

Program Overview, Structure, Limitations, and Scheduling (Program 1)

Review Cycle:

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

1.0 Purpose

To define the scope, guidelines, structure, and administrative aspects of Whistler Gymnastics' programs, ensuring safe, quality, and accessible offerings aligned with sport governing bodies and club values.

2.0 Scope

This policy applies to all gymnastics and multi-sport cross-training programs offered by Whistler Gymnastics, prioritizing local child/youth gymnastic activity across its facilities.

3.0 Definitions

- **WG:** Whistler Gymnastics.
- **GFA:** Gymnastics for All (includes Artistic and Trampoline, Parkour, Freestyle Trampoline, Active Start, Fundamentals, Gymnaestrada, High-School, Adult, Pre-CIT coaching).
- **WAG:** Women's Artistic Competitive (Interclub, BC Excel, CCP up to national program L8).
- **TG COMP:** Trampoline Competitive (Developmental/Interclub, Provincial L1-4, up to National L5).
- **GymCAN:** Gymnastics Canada.
- **GymBC:** Gymnastics British Columbia.
- **NCCP:** National Coaching Certification Programs.
- **LTAD:** Long Term Athlete Development.
- **ED:** Executive Director.
- **PM:** Program Manager.
- **BM:** Business Manager.
- **HC:** Head Coach.

4.0 Program Policy Overview

4.1 WG Programming Disciplines & Scope

Whistler Gymnastics provides gymnastics and multi-sport cross-training programs, primarily focusing on local child/youth activity. Disciplines include:

- **Gymnastics for All (GFA):** Artistic and Trampoline, Parkour, Freestyle Trampoline, including Active Start, Fundamentals, Gymnaestrada, High-School, Adult, and Pre-CIT coaching. Pemberton programs are limited to GFA, Parkour, and Interclub/Xcel.
- **Artistic Women's Competitive (WAG):** Focuses on Interclub (Performance Levels), BC Excel, or Canadian Competitive Program (CCP) up to entry into CCP Level 8.
- **Trampoline Competitive (TG COMP):** Focuses on Developmental/Interclub, Provincial Level 1-4, and up to entry into National L5.
- Currently, no rhythmic, aerobic, acrobatic, or men's artistic competitive disciplines are offered, though skills are integrated into existing programs.
- Leadership programming includes PRECIT training, Coach Professional Development, and staff/BOD leadership training.
- The choice and scope of programs are determined by WG's Long Term Strategic Plans.

4.2 Alignment with Governing Bodies

WG programs are based on guidelines from GymCAN, GymBC, and NCCP, complying with their policies. Supplementary resources from Coaching Association of Canada (CAC), Sport for Life (S4L), Viasport BC, True Sport, and Kidsport may be used if complementary. WG's LTAD programs adapt GymCAN's LTAD plans, facilitated by GymBC.

4.3 WG Programming Guidelines

WG programs are designed to be active, safe, inclusive, developmental, and fun, with "Safety First" as a priority. Offerings are suited to facilities, community interest, and staff resources, focusing on club values, quality coaching, and a healthy gym environment. Programming aims to meet both recreational and competitive needs within organizational limits and supports physical literacy.

5.0 Content and Delivery of WG Programs

5.1 Program Curriculum

WG programs follow NCCP coach training and GymCAN/GymBC guidelines and operations manuals. Specific resources are used for:

- **GFA:** GymCAN GFA Overview, GymBC GFA operations manual, Active Start Safety, CanGym, CANJUMP, Recreational Parkour, Provincial Gymnaestrada, Adult Program Manual, Kids Can Move.

- **Women's Artistic Competitive:** GymBC Interclub Program manual, WAG Operations Manual, WAG Fall Info update, BC CCP Charts & Xcel Program, WAG Qualification Criteria.
- **Trampoline Competitive:** Trampoline Gymnastics Operations Manual - GymBC, TG CP Trampoline Canadian Pathways - GymCAN.
- **Public Access Programs:** Community Access Programs.
- WG establishes its own programs suited to its needs and limits, often requiring a higher standard of quality than basic GymBC/GymCAN requirements.

