



# UMDGC Gym Team Handbook Sep 2017 - Aug 2018

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## **INTRODUCTION**

We want to welcome all newcomers to the UMDGC Gymnastics Teams, as well as extend a thank you to all returning athletes for their dedication and loyalty. We strive to teach the athletes the value of commitment, hard work, integrity, leadership, self-confidence, positive attitudes, and a love for the sport. Our goal at UMDGC is to develop the best gymnasts possible, as well as instill qualities and values that last a lifetime!

To ensure a safe, consistent, productive, and successful season for all members of our gymnastics teams, the following handbook contains the rules, policies, and procedures for the upcoming competitive season. If you have any questions concerning anything in this handbook, please do not hesitate to contact your head coach.

### **UMAS/UMDGC’S MISSION STATEMENT AND GOALS**

“Provide a safe, fun-filled, educational, and healthy experience in dance, gymnastics, and cheerleading to participants of all ages and abilities.”

The UMDGC staff is delighted to have the opportunity to be part of your lives and will do everything possible to make your experience memorable and exciting. Our staff will strive to:

- promote fitness through movement and progressive instruction.
- foster emotional development through a caring staff using timely motivation and discipline.
- respect the family through convenient policies and schedules.
- encourage balance in the individual by allowing the participation in multiple activities.
- have the participant perform at or above expectations based upon ability and time commitment.

## **HANDBOOK POLICIES**

### **Compliance**

The participant, parent/guardians, and all guests agree to comply with the rules, policies, and procedures of UMAS/UMDGC as listed in this Team Handbook, program guide, website, posted in the facility, and as communicated by UMAS/UMDGC staff. Failure to comply may lead to disciplinary actions including, but not limited to: timeouts, being sent home from practice, suspension, being scratched from an upcoming competition without refund, and expulsion without refund.

### **Changes to the Handbook**

For the remainder of the competitive season, UMAS/UMDGC will make changes to the rules, policies, and procedures only when required by a governing body of the activity, if the current policies endanger the participants, or when policies adversely affect scores at competitions. If anything must be changed, a notification will be distributed by email and the online handbook will be updated.

### **Resolution of Conflicts**

The head coaches and/or team director may provide limited exemptions to these rules at their discretion. However, the owners have final authority and decision-making power in all matters concerning UMDGC and UMAS. If a conflict is unable to be resolved by the team staff, there is a request to clarify the contents of the handbook, or the operations of the team program conflict with the operation or philosophy of UMAS/UMDGC, the owners will use the handbook, latest program guide, and their vision for UMAS/UMDGC to resolve the problem, irrespective of prior arrangements and exemptions.

### **Clarification of terms**

Supervisors include any of the following positions that are filled at the time in question: director, general manager, and/or owner. Parents include the biological parents, adoptive parents, and all legal guardians.

### **Definition of Field of Play**

"Field of play" is defined as the designated competition area, designated warm-up areas, or any area in which the participant is being assisted by a competition official (i.e. in the registration line). Only professional members of the national governing body of the sport, and athletes that will be competing at the competition are permitted in the field of play.

## **USAGE OF UMDGC & UMAS NAMES, LOGOS, LIKENESSES**

The names, logos, and team names of UMDGC and UMAS's various parts, and the likenesses of any of these, are the sole property of the owners of UMDGC/UMAS. Anyone else wishing to use the names, logos, team names, etc. must have the prior, written approval of the UMAS/UMDGC owners. Anything created without an owner's prior, written approval will not be acceptable, and may not be worn, displayed, or sold. Failure to comply may lead to disciplinary action, including dismissal from UMDGC/UMAS programming without refund.

## **EXPECTATIONS & RESPONSIBILITIES**

### **TEAM MEMBERS**

- Follow all policies and procedures.
- Represent UMDGC in a positive manner.
- Immediately inform coaches of any injuries, problems, or conflicts on the team.
- Maintain acceptable grades. Each participant will be judged individually based upon past grade performances. Failure to maintain good grades will lead to suspension from the team.
- Maintain healthy eating and hygiene habits.
- Attend practices regularly and promptly.
- Be prepared and dressed properly for practices and competitions.
- Listen carefully to all staff and ask questions if unclear.
- Work hard and wisely during every practice.
- Be respectful and supportive at all times to coaches, teammates, and competitors.
- Display good sportsmanship.
- Trust your coaches.
- Be open and truthful with your coaches and parents.
- Believe in yourself. Always try!
- Read "Heads Up: Concussion in High School Sports" which is on the team website.

## **PARENTS/GUARDIANS AND GUESTS**

- At no time and/or for any reason is anyone but a head coach or supervisors permitted to communicate with a meet official or host organization.
- At no time and/or for any reason is any spectator permitted in the competition area. In cases of injury, the parent/guardian must wait until a meet official or coach flags you onto the floor.
- Be supportive of, acknowledge the fear of, and focus solely on one's own gymnast.
- Do not coach or interact with the participant from the sidelines during practice or competitions.
- Follow, support, and enforce all policies in this handbook.
- Direct all concerns and questions to the head coach during their office hours or through email. If issues are not able to be resolved after multiple meetings with the head coach, the matter will be directed up the chain of command.
- Parents/guardians are solely responsible for the participant's lodging, food, and travel expenses to all competitions.
- Flash photography and bright lights are prohibited in the gym and at competitions.
- Make certain that the participants are on time and properly prepared for every workout and competition.
- Be positive at competitions. Do not criticize judges, competition hosts, or other teams.
- Stay informed. Check your email and the UMDGC webpage regularly.
- Share pictures, videos, and placements with the coach from meets and post to social media. It is recommended to tag Upper Merion Dance & Gymnastics in all social media posts.

## **TEAM STAFF**

- Ensure that participants are safe and supervised at all times.
- Address all parent's and participant's concerns and questions in a timely and professional manner.
- Ensure gymnasts are attending the correct practices.
- Use practice time wisely and keep participants working.
- Provide up-to-date information.
- Be prepared and on time to all practices and competitions.
- Provide age-appropriate motivation and discipline.
- Provide a healthy environment for the physical, emotional, and social development of the participant.
- Follow, support, and enforce USAG and UMAS/UMDGC policies at practices and competitions.
- Update all necessary clearances and certifications no later than September 1 of each competitive season. These include, but are not limited to:
  - USAG professional membership and all its requirements
  - Concussion training as mandated by the state and all governing bodies
  - PA clearances and background checks
- Meet required attendance and commitment.
  - Attend all competitions for one's level/squad.
  - Schedule a suitable sub for all non-emergency absences and ensure the sub has all necessary information to hold a productive practice.
- Make sure that the gymnasts know their routines and are properly prepared for competitions.
- Forward AA scores; top 3 finishers on an event or in all-around for regular season competitions; qualifiers, finalists, and medal winners for postseason competitions; and photos/videos to parent page or to an owner no later than the completion of the last awards ceremony of the day. Provide score sheets to owners or general manager no later than Tuesday after each competition.

- All assistant coaches are not permitted to exceed their normal weekly hours unless written notification from a general manager or owner.

## **HEAD COACHES**

In addition to the above staff responsibilities, head coaches have the following additional expectations and responsibilities. Additional responsibilities may be added to guarantee the smooth operation of the team and to minimize disruption to other programming.

### **General**

- Provide all requested information to their supervisors in a timely fashion. Failure to provide this information will result in teams not competing or disruptions to the scheduled practices.
- An average workweek will range from 30-35 hours per week as scheduled by the supervisors. Head coaches are eligible to exceed their weekly total only to attend competitions or with the written authorization from a supervisor.
- Submit names of parents to consider for PLCs and/or parents interested in helping with fundraising for Pink Invitational.

