. Do not land on head.
7. One gymnast at a time on the Tramp
8. Be respectful to all teammates and coaches
9. No talking when it is your turn on events
10. Work hard every day and be on your best behavior
11. NO sweatpants/sweatshirts during warm-ups
12. Use hand sanitizer after every event

Parent Commitment

1. Make sure gymnast attends all regularly scheduled workouts, meets, and special functions.
2. Auto Payment must be set up with the Administrative Coordinator before participating in practice. All fees must be current. If an account or fee becomes delinquent, a suspension from practice or meets will occur until the outstanding balance is paid.

3. Communicate with the coaches about any issues.
4. Check the team app and email regularly to stay current with team activities.
5. Make sure a valid email address is provided and that you are set up to receive emails from us through iClassPro.
6. Volunteer and Donation requirements are mandatory for all team families at the Zeigler Meet.
7. Information specific to each fundraiser will be sent out to team members at the beginning of each fundraiser. It will define the type of fundraiser and minimum expectation to be met by each gymnast. Each family will have the option to participate in the fundraiser or make a donation in lieu of participation.

2.High School Program

Team Selection

All gymnasts interested in competing in Bismarck Public Schools gymnastics program must be in or entering 7th grade or higher. Everyone is welcome to join if within these grade guidelines.

Workout Overview

Workouts consist of a flexibility and strength period, as well as individual event rotations ranging in length from 30 minutes to one hour. The rotation and training schedule are predetermined by the coaching staff. We understand a gymnast may compete in another sport, and we support it, while making sure the athlete and parents realize missing valuable practice time may not allow the gymnast to progress at the same rate as her teammates. To reach a highly competitive level, gymnastics cannot take a "back seat" to any other activity. Consistent attendance must stay on team, regardless of extra activities. We do reserve the right to cancel practices as we believe necessary. Please remember that the practice calendar and your payment schedule are based on a 48-week year.

Private Lessons

Private Lessons are designed to improve on or learn specific skills. They are available if a gymnast would like more gym time to help catch up on or improve specific skills. Private lessons are also available to clean up and perfect routines. A coach will also recommend a lesson if a situation does arise. Please visit the Private Lessons tab on our website or contact the coach for more information.

USAG Drop Back Rules (USAG Rules and Policies pg. 79-80)

1. An athlete may opt to “bump up” and attempt to compete at the next level with the opportunity to “drop back” to their previous level by the declaration date of February 1st. All athletes must declare the level at which they wish to compete for the remainder of the season by February 1st. If an athlete competes in a Qualifying meet after February 1st, they must stay at (or above) the level at which they competed for the remainder of the competitive season. If an athlete does not qualify to state, she may petition to drop back to her previous level for the start of the next competitive season.

2. Once an athlete competes in the State Championships, she is not allowed to drop back. Valid reasons would be considered by the State Administrative Committee (for Levels 7 and below) or the Regional Administrative Committee (for Levels 8, 9 and 10) for dropping back an athlete who has competed in a State Championships. Exception: Mobility is allowed back and forth from Levels 5 and 6 without going through the petitioning process.

a. These reasons would include injury, illness, or other extenuating circumstances that would have prevented the athlete from continuing to train at the level at which she had previously competed.

b. If a valid reason does exist, the athlete would be able to drop back only one NUMERICAL level (i.e. competed Level 8, permission to drop back one numerical level to Level 7).

3. Gymnasts that wish to compete in the USAG program and the High School program will be required to participate in the USAG practices with Bismarck Gymnastics Academy outside of the High School program season. These gymnasts will train at their USAG level in the High School off-season. Optional level gymnasts will be allowed to use the same routines for USAG and High School if the routine meets the requirements of each program. Compulsory level gymnasts will need to learn their compulsory level routine for USAG as well as a High School routine. Compulsory level gymnasts will be required to maintain knowledge of their USAG routine to return to USAG competitions at the conclusion of High School season.

3.BGA TUITION FEE RULES

- Tuition is billed monthly
- BGA bills on a 48-week year tuition policy, which accounts for gym closures. There will be no prorating of tuition. If you have justifying circumstances, please talk to the Administrative Coordinator.

