

# Program Fees, Equity, Access, and Inclusion Policy (Program 3)

## Review Cycle:

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

## 1.0 Purpose

To outline Whistler Gymnastics' policies regarding program fees, ensuring financial transparency, and its commitment to equity, access, and inclusion in all programs and services.

## 2.0 Scope

This policy applies to all participants, parents, and personnel interacting with Whistler Gymnastics' programs, services, and fee structures in both Whistler and Pemberton facilities.

## 3.0 Definitions

- **WG:** Whistler Gymnastics.
- **GFA:** Gymnastics for All.
- **COMP:** Competitive Program.
- **ED:** Executive Director.
- **PM:** Program Manager.
- **AGM:** Annual General Meeting.
- **CPI:** Consumer Price Index.
- **WSLS:** Whistler Sport Legacies Society.
- **RMOW:** Resort Municipality of Whistler.

## 4.0 Program Fees

### 4.1 Fee Structure Overview

Detailed fee information is found in WG P&P FINANCE/FEES and WG P&P OPERATIONS/REGISTRATION/ACCESS BOOKINGS.

### 4.2 Class Program Registration Fees

These fees include:

- **Annual or Casual Membership Fees:** Include GymBC, GymCAN fees and levies, and WG membership fees (if designated). These are paid annually and are non-refundable.
- **Class Program Fees:** Paid by session.
  - GFA/recreational division: Fall, winter, spring sessions.
  - COMP division (includes Interclub/development): Annual Sept to June, paid in 10 monthly installments (only COMP allows monthly payment plan with credit card).
  - Camps: Per session.
- **Refunds:** Partial refunds are available for medical reasons (with a medical certificate) for periods of 3 weeks or more.
- **Calculation:** Class program registration fees for seasonal and annual programs are calculated on an hourly base fee that decreases as training hours increase. Fees are set annually at the AGM and based on a long-term WG Base fee calculation chart system. Annual increases incorporate CPI percentage increases and projected budgetary needs, primarily related to facility or staff costs.
- **Additional Costs:** Certain programs may include fees for designated meets (Type #1), special events, or required practice suits. These do not include saleable items, competitive uniforms, or fees for Added meets (Type #2 or #3), which are billed separately later.
- **Refund Policy (General):** Prorated refunds are generally only available for a short participant adjustment period for new GFA members (2 weeks) or new COMP members (1 month to Sept 30th), or for medical reasons for extended periods of 3 consecutive weeks or more. Special refund requests outside of policy must be submitted in writing to the ED for case-by-case determination.

#### 4.3 Access Program Fees and Bookings

Fees are established for each type of community Access Program, including:

- Drop-ins, Passes, or Exploration Programs.
- School Programs.
- Privates and Semi-Private training.
- Birthday and other Parties.
- Associate sport programs.
- Rentals. Fees are set annually at the AGM, with annual increases reflecting CPI and budgetary needs.
- **Insurance Compliance:** Specific and differing fees are set based on the level of service and insurance compliance requirements for guests, one-time participants, casual members, associate insurances, and contracted booking/rental clients (who must provide proof of their own insurance naming WG, WSLS, RMOW, Pemberton Recreation).
- **Fee Principles:** Fees aim to keep the lowest access rates for local non-profit youth, with scaled increases for adults, non-local, and for-profit groups. Access rates are at least equivalent to or higher than the hourly base rate for sessional programs.

- **Space Usage:** Bookings or rentals for sport groups allow for one rotation space with maximum coach/participant ratio, not full facility space. Rates are adjusted for more space, additional coaches, or full gym reservations.
- **Prioritization:** Regular seasonal and annual class programs have priority over Access Programs. Scheduling conflicts, such as with Birthday Parties, are avoided. Current booking details and fees are found in WG P&P/Operations/Sec Access Bookings.

