



WOMEN'S TEAM HANDBOOK



Welcome to the Flips' Women's Gymnastics Team

General Club Info:

Flips Gymnastics is a privately owned gymnastics club. The owner is the team director, and head of the competitive program, making all final decisions on team practice hours, competitions, uniforms, hiring, assigning coaches to rotations and meets, and private lessons. All team coaches are USA Gymnastics' Professional Members and are safety certified and background checked.

Flips Gymnastics is a USA Gymnastics Member Club that competes within the Junior Olympic Program. We compete November-May, in Invitationals and State, Regional and National competition for those who advance. At Flips, Levels 1 and 2 are developmental, and Levels 3 & up are competitive, with participation in approximately 5-7 invitationals. Competition is mandatory, and those who wish to learn gymnastics outside of a competitive setting are encouraged to join a Flips Recreational class.

Practice schedules, practice changes, events and meet information can be viewed on our team calendar. You can access this calendar http://www.flipsgymonline.com/girls_team.html or by downloading our Flips Gymnastics app. Due to our abundance of administrative duties we will not be able to accommodate emails on the topic of practice and meet information that can be found on the calendar.

Philosophy:

At Flips, we believe that all team gymnasts, should progress to their best gymnastics potential at their own individual pace. This is done through effort, consistency, and parent support. During these training years, gymnasts will build confidence and gain positive character traits that are needed throughout life. Our team coaches offer encouragement and corrections when needed, and praise when deserved. We believe that the fun of gymnastics is experienced in the accomplishments! We compete under the sanction of USA Gymnastics and follow the Junior Olympic program, beginning competition at level 3.

As a member of the Flips' team your gymnast will learn:

- Artistic gymnastics with proper technique and form
- How to positively interact with coaches and teammates
- The habit of hard work and dedication (characteristics that will last a lifetime)
- How to commit to the sport of gymnastics, and still maintain balance

Flips' Team Member Requirements:

In order to become a member of our team, all gymnasts must show a desire to compete in the sport. We also require above average strength and flexibility. In order to compete at a specific level, the gymnast must show all skills at 95% proficiency and proper technique in executing all skills.

Mobility:

When deciding a gymnast's competitive level for the upcoming season, our team coaches will make the decision that is in the best interest of the gymnast. **At Level 3, one 36.00AA score within the season is required in order to train at Level 4. At levels 4, two 35.00AA scores are required to train at the next level. It is ultimately up to the Coaches' discretion on whether or not a gymnast has the appropriate skills and development to officially compete at the next level.** With that said there are no non-competing gymnasts allowed within the Flips' teams groups. It is not uncommon for a gymnast to repeat a level in order to master all skills, while building a solid foundation for success at the following level. The more mastery a gymnast has at one level, the more confident she will be moving forward in the sport. Within the Women's JO program, there are many different age groups determined by the gymnast's birthdate, and all age groups are respectfully competitive. We value all of our gymnasts the same, despite their age group and level. The final decision in moving a gymnast to the following level will be made by the Flips' coaching staff. Once a competition season is over, we will set summer practice times for a gymnast based on the level that we are currently decided on. Gymnasts on the bubble of moving up will train at their current level and a final decision will be made in August. **WE DO NOT BELIEVE IN ANNOUNCING TO A GROUP OUR DECISION ABOUT THE LEVEL THAT WE HAVE CHOSEN FOR EACH GYMNAST. PARENTS SHOULD KEEP TRACK OF ALL AROUND SCORES FOR THEIR GYMNAST TO DETERMINE THE TRAINING LEVEL AS OF JUNE. COACHES AT THE OPTIONAL LEVEL (Level 6&up) ARE ENCOURAGED TO DISCUSS SKILL REQUIREMENTS AND UPCOMING ROUTINES/LEVEL WITH THE GYMNASTS DURING SUMMER TRAINING MONTHS. IF THERE IS A QUESTION ABOUT A GYMNAST'S LEVEL, PLEASE EMAIL HALEY.**

Private lessons:

All private lessons are up the discretion of the coaches. We do offer private lessons to a gymnast if she is struggling on a specific skill, or when learning the choreography at compulsory levels. Private lessons are not appropriate for a gymnast who is successful and performing at the best of her abilities during the current competition season. We reserve the right to deny private lessons when we feel it is not necessary. We would appreciate the opportunity to allow our lessons and drills to be effective, and not be asked to rush the process. In order for your child to progress, parents must support and trust the Flips program that is in place.

