



# **UMDGC Gym Team Handbook Sep 2025 – Aug 2026**

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# CONTENTS

<b>INTRODUCTION</b> .....	<b>1</b>
Mission Statement and Goals .....	1
Handbook Policies.....	1
SafeSport .....	2
Usage of Names, Logos, Likenesses .....	2
Solicitation .....	2
UMDGC’s Team Programs .....	2
<b>EXPECTATIONS &amp; RESPONSIBILITIES</b> .....	<b>4</b>
General Expectations .....	4
Team Members .....	4
Parents, Guardians, and Guests .....	4
Team Staff .....	5
Head Coaches and Directors .....	5
<b>COMMUNICATION &amp; SOCIAL MEDIA</b> .....	<b>7</b>
Chain of Command .....	7
Communicating with Coaching Staff.....	7
Electronic Communication .....	7
<b>ATTENDANCE</b> .....	<b>10</b>
General Policies.....	10
Practice Schedules.....	10
Excused Absences .....	11
Latenesses to Competitions .....	12
Attendance and Injuries .....	12
Closures.....	12
<b>COMPETITION REQUIREMENTS</b> .....	<b>13</b>
Mandatory Meet Attendance .....	13
Requirements to Compete .....	13
Changes to Routines .....	13
<b>FINANCIAL OBLIGATIONS</b> .....	<b>14</b>
Timely Payments.....	14
Withdrawing from the Team.....	14
Financial Hardships.....	15
Tuition .....	15
Uniform.....	16
USAG National membership .....	17
Competition Fees.....	17
<b>PARENT PARTICIPATION</b> .....	<b>20</b>
Fundraising.....	20
Team Bonding.....	20
Booster Club .....	20
<b>MOBILITY &amp; LEVEL PLACEMENTS</b> .....	<b>21</b>
Joining a Gymnastics Team.....	21
Mobility Requirements.....	22
Testing.....	23
<b>HEALTH</b> .....	<b>24</b>
Bullying.....	24
Injuries .....	24
Concussions.....	24
Nutrition.....	25
<b>OTHER POLICIES &amp; INFORMATION</b> .....	<b>26</b>
Appearance & Attire.....	26
Choreography & Music .....	26
Practices .....	27
Meets.....	28
Special Events .....	29

# 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.

## 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 are 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.
- provide a multi-tiered program that has a place for all ability levels.
- provide an opportunity for those wishing to train at a higher intensity and commitment level to achieve larger goals.
- 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 UMDGC/UMAS as listed in this Team Handbook, program guide, website, posted in the facility, and as communicated by UMDGC/UMAS 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, UMDGC/UMAS will update the rules, policies, and procedures only when required by the 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 UMDGC/UMAS, the owners will use the handbook, latest program guide, and their vision for UMDGC/UMAS 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.
- **"Field of Play"** is defined by USAG 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.

## **SAFESPORT**

UMDGC/UMAS fully complies with or exceeds the requirements for SafeSport. A copy of the USAG (gymnastics teams) or USASF (cheer teams) SafeSport policy packet will be available:

- in the commitment form
- online at [www.umdgc.com](http://www.umdgc.com).

All UMDGC/UMAS team members, staff, and family members must follow these policies. Failure to comply will lead to dismissal from UMDGC/UMAS programming, legal action, and/or disciplinary action by the national organization governing the sport and/or SafeSport. Mandatory annual training and/or review is required for all athletes, parents, and staff.

## **USAGE OF 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. These cannot be used directly and indirectly to endorse a third-party item or service.

Anyone wishing to use the names, logos, team names, etc. must have the prior written approval of the UMDGC/UMAS owners. Anything created without an owner's prior written approval is not authorized, and may not be worn, displayed, or sold. Failure to comply may lead to disciplinary action, including dismissal from UMDGC/UMAS programming without refund.

## **SOLICITATION**

UMDGC does not allow any solicitation by third parties at UMDGC or UMAS, and during events that UMDGC and UMAS sponsor without the prior written authorization of the program director and owners.

## **UMDGC'S TEAM PROGRAMS**

UMDGC currently offers three nationally recognized competition programs. All three of these programs are part of USA Gymnastics.

### **HOPES**

The Olympics Hopefuls program (HOPEs) is a program to identify talented gymnasts, generally aged 11-14, and train them to an advanced level. To qualify for HOPEs, a gymnast must pass both the elite compulsory and optional qualifiers and get a certain minimum score. HOPEs Elite gymnasts compete at elite meets as a preliminary step towards Junior Elite. HOPEs athletes use the international code of points (FIG) to construct routines which will prepare them for the Elite program in the future. Athletes who participate in hopes will either go on to Junior Elite or Developmental level 10. Either way, it puts them in the spotlight to draw attention from NCAA recruiters. Should an athlete pass the qualifying competitions, she will be invited to participate in the Hopes Championship, which is a national competition held in conjunction with the U.S. Classic (National Elite competition).

### **Men's Developmental Program**

The Men's Development Age Group Competition Program provides training and competitive opportunities for beginner to elite gymnasts from ages 6 to 18. The Development Program is organized into ten different levels of training or competition. Each level has multiple age groups and opportunities for participation and competition. Competition is conducted at the local, state, regional and national levels through USA Gymnastics sanctioned invitational meets and championship level meets. The Men's Development National Championships are held in May of each year for eligible athletes in Levels 8, 9 and 10 who have qualified through their Regional Championships. The season culminates for eligible Level 10 athletes at the P&G Gymnastics Championships.

## **Women's Development Program**

The Women's Development Program (WDP) was created with the belief that all athletes, regardless of their potential, must have a solid foundation of basic skills to advance safely. The DP program consists of levels 1-10, and UMDGC begins competition at Level 3. It is typical for an athlete to advance levels every 1 to 2 years, which means excelling in this type of program requires long-term commitment.

## **Xcel**

The USA Gymnastics Xcel program was developed as an alternative competitive program offering individual flexibility to coaches and gymnasts. The goal of Xcel is to provide gymnasts of varying abilities and commitment levels the opportunity for a rewarding gymnastics experience. The program allows a wide choice in skills to meet requirements, so athletes can play to their individual strengths.

The focus of the Xcel program is sportsmanship, leadership, teamwork, and fun. The emphasis in the Xcel program is on correct technique, form, and performance. UMDGC's Xcel program is aimed at athletes who love competitive gymnastics but want a more flexible schedule so they can pursue other interests as well.

# EXPECTATIONS & RESPONSIBILITIES

## GENERAL EXPECTATIONS

Coaches, parents, and gymnasts, as well as the guests of these individuals, represent UMDGC when we travel to any competition or public event, whenever they are wearing UMDGC/UMAS apparel in public or on social media. The UMDGC/UMAS staff takes the program's reputation very seriously and have worked extremely hard to be regarded as a respectful program with exacting standards, morals, and ethics. We hope to form positive relationships with all other gyms and officials. All gymnasts, coaches, and parents are expected to always display a high level of sportsmanship.