- Tuition will be billed to your online Parent Portal on the 15th of the previous month and due on the 1st of the practice month.
- Tuition payments will be taken out on the 1st automatically. Other charges i.e.: meet fees, uniforms, team photos, etc. will need be paid manually by logging on to your parent portal.
- If you wish to manually pay for your tuition you must contact the Administrative Coordinator to turn off the auto pay option.
- A late fee of \$25 will be assessed to any accounts not paid in full by the 9th of the month.
- Any balances over 90 days will result in suspension of membership until paid in full.
- Once the month begins, no refunds will be issued except for an extended injury stopping ability to attend practice. A doctor's note will be needed. If able to attend and continue with conditioning/strengthening and team bonding, no refund will be given.
- If discontinuing participation, a written notice must be given to the BGA office 2 weeks prior to the next billing cycle.
- Those taking part in other sports must report their practice schedule to their perspective Head Coach as soon as it becomes available.

BGA Membership

The annual membership fee is \$30. Team members will all be on the same membership billing schedule. New team members will be aligned to this date as well. If you had paid a membership in the past 12 months, your last charge will be prorated to match this date and the credit applied to the membership charged July 1, 2020.

4.BGA POLICIES AND PROCEDURES

COVID-19 Rules

Prior to arrival at BGA:

- Please perform wellness and temp checks prior to arrival at BGA. Do not attend if you or your child are exhibiting symptoms of COVID-19, have been exposed to such symptoms, or have traveled in the last 14 days.
- Athlete's hair must always be pulled back and proper gym clothing to worn.
- Everyone will be required to sanitize hand upon entrance into the facility (please use restroom at home to decrease volume in the restrooms).

- Please bring a personal bag/ backpack containing your own water bottle, grips, room for shoes and any outside clothing.
- Please come to the gym dressed for class (your outside clothes and shoes will go into your backpack).
- If proper, please educate your child on what physical distancing looks like (how to stand six feet apart, sneeze/ cough into their elbow).
- Please arrive 5min. prior to practice and be prompt on pick up to avoid unnecessary crowding in common spaces.
- For the time being, only one parent will be allowed in the facility with their child at a time.

On arrival to BGA:

- Students and 1 parent will be needed to sanitize hands on entrance to BGA.
- They will place backpacks in designated physical distancing intervals (remove shoes and outer clothes and place in backpack).
- Athletes will line up on markers and wait for instructors to lead them into practice.
- Please practice physical distancing in our lobby and bleachers. Areas are marked at 6 ft. apart for your convenience.
- All gymnasts and family members will enter at the back door (next to the garage door), follow pathway and arrow signs while in the building, and exit out the front door.
- Students and parents may have their temperature checked upon arrival.

During Practice:

- Instructor to student ratio will be adjusted to support physical distancing.
- Students may choose to wear masks.
- Students will be touching common surfaces throughout practice (bars, beams, mats).
- Lesson plans will be modified to omit partner/ spotting activities and limited use of props.
- Stations and events will be adjusted to allow for physical distancing.
- No spotting will be administered. All instruction will be given with verbal feedback.
- Porous surfaces (the pit) will not be used at this time.

- Chalk bucket will be removed. BGA will supply individual options for chalk use to avoid crowding in small areas and possible cross contamination.
- No make-up classes will be offered for the time being.

After Practice:

- Gymnasts will wait outside (weather allowing) at physical distancing markers for parent pick up (please arrive promptly at the end of practice)
- Sanitizer will be provided for exiting the facility
- Students and parents will be encouraged to wait on physical distance markings and exit BGA in an organized and considerate manner.
- Employees will disinfect all common areas and used surfaces between each practice to get ready for the next group.
- Please exit the facility promptly after practice to allow for proper cleaning/ sanitizing to ensure safety for the next practice.

Training Attendance

1. The gymnasts are expected to attend all practices; however, the coaching staff understands that there can be conflicts with practice times (school events, schoolwork, conferences, special events, family events, family vacations, and sickness). When a gymnast misses too many practices, they fall behind and lose track of their competitive goals. It is also detrimental to the rest of the team, as it slows the progress of the gymnast's group.
2. If a gymnast is ill and/or contagious, she should stay home and recover.
 - a. A gymnast will not be allowed to train if she appears ill
 - b. Illness and "feeling bad" are different things and training through a difficult day is essential to learning to deal with mental adversity
3. Gymnasts are expected to show respect to their coaches, all other gym staff, and team members always
 - a. A negative attitude is detrimental to the entire team and will not be tolerated
 - b. Older gymnasts are expected to set a good example for younger gymnasts
4. Gymnasts are expected to want to improve. This includes an understanding that not every aspect of gymnastics training is meant to be fun

- a. While we try to make practice as interesting as possible, some aspects of the sport are very strenuous and sometimes uncomfortable (e.g. Conditioning & Flexibility)
5. Gymnasts must show a level of discipline while training
 - a. Gymnasts are always expected to focus on performing to the best of their ability. Socializing during training is not acceptable, as it breaks focus and makes for an unsafe training environment.