### **Meetings and Communications**

- Attend all scheduled team and staff meetings. A list of parent meetings is listed at the end of the handbook. It is the responsibility of each head coach to schedule, host, and provide the minutes to these meetings.
- Schedule regular meetings with assistant coaches. Email details about the meeting to all assistant staff and supervisors. Minimum requirement is once per month; more often if needed or desired.
- Answer all emails, meeting requests, phone calls, and other communications with parents of current and potential gymnasts. Head coaches will respond to all communication within 48-hours and will post an away message if they will be unable to check their email within 48-hours. A summary of all meetings and phone calls must be emailed to supervisors within 48 hours so that it is documented properly.
- Check gymteams@umdgdc.com at the start of warm-ups and at least once per day. Make sure to respond to all emails in the gymteams@umdgdc.com account that are relevant to their level. Archive (put in All Mail) the email as soon as it has been responded to or completed.

### **Practice Paperwork & Planning**

- Schedule and be present for all evaluations of prospective gymnasts for their level(s) and ensure a registration form is submitted to the front desk. Then set-up two additional practices for the prospective gymnasts and enter information into outlook.
- Check attendance on a weekly basis and contact the gymnast's parent/guardian via email about any missed attendance requirements. Supervisors should be cc-ed on all emails.
- Plan for the upcoming season in a timely fashion, including warm-ups, stretching programs, strength programs. Make sure this information is posted, and readily available to other staff. Submit to supervisors no less than 2 weeks prior to implementation.
- Submit availability and preferred levels to supervisors for summer work schedule no later than March 31, and school year by June 1. If the head coach is not planning to return, notification must be submitted no less than 4 weeks prior to these dates.
- Ensure all documents relating to skill testing and skill sheets for your gymnasts are up to date no less than 3 times weekly. Communicate with parents who are ready to test, and make sure the gymnasts testing date is communicated to the testers in the appropriate method. Communicate with parents of gymnasts that are behind in their training on a minimum of bi-weekly basis.

- Make sure all gymnasts' information is properly updated in the database. If the information is not available to update, this information must be forwarded to a supervisor:
  - levels that the gymnast will be training during the summer no later than June 1 and/or after the June in-house competition.
  - levels are updated and correct by last day of summer practices. If there are any subsequent changes, the head coach is to ensure the master list is corrected in the database and an email is sent to supervisors.
  - sizes of all uniform pieces for which the gymnast was sized no later than the uniform ordering deadline.
- Ensure USAG and UMDGC Commitment Forms are completed prior to gymnasts attending practice.
- Ensure workout and storage areas are clean, all mats, and all trash is collected on a nightly basis. Assist with weekly vacuuming duties and occasional cleaning in preparation of special events.
- Inspect for signs of wear, lubricate, and tighten all equipment in the team workout area on a monthly basis. Report any problems to owners via email.
- Complete concussion reports and incident report forms promptly and return to designated staff no later than the end of the day of the injury. Follow up by email, with supervisors cc-ed, to check on the injured gymnast the next day the coach is at UMDGC.
- No injured gymnast may return to activity without a medical note. Make certain all coaches and supervisors are informed of the latest restrictions for each gymnast and what the injury plans are. Injury plans must be prepared no later than 2 practices after receiving the doctor's note.

### **Competitions**

- Gather all pertinent meeting information and submit Competition Request Form to the designated supervisor no less than 6 weeks prior to the competition deadlines: 1 week to post the information, 4 weeks for registration, and 1 week to process the registration. UMDGC's meet registration deadlines will be on the 15<sup>th</sup> of each month for nearly all regular season meets. Make sure all special request for gymnasts (e.g. Sabbath requests, D2 instead of D1) are submitted in the notes section of the Competition Request Form
- Email parents with any changes to routines no later than 1 week prior to each competition.
- Submit competition schedule information to a supervisor no later than 1 week prior to the competition, including coaching assignments and changes to the practice schedule. Requests for hotels, airfare, rental cars, etc. must be submitted at a time in which to guarantee availability and the lowest possible cost. Make certain to refer to the competition request form to ensure fees are not exceeded.

### **BULLYING**

UMAS and UMDGC will not tolerate any form of bullying by participants or parents. Bullying is, but not limited to, any unwanted, aggressive physical, or emotional behavior that involves a real or perceived power imbalance. Bullying behavior is repeated, or has the potential to be repeated, over time. No bullying will be permitted either in-person or on social media, group chats, or texts.

If a participant has any concerns with regards to bullying, either as a victim or as a witness, it is advised that an adult staff member of UMAS or UMDGC be contacted immediately. This concern will be passed along to a senior UMAS/UMDGC staff member. The head coach(s), director, general manager(s), and/or owner(s) will determine what actions must take place based upon the information collected, will notify a parent/guardian of the victim of bullying, and whether additional guidance is needed. Actions that may be required include, but are not limited to: apologizing to the other party, suspension, and expulsion without refund. Disciplinary actions will be at the discretion of head coach, director, and owners based upon the information collected.

# **COMMUNICATION**

## **CHAIN OF COMMAND**

The official chain of communication for team members and parents to follow is: Head coaches -> General Managers -> Owners. Please make sure to follow this chain of communication when there is a question or concern.

## **MEETINGS**

Meetings and phone conversations may be scheduled during the head coach's office hours or other select times that the coach has available. For safety reasons and to ensure the coaches are not distracted during the conversation, please do not discuss information while the coach is instructing. Only after multiple meetings with the head coaches should the general managers and/or owners be included in the discussions.

## **PERSONAL LIVES**

Disturbing any member of the UMDGC staff on their personal time is strictly prohibited. Please use the staff's personal cell phone numbers to communicate during emergencies while away at competitions or when the staff member has given you explicit permission.

## **EMAILS**

All official communications will be done through email so that all information is documented and can be used for future reference. Head coaches will respond to all communication within 48-hours of receiving it and will post an away message if they will be unable to check their email within 48-hours. The emails for the head coaches can be found on the front of this handbook and on the appropriate team's website.

## **WEBSITE - WWW.UMDGC.COM**

All official information, including the concussion information required by PA state law, will be posted to the appropriate UMDGC team page of [www.umdgc.com](http://www.umdgc.com). Emails will be sent out as the webpages are updated. Payments for tuition and team fees can also be processed through [www.umdgc.com](http://www.umdgc.com).

## **FACEBOOK**

UMDGC's Facebook pages and groups are a way to get notifications, updates, and information. Make sure to like and become members of the following:

- Upper Merion Dance & Gymnastics Center page: This includes weather closures, tryouts, classes, and other special events that are open to the general public.
- UMDGC Boys Team and UMDGC Girls & Xcel Team: These are private groups for parents of 2017-18 gym team members that is administered by UMDGC staff. Information that is posted to these Facebook groups by non-staff members is not guaranteed to be accurate or true.

# **ATTENDANCE**

To ensure a safe, consistent, and productive workout environment, all team members are expected to follow the following attendance policies.



## **GENERAL POLICIES**

- Attend only the times that are listed for the participant's level, except as listed below under "Competition Requirements."
- Be willing and able to put forth maximum effort at each practice. The only exception to this rule is if the participant has a medical note.
- Provide email notification to gymteams@umdgc.com prior to the start of practice if the participant will be arriving late to and/or leaving early from practice.
- Meet the mandatory attendance requirements for the program the participant is enrolled in. Exceptions will be granted for isolated, unexpected, and/or unavoidable situations as listed under "Other Commitments".
- During inclement weather, missed practices will be considered excused if a winter storm warning for either ice (0.25") or snow (5") is in effect for the Lower Montgomery County area during the time of practice and up to 12 hours after the expiration of the warning. These warnings are issued by NWS Mount Holly. Notification will be provided a minimum of 60 minutes prior to the start of practice through email and Facebook.