## TEAM MEMBERS

- Follow all policies and procedures.
- Always 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 something is unclear.
- Work hard and wisely during every practice.
- Always be respectful and supportive of 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" and SafeSport policies and watch any associated multimedia 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 supervisor 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, 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, through email, or private chat in the team's BAND. 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 BAND daily. Emails will be sent for especially essential information or large amounts of info.
- 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 always supervised.
- Address all parent's and participant's concerns and questions in a timely and professional manner.
- Ensure gymnasts attend the correct practice times.
- Use practice time wisely and keep participants working.
- Provide up-to-date information through the team's BAND and, for particularly important information, email.
- Be prepared and on time for 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 UMDGC/UMAS policies at practices and competitions.
- Check BAND and your emails each day you are scheduled to work.
- 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
  - SafeSport requirements
  - Concussion training as mandated by the state and all governing bodies.
  - PA clearances and background checks
- Meet required attendance and commitment standards as set form in the UMDGC Personnel and Operational Manuals, and the latest version of the UMDGC Gym Team Handbook.
- Attend and be on time for 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.

## HEAD COACHES AND DIRECTORS

In addition to the above staff responsibilities, head coaches and directors 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.

### 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. The 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 and directors 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@umdgc.com at the start of warm-ups and/or at least once per day. Make sure to respond to all emails in the gymteams@umdgc.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.
- Check the calendars listed in Outlook on the work computers to be informed about upcoming events, deadlines, and other important occurrences.

### Practice Paperwork & Planning

- Schedule and be present for all evaluations of prospective gymnasts for their level(s) and ensure a waiver 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, unless notified by a supervisor. If the head coach is not planning to return as a head coach, notification must be submitted no less than 4 weeks prior to these dates.
- Communicate with parents of gymnasts that are behind in their training on a minimum of a bi-weekly basis.

- Make sure all gymnasts' information is properly updated in the database.
  - levels that the gymnast will be training during the summer no later than May 25.
  - levels are updated and correct by the last day of summer practices. If there are any subsequent changes, the head coach and director are to ensure the enrollments are 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 day before the uniform ordering deadline.
- Ensure USAG memberships 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. This, as well as special maintenance responsibilities, are posted in the UMDGC Staff Area.
- Complete concussion reports and incident reports 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 and weekly thereafter.
- Make certain all coaches and supervisors are informed of any restrictions for injured gymnasts and what the injury plans are. Injury plans must be prepared no later than two practices after receiving the doctor's note.

## Competitions

- For any competitions that are being added after the initial list is distributed during the summer, gather all pertinent meeting information, and submit a 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 all regular season meets.
- 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.
- Results and posting of info to social media within one week. This information must also be emailed the person that is creating the weekly email newsletter ([melbin@umdgc.com](mailto:melbin@umdgc.com) and [devasew@umdgc.com](mailto:devasew@umdgc.com))
  - first place finishers on an event
  - top three for all-around and team for regular season competitions
  - qualifiers, finalists, and medal winners for postseason competitions. This should be done within 1 week of the competition.
  - Post photos/videos to UMDGC's social media on a regular basis.

# COMMUNICATION & SOCIAL MEDIA

## CHAIN OF COMMAND

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

## COMMUNICATING WITH COACHING STAFF

Please use the Band app to communicate with coaches. The staff will attempt to respond to all communication within 48 hours of receiving it. While the staff are on breaks and at competitions, please provide additional time. Emails will also be sent for especially important and official information.

### Personal Time

Disturbing any member of the UMDGC staff in their personal time is prohibited. Please only 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. All other communication must be done through the BAND app.

### Meetings

Meetings and phone conversations may be scheduled during each coach's office hours. 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 and/or directors should the general managers and/or owners be included in the discussions.

## ELECTRONIC COMMUNICATION

### Website – [www.umdgc.com](http://www.umdgc.com)

All official information, including the concussion information required by PA state law and Safe Sport required documents and videos, will be posted to the appropriate UMDGC team's page at [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 public.
- UMDGC Boys Team and UMDGC Girls & Xcel Team: These are private groups for parents of current gym team members that are administered by UMDGC staff. Information that is posted to these Facebook groups by non-staff members is not guaranteed to be accurate or true.

### Band App

To facilitate communication at competitions and to allow PLs and the coaching staff to send periodic reminders, UMAS will utilize "BAND." The "BAND" App complies with the SafeSport Electronic Communications and Safe@AllStar policy. BAND can be accessed through the BAND app on most phones, BAND app on computers, and through [www.BAND.us](http://www.BAND.us) on any web browser. You can receive notifications via email or on your phone.

- **Board:** The administrators can create a post, and everyone can usually leave comments. Multiple attachments can be included in a post, including photos, videos, files, location, polls, attendance, and events. Postings are organized chronologically, support hashtags for categorizing content, and a search function.
- **Chat:** The Chat feature allows for chatting with entire group members, select members, or one-on-one. Chat is used for immediate conversations that have non-specific topics. For SafeSport Compliance, all chats are archived and accessible by administrators.
- **Calendar:** On BAND Calendar, members can save group events with date, time, and location and ask for RSVP. All entries that were entered on the website's Team Calendar will appear on BAND within approximately an hour. For this reason, if you are searching for the latest changes for something that was just posted, always refer to the UMAS calendar at [www.umdgc.com](http://www.umdgc.com).
- **Album:** Members can create collective photo albums where every member can upload photos. Up to 100 photos can be uploaded at a time.

## **iClassPro**

UMDGC and UMAS utilizes iClassPro for most payments: tuition, competition fees, uniforms, classes, and most camps. A few items will be purchased through the UMAS Pro Shop: practice attire, select UMAS camps, cheer shoes, and team bags. You can access iClassPro through free apps in Google Play and Apple App Store, or via the Customer Web Portal at [www.umdgc.com](http://www.umdgc.com).

When asked for the account you are trying to access: respond with "umdgc".

### **Gift Cards**

Occasionally, UMDGC will offer bonuses programs on gift cards. The gift cards are applied to your iClassPro account as credits. They may be used for anything that you purchase through iClassPro or in-person at the UMDGC Front Desk.

### **Automatic Payments**

iClassPro allows you to store payment information and activated it for Automatic/Recurring Payments. To do this, log into your iClassPro account, add your payment information, and toggle the switch to activate Recurring Payments. Automatic payments are used **ONLY** for tuition starting with the second month and regular competition fees. Because we try to err on the side of caution, things that automatic payments will **NOT** be used for include:

- First month of tuition – because we do not know if you are accepting your placement.
- Uniforms – because we need to know your sizes.
- Anything that is past due.
- Anything that is on a payment arrangement.
- Payments that are to be made to third-parties such as USAG.
- Competitions that are optional, are added late, and postseason – because we do not know if you are definitely attending. This include Regional Summit, Summit, Worlds, competitions listed on the schedules as TBD, and UCA.

### **Process**

You are welcome to go into iClassPro to make payment by a different method, change your stored payment methods, or to deactivate automatic payments at anytime. Two calendar days before the due date, any available credits will automatically be applied. Any remaining balance will be charged one calendar day prior to the due date. A receipt will be automatically be sent to you if your payment was successful; notification will be sent to you if your payment was unsuccessful for any reason.

### **Split iClassPro Accounts**

Families needing special payment arrangements due to custody or similar issues must email [devasew@umdgc.com](mailto:devasew@umdgc.com) no later than the 3 days after the deadline to make your first tuition payment. There are no extensions or exceptions to this deadline. Individual family accounts will be created for those needing these special arrangements. When emailing [devasew@umdgc.com](mailto:devasew@umdgc.com), please include the following information:

- Student's First Name and Last Name
- Student's Birthday
- UMAS Team Name(s)
- The First Name and Last Name of each parent/guardian.
- Percentages that each parent/guardian will be responsible for tuition and competition fees. Please be detailed if information is different for tuition versus competition fees.