Lockers

Every team gymnast will be assigned a locker in which to place her belongings while at practice. Athletes are encouraged to be mindful of their belongings and the space the items occupy in and around the area. Please keep this shared space tidy and be respectful of your neighbor's belongings. BGA is not responsible for any lost or stolen items. Please leave valuables at home!

- Required items to leave in locker: deodorant, tennis shoes, water bottle, hair ties/bands & practice attire.

Cell Phones/Personal Electronics

All athletes must place their cell phones or other personal electronics in their cubby at the beginning of each workout to prevent unnecessary phone calls/texting during practice hours. Phones will not be allowed out onto the gym floor during practice time except when allowed by a coach (for necessary communication with a parent, appropriate video recording of skills, etc.). If a parent requires to contact their athlete during practice hours, they must call the office to leave a message for their athlete (or athlete's coach) or to speak to their athlete in an emergency.

Snacks/Hydration

Athletes need to practice proper nutrition. Please send healthy nourishing snacks for your gymnast to eat after school, before practice, or during snack break. Any team practicing longer than 3 hours will be given a short snack break mid-workout in order to refuel their bodies. Every athlete should come with a water bottle. No liquids other than water will be allowed on the practice floor. Snack cards are available for \$10 in the office. These cards are great to have during snack break or after school as we offer a wide variety of healthy snacks to pick from. Cards will be kept at the front desk for your convenience.

Discipline Procedure

Whether in the school classroom or in the gym the best environment for learning is a disciplined one. Discipline in this context means that students follow the rules. If a discipline problem occurs the procedure is as follows:

1. The coach who noticed the problem will discuss the problem with the gymnast, and the gymnast may be given a verbal reprimand or an alternative assignment.
2. Upon a second offense the parents are called and will be made aware of the situation. The gymnast may be asked to leave practice.
3. Finally, if discipline problems persist, a conference with the gymnast, the parent, the head coach, and the coach most directly involved with the problem is held. A solution that is suitable for all should be reached.
4. If the problem continues to persist, commitment to the team program may be re-evaluated and the gymnast may be indefinitely dismissed from the team program.

Team Communication

We have an open communications policy on our team with gymnasts, parents, and coaches. If any concerns or questions should arise, feel free to call or email the head coach or schedule an appointment. We do require a 24 hour 'cool off' period before meeting about complaints. We also agree to return any calls or emails within 48 hours of being received (during regular business hours). BGA holds 1-2 formal conferences with each gymnast and her parents per year. Other meetings can be arranged upon request.

5. COACH/GYMNAST/PARENT TRIANGLE

The parent has one of the most difficult jobs on the coach/gymnast/parent team because they have the smallest role in controlling performance. The combination of a high emotional stake in a gymnast's performance with so little direct control is stressful!

Many times, this stress causes them to lose sight of their role on the team and try to work beyond their limits. This can cause stress for the coach and the gymnast, as well as reduces the effectiveness of this three-part team.

What do we mean by parent's going beyond their roles? The most common ones are of course the parent that begins to "coach" their child. This is the

parent that begins to try to make technical corrections on the way a skill is being done, or attempts to make decisions on what skills should be in a routine, or feels they know which group their child should be in, or gives corrections to their child at a competition.

*****If you choose BGA as the gym to train your child, be sure of your decision and then let us do our jobs. Once your child walks through the gym doors or onto the competition floor, they are our responsibility. We will not allow interference with our coaching. If you have a concern, please talk to the coach at the appropriate time (schedule a meeting with that coach after the 24 hours 'cool off' period). We will explain our side of the situation but will not discuss coaching issues. We may make mistakes, but we are professionals that have trained and continue to train to do this job.***

Danger signs

- Observing every practice - intently.
- Coaching your daughter.
- Learning about technique and deductions and applying it to your gymnast(s).
- Comparing your child and their progress to other gymnasts.
- Verbally abusing the gym, its coaches, its facilities yet staying in the program (this usually proves a deeper frustration or problem - find the real problem).