## **OTHER COMMITMENTS**

UMDGC recognizes that school, family, and religion are priorities in the participants' lives. To facilitate this, practices will not need to be made up if all of the following requirements are met:

- if the scheduling conflict is isolated, unexpected, and/or unavoidable.
- prior written notification is provided in a timely fashion to the head coach.
- the gymnast is not attending a competition within 3 weeks following the absence.

If all of these three requirements are not met, the gymnast may be asked to make-up the practice prior to the competition and/or be scratched from the meet without refund.

## **PRACTICES ON MEET WEEKENDS**

Participants are to check the online meet schedules even if the participant is not competing as practice schedules may change. Attending a competition on a weekend fulfills a required practice for the current week (Monday-Sunday).

## **SUMMER SCHEDULE**

The summer schedule is in effect June through August. Specific times and dates are available during the spring. All gymnasts are highly recommended to train during the summer as often as possible even though there is no required attendance. The number of workouts the gymnast attends will dictate how quickly the gymnast moves up to the next level or how much progress is made at the current level. There are two summer workout options:

- Summer Camp: 9-10 weeks. Hours of supervision: 8:15a-5:30p; hours of structured activity: 9:30a-4:15p. Team members that attend summer camp may attend that evening's workout free of charge.
- Evening Workouts: Purchase a 10-circle workout pass or pay the summer monthly fee. After the first day of summer practice, you cannot switch between monthly and pass payment options. If you choose the monthly payment option, all three months must be paid and there is no prorating for missed times.

## **AT COMPETITIONS**

If an emergency arises and the gymnast will be late to a competition, the participant must text the coach that is listed on the schedule no later than the Report Time; do not call as the coach may not be available. Do not contact UMDGC, the host gym, or any other UMDGC staff member. Even if a text is sent, it does not guarantee that the gymnast will be

permitted to compete as it will be at the discretion of the host, the coaching staff, and/or how late the gymnast is. A phone directory will be distributed in early September.

## **INJURIES**

Only participants that have a valid medical note will be given exemptions from normal practice expectations. Unless a medical professional specifically states that the participant is not permitted to attend practice and/or is not permitted to do any physical activities, injured participants are expected to attend practices and meet attendance requirements while injured to focus on flexibility, strength, and specific events or skills that do not affect the injured area, and learn any changes to the routines. The coaching staff will provide an injury plan within two practice days after the doctor's note is received. A medical note is required to allow the athletes to make any changes to the training regiment, including returning to full practices without limitations.

If an injury occurs during a practice or a competition, the participant must notify a coach immediately. In the case of a serious injury, the staff at UMDGC will attempt to contact the parent/guardian immediately. If the UMDGC staff cannot contact a parent/guardian, the staff will use their best judgment to ensure that the participant receives the proper medical attention.

All athletes are solely responsible for taping and bracing their injuries prior to the start of practice.

## **CLOSURES**

There are no reductions in tuition during the months of break or holidays; the total tuition has been adjusted for these holidays and divided equally into monthly installments.

### **Holidays and Breaks**

- Labor Day weekend (Friday-Monday). No practices.
- Halloween. No practice.
- Thanksgiving Break (Monday-Sunday of Thanksgiving week). Modified practice schedule. No practice on Thanksgiving.
- Winter Break (December 23 to January 1). Modified practice schedule. No practices on Christmas Eve, Christmas Day, New Years Eve after 5:00p, and New Years Day.
- Spring Break (Monday-Sunday of Easter week). Modified practice schedule. No practice on Easter.
- Memorial Day Weekend (Friday-Monday). No practices.
- Early Summer Break (7-12 days after the end of the school year session). No team practices except those competing at the June in-house competition.
- July 4<sup>th</sup>. No practice.
- Nights of team meetings. No practices but camp will be held. Testing may take place prior to the meetings
- Late Summer Break (7-12 days after the end of summer camps). No practices.

## **COMPETITION REQUIREMENTS**

### **MANDATORY MEET ATTENDANCE**

All UMDGC gymnastics team members are required to compete the following number of competitions.

- Boys team: Minimum of 3 competitions. One of these competitions must be John Pancott Memorial Invitational, whose fee is included in the membership fee. The coaching staff also highly recommends attending Brian Babcock Invitational.
- Girls team: Minimum of 3 competitions. One of these competitions must be John Pancott Memorial Invitational, whose fee is included in the membership fee. The coaching staff also highly recommends attending the Pink Invitational.
- Xcel team: Minimum of 2 competitions. John Pancott Memorial Invitational (Jan 6-7) is required and the fee is included in the membership fee. If unable to attend the JPMI, the gymnast may elect to transfer the payment to the Pink Invitational (Feb 23-25) at the time of completing the UMDGC Commitment Form and cannot be changed after that date.

### **REQUIREMENTS TO COMPETE**

- Gymnasts should be able to complete all skills consistently and safely within a routine and throughout their daily assignments for 3 weeks prior to it being performed in the competition. If at any time during the three weeks prior to the competition the gymnast is unable to do it on a consistent basis, the coach has the discretion to take it out or scratch the event.
- The gymnast must be actively and fully participating a minimum of 3 weeks prior to a competition. If this requirement is not met, gymnasts that are unprepared will be scratched for their safety.
- Meet the mandatory attendance requirements for the gymnast's competitive level for all 3 weeks leading up to the competition. If an isolated, unexpected, and/or unavoidable situation related to school, religion, family, or illness arises, the head coach may require the gymnast to attend a make-up practice. These make-up practices must take place during the 3 weeks leading up to the competition and may occur as follows:
  - One of the other practice days for the gymnast's level that gymnast does not attend.
  - Girls levels 4 & 5 may attend Platinum practices with the written approval of the gymnast's head coach.
  - Girls levels 6 & up may attend Diamond practices with the written approval of the gymnast's head coach.

### **CHANGES TO ROUTINES**

It is common for routines to be changed as skills are added to increase difficulty, or taken away for safety reasons or to reduce deductions. Gymnasts who are unable to complete the routine successfully or who have a high probability to have a low score will be scratched from an event at the discretion of the UMDGC staff, whose decisions are final. While these decisions can be made as late as warm-up at the competition due to emergency situations, all other changes will be emailed to the parent no later than one week prior to the competition.

## **FINANCIAL COMMITMENTS**

All participants must be willing and able to make the following financial commitments.

### **TUITION**

All monthly tuition must be paid no later than the 1<sup>st</sup> of each month from Sep 2017 to May 2018. Failure to pay by the 1<sup>st</sup> of the month will result in a 10% late fee. If tuition is more than 7 days late, the participant will not be permitted to participate in the program until the tuition is brought current or a payment plan has been arranged with the owners. Monthly tuition is non-refundable and is not prorated for any reason after the 1<sup>st</sup> of each month.

If withdrawing from the team program, please complete a UMDGC Withdrawal Request Form online at [www.umdgc.com](http://www.umdgc.com). The date the form is received by UMDGC is the date that is used to determine the eligibility of any credits and refunds.

If at any time there are financial difficulties, please contact the owners via email as they will do their best to work out a payment plan.

### **Discounts available to team members**

The person making payment must notify the front desk at the time of the transaction in order to receive the following discounts.

- The same participant on multiple UMDGC/UMAS teams: 10%
- The same participant on team and attending classes: 10% off all classes, no discount on the team tuition.
- Members of the same household on multiple UMDGC/UMAS teams: 10% (classes not included)
- Employee discount: 20-25%
- Military discount: 10% with military ID of someone living at the same address as the gymnast.
- UMDGC/UMAS may occasionally offer special discounts for any tuition paid during a specified time.