Requesting a private lesson:

All requests must be sent to Haley by email, and include the event and skill that the gymnast would like to work on. You should receive a response within a few days. Please do not request a specific coach. **Be prepared to pay the coach the full lesson amount on the day of the lesson in cash or check.** We offer ½ hour (\$30) and 1 hour (\$60) lessons based on coach availability. Flips office will also charge a \$10 fee in addition to the private cost.

Optional Choreography:

All floor choreography is done by Cari (8,9 - \$300) and Haley (6,7 - \$225). Choreography will be done within a private lesson (1 ½ hour for beam and 2 hours for floor), and include the lesson fee plus choreography. Information is given out in June. The choreographer makes all final decisions on music selections. All routines are kept for 2 competitive seasons. Ordering music is now done by the choreographer. All gymnasts are expected to have a mp3 copy of their music in their competitive bag at all times. In addition, all choreography is considered property of Flips. Any gymnast wishing to use Flips choreography for her High School season, must get approval from the choreographer. Upon signing this handbook, all parents of gymnasts must waive their right to use any routine choreographed in house at Flips to represent another local club. **Choreography lessons should be paid on the day of the lesson to the coach in cash or check.**

Attendance:

School homework requirements will sometimes interfere with practice schedules. We do allow the level 5 & up gymnasts to bring homework with them to practice if necessary. At that point, the coach will determine the rotation that the gymnast will be able to go upstairs for homework. At Flips, we do recognize the importance of family time, and will excuse absences when warranted. Outside activities that might interfere with practice are highly discouraged, and only tolerated within reason. **Level 8 and higher who choose to do multiple sports will be required to participate in the IHSA/Xcel competition team.** Keep in mind, **THE BETTER THE ATTENDANCE, THE MORE LIKELY A GYMNAST WILL PERFORM TO HER POTENTIAL.** **If a gymnast gives 50% of her commitment to gymnastics, and the other 50% to a separate sport, it's unrealistic to expect a gymnast to perform at 100% of her gymnastics potential during the meet season.** If there is a reason that your gymnast will miss practice, please notify us by phone 847-367-6555, or through email attendance@flipsgymonline.com. During competition season, we require our gymnasts to participate in practice at a minimum of 90%. Excessive absence may result in being scratched from a competition (without reimbursement). It is our responsibility to determine a gymnast's readiness to compete, and ensure the quality of their performance. **ATTENDANCE IS TAKEN INTO CONSIDERATION WHEN OFFICIALLY PLACING A GYMNAST AT HER LEVEL.**

*Please note that there is no swapping of practice days/times allowed. Our lessons and ratios are set for each level at their specific day and time Summer attendance:

Any gymnast missing more than 4 weeks of the 10 week summer training will be thoroughly reevaluated for level placement. Vacations, camps, other activities are tolerated as long as it does not allow a gymnast to miss more than 4 weeks of summer training. **All costs of the running the team will remain the same, even in the absence of**

your gymnast, therefore, in order to maintain your place in our program, all dues must remain paid and will not be prorated. This policy is in place for all developmental and competitive levels. In addition, please note that due to the inconsistency of summer attendance, training groups may be adjusted accordingly.

