

West Wind Gymnastics Club

Competitive Team Handbook 2026-2027

(Effective September 1st, 2026 – August 31st, 2027)

Welcome

Welcome to the West Wind Gymnastics Club Competitive Program. We are proud to offer high-quality competitive training in a safe, supportive, and challenging environment. This handbook outlines the commitments, policies, and expectations specific to our competitive programs. Please also refer to the WWGC Parent Handbook for our organization's overall mission, values, grievance policy, and general expectations.

Our goal is to work together with athletes and families to ensure a positive, rewarding, and successful season. Please read this handbook carefully and keep it for reference throughout the year.

Registration Requirements

Before the first day of training in September, families are required to complete the following:

- **Handbook Agreement, Fundraising Commitment, and Payment Authorization Forms** - Completed digitally through JotForm during registration.
- **2026/2027 Alberta Gymnastics Federation (AGF) Waiver & Photo Release Form** - Completed online. All competitive athletes are required to agree to photo release to be eligible to participate in all competitions.
- **JackRabbit Parent Portal Account** – Confirm that contact numbers, email address(es), mailing address, and emergency contacts are up to date.
- **AGF Membership & Insurance Fee** – Paid in full at registration.
- **Cash Raffle Tickets** – Billed to your account on Thursday, October 8th (Fall Raffle), and Tuesday, February 9th (Spring Raffle). Families may sell additional tickets to recover costs.

Membership & Insurance (AGF)

All athletes and coaches must be registered members of the Alberta Gymnastics Federation (AGF). Fees are based on program and competition level. Membership with

the Provincial Sport Body is renewed annually on **July 1st**. If an athlete advances mid-season, the difference in membership fees will be charged.

Program & Level

- **WAG Developmental**
\$142.78
- **WAG Provincial 3-8, Xcel Silver - Sapphire**
\$354.15
- **WAG Provincial 9-10**
\$490.44

Tuition

- Training fees are annualized and divided into **12 equal monthly payments**.
- Payments are processed via **Jackrabbit** on the 1st business day of each month.
- Families must keep a valid pre-authorized debit or credit card on file.
- **Accounts must remain in good standing** for athletes to participate in training and competitions. If payment challenges arise, please contact our Executive Director to discuss arrangements.

Additional Fees

- Late tuition: \$30
- NSF/declined payments: \$30
- Competition late fees: Determined by the event host

Withdrawal

Written notice by the 5th of the month (submitted online via our Notice of Withdrawal Form) is required for program withdrawal.

- Monthly fees continue until notice is received.
- Families remain responsible for outstanding fees and prorated fundraising/volunteering commitments.

Board of Directors

We welcome and encourage volunteers to serve on our Board of Directors. Board members attend monthly meetings and are eligible for \$100-\$250 gym credits upon fulfilling responsibilities. Our Annual General meeting (AGM) will be held on Friday September 25th at 6:00pm.

Fundraising & Volunteer Requirements

Competition	Level	Volunteer Points Required	Competition Shifts	Raffle Ticket Requirement
Developmental		0	Mandatory - 1	\$200 total (\$100 per raffle)
CPP 3-5, Xcel Silver-Sapphire		3	Mandatory - 2	\$300 total (\$200 Fall, \$100 Spring)
CPP 6-7		4	Mandatory - 2	\$400 total (\$200 Fall, \$200 spring)
CPP 8		4	Mandatory - 3	\$500 total (\$300 Fall, \$200 Spring)
CPP 9-10		4	Mandatory - 3	\$500 total (\$300 Fall, \$200 Spring)

WWGC is a non-profit organization, and fundraising helps keep tuition affordable and supports coach travel, equipment, and program development. Families with multiple athletes only need to complete requirements for the athlete with the most training hours. Other volunteer opportunities may arise throughout the year to fulfill your volunteer commitments. These shifts will be added to Signup as they arise.

Raffles

- Two cash raffles: Fall Raffle draw date Friday November 27th, and Spring Raffle draw date Wednesday March 31st.
- Tickets: 1 or 2 booklets of 5 @ \$20 per ticket, billed in October and February.
- Families may sell tickets to recover costs.