### **Tuition Adjustments Due To Injuries**

UMDGC will issue an UMDGC credit for any time that a team member is under a medical professional's care for an acute injury for at least 7 days. Illnesses and chronic conditions/injuries are not eligible for tuition adjustment. Examples of chronic conditions/injuries include, but are not limited to, Sever's disease, Osgood-Sclatter, asthma, repeated concussions, and having pain only when performing the activity and/or a dull ache when at rest.

In order to receive an UMDGC credit equal to 50% of the tuition paid, the gymnast must have been injured at UMDGC or a USAG-sanctioned event and the injury must have been reported to the UMDGC staff immediately upon it occurring. Participants are not eligible for tuition adjustments if the gymnast attends a competition during the time of the adjustment. The process to receive a tuition adjustment due to injuries is as follows:

1. Email a copy of the initial doctor's note to gymteams@umdgc.com no more than 24 hours of the date on the note.
2. Make all monthly tuition payments in full and on time during the time of the injury.
3. Email a copy of the doctor's note clearing the gymnast to resume activities to gymteams@umdgc.com no less than 24 hours of the date on the note.
4. Fill out a credit request form – available on the left hand side of the website. UMDGC credits will be issued within 3 business days of receiving the credit request form.

## **UNIFORM**

**All uniform fees are due no later than noon on August 18, 2017.** Uniforms are non-refundable, non-returnable, and not eligible for credits after the order is placed with the manufacturer. Orders and payments received after the listed deadline will be subject to a 50% late fee. Uniforms are changed every 3 seasons, though it may change earlier if the manufacturer discontinues the styles.

### **Used Uniforms**

A post will be pinned to the top of the UMDGC Gym Team Parent Pages from June to August. Parents are welcome to post the items they are selling and the sizes within that post; all other posts will be deleted. It is recommended that you note in the replies to your comment when the item has been sold.

### **Borrowed Uniforms**

When an item must be borrowed, it is the responsibility of the two parties to handle all exchanges. However, the UMDGC staff will assist, if needed, in finding an individual with the correct size. UMDGC is not responsible for any damage, misplaced, or lost items.

### **Current Uniforms**

Pricing and list of all required uniform items is available on the uniform order form. These uniform items will be used 2016-17 to 2019-20, unless the manufacturers discontinue the material or design. When joining the team, the first bag is free if ordered by August 19. Team members are not required to purchase a team bag if they have their own.

### **MEMBERSHIP FEES**

The membership fee is split into three equal installments and both portions must be paid. After each deadline, the fee is not prorated, adjusted, credited, or refunded for any reason, including not being able to attend the mandatory competition. The membership fees are as follows:

- \$145 is due no later than September 15.
- \$145 is due no later than October 15.
- \$145 is due no later than November 15.

This fee includes:

- athlete's national USAG registration fee.
- athlete's state USAG registration fee.
- payment for coaches' USAG professional memberships, background checks, and other training that is required to be a team coach.
- fee to send the head coaches to USAG regional congress or other trainings.
- John Pancott Memorial Invitation registration on January 6-7, 2018 (or Pink Invitational for Xcel).
- Miscellaneous supplies for strength, conditioning, parties, and other team-related activities.

Payments received after the listed deadline will be subject to a 50% late fee.

### **MEET FEES**

The families attending a competition will be responsible for all the fees, expenses, and responsibilities associated with traveling to the competition including, but not limited to: the participant's and family's travel, the participant's and family's lodging and food, the participant's registration fee, spectator admission fee into the competition, and coach's fees for travel (e.g. food, lodging, mileage reimbursement, airfare, parking).

Nearly all regular season competitions will have deadlines on the 15<sup>th</sup> of each month; postseason schedules will be dictated by the host gyms and may have a minimal registration period. All paperwork (e.g. waiver forms) and payments must be returned to UMDGC by the deadline for the registration to be considered complete. Deadlines are strictly enforced and late fees of 50% will be applied, assuming a late registration can be accepted. Alternatively, anyone that attempts to register after the deadline can be put on the waitlist to serve as a sub if a gymnast withdraws. Subs that are accepted by the host gym will pay the normal fee.

All information will be posted on the team website and will include the deadline for registering, amount of payment, competition dates, spectator fees if available, maps/directions, and lodging information if the competition is more than 2 hours away.

### **Credits For Competition**

Competition fees will be issued an UMDGC credit for the reasons listed below.

- 1) If a competition is canceled, an UMDGC credit will automatically be issued. Competitions may be canceled due to low enrollment, the competition being already filled when UMDGC's roster is received by the host competition,

or (very rarely) due to inclement weather. Families may request a refund via email which will be issued once the competition fees are returned to UMDGC.

- 2) If an email is sent to gymteams@umdgc.com and a substitute can be found, is approved by the host, and the sub makes payment no later than the end of the next day UMDGC is open.

## **FUNDRAISING & BOOSTERS CLUBS**

UMDGC does not offer fundraising opportunities. UMDGC also does not have a boosters club, parents' organizations, etc. Parents are welcome to assist the UMDGC staff in working and organizing fundraising opportunities with the limited number of non-profit organizations that UMDGC supports, including Unite For HER and Cheer 4 Charity. Parents are also encouraged to set-up team bonding experiences or purchasing of team-oriented apparel with the prior, written approval of the owners of UMDGC prior to any information being distributed.

## **MOBILITY & LEVEL PLACEMENTS**

*When moving up a level, there is also an increased level of commitment, personal responsibility, work ethic, work load, and expectation. The following are factors that the coaching staff will use to gauge the readiness of each individual to advance at the completion of the competitive season.*

## **JOINING THE UMDGC GYMNASTICS TEAM**

### **Gymnasts Switching to UMDGC From Another Gym**

Due to internal growth, UMDGC cannot guarantee spaces on the team for gymnasts from other gyms. If spaces are not available, the prospective team member will be put on a waitlist. If spaces become available, team members will be selected by the head coaches, team director, and owners from the gymnasts that achieve a minimum of 75% of the skills for the level they wish to compete.

Prospective UMDGC team members may attend a private evaluation with the head coach of the desired level and two team practices free of charge. The gymnast's original gym will be notified when the gymnast completes UMDGC's commitment form or attends more than three practices at UMDGC. Tryouts may occur after the culminating meet of the season and before the Team Meetings (approximately mid-August). Because many team purchases and sign-ups occur in August and September, it is difficult or impossible to accommodate individuals after the team meetings. Exceptions will be considered for gymnasts and families with extenuating circumstances such as a move or the closing of a program; however, they may not be able to compete during the upcoming season.

Gymnasts that switch to UMDGC from another program will be placed at a level based upon the following criteria:

- Gymnasts who have competed at least one USAG-sanctioned competition will be placed at their current level. Gymnast who have competed in non-USAG competitions must follow the USAG policies for level placement.
- If the previous gym began training the gymnast at a higher level but the gymnast has not already competed at the higher level, the gymnast will be permitted to continue training at the higher level but must pass UMDGC's skills-testing by the testing deadline to remain at that level.

### **Preteam to Team**

For a preteam member to move to the competitive team, all three of the following requirements must be met no later than the Team Meetings (approximately mid-August).

- The coaching staff must agree that the gymnast is a hard and independent worker, good teammate, and mature enough to handle the requirements of the team program.

- Completion of at least 85% of the skills on the preteam skill sheet.
- Pass a skills test administered by the gymnastics team staff no later than the testing deadline of each year.

Those that pass the skills test after the deadline will continue to train during the preteam practices until the summer schedule starts in early June. These preteamers may learn the routines and may have the opportunity to compete in an in-house competition and non-sanctioned meets at the end of the competitive season.