- Email of each parent/guardian.
- Phone number of each parent/guardian.
- Mailing address of each parent/guardian.

### **Secondary iClassPro Accounts**

Families are encouraged to place all relatives that could be contacted in an emergency situation on their iClassPro accounts. If one of these guardians can be set to allow them to also make payments. Please note that if there is a separation, divorce, or similar custody issue, the payment options are not separated and both guardians would have access to them, and payments cannot be split between multiple payment methods at this time. In this situation, it is best to contact [devasew@umdgc.com](mailto:devasew@umdgc.com) to set up the Split account to provide greater security. You can access more information here: <https://support.iclasspro.com/hc/en-us/articles/5602468960663-How-Can-a-Primary-Guardian-Grant-a-Secondary-User-to-Access-Their-Family-Account>

### **Questions or Need Help**

The fastest and best option to receive help is by Googling iClassPro and a description of what you need help with. iClassPro has a great knowledge database. If you can't find the answers there, you can contact the UMDGC Front Desk at [frontdesk@umdgc.com](mailto:frontdesk@umdgc.com).

### **Website - [www.umdgc.com](http://www.umdgc.com)**

All official information, including the concussion information required by PA state law and Safe@AllStar links, will be posted to the UMAS portion of [www.umdgc.com](http://www.umdgc.com). You can also access your iClassPro account to make payments for tuition, uniforms, and competition fees from the [www.umdgc.com](http://www.umdgc.com).

# ATTENDANCE

Gymnastics is a year-round sport; there is no offseason. There are four stages of training in competitive gymnastics:

- **Summer (Training Season)** is imperative for a gymnast. Without having to allocate time for school, he/she can really dive into training. Summer is for training new skills, cleaning up old ones, improving technique, and getting stronger mentally and physically. Meeting the testing requirement to move up levels and completing the necessary paperwork and orders for the upcoming season also fall within the summer season.
- **Fall (Preseason)** is dedicated to mastering routines and starting to compete. This is the time to build stamina, learn from mistakes, and build strong routines on each event with the goal of peaking at the final meet of the season. There are usually 1-2 meets during this part of the season.
- **Winter (Competition Season)** is when most competitions will be held. Each competition has a purpose. It is not important to be perfect at each meet. Many times, meets are for trial and error, learning from and building upon each one to become the best competitor at the culmination of the season.
- **Spring (Championship/Postseason)** brings about the conclusion of season. The final competition will be either a State, Regional or National championship, depending on the level of the athlete (level 2 does not have a state competition, as they are an introductory level). Following Championships, Spring is considered post-season. During this time, the athlete can take time to mentally decompress, rest any injuries that may have occurred, and introduce themselves to new skills. By the end of post-season, the athlete will begin developing the necessary strength and flexibility to re-enter the Training phase.

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

- Gymnasts in the Developmental Program are required to attend all practices of ALL stages of training whether they are moving up levels or not.
- Gymnasts in Xcel are highly encouraged to attend all stages of training, but pre-season, season and post-season are required. Summer training is highly encouraged but not required. Keep in mind that it will be unlikely the athlete will be able to move to the next level if she does not attend any summer practice.

## GENERAL POLICIES

- Attend only the times that are listed for the participant's level, unless authorized by the head coach and team director.
- Meet the mandatory attendance requirements for the program and level the participant is enrolled in. Exceptions will be granted for isolated, unexpected, and/or unavoidable situations as listed under "Excused Absences."
- Workout week runs Monday to Sunday.
- 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.
- Arriving Late: Warm-up and strength training are essential to reducing injury and preparing mentally and physically for practice. Gymnasts arriving late may be asked to start the warmup on the sidelines from the beginning. It is highly recommended to coordinate with school and be picked up directly from school. Late arrival is especially stressful for athletes because they do not have adequate mental preparation time before they start their training. They also end up having to rush through their beginning exercises at a faster pace to finish everything, which adds stress as well.
- Leaving Early: It is ALWAYS better to come to practice and leave early than to not come at all. However, please try to keep these instances to a minimum, as every event is equally important. Valid reasons for leaving early are events such as mandatory school functions, religious obligations, and schoolwork-related issues if unavoidable.

## PRACTICE SCHEDULES

The official practice schedules for each level and team group can be found on [www.umdgc.com](http://www.umdgc.com), on the calendars on the BAND app and on the website, and on the Gymnastics flyer available through UMDGC. Other than during breaks and due to competitions, the schedule will only be changed due to a change in the staff's long-term absence or mandated requirements. Practice schedules for the School Year are in effect from Labor Day to Memorial Day,

and Summer from Memorial Day to Labor Day. There may be a short transition period before Labor Day and after Memorial Day where schedules may be adjusted due to school schedules.

## School Year Schedules

Gymnasts will practice 2-6 days per week depending on their level, totaling between four and 25 hours per week. Practices normally take place weekdays between 4:00p and 9:30p, Saturday mornings and afternoons, and Sunday afternoons. If there is sufficient interest, a weekday afternoon training session may be offered for those able to leave school early. The school year practice schedules are normally released in July.

## Summer Schedule

Specific times and dates are released during the spring, and tuition will be weekly.

### Summer Requirements

- **Girls Developmental Team:** Summer training is mandatory, and gymnasts must train throughout the entirety of the summer. Vacations must be limited to one week only. If you would like a longer vacation, please make sure you attach it to the week off at the end of the summer or discuss options with the head coach or directors. It is always best to take a vacation during the week the gym is closed.
- **Xcel Team:** Summer training is highly encouraged for Xcel but is not mandatory. However, without summer training, the athlete will not be able to move up levels.
- **Boys Developmental Program:** Athletes are expected to attend practice throughout the summer. Any vacations must be disclosed to the head coaches ahead of time.

### Summer Training Schedule

- **Boys Developmental Program:** Depending on staff status and availability, every effort will be made to give options 9:30a-4:00p and an evening workout timeslot. If staffing is limited, only one option may be offered.
- **Girls Developmental 3:** Will practice weekday evenings. Schedule will be available in the Spring.
- **Girls Developmental Level 4 and up:** Monday-Friday in the morning and afternoons. Multiple timeslots may be offered split by level. Extended hours of supervision available from 8:15a to 5:30p in conjunction with the summer camps.
- **Xcel:** Evening practice. If there is sufficient interest and enough available coaches, UMDGC may offer Xcel Camp. Contact the team director if interested.

## Meet Weekends

Participants are to check the online meet schedules even if the participant is not competing as practice schedules may change on meet weekends. Missed weekend practices due to competition may be made up on a weekday or Sunday at the coach's discretion.

## EXCUSED ABSENCES

Attendance is the key to being a strong, confident athlete. Excessive absences lead to decreased self-efficacy, decreased strength, and can cause the athlete to fall behind his/her peers. This can increase stress and anxiety in the athlete. Moreover, it increases the risk of injury.