Fundraisers

Additional Fundraisers

Additional fundraisers may be scheduled throughout the season to assist the club, and competitive families offset the cost of competitions, general competitive gymnastics costs, or equipment.

Ways to earn volunteer points

Each volunteer shift is approximately 4-5 hours to ensure consistency and fairness across all commitments. Sign up for your shifts can be done here:

<https://signup.com/go/CSJzFTb>

Information regarding volunteer shifts will also be emailed out as they arise.

Each Volunteer point is valued at \$100. Any incomplete accounts will be charged the missing points at the end of the season, or you may choose to buy out your points at any time in the season. Only after all competitive families have had the opportunity to fulfill their commitments may there be opportunities to complete additional volunteer shifts and receive credit. Please do not signup for more than your point requirements.

Volunteer Opportunities

Bingos

- Volunteer shifts are signed up through signup.com.
- If a shift is missed or cancelled with less than 72 hours' notice, a \$100 fee will be applied to cover replacement staffing .
- Volunteers must be 18+ .
- Regular and V-Bingo shifts receive one point.
- Stat holiday shifts (e.g., Easter Sunday) receive two points.

Casinos – WWGC is not assigned a casino for 2026/2027

- Volunteer shifts are signed up through signup.com.

- If a shift is missed or cancelled with less than 72 hours' notice, a \$100 fee will be applied.
- Volunteers must be 18+.
- Casino Shifts receive two points.

Mini Meets & Judges Cups

- Volunteer shifts are signed up through signup.com.
 - If a shift is missed or cancelled with less than 72 hours' notice, a \$100 fee will be applied.
 - Volunteers must be 12+.
 - Each shift receives one point.
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Competition Shifts

Hosted Sanctioned Competitions – This year WWGC will be hosting the 2027 Alberta Xcel & Compulsory Championships April 15th-18th!

- All competitive families are required to volunteer at WWGC-hosted sanctioned competitions, regardless of athlete participation. Duties may include setup, cleanup, and event-day roles. Examples of past hosted events include: Battle at the Bridge, Compulsory Provincial Championships, Xcel Provincial Championships, and the Alberta MAG & WAG Provincial Championships.
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Training Attire & Policies

Training Attire

- WAG athletes: Fitted leotard; optional tight shorts. No Loose or two-piece outfits.
- Jewelry: Jewelry, apart from secured earrings (no dangly earrings/earrings without backings) are permitted during training. This includes but is not limited to rings, necklaces, anklets, bracelets (excluding medical alert bracelets), watches, etc.
- Hair: Athletes are expected to arrive at practice with their hair neatly tied back and out of their face. Hair should be tied back in a way that allows for safe participation and remains secure throughout the training session without requiring repeated adjustment.

- Additional equipment: Equipment such as grips, wristbands, chalk, chalk bins, etc. may be required at the coach's discretion.

Return to Training Following Injury

The health and safety of our athletes is our highest priority. Any athlete who sustains an injury, whether during training, competition, or outside of gym activities, must follow the procedures outlined

Injury Reporting & Assessment

- All injuries should be assessed by a qualified medical professional. Athletes and/or parents are responsible for seeking appropriate medical evaluation and treatment when an injury occurs.
- Upon notification of an injury, a digital AGF Injury Report will be provided to the athlete and/or parent/guardian. A digital copy of the report will also be maintained at the gym and at AGF. (This only applies to injuries that occurred under the supervision of the club).

Medical Documentation Requirements

- A doctor's note must be provided to the gym as soon as possible following the injury assessment. The doctor's note must include detailed information regarding:
 - The nature of the injury.
 - Any physical limitations or restrictions.
 - Activities that should be avoided.
 - Recommendations for modified participation, if applicable.
 - Expected recovery timelines.
 - Follow-up assessment requirements.
 - Clearance requirements for full return to training.
 - General statements such as "may return to activity" are not sufficient. The gym -requires specific information outlining the athlete's limitations and capabilities to ensure a safe return to participation.

Communication & Return to Training

- Athletes and parents/guardians are responsible for communicating directly with their coach regarding the injury and recovery process. It is important that all medical documentation and relevant updates are provided promptly so that coaches have the information necessary to develop an appropriate training plan.