### **Moving to Xcel Team**

In order to be eligible for UMDGC's Xcel team, the gymnast must be eligible to compete level 5, including passing mobility scores from level 3 and passing a skills test of level 5 skills. Placement into the Xcel program will follow USAG policies for the levels that UMDGC offers.

### **Moving from Xcel to Girls Team**

Any gymnast moving from the Xcel team to the Girls team must re-pass a skills test for the level that they are eligible to enter at. Level placement is determined by USAG and UMDGC policies based upon the gymnast's previous competitive experience and whether they previously qualified to states or not.

## **MOBILITY REQUIREMENTS**

### **Boys Team Mobility Requirements**

The boys team head coaches will notify the team members who are eligible to train levels 5 through 7 within 3 weeks of the gymnast's last competition of the season. All boys team members attempting to move up levels must be able to perform 75% of the new level's skills safely and consistently. The deadline to prove proficiency of these skills is the Team Meetings (approximately mid-August). If the gymnast is unable to perform 75% of the skills safely and consistently by the deadline, he must remain at the current level. Gymnasts looking to move up multiple levels must pass a skills test of 90% for each of the lower levels, and a final test of 75% of the final skill level.

For gymnasts moving to levels 8 to 10, the boys head coach will notify the eligible team members no later than 3 weeks after their last competition of the season. The optional head coach will make the final decision about level placement based upon the number of skills learned in the summer and the gymnast's age.

### **Xcel Team Mobility Requirements**

There is a two-step process to successfully move to the next competitive level. The first step of the process is to score 34.00AA at least once in the competitive season at the gymnast's current level. The second step is to show sufficient skill proficiency to compete at the higher level to the Xcel team head coach by the testing deadline.

### **Girls Team Mobility Requirements To Move To Level 4, 5, 8, 9, 10.**

For the Girls team program, there is a two-step process in order to successfully move to the next competitive level. The first step in the process is to prove proficiency in the current level by either of the following options:

- achieving a 35.00 All-around at a minimum of two competitions in the same competitive season.
- qualified for states by the UMDGC deadline and has attained at least a 34.00 all-around score in at least four competitions within the same season

The second requirement is to pass a test of a minimum of 75% of the skills required for the higher level no later than the team meetings.

If these requirements are not met by the deadlines, the gymnast must compete the same level during the upcoming season or move to a comparable level in the Xcel program.

### **Girls Team Mobility Requirements To Move To Levels 6 & 7**

Due to the special nature afforded to levels 6 & 7 by USAG, UMDGC mobility score from level 5 will be as follows:

- If the gymnast qualifies to states at level 5, she will be eligible to train level 6 during the summer. The gymnast must pass a skills test of 75% of the level 6 skills no later than the team meetings to remain at level 6 for the next competitive season.
- If the gymnast achieves two 35.00AA in the same season, she will be eligible to train level 6 and level 7 during the summer. The gymnasts must pass a skills test of 75% of one of these levels no later than the team meetings to remain at that level for the next competitive season.
- If the gymnast does not achieve the state qualifying score, and/or does not pass the level 6 or level 7 skills test by the team meetings, the gymnast may remain level 5 for the upcoming season or may move to the Xcel program.

### **EXCEPTIONS TO THE MOBILITY REQUIREMENT**

With the unanimous approval of the UMDGC owners, general managers, team director, and appropriate head coaches, requests for exemptions to the mobility requirements may be granted for the reasons listed below. The staff will consider the qualification scores achieved, state declaration date, upcoming competition schedule, the level trying to be achieved, and whether the switch would cause disruptions to current members of the level/group. All USAG mobility requirements must still be achieved regardless of UMDGC's policies. Reasons the staff would consider exceptions to the mobility requirement are if the gymnast:

- is attempting to move up multiple levels in one season. They may follow the process listed below.
- is under doctor's care for an acute injury for more than 4 consecutive weeks during summer training time. Gymnasts are not allowed to register for competitions until their final level is determined.
- is under doctor's care for an acute injury for more than 12 consecutive weeks between September and May. Gymnasts are not allowed to register for competitions until their final level is determined.
- is close to the mobility score at multiple competitions and has mastered what the head coach deems as the key skills for the level.

### **Moving Up Multiple Levels In a Single Season (Girls Team Levels 3 & 4 Only)**

The following process will be followed for Girls Team members who are level 3 or level 4 who would like to move up multiple levels in the same season. If any of these steps are not achieved, the gymnast will not be eligible to move up multiple levels and will immediately be removed from the process.

1. Achieve two 36.00AA at the current level in the same season. (i.e. Level 3)
2. Learn 75% of the skills for the first higher level no later than May 31 through regular attendance of the 36.00AA training group and/or private lessons. (i.e. Level 4)
3. Pass 75% of the first higher level at a skills test with the supervisor no later than May 31. (i.e. Level 4)
4. Attend special practices that will be held during the week of the Early Summer Break to learn the new routine (i.e. Level 4)
5. Score a minimum of 33.50 at the unsanctioned, in-house competition in June at the first higher level. (i.e. Level 4)
6. Learn 75% of the skills for the second higher level through summer training (i.e. Level 5).
7. Pass a test of 75% of the skills for the second level no later than July 31. (i.e. Level 5)
8. Score a minimum of 35.00AA for the first level at the sanctioned, in-house competition in August. (i.e. Level 4)
9. Complete all paperwork and payments by the deadline for the second higher level. (i.e. Level 5)



## **TRAINING AT THE NEW LEVEL**

Gymnasts who have met the mobility score requirement will start training at the higher level's practice times once the summer schedule starts. Between the culminating meet of the season (i.e. states, regionals, nationals) and the start of the summer schedule, gymnasts will train skills for the next level during their normal practice schedule if eligible.

### **36.00AA Training Class**

This special program may not be offered each year; it will depend on the staff's and facility's availability. This is a special class for female level 3 and 4 gymnasts that achieve two 36.00AA in the same season. The participants will begin learning skills for the next higher level. Attending this class does not count toward the attendance requirements. Space is limited and will be offered on a first-come-first-served basis. If an eligible gymnast is not able to attend, please let the team director know so that another eligible gymnast from the waitlist can be invited.

## **TESTING**

To better guarantee a successful competitive experience and to ensure uniform expectations for representing the gym, UMDGC requires all team members wishing to move up levels on the competitive teams to participate in skill testing. The skill testing is designed to: better prepare the gymnasts for the successes and failures they will experience at competitions; create consistency in performance of the major skills in their routines; build confidence in these skills to allow the gymnast to focus on the details within the routines; and prepare them for the skills they will encounter at higher levels.

### **Testing Procedures**

- Proficiency: A date on the team skill sheet. The gymnast can perform a skill 3 out of 4 attempts with minimal deductions for form, amplitude, execution, and dynamics. Gymnasts may earn proficiency dates from any member of the UMDGC team coaching staff. Only a supervisor or designated staff member is permitted to take away proficiency dates, and only during testing.
- Once the gymnast attains 75%, they must schedule a test with supervisor or designated staff member during the designated times. If the gymnast is unable to prove proficiency of 75% of the skills by the deadline, they must remain at the level they were at the last previous year or move to the Xcel program.

### **2018 Testing Dates.**

The process to register for a testing timeslot will be distributed closer to the testing dates. Those not register for camp are permitted to attend the 1:45p testing timeslot free of charge. Please remember that it often takes 2-3 testing attempts to pass.

