

JULY 29, 2022

RECREATIONAL PROGRAM

POLICY DOCUMENT

ABOUT CAMPIA

Campia Gymnastics Club Inc. is one of the largest gymnastics clubs in Newfoundland and Labrador. We are a not-for-profit organization and a registered member of Gymnastics Newfoundland & Labrador (GNL) and Gymnastics Canada. Campia is also a registered member of the Mount Pearl Sport Alliance.

Our Mission

To promote, develop and grow gymnastics for the enjoyment of all and support athletes in their pursuit of competitive excellence.

Our Vision

To be the centre of excellence in gymnastics through the development of athletes, coaches and programs.

Our Values

Campia subscribes to core values that promote technical excellence and transparency on leadership, management and competition. They include: Teamwork, Respect, Fun, Integrity, Lifelong Participation, Accountability, Leadership, Athlete-Centred Decision-Making, Safety and Enrichment.

OUR TEAM

Our recreational director, program director and operations manager operate as part of our management team.

Recreational Coaches

Our recreational coaches are certified under the National Coaching Certification Program (NCCP) and have completed Making Ethical Decisions and Respect in Sport certification. Our coaches are committed to helping athletes build physical strength, flexibility, coordination and balance, as well as support and encourage them to develop into confident, self-motivated individuals.

Please note that these policies are subject to change without further notice.

1.0 REGISTRATION

The recommended registration method is online. Registrations can also be processed at our facility. All fees are reviewed annually and membership fees are non-refundable.

Registration in one session does not automatically carry over to the next session.

1.1

Registration Process

Priority Registration - Members who have been registered in the previous session.

Member Registration - Members who have been registered in a program during the year (September - August).

General Registration - General registration is open to the public.

1.2

Member Status

Membership status is on an annual basis (September - August).

2.0 FINANCIAL

2.1

Fee Structure

The following fees are associated with participation in our programs. There are 4 sessions per year and program fees are pro-rated from the date of enrolment. Fees can be paid in full or by one of our payment plans.

Program Fee - Fee for gymnastics classes per session.

Equipment Fee - Fee for equipment purchase and maintenance.

Campia Membership Fee - Families will be charged an annual membership fee for all disciplines, this includes insurance, facility maintenance, member registration and other benefits throughout the year. Membership is valid from the date of enrolment until August 31 of the current season (September 1 - August 31). This fee is non-refundable and non-negotiable.

Gymnastics Newfoundland and Labrador (NL) Membership Fee - All participants are required to have valid Gymnastics NL and Gymnastics Canada memberships. This includes insurance and registration fees. Membership is valid from the date of enrolment until June 30 of the current season (July 1 - June 30). This fee is non-refundable and non-negotiable.

2.2

Instalment Payment Plan (Effective Winter 2021)

The first instalment payment of 50% of the purchase total, the annual Campia Membership Fee and Gymnastics NL Membership Fee is due at the time of registration if not already purchased. This will secure your spot in the class. The final 50% balance is due 2 weeks before classes commence.

Campia will process the final balance using the same method of payment provided for the initial instalment payment. Cash instalments must be received 2 weeks before the session start date. Any final balances that do not process due to insufficient funds or a change in account information will be subject to a \$25 administration fee. We will then contact you for an alternate payment method.

All balances not collected 7 days before the session start date will result in the immediate withdrawal from the program and your spot will become available to those on the waitlist. In this circumstance, the initial payment will be refunded minus a \$25 administrative fee.

2.3

Multi Person Discount

We offer a 10% discount for additional participants from the same family in the same session. These discounts are applied to a class of lesser value.

2.4

Insufficient Funds

Insufficient funds will be subject to a \$25 administration fee. Failure to make a payment 7 days prior to the session start date will result in a cancellation of your child's registration.

2.5

Payment

Online: We accept Visa, MasterCard, AMEX and Interac online.
In House: We accept Visa, MasterCard, Cash and Interac Debit.

3.0 CANCELLATION/REFUND

3.1

Recreational Gymnastics Classes

Due to child/class/coach ratios and the structure of our programs, make up classes are not offered.

