

Athlete Recognition, Dress Code, and Facility Access (Program 5)

Review Cycle:

Updated periodically (e.g., September 24, 2022, Feb 2023, June 2023, Dec 2023, Feb 2024, Aug 2024).

1.0 Purpose

To define policies for recognizing athlete achievements and participation, establishing dress code standards for safety and image, and regulating facility access for all users of Whistler Gymnastics.

2.0 Scope

This policy applies to all participants, parents, staff, volunteers, and guests involved in Whistler Gymnastics programs, activities, events, and facilities.

3.0 Definitions

- **WG:** Whistler Gymnastics.
- **HC:** Head Coach.
- **PM:** Program Manager.
- **ED:** Executive Director.
- **BM:** Business Manager.
- **AGM:** Annual General Meeting.
- **WSLS:** Whistler Sport Legacies Society.
- **RMOW:** Resort Municipality of Whistler.

4.0 Athlete Recognition, Reporting and Awards

4.1 Recognition

Recognition should be a daily process with kind words, approving looks, praise, and personal acknowledgment of success from coach to athlete. Recognition through performance and viewing should be provided:

- Within classes with fellow participants, by sharing and demonstrating ideas, skills, and achievements, facilitated by coaches.
- With family and friends viewing regular class activity from the lobby.
- In the gym, during designated special events each session (e.g., parent viewing days, displays, seasonal/year-end shows), facilitated by PM/HC.
- In the local community by supporting opportunities for athletes to display (e.g., school demonstrations, community events), facilitated by PM/HC.
- In the gymnastic community through events, competitions, demonstrations, displays, and gymnaestradas, facilitated by PM/HC.
- Recognition of participation and achievements through media releases and the news, facilitated by ED/PM/HC/BM.

4.2 Progress Reports

Athlete Progress reports should be provided at least each session and include assessments on the athlete's physical and social development as well as skill achievements. Best practice includes a written report, optionally followed by a private, in-person conversation between coach, parents, and the athlete. Progress reports should focus comments on the athlete's enjoyment, success, and development (skills, physical, social, emotional attributes). Skills achievements and check sheets alone are an incomplete method of reporting progress. Tracking of standardized CanGym and CanJump can be shared digitally. Coaches prepare progress reports under direction and monitoring of HC/PM.

4.3 Certificates and Awards

Certificates and awards should be provided to encourage and recognize general participation and achievement for each session and/or at special events or meets. These should differ from progress reports. PM/HC/CC and/or Event Coordinators collaborate on allocation, preparation, and presentation.

4.4 Annual Awards and Recognitions

This is a shared responsibility of the BOD and Management, with financial support from the annual budget. A support group (BOD Pres, ED, PM, BM, and an appointed BOD executive or officer) plans and facilitates the annual awards.

- **Year End Participant/Athlete Achievements:** A recognition system acknowledges club achievement through attributes like hardest worker, most improved, and sportsmanship/leadership. Determination is made by coaches, management, or athlete peers under PM direction. Certificates or small mementos may be awarded.
- **Banner Recognition:** Competitive Athletes attaining 1st-3rd medal status at provincial, national, or international championships have achievements recognized with banners on the Champion Wall at Oros Whistler. These athletes must meet GymBC and WG qualification standards and place in the top 3 as medalists.

- **Service Recognition:** Club personnel are recognized for each 5 years of service through a presentation and/or an honorarium/gift at the AGM. Years of service do not need to be continuous or dependent on position or minimum hours. Applies to successful fulfillment of their role throughout a season. Includes staff (employees and contractors) and volunteer roles.
- **Special Outstanding Trophy Awards:** Awarded annually to suitable recipients (e.g., Rikka Tindle Award for outstanding competitive athlete, Hodie Award for outstanding volunteer, Sheila Mozes Award for dedication, Karin Jarratt Award for dedication and longevity). These are recognized at AGM and names added to master trophies.
- **Nomination for Sport Excellence and Achievement Awards:** WG nominates for community, provincial, and national sport awards (e.g., GymBC, Viasport, GymCan Awards).
- WG maintains ongoing records of annual awards and achievements.

5.0 Clothing and Dress Code Policy

5.1 Standards and Communication

Dress Code, Clothing, and Uniform Policies are established to maintain standards for health and safety, ease of movement, observable form/technique, and club recognition/professional appearance. Guidelines are clearly communicated via welcome letters, website, handbooks, signage, and verbal requests.