- Wednesday, July 18, at 1:45p and 4:15p. (This is the only testing day for gymnasts attempting to move up multiple levels).
- Thursday, July 26, at 1:45p.
- Friday, July 27. Each level will be assigned specific timeslots starting at 4:15p.
- Wednesday, Aug 1, at 1:45p.
- Friday, August 3. Each level will be assigned specific timeslots starting at 4:15p.
- Saturday, August 4. Each level will be assigned specific timeslots starting at noon.
- Thursday, August 9, at 1:45p.
- Friday, August 10. Each level will be assigned specific timeslots starting at 4:15p.
- Saturday, August 11. Each level will be assigned specific timeslots starting at noon.
- Monday, August 13, at 4:15p
- Wednesday, August 15, at 1:45p.

### **Loss of Skills**

If, during the season, the head coach, general manager, team director, and owner unanimously agree that a gymnast is unable to consistently perform 75% of the skills after passing a skills test, the gymnast will be retested. The gymnast will be given a minimum of a one-week notice and a member of the gymnast's family may be present during the testing. If the gymnast does not attain the required 75% of the skills at the test, the gymnast will not be permitted to attend or register for any meets until they re-attain 75% and pass a skills test. The registration fees will be credited (no refunds) for any meets that have already been registered for that they are unable to attend.

## **OTHER POLICIES**

### **APPEARANCE & ATTIRE**

#### **Appearance for both practices and meets**

- No jewelry, with the exception of one pair of stud earrings (one in each ear). This includes body piercings.
- Tattoos must be covered at competitions.
- Long hair must be in a bun or ponytail in a manner so that it does not cover the eyes and the hair cannot come into contact with the eyes during practices and competitions.
- Boys Team: Males must wear snug-fitting and non-restrictive t-shirts (or tunic) and shorts to practice. It is recommended the gymnast bring pants for pommel horse. For the safety of the gymnast and their coaches, male gymnasts may work out without shirts if they are at the optional level.
- Girls & Xcel Team: Females must wear a leotard to practice and may wear spandex/velvet shorts.

#### **Grips**

Due to the danger of using grips that do not fit correctly, gymnasts are never permitted to use another person's grips. If a gymnast that normally trains with grips forgets their grips, they will not be permitted to practice on that event. If this occurs at a competition, they will be scratched from the event, even if it is a qualifying meet such as states or regionals. For this reason, it is highly recommended that the gymnast keeps an old pair of grips for each event in their bag for emergency situations.

Grips are never to be used on events that they are not designed for. Doing so can cause significant injury due to grip lock (broken wrists and forearms) or peeling off of the event.

### **CHOREOGRAPHY & MUSIC**

#### **Routine Choreography**

The head coach is solely responsible for the choreography of all optional routines. The boys team coaches will choreograph all routines for their gymnasts during normal practices or private lessons held at no expense to the gymnast. The girls and Xcel team staff will choreograph vault and bars routines, and make changes to previously choreographed routines during normal practice times or private lessons held at no expense to the gymnast. All routine choreography, and changes to previously choreographed routines, will be done once the gymnast's level has been finalized.

- Space and time slots are limited for routine choreography at UMDGC and UMAS. There is no charge for facility usage if choreography done at UMDGC and UMAS is held during listed private lesson times. Timeslots must be booked a minimum of 48-hours in advance. It is highly recommended all routine choreography is finished no later than Labor Day.

- If an optional gymnast wishes to have the routine choreographed by a non-UMDGC staff member, the gymnast must have the approval of the head coach and the head coach reserves the right to make changes to the routine choreography.
- Choreography costs
  - First-time optional gymnasts with at least two full competitive seasons will cover up to 90 minutes of private floor if performed by a UMDGC staff member.
  - All other optional gymnasts are responsible for costs associated with new choreography.

## Music

- Selecting and Submitting
  - All potential optional gymnasts must submit 3-5 selections (website links or file attachments) to your prospective level's head coach no later than June 1 of each season. The head coach will make a final selection within 7 days of submission.
  - Email all music to Dave, the choreographer, and the head coach no less than 7 days prior to the choreography or the last day of summer training, whichever is earlier.
  - As per USAG policy, all music must be mp3/iTunes-compatible. All optional gymnasts are responsible for bringing a copy of their music to meets on an I-Pod/mp3 player as a backup to the gym's iPods.
- Purchasing of Music
  - UMDGC will purchase the music for all new optional members with a minimum of 2 full seasons of competitive experience with UMDGC. The music will be purchase the music 7 days prior to the scheduled choreography.
  - All other gymnasts are solely responsible for all fees associated with purchasing, mixing, licensing, etc. of the music.
- Licensing & Music Suppliers
  - Music must be created and mixed by a licensed individual or company. Licensing information must be emailed to Dave.
  - All girls and Xcel team routines should be purchased through the links on the Girls & Xcel Team webpage.
  - If not purchasing from one of the companies listed on the website, it is the responsibility of the gymnast to submit all licensing information to Dave when submitting the music.
  - If cutting your own music – it must be the original, licensed instrumental (i.e. karaoke versions may not be used). Songs cannot be blended together unless a 2 second pause occurs between the songs. The length of the song is the only thing that can be modified through cropping the music. The head coach and Dave will approve all cut music and ensure that all licensing requirements are met.
- Music length:
  - Level 6 and Platinum: 1:10 maximum
  - Girls Level 7+ and Diamond: 1:30 maximum

## COMPETITIONS

- At no time and/or for any reason is anyone but an owner or the team director permitted to communicate with a meet official or host organization.
- At no time and/or for any reason is any spectator permitted in the competition area. In cases of injury, the parent/guardian must wait until a meet official or coach flags them onto the floor.

## **CONCUSSIONS**

UMDGC will follow the general policies and intent of PA Senate Bill 200 to ensure the safety of our participants when the possibility of concussions exist. The most important aspects of this bill are:

- All participants and parents must read “Heads Up: Concussion in High School Sports” that is found on the team websites. Confirmation that you have read the appropriate information is included on the team commitment form.
- UMDGC staff members that are professional members of the governing body of their sport will be required to take an annual concussion management certification course offered by the Centers for Disease Control.
- Participants with any concussion symptoms must be removed from play.
- Participants may only return to play after they have been evaluated and cleared in writing by an appropriate medical professional.
- Coaches that do not comply will be penalized in a manner similar to those required by coaches of extracurricular activities:
  - For the first violation—suspension from coaching at competitions for three months.
  - For the second violation—suspension from coaching at competitions for 12 months.
  - For the third violation—permanent suspension from coaching any competitions.

## **NUTRITION**

All team members are expected to maintain good eating habits. Due to the prevalence of eating disorders and liability issues, UMDGC does not permit the coaching staff to provide additional nutritional information to the participants unless it is formulated by a certified nutritionist or provided by the national governing body of sport.

Due to food allergies, it is imperative the coaching staff and all participants wash their hands with soap and water for 20 seconds after eating in order to reduce the chance of allergic reactions after eating or snacking.

## **PRACTICES**

### **Clean-Up at the End of Practices**

All team members are responsible for making sure their respective events/areas are cleaned at the completion of every practice. This includes: cleaning up the chalk; throwing away all trash; and storing all mats, equipment, and supplies in their assigned areas.

### **Party/Team Room**

If not being used by UMDGC staff or for special events, team participants may use the party/team room when arriving early or leaving late. The party room must remain clean and presentable at all times, and team members are not permitted to use the arts & crafts supplies. Guests (e.g. parents, siblings) are not permitted into the party room unless they are actively helping the team participant with homework. Please respect others that are trying to do homework by keeping the volume of conversations and the TV to a minimum. Those unable to follow these rules will not be permitted to use the party room in the future.

### **Personal Belongings**

UMDGC is not responsible for damaged, stolen, lost, or misplaced property/money. Participants bring all personal items at their own risk. Any food-, drink-, or clothing-related items will be thrown away at the end of each night unless UMDGC is notified. Grips, braces, school bags, gym bags, and electronics will be held for 7 days before being donated to charity or thrown away.