Campia Gymnastics reserves the right to cancel any programs with insufficient registration one week prior to the session start date. If Campia cancels your class due to enrolment or scheduling issues, we will transfer you to the next available class of your choice. If we can not find a comparable and convenient alternative option, you will receive a full refund with no additional administration fees.

Members requesting refunds up to one week prior to the session start date will receive a full refund (less \$25 administration fee per cancellation). Members requesting refunds less than one week prior to the session start date will receive a pro-rated refund (less payment for the first class and a \$25 administration fee per cancellation).

A refund can be processed if the first class is deemed unsatisfactory and proper notification has been provided within 48 hours. Campia will provide a full refund for the remaining classes (less the annual membership fees and a \$25 administration fee).

After the first week of the session, refunds are issued for medical reasons only and a doctor's note must be provided. Medical cancellations will receive a pro-rated refund (less the annual membership fees).

A Refund Request Form must be completed to finalize all refunds.

3.2

Pandemic Cancellation

In the event that Campia Gymnastics must cancel a program offered at our facility due to unforeseen circumstances such as a global pandemic we will provide a non-refundable credit on your Uplifter account for any missed classes. Only credits are available.

Once a credit is issued to an account, the credit amount is non-refundable. Account credits can be used towards future online purchases made at Campia Gymnastics and have no expiration date.



3.3

Camp

If a refund is requested at least one week before the first day of camp, a full refund (less a \$25 administration fee per cancellation) will be provided.

After the first day of camp, refunds are issued for medical reasons only and a doctor's note must be provided. Medical cancellations will receive a pro-rated refund (less the annual membership fees).

A Refund Request Form must be completed to finalize the refund.

3.4

Birthday Party

If a refund is requested at least three weeks before the scheduled party date, a full refund (less a \$25 administration fee) will be provided. Cancellations after the minimum four weeks notice will not be refunded.

3.5

Kids Night Out

If a refund is requested 48 hours prior to the event a full refund will be provided. Cancellations after that time will not be refunded.

3.6

Virtual Classes

If a refund is requested 48 hours prior to the class a full refund will be provided. Cancellations after that time will not be refunded.

4.0 WEATHER

Weather conditions vary considerably across regions of the province. As a result, the decision to close will be based on local weather conditions. Cancellations and closures will be posted on our website, social media networks, email and Campia voicemail.

Cancellations or closures due to weather or other circumstances beyond our control will not be refunded or rescheduled. If Campia remains open, the children's caregivers are in the best position to judge whether or not their child can safely transit to Campia.

5.0 PROGRAM INFO

We are committed to providing a variety of recreational programs that focus on the fun, fitness and fundamentals of gymnastics. Information on our programs can be found on our website; www.campia.ca.

5.1

Inclusive

We pride ourselves on creating a positive, inclusive environment and do our best to accommodate all situations. To ensure a safe and high quality experience for all participants and staff, those that require one on one attention will need to have an additional staff member accompany them in the gym.

Please indicate special circumstances under medical information in your online profile so our staff can be aware prior to commencement of classes. Each situation will be handled on an individual basis, keeping safety and a quality experience for all in mind.

Campia reserves the right to request a participant have a one on one assistant for their class if our staff determine this will create the most positive experience for all. Additional costs associated with this request will be the responsibility of the participant's caregivers.

5.2

Behavioural

A member may be expelled without refund if their behaviour is abusive to classmates or staff. A member may be expelled for destruction of equipment or the property of others. This includes online abuse or abusive behaviour.

Disruptive behaviour will be documented and if continued may result in dismissal and/or membership revocation.

5.3

Waitlist

If your desired class is full, please add your child to the waitlist. There is not a limit to the number of classes that an individual can waitlist for however, waitlist spaces are class specific. If space becomes available, we will contact those on the waitlist in priority order based on the day and time they were added. Individuals will be contacted by phone and email and given 24 hours to accept the spot.

Once a participant is placed in one of our programs, they will be removed from all other waitlists. Waitlists do not carry over from session to session.

5.4

Attire

Participants should wear shorts and a t-shirt or a leotard. Bare feet are best, however gymnastics slippers are suitable. Please no jewelry, earrings, zippers, belts, jeans, bare midriffs, dresses or loose fitting clothing. Long hair must be neatly tied back.