Injury attendance:

We encourage our gymnasts to attend practice at a minimum of 50% while healing from an injury. Only conditioning (non-injury half) and stretching will be done with a doctor's consent. **Tuition will still be charged in the event of an injury that occurs outside of Flips.**

Tuition Fees:

Each team family is required is required to keep a credit card on file, stored in our secure Jackrabbit system. You are able to access this information by logging into the Jackrabbit system and entering your email and password. All team tuition fees are determined at a yearly cost and broken down into monthly fees. To the benefit of the families, the cost per hour decreases as the practice time increases for each level. We do not prorate for time missed during any weather, holiday or maintenance closings. All practice schedules are determined by the Flips' owner. All payments are due by the first of the month, and assessed a late fee of **\$20** by the 10th of the month. We do not require any family to pay a yearly Flips' registration fee. If at any time you decide that you do not want to continue to be a member of our team, your tuition fees will cease the following calendar month. No money will be refunded for the current month or any paid competition fees. You must notify the billing office 7 calendar days before the first day of the following month, in order for our account to be taken off the auto charge system. Please note that we are only able to keep one payment method on file and will not split fees between two members of a gymnasts family.

Parent viewing:

We do allow team parents to view practice within reason. It is important for parents to realize that they only distract their gymnasts and coaches when signaling corrections and feedback while in the window. Even though we will take any concerns about an individual gymnast seriously, we do not tolerate critiques or suggestions about the structure of our practices. Please be courteous to our recreational parents who are here to view one day per week only. A good practice day to view is Friday because we have a low number of rec classes that particular day.

Meet fees and attendance:

All yearly USAG membership fees along with a \$300 meet season deposit will be due the first of August. Remaining meet fees will be divided into two installments, and due on the first

business day of October and November. Meets are entered months in advance and therefore, **the fees will not be reimbursed for any reason whatsoever. We will deduct fees from one competition per season due to vacation or other conflict as long as we are notified by September.** All meets costs are a combined total of the following: meet entry fees, coaches' pay, and coaches' travel expenses. State, regional and national competitions are mandatory and fees are a separate expense and to be determined one week prior to the competition. All meets are required, outside of extenuating circumstance or one conflict, which we need to be notified of ASAP. In the case of an injury, we will request a meet fee refund with a doctor's note (please supply) as long as it is before the scratch date set by the meet director. Please note, it is an honor to the gymnast and their coach to qualify to state, regional and national competitions, and Flips' gymnasts are required to attend qualifying meets, regardless of the weekend it falls on.

Uniform fees:

We use each uniform for two consecutive seasons. If the gymnast outgrows the uniform after season one, the parent will be required to purchase a new one. Uniform fees are non-refundable. If a gymnast does not continue within our program before she is given her uniform, we will keep it within our possession. We will attempt to sell the uniform, and if we are able to sell it to another gymnast, you will be refunded the uniform fee. We also require each gymnast to purchase a spring/summer leotard that will be used for gym events, pictures, and parade participation. Information will be given about the spring/summer leotard at the end of each competition season. Our uniform includes the Leotard, Warm-up, and bag and usually costs \$325-\$400. **HAIR IS REQUIRED TO BE IN A BUN ANYTIME A UNIFORM IS WORN!**

Meet travel:

Please book hotel reservations for your family in advance. Refer to the www.ilusag.com website for calendar and state hosting information, and hotel information. You can always book in advance for multiple days and cancel once you have found out your gymnasts' session time. Please note that in the event of coaches' travel on a practice day, there is a possibility of a cancelled practice.

Meet days and times:

The host meet director will usually determine session times approximately 10 days prior to the competition. **We will post these times on our team calendar as soon as they are received.** Please do not call host gyms as they have hundreds (maybe thousands) of competitors.

Meet coaching:

It is the owner's responsibility to assign each meet session to the appropriate coach considering the best interest of all Flips' gymnasts, coaches and programs. Parent input will not be considered.