UMDGC recognizes the following reasons for excused absence:

- Covid-related issues. Contact Dave Evasew for any covid-related concerns.
- Mandatory school obligations (projects, tutoring, school concert, etc.)
- Major family events such as weddings, funerals, bat/bar mitzvahs, etc.
- Health-related issues. Doctor's note may be requested if the issue prolongs absence or keeps the athlete out of competition.
- Religious obligations. For those of non-Christian faiths, please pass along to the staff the dates of any of the holidays that will interfere with the practice and/or competition schedule.
- Family Emergency

For any other need to miss practice that is not listed above, the head coach must be contacted ahead of time and must approve the absence for it to be considered excused. In the case of a 1-time excused absence, makeup (if possible) is recommended but not required. If this recurs periodically (the athlete has an unavoidable weekly

commitment which falls within the category of excused absences) the gymnast may have to make up the missed practices during a different team practice time designated by the Head Coach and/or Team Director. This extra practice may be a mandatory makeup.

If there is an absence due to an emergency situation, prioritize making sure everything is ok before contacting us. For **all** non-emergency absences, the Head Coach **must** be notified before the start of the missed practice by private message in BAND or email, and they must be notified of the reason for absence. If the coach is **not** notified of a reason (or not notified at all), the absence will be considered unexcused, and the parent will be notified of this. **Three unexcused absences within one season may result in dismissal from the team program.**

## LATENESSES TO COMPETITIONS

If an emergency arises and the gymnast will be late to a competition, the participant must text or private chat in BAND with 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.

## ATTENDANCE AND 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 gymnasts are required to attend practice. They may focus on flexibility, strength, specific events, or skills that do not affect the injured area. The coaching staff will provide an injury plan for the athlete after the doctor's note is received. A medical note is required to allow the athletes to make any changes to the training regimen, including returning to full practice without limitations.

If an injury occurs during a practice or a competition, the participant must notify the coach immediately. In the case of a severe 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.

For more information, check under Financial Requirements – Tuition and Health.

## 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. UMDGC closures and breaks are as follows. Team athletes will still have practices during these times. Make sure to check the team calendars to stay informed.

- Labor Day Weekend Break: Friday, Aug 29, 2025, to Monday, Sep 1, 2025.
- Halloween: Friday, Oct 31, 2025
- Thanksgiving Break: Mon, Nov 24, 2025, to Sun, Nov 30, 2025. Modified practice schedule. No practice on Thanksgiving.
- Winter Break: Saturday, Dec 20, 2025, to Friday, January 2, 2026. Modified practice schedule. No practices on Christmas Eve, Christmas Day, New Year's Eve after 3:00p, and New Year's Day.
- Spring Break (Monday-Sunday of Easter week). Mon, March 30, 2026, to Sun, Apr 5, 2026. Modified practice schedule. No practice on Easter.
- Memorial Day Weekend: Friday, May 22 to Monday, May 26, 2026
- End of Season Break. Tuesday, May 26 to Sunday May 31, 2026.
- Weekly tuition rate starts: Monday, June 1, 2026. No practices Saturdays and Sundays.
- Summer Training starts: Mon, Jun 15, 2026.
- July 4<sup>th</sup>: No break because the holiday is on a Saturday.
- End of Summer Break: TBD once school schedules are announced. Either August 15-23 or August 22 to 30.

# COMPETITION REQUIREMENTS

## MANDATORY MEET ATTENDANCE

### Boys & Girls Developmental Program

Members are required to compete in all scheduled competitions, as attending numerous competitions are important so the athlete can gain enough experience to be at their peak level of performance by the final Championship competition. Between 8-10 competitions will be scheduled per year, including States, Regionals, and Nationals when applicable. See Competition Fees under Financial Obligations for details.

### Xcel Program

Athletes are encouraged to compete in all scheduled meets. However, the requirements are as follows:

- Xcel Silver: two regular season meets and States if qualified.
- Xcel Gold and up: three regular season meets and States if qualified.

## REQUIREMENTS TO COMPETE

- Gymnasts should be able to complete all skills consistently and safely within a routine and throughout their daily assignments for two weeks prior to performing it in the competition. If at any time during the two weeks prior to the competition the gymnast is unable to do it on a consistent basis, the coach has the discretion to take out the skill or scratch the event.
- The gymnast must be actively and fully participating in practice. If this requirement is not met, gymnasts that are unprepared will be scratched for their safety.
- Gymnasts must meet the mandatory attendance requirements for the gymnast's competitive level to attend the competition. If an isolated, unexpected, and/or unavoidable situation related to school, religion, family, or illness arises, the head coach may allow the gymnast to attend a make-up practice.

## CHANGES TO ROUTINES

Coaches reserve the right to make changes to routines up until the moment of competition. Skills may be added, pulled out, or rearranged. It is common for routines to be changed throughout the season for several reasons: for the athlete's safety, due to an inability to perform the skill during practice, or as a strategic change such as trying a new skill for the first time or simplifying a routine to improve a score in the event of a qualification meet. Gymnasts who are unable to complete a routine successfully during practice may be scratched from an event or have their routine modified at the discretion of the UMDGC staff, whose decisions are final.

# FINANCIAL OBLIGATIONS

All participants and their families must be willing and able to make the following financial commitments prior to joining UMDGC Gymnastics Team program. Those that are not able to make the required payments will be removed from the team and only fees whose deadlines have not passed will be refunded within 30 days.

## TIMELY PAYMENTS

It is essential that all payments are made in a timely fashion. The fees you pay are scheduled so that funds are available at the time they will be needed to pay third parties and staff expenses. Because there is little or no mark-up on the Competition Fees, there is little margin to cover those paying late. Delays in paying also cause unnecessary extra work for the front desk staff and UMDGC staff to track down the payments and process late fees.

### Past Due Fees & Suspension

All UMDGC gymnasts must be current on all tuition, competition fees, and assessed late fees to be permitted to compete and practice. Any payments received after the due date as listed on the UMAS Fee Overview will be subject to the following:

- A late fee is assessed on the day after the deadline for all fees. Late fees are used to cover interest payments and extra expenses associated with processing and tracking down missing fees. Late fees will not be forgiven for any reason.
- The amount of the late fee will be equal to 10% of the undiscounted fee as listed on the current UMAS Fees Overview. Late fees for all unpaid fees are assessed on the 2<sup>nd</sup> and 16<sup>th</sup> of each month and are cumulative.
- If tuition, competition fees, and/or associated late fees are not paid in full by the seventh day after the due date, the gymnast is not permitted to practice or compete until they are current.
- If payment arrangements are made and not fulfilled, late fees of 10% fee will retroactively be applied back to the original due date. The athlete will not be permitted to attend competitions and practices until all the full balance, including late fees, is paid.

Individuals of any family that have a past due balance are not permitted to attend private lessons until their accounts are made current.

### Automatic Payments

Please see Electronic Communications & iClassPro above for more information about iClassPro and their Automatic Payments and procedures.

### Financial Hardships

If at any time there are temporary and isolated financial hardships, please directly email an UMDGC Owner (see cover) so that they can potentially work out a payment plan, talk with the UMAS staff about moving the cheerleader to an alternate position, or setting up a work arrangement. Payment plans must be arranged a minimum of one week prior to the due date.

When on a payment plan of any type, you are not permitted to attend private lessons.