**** If we find this to be a consistent problem (i.e. gossiping and negativity/creating a toxic atmosphere in our gym, you and your athlete(s) will kindly be asked to leave our competitive program.**

Become the essential link in the training triangle of coach/gymnast/parents. Your trust in the coaching staff is paramount. Gymnasts need more encouragement at "plateaus" in their skill development. At times when no progress is being made, or at least it seems that way, showing support is the best thing you can do for your child. While encouragement is essential, please refrain from pressuring the child to "outperform" anyone else or to try skills which may be beyond their present physical ability and therefore dangerous.

Truly believe that we have your daughter's best interest in mind, and we ask you to support the coaching staff during the rough times.

Find out about your gymnast's progress periodically. For a full discussion of your gymnast's progress, make an appointment with the child's coach. If you cannot schedule an appointment, please email the coach for a brief progress report. Advise coaches on adverse situations or stresses the gymnast may be undergoing outside the gym. Should problems arise, communicate with the coaching staff. We would much rather bring the problems to the surface rather than hear about your discontent through the ever present "gossip grapevine".

6.ZERO TOLERANCE BULLYING POLICY

Bullying and/or cyber bullying through social media sites **WILL NOT** be tolerated. If an athlete is caught engaging in bullying another athlete, she will be immediately excused from practice. A meeting with the athlete and her parents will be set up. Upon meeting with the gymnast and her parents and coming to an agreement/solution, the athlete will then be allowed back to practice, contingent on the fact that she does not continue the behavior. If the athlete is caught bullying a second time, she will be permanently excused from the BGA Team Program.

7.SOCIAL MEDIA GUIDELINES

It is important to remember being a part of team at BGA is a privilege and not a right. As an athlete taking part on a team at BGA, you are a representative of our organization and us always in the public eye whether you think so or not. This is especially true in the ever-growing world of social media (Facebook, Instagram, Snapchat, Twitter, YouTube, Vine, Vimeo, Tumbler, etc!). Our athletes and families are held in the highest regard and are role models in our community. As leaders, you have the responsibility to portray your team, coaches, our organization, and yourselves in a positive manner always.

Social Media and Electronic Communications

· All emails, texts, and posts must be transparent, professional, and related solely to gymnastics activities or events. Covered adults may not have out of the program contact with gymnasts on social media. (For example, general communication about a gymnastics activity or an event via a club's social media account is acceptable, but private communication via a coach and/or an athlete's personal social media account is not acceptable.)

· Covered adults must distribute electronic and mobile communications to minor gymnasts openly and publicly: for an example, with a copy to the parents/guardians and/or to the entire team transmitted simultaneously.

· Parents and guardians have the right to request that (a) their child not be contacted in any form of electronic communications, or (b) certain information about their child that they designate not be distributed in any form of electronic communications. All such requests will be honored.

8.BGA WOMENS COMPETITIVE TEAM CONTACT INFORMATION

McKenzie Swallow

Mckenzie@bismarckgymnastics.org

USAG Program Coordinator and Compulsory Head Coach

Torrea West

Torrea@bismarckgymnastics.org

Recreational Program Coordinator and Optional Head Coach

9.BGA TEAM COMMITMENT

- I have read and understand the team rules and the responsibility descriptions for coach/gymnast/parent.
- I feel that this sport has many benefits to offer my family, myself and my child. In choosing Bismarck Gymnastics Academy.
- I feel that my child's goals can be reached.
- I make a commitment to fulfill my roles to the best of my ability and to support this program in my words and actions.
- If I have a disagreement or problem with the staff or program, I will contact the head coach first to attempt to resolve the situation.
- If at any time I feel that this is no longer the best program for my child, I will notify BGA and stop her training at this gym.
- I also understand and agree that if at any time my actions or words become detrimental to this program, I will be asked to remove my child from the competitive program.

PARENT SIGNATURE : _____

DATE : _____

- I have read the team rules and responsibility descriptions for coach/gymnast relations.
- I understand these rules and make a commitment to do my best to fulfill my responsibilities on this team. I also make a commitment to compete.

GYMNAST SIGNATURE: _____