Auto charge accounts:

All team members are required to be on Auto Charge, please sign the consent form and turn it in at the front desk. All monthly fees will be put through on the first of the month. Any additional fees will be put through on the given deadline, unless an alternate form of payment has been made. If you feel that you have been mistakenly charged an incorrect amount that you haven't been notified of either via email or US mail, or in person, please contact us. Otherwise all fees are non-refundable. As of October 2015, all families are able to access their account through the online portal at www.flipsygonline.com

High School Athletes:

We believe that there are benefits to staying with a gymnastics club program vs. a high school program during the high school years. In the past we have seen a decrease in the quality of gymnastic skill and performance from girls who train within the high school programs. Once a gymnast decides to compete with her high school team for the season, she will not be able to represent Flips within the J.O. program. However, we have an IHSA/XCEL competition team they may participate in to continue high quality gymnastics training with a more flexible schedule. In continuing support of the IHSA programs and our club gymnasts, we offer three levels of quality "off season high school" training programs for those athletes who opt to compete for their high school.

Sportsmanship:

All of the policies are MANDTORY WITHOUT EXCEPTION:

1) All gymnasts will treat one another with respect. No hurtful criticisms, judgements, or statements will be tolerated whatsoever when it comes to teammates behavior to one another. There is a ZERO TOLERANCE for physical violence.

2) All gymnasts will treat each coach in a respectful manner. Any inappropriate comments, or arguing with a coach will not be tolerated and addressed with the parent(s) after one warning.

3) All gymnasts will treat the Flips training gyms with respect, and keep any personal belongings put away properly. Gymnasts are expected to throw away any personal garbage. Gymnasts are also expected to help put mats away when used, and fluff the pit or adjust equipment when needed.

4) All gymnasts are expected to enter the gym on time for practice to the best of their control. No lounging in the lobby once practice time has started.

5) All gymnasts are expected to wear the proper **practice unifom**. Leotard only (no biketard or shorts). If there is any other reason that a gymnast may need to wear shorts to practice, please let a coach know ahead a time and an exception may be made. All gymnasts are required to keep a grip or small tote bag on their hook with personal belongings (tape, grips, rubberbands, brush) on their hook. Grips are required during the summer season prior to Level 5.

6)Food-All snacks, sports drinks need to be eaten before or after practice. No food or sports drinks are tolerated within the training gym, unless provided by the coaching staff. We allow water only in the gyms. Gymnasts need to treat the gym respectfully and in the same manner they are expected to treat their school or home. With this said, during 4 hour practices when snacks are permitted, **gymnasts must clean up after themselves.**

ANY VIOLATION OF THESE RULES COULD RESULT IN GYMNAST DISMISSAL, AND DENIAL OF PARTICIPATION OF ANY KIND AT FLIPS GYMNASTICS

Parent Involvement:

It is the parent's role to be supportive of their gymnast, get her to practice and meets on time, pay dues on or before the deadline. Additionally, we believe that the success of a gymnast is a result of the positive relationship within the gymnast-parent-coach relationship triangle. We encourage you to offer support to your gymnast and club, but be careful of over involvement that might negatively impact the confidence that the gymnast has of the program. If you have questions about our program, or are concerned for any reason about your gymnast's training, please reach out to Cari to set up a coach & parent meeting. Once a gymnast reaches Level 7 and higher, we will hold parent meetings between coaches, gymnast, and parents to discuss progress and goals. These will be held on an individual basis late summer/early fall.

We will require one full day of volunteer work per season per gymnast. Volunteering information will be communicated via email. A charge of \$300 will be applied to each family account who chooses not to participate. Any family member age 16 or older may work to fulfill the volunteer requirement.

Please do:

- Let your gymnast know that it is not failing to repeat a level. Gymnastics is an individual sport and everyone will master each level at their own pace.
- Praise your daughter when she has made improvements.
- Encourage her to do her personal best before a meet.
- Approach any questions/concerns for a coach with a calm respectful manner.
- Keep a positive open relationship with Flips, and communicate any absences.
- Cheer for each gymnast at meets.
- Be a cheerleader for Flips outside of the gym.
- Allow extra time in your schedule to arrive to meets/practices on time.
- Pay all fees on time.