## WITHDRAWING FROM THE TEAM

**IF WITHDRAWING FROM UMDGC, YOU ARE REQUIRED TO COMPLETE AND CONFIRM A UMDGC REQUEST FORM ONLINE AT [WWW.UMDGC.COM](http://WWW.UMDGC.COM).** Conversations, emails, band messages, or any other forms of communication requesting a withdraw from UMAS or UMDGC programs are not valid methods of communicating the desire to withdraw; only the UMDGC Request Form is a valid method to withdraw. The date the UMDGC Request Form is received by the UMDGC front Desk is the date that is used to determine the eligibility of any credits and refunds. See more details in the Financial Commitments section later in this handbook.

Failure to complete a UMDGC Request Form will result in automatic payments to continue being processed and additional charges to be added to your account. If paying as you go, future payments will continue being charged to your account and will need to be paid prior to returning to any UMDGC activity.

Fees are non-refundable for any reason after the due date. Any fees paid before the due date are eligible for refund or credit if UMDGC Request Form is received before the due date. The retained fees go to covering the cost of a replacement cheerleader, time to choreograph changes to the routine, etc. If another cheerleader is selected to become a full member or crossover to take the departing/injured cheerleader's position, they will assume payment of the remaining fees for the withdrawing cheerleader; previously paid fees are not refunded or credited.

## FINANCIAL HARDSHIPS

If at any time there are temporary and isolated financial hardships, please let the owners know immediately as Dave and/or Michelle can potentially work out a payment plan or set up a work arrangement. Payment plans must be arranged a minimum of one week prior to the due date.

When on a payment plan of any type, you are not permitted to attend private lessons.

## TUITION

Tuition is a set fee that all participants must pay during the school year season. Tuition covers the gymnast's liability insurance, payroll for the coaches during practices, rent, utilities, and other overhead expenses. These fees are totaled for the entire school year and are then split into nine monthly installments to make all the charges equal. Tuition does not include any fees associated with competitions, gifts, apparel, team bonding, uniforms, optional gymnast's choreographer fees and music, etc.

All monthly tuition must be paid no later than the 1<sup>st</sup> of each month or you will be charged a 10% late fee. If tuition and any late fees are more than 6 days late, the gymnast will not be permitted to participate in team practices until the tuition is brought current or a payment plan has been arranged with the owners. This may affect the gymnast's ability to compete at upcoming meets.

Monthly tuition is nonrefundable and is not prorated for any reason after the first of each month, except for government mandated COVID closures (see below).

### Government Mandated Closure

Full refunds or credits with bonuses will only be issued for any months of tuition paid in advance. After the first of each month, prorated credits will be issued and applied to the tuition owed for the final month of practice for the current competition season. If the final month of practices for the current competition season is prepaid or cannot be held, a refund or credit with bonuses will be issued.

### Discounts Available to Team Members

The person making the payment must notify the front desk at the time of the transaction to receive the following discounts. For online transactions, please note in the "Discount" or similar box, or as a special note at checkout. Please note that there is no sibling discount for the team programs.

#### **Add-A-Class (50%)**

Starting no later than the second week of each session of gymnastics, tumbling, and parkour classes, all participants currently enrolled students of UMDGC classes or teams may register for an unlimited number of additional classes in the same session at 50% off. Non-recital dances may also be eligible. Fees will be prorated for missed classes, but no other discounts apply. Depending on enrollment and capacity, this discount may start earlier than the second week of a session. The discount code for online transactions will be emailed to current students of teams and classes. If registering in-person, please make certain to let the office staff member know prior to starting the transaction that you are eligible for the add-a-class discount.

#### **Early Registration (5% and up)**

Receive a discount when enrolling early; discount amounts and deadline dates are listed on the schedules. Prices listed online reflect any Early Enrollment discounts. If paying monthly and the class is eligible, the Early Enrollment discount applies only to the first month that is paid; all subsequent months will not be discounted for the early enrollment discount.

### **Employee Discount (25% and up)**

UMDGC employees scheduled to work a minimum of one hour per week are eligible to save on programming that occurs while scheduled to work. The employee and all members of the household receive at least 25% off; directors and general managers receive more generous discounts. If the employee has prepaid and is no longer employed for a minimum of 1 hour per week, the employee will be invoiced for the difference and will not be able to participate until the balance is paid. The employee discount applies to classes, camps, clinics, and team tuition. Competition fees, uniform fees, costume and other recital fees, and other fees paid to third parties are not included in the employee discount.

### **Military (10%)**

Participants receive 10% off if any member of the household is a current member or veteran of the military. This discount is valid on classes, clinics, camps, and team tuition only. Copies of any of the following will be accepted as proof: driver's license with veteran designation, Veteran ID Card (VIC), DD-214, and NGB-22. Proof may be submitted via email to [frontdesk@umdgc.com](mailto:frontdesk@umdgc.com) or in-person, and only needs to be submitted once. This discount is applied after all other discounts are applied. Proof must be on file prior to receiving the discount.

### **SNAP Program (10%)**

Families must submit proof of eligibility for the SNAP program to [frontdesk@umdgc.com](mailto:frontdesk@umdgc.com) or in-person at the front desk starting September 1 of each year. The only acceptable proof of SNAP eligibility are 1) a screenshot of the family's online SNAP account stating "active" or 2) a current copy of "My COMPASS Account Benefit Details". Proof must be on file prior to receiving the discount. Each eligible participant receives 10% off class fees, team tuition, and camp.

## **Tuition Adjustments Due to Injuries**

A UMDGC Credit will be issued for any time that a team member is under a medical professional's care for an acute injury for at least 14 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-Schlatter, asthma, repeated concussions, and having pain only when performing the activity and/or a dull ache when at rest.

To receive an UMDGC Credit equal to 50% of the tuition paid, the athlete must have been injured at UMDGC or a USAG sanctioned event, and the injury must have been reported to the UMDGC staff within 24 hours of occurring. Participants are not eligible for tuition adjustments if the athlete attends a competition during the time of the tuition adjustment. The process to receive a tuition adjustment due to acute injury is as follows:

1. The primary staff member of the injured participant must submit an Incident Report within 24 hours of the injury. Injury reports are available on the UMDGC & UMAS Staff webpage. A copy of the report is to be sent to the participant or their family upon competition. If an Incident Report is not submitted within 24 hours of the injury, reimbursement for missed practices will not be awarded.
2. Email a copy of the initial doctor's note with diagnosis to [devasew@umdgc.com](mailto:devasew@umdgc.com) no more than 24 hours of the date on the doctor's note. Notes submitted more than 24 hours after issuance will not be eligible for a credit.
3. Once the athlete is cleared to return to full activities, email a copy of the doctor's note to [devasew@umdgc.com](mailto:devasew@umdgc.com) no less than 24 hours after issuance. UMDGC credits will be issued within three business days of receiving the copy of the doctor's note all months that the athlete was restricted.

## **UNIFORM**

All team uniforms are ordered through the UMDGC Web Portal and iClassPro App. You must log into your account and go to the ProShop.

The due date of all uniform orders is listed in the team BANDS and the team calendars. Uniforms are non-refundable, non-returnable, not eligible for credits, and sizes cannot be changed after the ordering deadline. Orders and payments received after the listed deadline will be subject to a 50% late fee and face potential delivery delays, or the orders will be placed the week of Thanksgiving for the normal price.