- Doctors' notes are required for an athlete to train with a support brace.
 - Athletes may only return to full training once they have received appropriate medical clearance and have provided the gym with any required documentation confirming they are able to safely resume unrestricted participation.
 - Membership fees will only be paused when an athlete is medically unable to participate in any training activities, including modified training, for a period exceeding two (2) consecutive weeks.
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Training Policies

- Group placements are determined by the coaching staff based on a variety of factors, including athlete development, training needs, group dynamics, and overall program structure. These decisions are made with the best interests of both the athlete and the program in mind and are considered final. As coaching assignments may change from season to season, athletes are not guaranteed placement with the same coach or coaching team they have worked with in previous years.
- For athletes competing individual floor routines (CPP 6–10 and Xcel Gold+), an additional choreography fee will apply (price will vary based on assigned choreographer). These fees typically cover the costs of private lessons, the time spent cutting the music and choreographing the routine, and a copy of your athlete's floor music. 1-hour private lessons with our staff are priced at \$80 (same for all members).
- Should your coach feel additional sessions are required to learn the routine, these can be booked in 30-minute intervals. These are priced at \$40 (same for all members)
- For athletes in CPP 3–5 and Xcel Silver, floor routines are learned during regular practice. The coach may offer a separate group session specifically to learn their floor routines. In the past, this has been a 1-hour session at a cost of \$15 per athlete.

Competition Attire

Program	Uniform	Cost
WAG Xcel & Provincial	Leotard + Hair Bow*	\$250
	Jacket	\$130

*Additional hair bows may be purchased for \$20 each

- WAG is in Year 2 of a 2-year uniform cycle.
- Athletes qualifying for Team Alberta Events (e.g., Alberta Winter Games, Westerns, Nationals) must purchase the Team Alberta Uniform directly through AGF.

Competition Policies

- Entry fees typically range from \$125-\$200 (Set by event hosts).
- All competitive members are required to do a minimum of 2 competitions per season.
- Final schedules are usually release two weeks before the event. This occurs after the final registration deadline and the final scratch deadline have both passed.
- Should an athlete need to withdraw from a competition, the club will submit a refund request to the host club on their behalf. WWGC cannot guarantee a refund will be received, and the timeline at which these refunds are processed will vary at the host club's discretion. Medical withdrawals do require a doctors note as per host club policy.
- Athletes may be scheduled to compete on a school day if it falls on one of the advertised competition days.
- Families are responsible for their own personal travel arrangements.
- Training schedules during the week leading into a competition may need to be modified based on a variety of factors such as coach travel schedule and number of athletes attending. If an athlete chooses not to register for a competition they are eligible to attend, WWGC is not obligated to provide makeups or alternative training plans.
- As Training schedules may change during competition due to scheduling conflicts, a substitute coach may be present for training. Should a substitute

coach not be available, classes may be cancelled and the coach is not obligated to offer makeup classes if they are away coaching at a competition. Following the competition, rest days may be scheduled and communicated out on a case-to-case basis.

Competition Schedule

Competition	Date*	Location	Eligible Levels
Judges Cup	December 2026 TBD	Lethbridge	CPP 3-10 Xcel Silver-Sapphire
Gymnastics Rocks the Rockies	Jan 21 st -24 th 2027	Calgary	CPP 3-10 Xcel Silver-Sapphire
Light Invitational	February 4 th -7 th 2027	Calgary	CPP 3-10 Xcel Silver-Sapphire
Exelta Invitational/1 st Trials to Nationals*	February 26 th -28 th 2027	Red Deer	CPP 3-10 Xcel Silver-Sapphire (*Trials for CPP 9/10)
Gymnastics on the Edge/Trials to Westerns/2 nd Trials to Nationals*	March 18 th -21 st 2027	Airdrie	CPP 3-10 Xcel Silver-Sapphire (*Trials for westerns CPP 8, Trials for Nationals CPP 9/10)

Alberta Provincial Championships/3 rd Trials to Nationals*	April 8 th -11 th 2027	Edmonton	CPP 6-10 (*Trials for CPP 9/10)
Alberta Xcel & Compulsory Championships	April 15 th -18 th 2027	Lethbridge	CPP 3-5 Xcel Silver-Sapphire
Westerns	April 22 nd -25 th 2027	Manitoba (City TBD)	CPP 8-10
Mountain Magic Invitational	April 29 th -May 2 nd 2027	Okotoks	CPP 3-10 Xcel Silver-Sapphire

*Specific sessions/times will be provided as the host club(s) send them out, typically 2-3 weeks prior to the competition date

Attendance Guidelines

- To ensure athletes are well-prepared and confident, we ask that they maintain at least 80% attendance in the 30 days leading up to a competition and attend all practices during the week of the event. If these expectations are not met, coaches may recommend withdrawal from the competition to prioritize athlete readiness and safety.