5.2 Following Clothing Policies

Participants and club personnel must follow clothing guidelines without constant reminders; it is part of their respective codes of conduct/employment guidelines. Parents play a major role in guiding participants' choices and supporting coaches' enforcement. Coaches are responsible for adherence during activity and events. Coaches determine decisions for questionable clothing, considering main standards. Parents should be informed of issues, especially repeated problems or refusal to follow guidelines. Adherence strategies include consistency, verbal reminders, stopping participation (if appropriate gym attire is not worn), and time-outs/suspensions for violations.

5.3 What to Wear for Gymnastics

5.3.1 Participants: Clean, athletic gym clothes (sport shorts, fitted t-shirts, bodysuits) with clean, bare feet or gymnastic slippers are required. Trampoline socks are an option for advanced GFA and COMP trampoline training. Clothing should have no buttons, belts, zippers, cords, or loose fabric. Warm-up clothing should be removed before apparatus use. Hair needs to be held back off the face and secured if longer than chin length. Jewelry should be removed (small stud earrings permitted). Training in sport bras or cropped tops with bare midriffs is inappropriate and unsafe; participation will not be allowed. Outdoor wear and footwear must be

removed before gym entry. Valuables should not be brought to the gym, and articles should be labeled. Competitive athletes bring a gym bag with nutritious snacks, extra wear, water bottle, hair accessories, trampoline socks (if needed), athletic tape, grips/wristbands to be kept at the gym.

5.3.2 Coaches: Coaches must set an example, look professional, and dress safely and effectively in clean, proper coaching gym attire (T-shirts, shorts, tights, sweatsuits, tracksuits). Club-provided coaching apparel (vest/shirt, competitive team uniforms) should be worn. Hair should be kept back, and jewelry removed (studs and smooth band rings permitted). Indoor running shoes, gym slippers, or bare feet are best; socks-only are not recommended on apparatus. Indoor running shoes should be worn when moving large equipment. Coaching in dresses, hats, jeans, outdoor clothing/footwear, regular soled shoes/boots, sandals, or flip-flops is prohibited.

5.3.3 Competitive Team Uniforms: Required for Competitive and Interclub teams, reflecting club image. Designs for various competitive/interclub groups will be similar and include "Whistler Gymnastic" title and/or club logo. Worn when representing WG at meets/events for march-in, ceremonies, podium, and awards. Consist of accepted competitive style body wear (leotards, singlets/shorts/pants) and tracksuits. Optional team wear must be approved by the Team Uniform Committee and worn during training, warm-ups, and some outings. Uniform design is maintained for several years (minimum 4) to reduce cost; pieces may be changed in alternating years. The process is undertaken months prior to the new fall season by the Team Uniform Committee, which includes the Program Manager, Head Coaches, and/or Coordinators of respective teams. This committee also coordinates assessing replacement needs, sizing, and communicating reusable uniform resale options. Ordering is done by the PM and BM. Cost includes item price, taxes, shipping, and a portion for new competitive coaching uniforms. Each team coach is supplied with designated coaching attire at club cost, replacements are at coach's cost. BM bills athlete accounts for uniform orders before distribution. Resale uniform payments are handled directly between parents. Uniforms should be kept clean, in good condition, and not worn for regular class training.

6.0 Facility Access - Arrivals, Departures, Parking, Lobby Supervision

6.1 Shared Facilities

Whistler Gymnastics operates its gyms in shared or leased facilities (Whistler Oros and Pemberton Gymnastics Centre). WG and members must follow all policies and procedures set out by facility operators/landlords relating to emergency procedures, security, facility access, arrival/departure, entrances, grounds use, parking, and lobby supervision. Cooperation, respectful, and safe operations are supported in these shared facilities.

6.2 Drop-off - Pick-up - Parking - Lobby Supervision

- **Parking:** At Whistler Oros, park in lots beside or across from the Athlete Training Centre; observe limited time in loop parking. In Pemberton, park in designated areas.
Drop-off/Pick-up: Come in to drop off and pick up athletes under 8. The safe transfer of responsibility for children 6 and under needs direct contact between the designated parent (or guardian) and staff. Participants should arrive 5 minutes prior to class and no more. Be on time to pick up children; if late, the athlete will be in the gym waiting. Come in to pick up and acknowledge pick-up to the coach. If athletes bus from school, arrange with other parents for lobby supervision until class starts.
- **Lobby Supervision:** Respectful, safe, and quiet behavior is needed in the lobby. It is the parent's responsibility to supervise participants in the lobby, which is open to the public. Lobby supervision is not the responsibility of staff or coaches, who are busy in the gym and only available briefly before and after classes.

7.0 Program Appendices

Program Charts and descriptors (e.g., WG Program Chart, GFA Program Chart, COMP Program Flow Chart) are designed for general communication and updated annually. The WG LTAD document is a technical tool guiding coaching staff in Athlete Placement