Items are ordered within 48 hours of the listed deadline and are normally delivered by the manufacturer in mid-November if ordered by Labor Day.

## Requirements

### Boys Developmental Team

#### All Levels

- **Competition Pants** - Will be used 23-24, 24-25, and 25-26.
- **Competition Shorts** - Will be used 23-24, 24-25, and 25-26.
- **Competition Socks** - Will be used 23-24, 24-25, and 25-26.
- **Tunic/Singlet** - Will be used 23-24, 24-25, and 25-26.
- **Warm-up Jacket** - Will be used 23-24, 24-25, and 25-26.
- **Warm-up Pants** - Will be used 23-24, 24-25, and 25-26.
- **Team Bag** - \$65. Nominal cost for first year team members if purchased by the order deadline. New team members that join after the deadline or who do not place the order through the ProShop after the deadline do not receive a free team bag. These bags will be used for the foreseeable future.

### Girls Developmental Team & Xcel Team

At the time of the writing of this handbook, the uniforms for the uniforms for these programs still have not been determined.

## Team Bag

If the bag is ordered by the uniform ordering deadline, first year team members will receive a team bag for one cent. If the order for a first-year team member is received after the uniform ordering deadline or the athlete joins mid-season, the bag must be paid for if they wish to have a bag. Replacement bags for those that lose or wear out their bags can be purchased if desired by the uniform ordering deadline.

## Used Uniforms

Unless noted as "**NEW**," all items may be purchased used for the upcoming year. A BAND will be created to facilitate the exchange. Parents are welcome to post the items they are selling and the sizes. It is recommended that you delete your post when the item has been sold. These are transactions between the two families; do not leave money or items with the front desk or with UMDGC staff. UMDGC and the staff will not be involved in any way with these transactions other than to create the BAND to facilitate the exchange.

## Borrowed Uniforms

When an item must be borrowed, it is the responsibility of the two parties to handle all exchanges. UMDGC is not responsible for any damage, misplaced, or lost items.

## USAG NATIONAL MEMBERSHIP

Per USAG policy, parents of athletes are responsible for making payment for the athlete's USAG national membership effective for each competitive season. All gymnasts must have a valid USAG athlete membership no later than the last day of summer camp each season.

Online registration for USAG memberships opens July 1 of each year; the registration is valid from August 1 to July 31. Returning athletes will be sent an initial reminder, with occasional reminders as the deadline approaches. Athletes new to UMDGC will be sent an invitation by the UMDGC staff once they officially become eligible to join UMDGC. All registrations must be completed by the annual deadline, or the gymnast will not be permitted to compete.

Any athlete that is over eighteen is required to complete the SafeSport course to be USAG eligible. They will not be allowed on the competition floor or be able to be registered for meets until they have taken the course.

## COMPETITION FEES

All information known about competitions will be posted in Band and in the calendar in Band.

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
- coaches' fees for travel (e.g., food, lodging, mileage reimbursement, airfare, parking). This will be included in the fee that is paid for the competitions.

In addition, at the discretion of the UMDGC Team Staff, a fee may be added to the competition fees to help with the purchase of new equipment.

## **Boys and Girls Developmental**

The Boys and Girls Developmental Team Fees are split into 5-7 multiple equal installments and all portions must be paid. The fee is not prorated, adjusted, credited, or refunded for any reason after the listed deadlines. Payments received after the listed deadline will be subject to a 10% late fee on the 2<sup>nd</sup> and 16<sup>th</sup> of each month. Because most of these fees are prepaid, families that are repeatedly past due on their competition fees will be removed from practices until their balances are paid in full, including an late fees. The final payment schedule will depend on when the final competition schedule is submitted to be processed.

The Boys and Girls Developmental Meet Fee does not include postseason competitions because the fees for states, regionals, and nationals are not known at the time the information is released.

If there is a family obligation or specific reason for not being able to attend, this needs to be discussed with and approved by the Team Director (girls) or Head Coach (boys) prior to the deadline listed on the team calendar. See below for the procedure to follow.

## **Xcel Teams**

**Deadlines are strictly enforced.** 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.

Contact the front desk to be put on the waitlist for a competition whose deadline has passed. Gymnasts will be taken off the waitlist to serve as a substitute if a registered gymnast withdraws.

## **Withdrawing From or Cancellation of a Competition**

### **Cancellation of Meet or Withdrawal before the Deadline**

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. If a competition is canceled:

- Xcel Teams: A refund of the full amount of the competition will automatically be issued. This amount may be adjusted if hotel reservations and/or travel arrangements were made and cannot be refunded or credited towards the future.
- Boys and Girls Development Team: A UMDGC credit will be issued through iClassPro.

### **Withdrawal Before Scratch Deadline**

The deadline ("Scratch deadline") to receive a reimbursement will be listed on the General Reminders Calendar if the meet host provided it. Complete and confirm a UMDGC Request Form before UMDGC's scratch deadline. Because it takes time for the UMDGC to process these requests, UMDGC's deadline may be before the host's deadline. Once the scratch is accepted by the host, UMDGC will:

- Xcel Teams: UMDGC will issue a refund for the registration fee portion for the competition. The coaches fee will not be refunded.
- Boys and Girls Developmental Team: A UMDGC Credit will be issued through iClassPro for the amount of the registration fee. The coaches fee portion will not be refunded.

### **Withdrawing Before Substitute Deadline**

At times, the meet host will provide a Substitution Deadline, which is usually after the scratch deadline. If available, this deadline will be listed on the General Gym Team Calendar as well as limitations placed upon the host gym (e.g. same level, same age, and/or same leotard size). If a UMDGC Request form is received by the Front Desk no later than the Substitution Deadline:

- Xcel Teams: UMDGC will issue a refund for the registration fee portion for the competition if the replacement gymnast makes the payment within 24 hours of being notified, and the competition host approves the substitution. The coaches fee will not be refunded.
- Boys and Girls Developmental Team: A UMDGC Credit will be issued through iClassPro for the amount of the registration. The coaches fee portion will not be refunded.

## **Travel Meet**

Select teams will be participating in at least one travel competition per season, not including States, Regionals and/or Nationals.

While many of the competitions will be in interesting and exciting destinations, travel meets are not vacations. These competitions are to gain experience competing against gymnasts from different regions. Families are encouraged to schedule a team dinner/activity following the competition. Any family activities must take place after and only after all family members have concluded their competitions.

Parents are responsible for all athlete travel arrangements, as well as lodging and food. Gymnasts will be given a designated travel day based on their session time and are expected to attend practices during the week up to that day. The day before the competition is designated for rest and preparation for the competition.

# PARENT PARTICIPATION

## FUNDRAISING

UMDGC may offer fundraising opportunities to:

- fundraise for Unite For HER's Pink Invitational
- offset long-distance postseason competition fees, with longer distance and higher cost competitions receiving a larger portion of the fees.
- new equipment.

As the fundraising is organized by a for-profit company, UMDGC will cover all the taxes related to the fundraising so that all the fees can go towards the goals. Only in extraordinary situations (i.e., an extremely large amount of funds is raised) will UMDGC use a portion of the funds to cover taxes.

Parents are welcome to contact coaches with ideas and are encouraged to actively participate in the organizing and assisting with the fundraising efforts as they will benefit all team members. Emphasis will be placed on things that the gymnasts are able to do at UMDGC, that promote UMDGC and the teams, and events that create team bonds and memories. UMDGC does not want to burden families through selling traditional fundraising items to family members, friends, and coworkers.