## 5.0 Program Equity (Access and Inclusion)

### 5.1 Overview and Definition

- **Equity and Access:** Refers to fair and equitable treatment for all individuals and equal access to opportunities. Fair treatment may necessitate different approaches (e.g., providing activities of choice). Access includes facilities, equipment, services, information, and communications.
- **Inclusion:** Occurs when all people, regardless of age, ability, gender, and cultural background, are included or can be included. Full inclusion involves removing attitudinal and institutional barriers to ensure equitable participation and a sense of belonging.

### 5.2 WG Commitment to Program Equity

- WG and GymBC promote 'Quality Sport' through equal opportunity and fairness.
- Whistler Gymnastics is committed to providing welcoming, enjoyable, safe environments free from discrimination or harassment. The club welcomes all community members regardless of abilities and supports gender equity.
- WG does not knowingly solicit or accept sponsorship from companies that discriminate.
- WG supports disadvantaged populations and those with visible/invisible disabilities. It aims to reduce barriers (financial, language, cultural) and cooperates with other organizations to provide programming for persons with disabilities. WG proactively seeks funding to keep programs financially attainable.
- WG requires and financially supports professional development for staff and volunteers in awareness and skills for delivering programs to disadvantaged and disabled individuals.
- WG endeavors to be equitable, accessible, and inclusive based on Sport Canada policy, GymCan Equity policy (and partnership with CCES/True Sport), GymBC policy, individual abilities, capacity for modifications, and its own Access and Inclusion Best Practices. Program diversity is guided by WG LTAD Guidelines for Athlete Placement.

### 5.3 Seven Pillars of Inclusion

WG policy and procedural decisions are guided by the recognized 'Seven Pillars of Inclusion' as they apply to sport:

1. Access

2. Attitude
3. Choice
4. Partnerships
5. Communication
6. Policy
7. Opportunities Specific details are in WG Inclusion Best Practices.

## 6.0 Athlete Placement

### 6.1 Principles of Placement

Athlete placement reflects WG's equity, access, and inclusion policies and program suitability. WG reserves the right to place athletes in appropriate age/grade and ability groups. Programs are open to all based on interest, readiness, commitment, and space availability.

- **Recreational Programs (AS, GFA Fundamentals):** Athletes are placed by age or grade, with varying abilities addressed within classes. These are open registration.
- **Competitive Stream Programs (developmental, Interclub, provincial):** Athletes are placed annually in the fall based on readiness, requiring PM and HC approval. These are restricted registration.
- All placements are subject to space/spot availability and other program limitations.

### 6.2 Registration Procedures for Placement

A limited time for advanced registration may be provided to recreational members (within the year) and returning competitive members (for the next season) before new members are considered. Deadlines are set by the ED/PM and administered by the BM. For example, competitive athletes must complete membership registration by August 1st to hold their spot for the next year. Recreational programs may offer early registration for returning members. More details are in WG/OPERATIONS/REGISTRATION policies.

### 6.3 Identification and Placement Process

Athlete readiness for a program considers physical/motor abilities, skill assessment, and social/emotional development/competitive desire, demonstrated over time.

- **Collaborative Process:** The PM directs a collaborative, cooperative, and joint club process for identification and recommendations from the Management team. Individual coaches or HCs should not independently decide or invite athletes to program divisions or teams. The PM has final approval on recommendations and directs communication to parents through the BM.
- **Communication:** Communication should be simultaneous to all families concerned, with records kept. Letters of recommendation and invitation are used. Program flow and ID process should be clearly identified to parents.

- **Assessments:** Annual assessments for restricted programs for the next year are done in May/June to allow for parental/athlete consideration. Assessments combine long-term tracking, comparison to baseline criteria, ongoing coach assessments, and viewing opportunities (PM/HC viewing classes, inviting athletes to guest in advanced classes). One-time trials or tryouts are not considered a needed or best practice.
- **In-Season Adjustments:** If skills improve during the season, competitive division athlete placement may be adjusted. The PM makes the final determination in consultation with the HC, athlete's coach, athlete, and parents, aiming for a collaborative decision. Athlete coaches should not discuss potential moves or make independent decisions.