- Make the decision to be a part of Flips based on what is the best overall fit for your gymnast
- Encourage a positive relationship between your daughter and the entire Flips staff
- Realize that our program is set up by Coaches and the Flips' Owner and we do not make changes to our existing program and policies based on parent requests

Please do not:

- Set expectations of scores or put deadlines on skills for your daughter (such demands may be out of a gymnast's control)
- Point out her deductions after a meet
- Offer corrections to your daughter while viewing practice
- Approach a coach on the competition floor or within the training gym
- Allow a relationship between coach and gymnast outside of the gym, it will interfere with her long-term goal.
- Speak of Flips in a negative manner in the bleachers, or in the Flips lobby
- Compare your daughter to other gymnasts. This is damaging. All of our gymnasts are unique and progress individually.

FEEDBACK AND QUESTIONS:

We do believe in effective communication. Please address any questions or comments through an email or message at the front desk. Either a coach, or office manager will get back to you. Texting a coach; calling a coach on their personal phone number; or approaching a coach while working; is not an acceptable form of communication. If you need to email a coach, please address the email to haley@flipsgymonline.com and it will be forwarded to them. Any situation requiring further discussion will be addressed in a conference set up by the Flips owner.

Birthday treats:

We allow gymnasts to bring treats on their birthdays **with the exception of frosted cookies, cake or cupcakes**. Please bring enough for all team girls training at that practice time. We do have gymnasts with nut and dairy allergies. It's a good idea to provide an alternative for these gymnasts.

Holiday party:

Each year we hold a winter party for our team gymnasts. The winter party is put on by the owner and coaches. Each gymnast will bring an exchange gift for someone on their level. Such events are not mandatory, but strongly encouraged because it allows for team unity and bonding. We ask families to donate treats or goodies to this party if they would like.

Open Gym:

Flips team members are allowed to attend the Flips' "no school" open gyms only. We do not allow our competitive girls to attend open gyms at other clubs.

Summer fun:

Each summer, we bring our inflatable waterslide to the back of the property and the girls love to use it to cool off at the end of practice. Please bring a towel each Friday during summer training. In addition, we allow girls to eat freeze pops on hot days, so please bring in a box occasionally to fill our supply!

Picture Day

Every other May, we bring in a professional photographer to take individual and team photos of the girls. All girls will be photographed in their summer and competition leotard. Photo packages and souvenirs are available for purchase through the photographer.

Photo consent:

We occasionally use pictures of the girls (no last names) on our website, mailings, or literature. If you do not wish for your daughter to be present in these photos, please make it known to our office managers, and mark the appropriate selection on your child's information and waiver.

Current info on file:

It is the parent's responsibility to notify us of any address or phone number change. Each year, please stop by the front desk to make sure that your information is current. You may also make changes to your address, phone number or credit card, as well as check your itemized charges, through the jackrabbit portal at www.flipsgymonline.com

FLIPS GYMNASTICS LTD CHARGE AUTHORIZATION & REFUND POLICY

I authorize Flips Gymnastics Ltd to charge the credit card on file, automatically each month for all monthly tuition. I understand that the fees are non-refundable.

I further authorize Flips Gymnastics Ltd to charge the credit card on file for all uniform, meet and open gym fees on the date due (notified by email or US mail), considering that the fees have not been previously paid by an alternate method. I understand the no refund policy stated in the Team Handbook regarding tuition, meet, and uniform fees.

TEAM HANDBOOK

I have received, read, and understand as a member family, that Flips' policies cannot be changed or modified for any reason. I agree to the policies stated in the handbook, and will abide by them as long as my daughter is a member of the Flips' Women's Team, or forfeit my child's place on the team.

Parent Name (Printed)

Parent Signature and date

Email address for all notifications

Witness Signature (to be completed by an office manager)