## TEAM BONDING

Parents are highly encouraged to organize team bonding opportunities. Prime times would be on weekends when there are no competitions, during breaks, and after competitions. Contact your head coaches for dates and suggestions. Final approval must be received from the owners prior to releasing the information or making reservations.

## BOOSTER CLUB

The parents of UMDGC gymnasts are invited to begin a booster club if they choose to. The booster club would provide several fundraising opportunities for interested families, including Scrips. The booster club must comply with all regulations and laws pertaining to a non-profit organization supporting a for-profit company:

- Funds paid by the Booster Club can only be used to pay for meets, uniforms, or other things that are paid to a third-party. IRS law forbids raised funds to be used for tuition, classes, UMDGC/UMAS fees, camps, or any other fees that are kept by UMDGC/UMAS.
- All funds raised by the booster club must be split evenly amongst all team members whether they are members of the booster club or not. If funds are going to be split unequally, IRS law must be followed (i.e., by level, by meet qualification).
- No UMDGC/UMAS staff may sit on the board of the Booster Club.
- The booster club cannot purchase equipment or supplies for UMDGC because other non-team programs may use the supplies/equipment.

# MOBILITY & LEVEL PLACEMENTS

When moving up a level, there is also an increased level of commitment, personal responsibility, work ethic, workload, and expectation. The following are factors that the coaching staff will use to gauge a gymnast's readiness to advance at the completion of the competitive season or when joining UMDGC.

## JOINING A GYMNASTICS TEAM

### Gymnasts Switching to UMDGC From Another Gym

UMDGC prefers to not take new athletes after Labor Day, but exceptions will be considered for gymnasts and families with extenuating circumstances such as a move, the written approval of the local gym owner/ or the closing of a program. They are not guaranteed to compete during the upcoming season if they join mid-season.

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.

If joining after Labor Day, it is the responsibility of the UMDGC Gymnastics Team coaching staff to ensure that all tuition, meet fees, uniforms, and USAG memberships are processed properly and promptly.

### Trying Out

Prospective UMDGC team members may attend an evaluation in the form of up to two team practices free of charge. Tryouts may occur at any time during the season if the Team Director finds it appropriate and not disruptive to the needs of the current athletes.

### Placement

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

- Gymnasts who have competed in at least one USAG-sanctioned competition will be placed at their current level.
- Gymnasts 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.

## UMDGC's Preteam Programs

### Girls Preteam 1

Gymnasts that pass their Preteam 1 skills test are eligible to either move to Preteam 2 or may join Xcel Silver. In addition to passing a skills test, attitude, behavior, and work ethic will also be taken into consideration for those wishing to move into Xcel Silver. Preteam 1 athletes must demonstrate that they are conscientious, respectful, and motivated to improve to be invited onto Xcel Silver. New athletes to Xcel Silver are permitted June to August and late December (end of holiday session) to December 31.

### Girls Preteam 2

To move to the Developmental Program, gymnasts must pass ALL level 3 skills in a skills test administered by the Team Director. Gymnasts in Preteam 2 are eligible for Xcel Silver from June to August and mid-December to December 31 without further skills tests. In addition to passing a skills test, attitude, behavior, and work ethic will also be taken into consideration for those wishing to move into any competitive team program. Preteam 2 athletes must demonstrate that they are conscientious, respectful, and motivated to improve to be invited onto Xcel Silver or Level 3

## **Preteam Blue**

Preteam Blue is an invite only program. Invitation to join the Preteam Blue must be approved by the Team Director. Preteam Blue is a year-long program geared towards training athletes for the Development program, and the focus is on building a strong gymnastics foundation based on form, discipline and technique that will prepare them for their future in gymnastics. Eligible Preteam Blue members will move up to Developmental Program Level 3 at the start of the summer. Mobility out of the Preteam Blue is at the discretion of the coaches.

## **Between Xcel and Girls Developmental Team**

### **Xcel to Girls Developmental Team**

Any gymnast who desires to move from the Xcel team to the Girls Development Team must be approved by the Team Director. They must pass a skills test and fulfill any USAG mobility requirements. Level placement is determined by USA Gymnastics Developmental Program rules for level mobility, as well as UMDGC policies based upon the gymnast's previous competitive experience.

### **Girl Developmental Team to Xcel**

Any gymnast who desires to move from the Girls Developmental Team must await the end of the competitive season – no switching is permitted between Labor Day and the final postseason competition for Xcel. Gymnasts will be placed based upon the latest requirements of USAG.

## **Rejoining a UMDGC Team**

All past due fees must be paid in full prior to rejoining the UMDGC teams. This includes any tuition fees that were not paid in full through May, whether the gymnast attended practices during the months of missing payments or not. Athletes will follow the USAG Mobility Requirements.

# **MOBILITY REQUIREMENTS**

## **Boys Team Mobility Requirements Levels 4-10**

The Boys Team Head Coach will notify the team members who are eligible to train at a higher level within three 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 no later than the final day summer camp. If the gymnast is unable to perform 75% of the skills safely and consistently by the deadline, he must remain at the current level.

## **Xcel Team Mobility Requirements**

1. Score 31.00AA at least once in the competitive season at the gymnast's current level.
2. Pass a skill test administered by the Xcel Head Coach or Team Director.

## **Girls Developmental Program Team Mobility Requirements**

All level mobility in the Developmental Program is at the discretion of the Team Director, with attendance and work ethic being strongly considered in the decision process. Athletes will be placed in the level at which they will have the most success while also being challenged. No gymnast will be set up to fail.

### **Normal Process**

1. Achieve the designated mobility score as determined by USA Gymnastics
  - A. Level 3 to 4: No score required.
  - B. Level 4 to 5: 34.00 All Around
  - C. Level 4 to 6: Two 36.00 All Around in level 4
  - D. Level 5 to 6: 32.00 All Around
  - E. Level 6 to 7: 32.00 All Around
  - F. Level 7 to 8: 32.00 All Around
  - G. Level 8 to 9: 34.00 All Around
2. Pass a test of the skills required for the higher level no later than the final day of team skills testing.

## **Moving Up Multiple Levels in a Single Season**

Gymnasts looking to move up multiple levels must meet all the following requirements:

1. Meet USAG's mobility score(s).
2. Achieve 90% of the stars for the first level no later than July 10.
3. Achieve the mobility score at an in-house competition held during the final calendar week of summer training.
4. Achieve 75% of the stars for the second level no later than September 15.
5. If a second mobility score is required, achieve this mobility score at a local competition.

## **TESTING**

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 ensure that gymnasts are prepared for the upcoming season-

### **Testing Procedures**

- Skill Testing will occur during the last week of Summer Training.
- The Team Director will administer the test with the help of the other coaches, and the athlete must pass the required number of skills to move to the next level. This information will be shared with the parents via Band before the start of the summer.

### **Loss of Skills**

If, during the season, the head coach, 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.

# HEALTH

## 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, groups 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 UMDGC/umas 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 action is needed with regards to SafeSport. 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 the head coach, director, and owners based upon the information collected.