Cuts and warts must be bandaged before class. Any band-aids must be covered with athletic tape to ensure they do not fall off in the gym. Tape is available for purchase at the front desk. For safety reasons, gymnastics grip usage must be approved by the coaching staff.

Participants wearing inappropriate attire will be asked to change and may not be allowed to participate for safety reasons.

5.5

Communication

Communication is important and parents/caregivers are welcome to discuss their child's progress with our Recreational Director. All questions regarding the recreational program should be directed to recreational@campiagymnastics.com.

5.6

Report Cards

Depending on the program, participants will receive a report card or certificate at the end of each session. Documents not distributed at the end of the session can be picked up at the front desk. All documents will be held for one year.

6.0 ARRIVAL/DEPARTURE

It is important to drop off and pick up your children on time. Parents/caregivers must escort children to and from the building. Participants should arrive five minutes before their scheduled class time. Campia staff is responsible for participants during their scheduled class time only.

All participants will enter the gym through the athlete entrance on the main floor. Changeover times are busy therefore participants can use the athlete change rooms located on the second floor however, are encouraged to arrive prepared for class.

Participants arriving late should wait inside the gym door on the main floor until an instructor is available to escort them safely to their group.

If you require to pick up your child during their class please speak to a staff member for assistance.



Children under the age of 5 will exit through the main door. Children age 5 + will be dismissed through the exit door on the side of the facility.

7.0 FACILITY

7.1

Footwear

All visitors are politely asked to remove all outdoor footwear before moving to the second floor to ensure our facility is clean for participants who will be in bare feet for classes.

7.2

Recording

In the interest of preserving the privacy, safety and well-being of all children and families participating in Campia's programs, there will be no photography or video permitted during regular gymnastics classes.

If individuals are observed taking photos/videos during non-permitted times, they will be asked to stop and immediately remove the photos/videos from their device.

Flash photography is prohibited at any time, as flash can pose a risk of injury.

7.3

Viewing

Parent/caregivers and spectators are welcome to watch their child's session in our dedicated viewing areas. Those staying for the duration of the class are asked to move upstairs as quickly as possible to reduce traffic in the lobby between classes. Viewing on the main floor is reserved for parents/guardians of children under five years of age.

For safety and insurance reasons, only registered participants are permitted in the gym during their scheduled class time.

Parents/caregivers are not permitted to contact participants or coaches during class time. This can be distracting and unsafe.

Parents/caregivers are required to keep a vigilant watch on siblings. Climbing and performing gymnastics skills is dangerous and is only permitted inside the gym.



7.4

Washroom

Parents/caregivers of children enrolled in pre-school age programs and those in need of assistance to use the washroom are required to stay for the duration of the class. Public washrooms are located on the second floor of our facility. The washroom in the gym is for in-class participants only.

7.5

Personal Property

Campia Gymnastics is not responsible for lost or stolen property in or around our facility.

All lost and found items will be donated on the first day of each month.

7.6

Smoke Free

Recognizing that exposure to tobacco, smoke and e-cigarettes is a health hazard and because no one has the right to impose a health risk to others, it shall be the policy of the City of Mount Pearl, and Campia, to provide a smoke-free environment.

Smoking and use of vapors and e-cigarettes is prohibited inside our facility and on our grounds.

8.0 ALLERGY

Campia has a number of members with life threatening allergies to peanuts and nuts. Many of these allergies cause anaphylaxis and are very serious. As a result, members are not permitted to bring any type of nut (peanut, hazelnut, etc.) or products containing nuts (Nutella, peanut butter, etc.) and any other allergens listed on Campia's website into our facility.

It is everyone's responsibility to help keep all of our members safe. Parents/caregivers of any child with allergies must disclose this information in the allergy section of the online profile. Please remind children with allergies to not share food or eat any outside food that may be brought into our facility for celebrations. While we make every effort to keep members from being exposed to allergens, we cannot guarantee it will never occur.

We are committed to providing a scent-free environment. We request that all members respect the health of others and use unscented/fragrance-free personal care products.

Our allergy lists change based on the registered members for each session. Please review up to date lists on Campia's website.