Vacation Notice

- WWGC recognizes that athletes, coaches, and families may take holidays at various times throughout the year. We ask that you notify the athletes coach(es) at least 2-4 weeks prior to the scheduled vacation. WWGC is not obligated to provide alternative training due to vacation absences.
- As athletes are expected to attend 100% of practices the week of an event, please consider competition dates in planning of holidays, as this may affect the athlete's eligibility to compete. Please reference to the attendance guidelines and communicate with your athlete's coach to help determine whether you should register for a competition due to personal holidays.

Athlete Code of Conduct

This Athlete Code of Conduct applies to all athletes representing WWGC. It is intended to establish clear expectations that support a safe, respectful, and high-performance training environment.

All athletes are expected to adhere to this Code at all times while participating in training, competitions, team activities, and any gym-related events.

1. General Expectations

- Arrive on time and be prepared to begin training at the scheduled start time.
- Demonstrate respect toward coaches, teammates, and all gym staff at all times.
- Wear appropriate training attire as outlined in the Training Attire guidelines.
- Use respectful and appropriate language and behaviour in all interactions.
- Contribute to maintaining a clean, organized, and safe training environment.

2. Behaviour Standards

WWGC is committed to maintaining a positive and respectful training culture. The following behaviours are not acceptable:

- Repeated negative behaviour, including talking back or arguing with coaches.
- Disrespectful conduct such as eye rolling, dismissive attitudes, or similar gestures.
- Persistent negative self-talk that disrupts training or team environment.
- Bullying, intimidation, or exclusion of teammates.
- Disrespect toward coaches, teammates, equipment, or the facility.

Such behaviours may result in consequences including, but not limited to, early pick-up from training or removal from the competition session.

Serious or repeated incidents, including harassment, bullying, or any behaviour that undermines a safe, respectful, and welcoming environment for staff and members, may result in suspension or permanent removal from the program.

3. Social Media & Technology Use

- Phone and social media use is not permitted in changerooms or bathrooms.
- Posting or sharing negative, harmful, or disrespectful content regarding WWGC, its members, staff, or facility is strictly prohibited.
- Athletes are expected to represent WWGC in a positive manner at all times, including online.

4. Competition & External Representation

- Demonstrating respectful behaviour toward coaches, judges, officials, volunteers, and fellow competitors.
- Supporting teammates positively, regardless of results or performance outcomes.
- Following coach direction promptly and professionally during all competition activities.
- Maintaining appropriate behaviour in warm-up areas, competition floors, and spectator spaces.
- Representing WWGC with pride, integrity, and sportsmanship at all times.

Athletes are ambassadors of the club, and their behaviour reflects directly on the organization.

By participating in the program, athletes acknowledge and agree to uphold this Code of Conduct consistently.

Parent Code of Conduct

This Parent Code of Conduct applies to all parents and guardians of athletes participating in WWGC. It is intended to support a respectful, positive, and professional environment that allows athletes to thrive in their training and development.

By enrolling an athlete in the program, parents/guardians agree to uphold the expectations outlined below.

1. General Expectations

- Model respectful, supportive, and appropriate behaviour at all times.
- Treat athletes, coaches, staff, officials, volunteers, and other families with respect.
- Represent WWGC in a positive manner within the gym, at competitions, and in the broader community.
- Follow the established communication policies and chain of communication when addressing questions or concerns.

Constructive, respectful communication is encouraged and is an important part of a healthy club environment.

2. Behaviour in the Gym & Training Environment

- Parents/guardians are not permitted to coach or instruct athletes from the viewing area or sidelines.
- Parents/guardians are not permitted on the gym floor or competition surface unless expressly invited by coaching staff or event officials.
- Conversations with an athlete's coach should be reserved for after practice, except when immediate communication is necessary. To ensure athletes receive the coach's full attention and to minimize disruptions, please refrain from initiating conversations immediately before or during practice.
- All communication with coaches must take place at appropriate times and through the established communication channels.