### **Cell Phones**

Participants are not allowed to use cell phones on the field of play at competitions and anytime during practices. Participants who use their cell phones during practice will have their phones confiscated and returned at the end of practice. Participants using their cell phones while in the field of play during competitions will be scratched for the remainder of the competition. All official phone calls to parents/guardians will be done from the gym phone, unless the facility loses electricity.

## **RIPS & BLISTERS**

It's usually best to pop a blister and cut off all the skin that is forming the bubble. This allows the skin to dry out and start healing quickly. Trim all the edges of the rip so that they do not get snagged and cause the rip to expand. Keep the rip coated with lip balm or preparation-H throughout the day. It is recommended to also do this at night before bed. In this case, put a wristband or sock over your hand.

The first day that the bubble is popped, it's going to burn when put under water. Putting petroleum jelly on the rip will repel the water and reduce the pain.

### **DuoDerm**

DuoDerm is a skin dressing used to aid in the process of healing wounds. Application instructions include: cleanse with soap and dry the area completely. Cut the DuoDerm a ½ inch beyond the rips margin and peel the adhesive backing off. Place the sticky side directly on the rip and keep on overnight. UMDGC may have a limited supply available or you may purchase your own at specialty drugstore.

## **ADDITIONAL GYMNASTICS TEAM INFORMATION**

### **PRACTICES**

#### **What To Put In Your Gym Bag**

Every participant should bring grips, wristbands, and tape to every workout and competition. Additional items to consider bringing: water bottle, ace bandages, braces, deodorant (don't be afraid to reapply), personal hygiene items, shoes, and hair accessories (scrunchies, hair clips, hair spray).

#### **College Students**

Upon graduation, UMDGC participants that are prospective or current members of a college team or college club team are permitted to workout at UMDGC free of charge during their fall, winter, spring, and summer breaks. This right may be revoked at the discretion of the coaching staff or owners if there are too many participants working out or if the college students become a nuisance or distraction.

### **MEETS**

#### **Basics of Gymnastics Meets**

##### **Age Groups**

The method to calculate the age is as follows:

- Boys, All Levels: May 31, 2018
- Girls Levels 3-7 and all levels of Xcel: last day of the state competition for the gymnast's level. Some meets will determine the age as of the day of competition.

- Girls Level 8: last day of the regional competition. Some meets will determine the age as of the day of competition.
- Girls Levels 9 & 10: last day of the national competition for the gymnast's level. Some meets will determine the age as of the day of competition.

The host gym will create age groupings based upon the age distribution at each level.

#### Awards Ceremony

All gymnasts must remain in the awards area until the final award is distributed for the session unless he/she has received permission from the coach prior to the start of the competition.

- In a show of good sportsmanship, each UMDGC gymnast may not have more than one award on the stand at a time. All previously accepted medals should be removed before returning to the awards stand to accept another event award. The exception is the all-around award; the gymnast may wear all of their medals to the podium as they are being recognized for the performance on all of the events.
- Gymnasts are required by USAG to accept all awards in their competition attire or warm-ups. No shoes or t-shirts are permitted on the awards stand.
- All gymnasts should focus on the awards stand. Gymnasts are not permitted to use cell phones, play games, or participate in any activity that may take away from the awards ceremony.
- Parents and other meet spectators are not permitted in the competition area during the awards ceremony unless the meet host gives permission. At the completion of the awards ceremony, spectators should wait for the gymnasts to come to you and should not come onto the floor to find them.
- Coaches are not expected nor required to attend the awards ceremony if they are coaching multiple sessions on the same day as this is their break period. Coaches attending only one session must attend the awards ceremony.

#### Cell Phones

As per USAG policies: "The use of cell phones (talking, texting, etc.) or any type of wireless communication device is prohibited while on the field of play (competition area). Coaches are permitted to record their OWN gymnasts' exercise for personal use but should not in any way interfere with the competition."

#### Formats

Regardless of the format and assuming there are no problems or injuries, most gymnastics meets will last 4+ hours, including awards. Spectators should bring things to do as there is a lot of downtime.

- Capital Cup: Gymnasts are split into two groups and there are two sets of equipment. While one group is competing on the "competition equipment", the other group is warming-up on the "warm-up equipment." The gymnasts then switch roles. Occasionally, the gymnasts will get a warm-up touch on the actual competition equipment before actually getting judged. After all of the events are competed, awards will be presented. This is the fastest competition format.
- Modified Traditional: Gymnasts will have a 15-30 minute open stretch period. The gymnasts will go to the first event and warm-up for approximately one minute per gymnast. Large groups may be split into smaller subgroups to allow less time between warm-up and competition. After the warm-up period, the event will be judged. After all of the events are finished competing, the groups will rotate to the next event and repeat. After all of the events are competed, awards will be presented.
- Traditional: The most common format for boys' meets. Gymnasts will have a 15-30 minute open stretch period. Timed warm-ups on all of the events will take place, approximately one minute per gymnast in the group. After all of the events are warmed-up, the gymnasts will have a march-in and begin competing. After the completion of the competition, awards will be presented.

#### Meet Times

Meets are held on Saturdays, Sundays, and occasionally Fridays. For some larger competitions, sessions may be held on Mondays, but most hosts try to avoid this unless it's a holiday weekend (i.e. MLK Jr. Holiday, President's Day). The host

gym will provide specific times and days approximately 7-10 days prior to the competition. Do not register for competitions if you are aware of a potential conflict as the meet fees will not be refunded (e.g. religious holidays, confirmations, weddings, showers, competitions for other sports).

#### State, Regional, and National Competitions

These are special meets that gymnasts must qualify for. Gymnasts are only permitted to attend these meets by reaching a qualifying score, attending a specified number of competitions, and/or attaining a certain ranking in all-around. These qualifications are set by USAG and are subject to be changed by the USAG board after they have been issued.

#### Swimming and Hot Tubs at Competitions

Gymnasts are not permitted to swim or use hot tubs on the day of competitions or the night before a competition that has a morning report time. Gymnasts are welcome to swim and use the hot tubs after they are finished their scheduled competition times. Swimming and using hot tubs during other times may be permitted by the director or head coach depending on the competition schedule and special circumstances.

## SPECIAL TEAM PROGRAMS

#### Boys' Future Stars

By invitation only. The Future Stars program draws mainly from levels 4-7 and is used to select the Junior National Developmental Team. Routines are split by age group, regardless of level; the older the age of the gymnast, the more difficult the routine the gymnast is required to perform. Eligible participants perform selected skills and compulsory routines on the six men's events plus strength, flexibility and trampoline. State/Regional competitions are normally held in October with a national competition in November at the Olympic Training Center, Colorado Springs, CO.

#### Expectations

- If the gymnast does not meet the following expectations, UMDGC reserves the right to remove the gymnast from Future Stars. These expectations apply to both the gymnast's normal UMDGC practices and the Future Stars practices.
- Work Ethic: Participants will be expected to be focused, make corrections to their skills, try new skills, and work hard.
- Attendance: Selected gymnasts will be expected to consistently meet all attendance requirements. The only excused absences are due to sickness, UMDGC breaks, family vacation. All missed practices must be approved by the Future Stars staff.
- Financial Commitment:
  - The Future Stars program has a separate monthly tuition.
  - UMDGC will prepare the meet fees for all testing similarly to traditional meets. Those attending the testing will be responsible for all expenses associated with attending the competition.

