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WEBSITE - www.keycitygymnastics.ca
REGISTRATION PORTAL – keycity.egymportal.com

Competitive Gymnastics

Policies & Procedures

By registering your athlete in a Key City Gymnastics Competitive Program, you agree to abide by the Policies & Procedures outlined in this document.

Welcome to Key City Gymnastics Club Competitive Programs!

COACH & BOARD OF DIRECTORS CONTACT INFO

www.keycitygymnastics.ca → Contact (upper right-hand corner)

COMPETITIVE ATHLETE TRAINING REQUIREMENTS

PROGRAM COMMITMENT

- Junior Olympic Super Stars, Interclub Performance Boys & Girls, Interclub Performance Plus Boys & Girls, Provincial Level Boys & High School Girls 40 weeks + 2 weeks summer
- Junior Olympic Level 1-4 40 weeks + 4 weeks summer
- Junior Olympic Level 5+ 40 weeks + 6 weeks summer
- Additional summer training is allowed, fees will be based on your current monthly fee schedule.

ATTENDANCE REQUIREMENTS

- All athletes are required to attend 90% of their program commitment, including summer.
- To ensure the safety of the athlete please call or email the office prior to the start of class if your child will not be attending training.
- No make up days will be offered. Fees are based on actual days of training, taking into account statutory holidays etc.

MEET REQUIREMENTS AND FEES

MEET REQUIREMENTS

- Junior Olympic Super Stars Optional
- Interclub Performance Boys & Girls, Interclub Performance Plus Boys & Girls,
- Provincial Level Boys & High School Girls 2+ meets
- Junior Olympic Level 1-4 3+ meets
- Junior Olympic Level 5+ 5+ meets
 - All athletes must take part in the Key City Classic.
 - Each athlete will be given a list of meets they are required/permitted to attend.
 - The minimum number of meets required does not include the In-House Meet, Trials Meets, BC Winter Games, Provincial Championships, Western Canadian Championships or National Championships.

MEET FEES

- The fees for the minimum number of required meets is included in your yearly fees.
- All competitive athletes can attend more than their minimum required meets based on the fees below...
 - Junior Olympic Super Stars \$150.00/meet
 - Interclub Performance Boys & Girls, Interclub Performance Plus Boys & Girls, Provincial Level Boys & High School Girls \$150.00/additional meet
 - Junior Olympic Level 1-4 \$175.00/additional meet
 - Junior Olympic Level 5+ \$200.00/additional meet
- Any additional meets that athletes register for must be paid prior to the deadline. No unpaid meet registrations will be sent in to the host club.

PROGRAM PAYMENT INFORMATION

PAYMENT

- Membership fees + first month fees are due at the time of registration.
- A signed Family Commitment Plan along with a credit card authorization or posted dated cheque for the following June will be required.

Payment Options

- Payment in full
- 12 monthly payments
 - Post dated cheques or credit card authorization left with office staff to process monthly.
 - Monthly payment via credit card to be paid by parent on the registration portal (keycity.egymportal.com) upon receipt of emailed invoice.

FAMILY DISCOUNT

- Families who have more than one child participating in our gymnastics programs will receive a 10% discount off the 2nd and subsequent registrations of lesser value.

NSF CHEQUES

- There will be a \$25.00 service charge for all NSF cheques. Once you have been notified you will have five working days to submit a replacement cheque or payment, including the \$25.00 service charge to the office.

DELIQUENT ACCOUNTS

- All delinquent accounts will be given a 2-week period from date of notification to clear the outstanding balance. If balance is not paid the athlete will no longer be able to attend gymnastics and/or gymnastics competitions until payment is received.
- If there are financial concerns out of your control, please contact Melanee Sandberg to discuss further.

CHOREOGRAPHY & MUSIC FEES, PRIVATE LESSONS & ADDITIONAL TRAINING REQUESTS

CHOREOGRAPHY & MUSIC FEES

- Yearly choreography & music fees are included in your monthly fees.
 - Interclub Performance Girls, Interclub Performance Plus Girls, High School Girls & Junior Olympic Level 1-4 \$75.00
 - Junior Olympic Level 5+ \$110.00
- Each athlete is allotted up to 3 hours for choreography.
- We ask that the athlete or their parents bring a recording device to video routines, a copy will also be kept at the gym.
- If additional choreography time is required or an existing routine has been forgotten and must be redone there will be a charge of \$40.00/hour.

PRIVATE LESSONS

- Private lessons can be requested through the office.
- Cost for private lessons is \$40.00/hour.

ADDITIONAL TRAINING REQUESTS

- Additional training must be requested & approved through the head coach, Garry Ricks, 2 weeks prior to desired training day.
- Cost for additional training is \$10.00/hour. This cost will be added to your monthly invoice.

TEAMWEAR REQUIREMENTS & FEES

- Athlete required and/or optional teamwear and prices can be viewed and ordered on the registration portal. Visit keycity.egymportal.com → Merchandise.
- Teamwear design and/or style is updated every 2 – 4 years.
- Payment options...
 - Pay in full via credit card on the registration portal.
 - Pay 50% in office and balance due prior to or at the time of teamwear pick up. Please place your order on the registration portal prior to coming in to pay.
- Refunds will not be given if you purchase second hand team wear after your order has been submitted.

ATHLETE INJURIES

REPORTING AN INJURY

- All injuries, both in and outside of the gym, must be reported to your child's coach.
- A doctor's note stating the nature of the injury and expected duration must be submitted to the office within 1 week of the injury.
- The injured athlete and parent/s must meet with the head coach within 1 week of the injury.
- If the nature of the injury allows, a revised training plan will be devised by the head coach, athlete and parent/s in order for the athlete to continue training to the extent possible.

FEES DURING INJURY

- No training per month 25% of fees paid
- 1-2 weeks training per month 50% of fees paid
- 3-4 weeks training per month regular fees paid

RETURN TO FULL TRAINING

- A doctor's note stating it is safe for the athlete to return to full training will be required prior to return.
- If the athlete is not able to return to training due to the injury, a doctor's note stating this must be submitted to the office before monthly payments can be stopped. If account was paid in full the balance of the unused fees will be refunded. Family Commitment Points will be pro-rated, and any outstanding points will be billed to you.

PROGRAM WITHDRAWAL

The competitive program is a 42-46-week program (based on program commitment), but we understand life changes can occur (family is moving etc).

Program withdrawals will be considered on an individual basis and requesting a withdrawal does not guarantee that you will be freed from your 12-month financial commitment.

The withdrawal process MUST be followed before a decision is made.

WITHDRAWAL PROCESS

- Athlete & parent/s must meet with program coach & head coach before a program withdrawal will be considered.
- If head coach approves the athlete withdrawal one-month paid fees will be required after the date of withdrawal.
- Supporting documentation may be needed as requested by the program/head coach and/or office.
- Family Commitment Points will be pro-rated, and any outstanding points will be billed to you.
- If there is an outstanding balance on your account, your file will remain open until payment has been received.
- If fees were paid in full, the balance of unused fees will be refunded minus the one-month required fees.