3. Respectful Communication, Conduct & Community Dialogue

- Slander or harmful statements about coaches, staff, athletes, volunteers, or other members are not permitted.
- Harassment in any form, including insulting, intimidating, or disruptive behaviour, is not permitted.
- Concerns, complaints, or grievances should be directed through appropriate communication channels and not discussed broadly with other families, in order to ensure issues are addressed accurately and constructively.
- Public criticism or disrespectful communication directed at WWGC, its staff, or its programs is not acceptable, whether in person, online, or through social media.

We encourage open and respectful communication and welcome concerns when they are brought forward appropriately. This allows issues to be resolved efficiently and fairly while maintaining a positive club environment.

4. Positive Representation

- Represent WWGC in a respectful and positive manner at all times.
- Support athletes in a constructive and encouraging way, regardless of performance outcomes.
- Help foster an inclusive, supportive, and respectful environment for all athletes and families.

By participating in the program, parents and guardians acknowledge and agree to uphold this Code of Conduct in support of a positive and respectful experience for all members of WWGC.

Gym Closures, Holidays, and Important Dates

WWGC is closed on all statutory and civic holidays. No make-up classes are provided.

2026-2027 Closures:

Aug 3, 2026 – Civic Holiday
Sept 7, 2026 – Labour Day
Sept 30, 2026 – National Truth & Reconciliation
Oct 12, 2026 – Thanksgiving
Oct 29, 2026 - Competitive Blackout Day
Nov 11, 2026 – Remembrance Day
Dec 20, 2026 – Jan 3, 2027 – Winter Break
Feb 15, 2027 – Family Day
March 26, 2027 – Good Friday
May 24, 2027 – Victoria Day
July 1, 2027 – Canada Day

Important Dates

September 15, 2026 – Team Uniform Fees Due
October 8, 2026 – Cash Raffle #1 Fees Due
December 2026 TBD – Judges Cup
February 9, 2027 – Cash Raffle #2 Fees Due
June 2027 TBD – Year End Banquet & Athlete Awards

Communication Guidelines & Contact Information

Communication Guidelines

- Parents are expected to observe a minimum 24-hour waiting period before contacting their athlete's coach regarding any grievances. This allows time for reflection and encourages thoughtful, constructive communication.
- All concerns should follow the club's established chain of command. Concerns should first be directed to the athlete's coach, preferably via email (Program coordinator should be cc'd) and reasonable time should be provided for the

concern to be addressed. Only after this process has been followed should parents contact the Program Head Coach.

- To maintain professional boundaries and ensure consistent communication, parents are asked not to contact coaches through their personal phone numbers, social media accounts, or other personal communication channels.
- For urgent or time-sensitive matters, please send a text message through the gym's communication line at 587-812-4911
- If a concern remains unresolved after communication through the appropriate channels, an in-person meeting may be arranged.
- To ensure clarity, support, and accurate communication for all parties involved, a minimum of two coaches or staff members will be present during any formal meeting regarding athlete concerns.



Contact Info

Office & Payments: office@westwindgym.com | Call @ 403-320-1373 | Text 587-812-4911

Executive Assistant: Elisa Woodcock – elisa@westwindgym.com

Women's Head Coach (WAG): Katrina Brandt – katrina@westwindgym.com

Women's Assistant Head Coach (WAG): Rianna Hildahl – rianna@westwindgym.com

Competitive Coach (WAG): Bronwyn Edmonds – bronwyn@westwindgym.com

Competitive Coach (WAG): Samantha Grant – sam@westwindgym.com

Competitive Coach (WAG): Aubrey Dobson – aubrey@westwindgym.com

Agreement & Authorization

Prior to the start of your first training day in September, families must acknowledge receipt of the handbook and agree to the policies outlined, including payment, fundraising, volunteer commitments, and withdrawal requirements. This can be completed online here:

West Wind Gymnastics Club

245 10 Street North, Lethbridge, AB

403-320-1373 | office@westwindgym.com | westwindgym.com