#### Boys' Junior Elite Competitive Team / Technical Sequences

By invitation only. Levels 8 to 10. Competition groupings are split by age group, regardless of Junior Olympic level. Junior Elite participants compete both the Junior Olympic optional routines as well as compulsory technical sequences on each of the men's events. Junior Elite gymnast's scores will be the total of both the technical sequence and optional routine. Only Junior Elite competitors are eligible for the Junior National Team. Junior Elite competitions are rare and sometimes only performed at championship meets (States, Regionals, and Nationals) given the competition season and the meets UMDGC attends that year.

### Expectations

- If the gymnast does not meet the following expectations, UMDGC reserves the right to remove the gymnast from Technical Sequences. These expectations apply to both the gymnast's normal UMDGC practices and the Technical Sequences practices.
- Work Ethic: Participants will be expected to be focused, make corrections to their skills, try new skills, and work hard.
- Attendance: Selected gymnasts will be expected to consistently meet all attendance requirements. The only excused absences are due to sickness, UMDGC breaks, family vacation. All missed practices must be approved by the TOPS head coach.
- Financial Commitment:
  - The Junior Elite program has a separate monthly tuition.
  - UMDGC will prepare the meet fees for all testing similarly to traditional meets. Those attending the testing will be responsible for all expenses associated with attending the competition.

### **Girls' TOPS**

TOPS is an extra training program designed to prepare the selected gymnasts for the skills, strength and flexibility from USAG's TOPS program. This program is not about training through UMDGC or USAG levels or working on skills that fit the girls the best for the optional levels, it is about training for USAG/UMDGC Level 4 while developing for the elite compulsory routines and using the TOPS skills, strength and flexibility.

### Eligibility & Tryouts

All non – competitive female gymnasts recommended by the gym super that are 5 yrs old to 10 yrs old on December 31<sup>st</sup> of the calendar year are eligible to try out for TOPS. The practices and tryouts will be held annually around the first week of June. During that week, gymnasts will be exposed to and evaluated on strength, flexibility, and selected skills on the four competitive events. The top eight of those who tryout will be invited to participate in TOPS for the upcoming season; this number may be expanded with the unanimous consent of the TOPS head coach, team director, general managers, and owners based upon score distribution, number of coaches available, and facility space. Not all gymnasts that tryout will make TOPS, and there will be no preference to those that have been on the previous season's squad (though they will have an inherit advantage due to being exposed to the skills previously).

In order to participate, the gym supervisors or a team coach must notify the TOPS Head Coach and the Girls Team Director via email no later than May 20 of each year. Gymnasts that are selected and at least one parent/guardian must attend a mandatory meeting, which will be held shortly after the selections are announced, and sign a contract stating they understand the higher expectations required at both their normal TOPS practices. Gymnasts in the TOPS program will attend two days in order to balance out strength and body shaping versus skills.

### Injury During Tryout Period

If the gymnast is injured during TOPS tryouts with a doctors note, they may tryout in all areas that the doctors note permits. If they score in the top eight in each area that they participate in, then they will have the opportunity to complete the remainder of the tryout approximately one month after they have full clearance. If the TOPS head coach, team director, general managers, and owners feel that the injured gymnast would have been in the top eight of all participants in the original tryout then they may be invited to join TOPS for the remainder of the season.

### Expectations

- If the gymnast does not meet the following expectations, UMDGC reserves the right to remove the gymnast from TOPS. These expectations apply to both the gymnast's normal UMDGC practices and the TOPS practices.
- Work Ethic: Participants will be expected to be focused, make corrections to their skills, try new skills, and work hard.



- Attendance: Selected gymnasts will be expected to consistently meet all attendance requirements. The only excused absences are due to sickness, UMDGC breaks, family vacation. All missed practices must be approved by the TOPS head coach.
- Financial Commitment:
  - The TOPS program has a separate monthly tuition.
  - All expenses of testing outside UMDGC will be the responsibility of the parents: fees, coach's payroll, travel reimbursement.
- Testing may occur in a variety of ways.
  - UMDGC may choose to host an in-house un-official testing. Girls who qualify based on the National Requirements may be invited to go to an official TOPS testing.
  - In order to attend an official testing, each gymnast will need to be an official member of USAG and will be required to pay any applicable testing and coaches fees.
  - Success at an official testing may qualify the gymnast to attend special camps hosted by USAG.

## **SPECIAL EVENTS**

### **Team Meetings – August 16 - 17, 2017**

The UMDGC Gymnastics staff and key UMDGC staff will hold team meetings in August during one of the normally scheduled practices times for each team. If a family is unable to attend the scheduled time for their team, they can contact the UMDGC director to find another timeslot to attend before August 18, 2017. The following will be done at these meetings:

- Uniform sizing – fees will be due no later than August 18, 2017.
- Meet and greet with the gym team staff and other key UMDGC staff members.
- Review of UMDGC team handbook.
- Expectations for the upcoming season

The team meetings for next year are August 15 & 16, 2018, at 6:00p.

### **Additional Team Meetings**

The following meetings will be hosted by the head coaches. It is recommended that all parents attend these meetings.

- November: Review meets, set goals for winter break and January meets, short time to talk with the head coach to review your gymnast's progress.
- Late January or early February: Review meets, changes to expect at practices, set goals for postseason, short time to talk with the head coach to review your gymnast's progress.
- After season is finished: private or small group meetings with head coach to review season, discuss options and goals for the summer, expectations for the next season.
- July: Update on upcoming season, plans for PLCs and fundraising, short time to talk with the head coach to review your gymnast's progress.

### **Team Pictures & Winter Break Activities – December 16-17, 2017**

UMDGC/UMAS hosts a day-full of activities for most members of the UMAS and UMDGC teams. The usual schedule is:

- Saturday morning - Team photos: Open to all team members. Wear your team uniform. Each time will be assigned a specific timeslot. Prices and packages will be available several weeks before; order forms will be available on the day of pictures. After pictures, team members are welcome to stay at UMDGC for an open workout.
- Saturday afternoon – Activity: Open to all team members ages 7 and older. Previous activities include indoor water parks, Marple Sports Arena, Get Air, and Ozzy's Family Fun Center.

- Saturday evening – Catered dinner & shopping trip: Open to all team members ages 7 and older. Dinner is at UMDGC and the shopping trip will be at the Plymouth Meeting Mall or similar mall near the activity.
- Saturday night & Sunday morning – The team staff will hold a night of activities including gift wrapping, scrum, gladiator fights, obstacle courses, cartwheel challenge, pillow polo, and open workout. Lights out around 3:00a and everyone must be picked up by 10:00a.

### **End of the Season Gathering – Early June 2018**

In late-May or early-June of each year, the UMAS Cheer and UMDGC Gymnastics teams hold a joint gathering to celebrate special accomplishments and recognize recipients of special recognition awards. In previous years, this has been a team picnic at a local park.

#### **Banner-of-Fame**

- Anyone may nominate a performance for special recognition by letting Dave know through email (devasew@gmail.com).
- The owners will select a total of up to 16 winning performances per year from all the UMDGC gym teams and UMAS cheer team.
- Winners will be announced at the team picnic or team meetings.

#### **End of Season Recognition**

- Awards
  - Teammate of the Year: Supports other team members during practices and expresses team spirit at all competitions.
  - Most Improved: Has shown the greatest improvement since the beginning of the season.
  - Most Consistent: The participant that is rock-solid with minimal errors throughout the season.
  - Hardest Worker: Determination to improve themselves and dedication to the sport regardless of innate potential.
  - Best Competition Presentation: Steps up the execution and “flair” at the competitions that sets them above the rest of their teammates.
  - Coaches’ Award: The participant that is a joy to coach because they continually listen and attempt to make corrections, and have a positive attitude at practices.
- Winners will be chosen by the gym team staff.