5.2 Program Responsibility & Administration

- **Program Design & Technical Delivery:** Under the responsibility of the WG Program Manager (PM), with assistance from Head Coaches (HC), Coordinators, Leads, and Coaches.
- **Program Administration:** Under the responsibility of the WG Business Manager (BM), with assistance from administrative, front desk, and facility staff.
- The WG ED, PM, and BM operate as a coordinated team to deliver safe, quality, and accessible programs and professional services.
- WG Program content is outlined in WG Program Technical Guides (e.g., Program Chart, Seasonal Programs, Competitive Programs, Community Access Programs).
- All program records are club property and maintained by the PM. Annual/sessional plans are prepared by HC and approved by PM. Lesson outlines are provided by HC/coordinators with PM approval.

5.3 Program Communication & Schedules

WG Program Charts, Descriptors, and Schedules communicate offerings and athlete developmental progression. Programs and schedules are annually adjusted to match needs and resources, with descriptors updated to include purpose, age/stage, readiness, training schedules, and costs. Program Handbooks for Parents (GFA, Competitive) are provided annually. Program management (registration) and community access (booking) are administered by the BM with PM guidance.

6.0 Program Limitations & Scheduling

6.1 Program Limitations

Program limitations are managed based on:

- **Facility Space:** Equipment layout and rotational use schedules are established annually and adjusted seasonally to minimize conflicts, ensuring GFA core programming is not impeded by competitive needs.
- **Maximum Participants:** Regular classes are limited by gym facility maximums (Whistler: 40 athletes/5 rotational groups; Pemberton: 24 athletes/3 rotational groups)

and coach/athlete ratios. Special events may exceed regular numbers but must maintain GymBC ratios and safe spacing. Specific programs (Active Start, Special Needs, Parkour) may have reduced participant numbers.

- **Insurance Limits on Program:** See WG P&P/RISK MANAGEMENT for details, including GymBC Trampoline Insurance Program restrictions.

6.2 Scheduling

Weekly class schedules are established annually with minimal seasonal adjustments, aiming to enhance gym experience, minimize conflicts, maintain safety and quality, match coaching expertise and member needs, coexist with other community programs, and ensure financial viability. Prime time (Mon-Fri 3:30-8 pm) prioritizes children and youth. Annual and Sessional programs have priority over short-term programs or access bookings during prime time. Training groups requiring more than 2 weekly slots may use non-prime time.

6.3 Coaching Staff - Suitability and Availability

Coaching staff are offered casual employment based on experience, qualifications, and program suitability, with annual and seasonal needs determining assignments. Annual and Sessional programs are prioritized in staffing. Staff are expected to assist with short-term, access, and booking programs, sometimes with increased hourly wages. Term employment agreements are established to match program periods.

6.4 Coaching Ratios

The "Rule of 2" is followed for all coaching/supervision. WG coaching ratios fall within GymBC requirements and adhere to additional WG guidelines based on program type to ensure safety, quality, and financial sustainability.

PROGRAM	CLASS	MIN #S	MAX #'S	RECOMMENDED COACH/ATHLETE RATIOS
Active Start	Parent and Tot	5	10	1:8
Active Start	KK3, KK4, KK5	5	6* (1:6 for KK5)	1:5
GFA TG	Gr. 2-7, Teens	5	6*	1:6
GFA AG	Fundamentals 1-3, 4-7, Teens, Interclub	5	8*	1:8 (1:6 new coaches)
GFA Other	Parkour/Freestyle	5	8*	1:6
Competitive	Artistic/Tramp	5	8	1:6

Extra	Adult, Cheer, School Groups, Access	6	10	1:8 (with added teacher/Precit for youth)
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