## INJURIES

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

Chronic or non-incident related injuries must be addressed promptly. If an athlete expresses pain to the coach that does not resolve itself/start to improve in two weeks, they must seek medical attention from a doctor/practitioner to gain a diagnosis. If the parent makes no effort to seek medical attention, the athlete will be asked to abstain from practice until a doctor's note with a diagnosis and prognosis is provided.

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 is not permitted to do any physical activities, injured participants are expected to attend practice. Injured athletes will focus on flexibility, strength, and specific skills that do not affect the injured area, can perform physical therapy treatments, and will learn any changes to the routines.

A written doctor's release may be required for the athlete to return to full practice. Once the gymnast is fully cleared, the UMDGC staff will be the sole decision makers in determining when the gymnast is ready to participate in competitions. The safety of the injured gymnast will be the primary factor when the coaching staff decides.

See the Financial Obligations – Tuition for the procedure to request credit for acute injuries that last longer than 2 weeks.

## 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 exists. 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 like 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 directly to the participants unless it is formulated by a certified nutritionist or provided by the national governing body of the sport.

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

# OTHER POLICIES & INFORMATION

## APPEARANCE & ATTIRE

### Appearance for Practices

#### General

- No hair below the shoulders during practice or competition. Long hair must be pulled up in a manner that it does not fall below shoulders.
- Long sleeved compression shirts and leggings are allowed **only** in winter if the doors are open.
- No jewelry, except for one pair of stud earrings (one in each ear). This includes body piercings.

#### Boys Developmental 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 Developmental and Xcel Teams

Must wear leotard. Bike shorts permitted. No two-piece outfits (sports bra and shorts) allowed.

### Grips

Athletes are required to wear grips once they get to level 4. The coaches will provide information on the type of grip they should buy. Grips must be kept in a grip bag that should be stored in the athlete's gym bag. Athletes should have an extra pair of grips **and** wrist bands to keep in their bags in case they lose, forget, or damage the other pair.

### Tape

Athletic tape should be kept in the grip bag as well. When a gymnast gets a rip and it is not bleeding, athletes will need tape to protect it so they can continue training if possible. Tape can also be used to secure bandages from scraps or cuts, and for emergency bracing for minor injuries.

## CHOREOGRAPHY & MUSIC

The following applies to the Xcel and Girls Developmental Teams only.

### Routine Choreography

All Developmental athletes must have their routines choreographed by a UMDGC choreographer or a choreographer specifically designated by the team director. Xcel athletes are encouraged to use an UMDGC choreographer but may use an outside choreographer only if approved by the head Xcel coach. All routine choreography, and changes to previously choreographed routines, will be done once the gymnast's level has been finalized.

- A head coach/director will reach out to the athlete to help the athlete choose floor music and arrange for choreography.
- Space and time slots are limited for floor routine choreography at UMDGC and UMAS. Timeslots must be booked a minimum of 48 hours in advance.
- If an Xcel gymnast wishes to have the floor 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.

- All optional gymnasts are responsible for costs associated with new choreography.
- Xcel Silver athletes will all have the same routine, which will be choreographed by a UMDGC choreographer. They will learn the choreography during practice.

## Music

- Music length:
  - Gold: 1 minute
  - Level 6 and Platinum: 1:15 maximum
  - Girls 7+ and Diamond: 1:30 maximum
- Selecting and Submitting
  - Gymnasts should choose at least three selections of music that they prefer. The choreographer and team director will either choose one or make a different suggestion. The director must approve the music. If the athlete does not choose any acceptable music, the director, coach, or choreographer will choose something that suits the athlete.
- 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.
- 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. 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 unless a two 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.

# 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. If the areas are not kept clean, cleaning assignments may be assigned to each group of gymnasts training.

## Party/Team Room

If not being used by UMDGC/UMAS staff or for special events, team participants may use the party/team room when arriving early or leaving late. The party room must always remain clean and presentable, 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

Cell phones are permitted in the gym, but not to be used during active practice time. The exception to this is if the athlete has permission to contact a parent, or if they want to record their gymnastics. Athletes are encouraged to record skills if it does not interfere with practice.

## What to Put in Your Gym Bag

Every participant should bring grips, wristbands, and tape to every workout and competition. Additional items to consider: water bottle, ace bandages, braces, deodorant, personal hygiene items, shoes, hair accessories, and healthy snacks.

## 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

## Very Important Reminders

- 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 case of injury, the parent/guardian must wait until a meet official or coach flags them onto the floor.

## Basics of Gymnastics Meets

### Meet Attire

Athletes must arrive at the meets properly groomed and 100% ready for competition. Leotard and warmups must be on upon arrival. Hair should be pulled back tightly away from the face, and pins or hairspray should be used to prevent a messy look. No hair is allowed to fall below the shoulders in competition.

### Age Groups

The method to calculate the age is as follows:

- Boys, All Levels: May 31, 2025
- 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 or a USAG organization 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.

- Gymnasts are required by USAG to accept all awards in their competition attire or warm-ups.
- 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 unless they need to return to the gym for practice.
- 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 getting judged. After all 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 the events are finished competing, the groups will rotate to the next event and repeat. After all the events are competed, awards will be presented.
- Traditional: The most usual format for boys' meets. Gymnasts will have a 15–30-minute open stretch period. Timed warm-ups on all the events will take place, approximately one minute per gymnast in the group. After all 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 Fridays, Saturdays, Sundays. For some larger competitions, sessions may be held on Mondays or Thursdays, but most hosts try to avoid this unless it is a holiday weekend (i.e., MLK Jr. Holiday, President's Day). The host gym will provide specific times and days through the BAND app 7-10 days prior to the competition. We are unable to request special scheduling for any reason, including religious obligations.

## **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 have finished their scheduled competition times.

# **SPECIAL EVENTS**

## **Meetings**

### **August**

The UMDGC Gymnastics staff and key UMDGC staff will host team meetings in August. The following will be done at these meetings:

- Meet and greet the gym team staff and other key UMDGC staff members.
- Review of UMDGC team handbook.
- Expectations for the upcoming season

## **Additional Team Meetings**

The head coaches are highly encouraged to host the following meetings. It is recommended that all parents attend these meetings.

- Holidays: To review the first competitions, update expectations for the season, and to communicate about fundraising opportunities that may be offered.
- After the season is finished: private meetings are available by request to discuss options and goals for the summer, and expectations for the next season. Meetings must be completed no less than 3 weeks after the end of the gymnast's highest postseason meet and are a maximum of 30 minutes per gymnast.

## **Sleepover**

It is the intention to host a joint team sleepover Saturday, December 20 to Sunday, December 21. It will however depend on multiple factors at both UMDGC and UMAS. A final determination will be made around Thanksgiving.

## **Team Pictures**

Team photos will be offered. Time and date will be announced at a later date.

## **Private Lessons**

### **Boys and Xcel Teams**

UMDGC allows team gymnasts to do private lessons if they choose. Team members are highly encouraged to work with their regular coaches for consistency of training. However, if their coach is unavailable, they are permitted to request a private lesson with another coach.

### **Girls Developmental Teams**

- Girls Developmental athletes are not permitted to take private lessons at other gyms (whether with UMDGC staff or coaches from other gyms) without approval from the team director.
- Staff members must be paid before the private lesson.
- Private lessons are contingent upon attendance. The team director reserves the right to withhold private lessons privileges to anyone who is not regularly attending practice.