

# Registration Policy

## Review Cycle:

Updated periodically (e.g., Sept 2019 , July 2023 , Feb 2024 , Aug 2024 ).

## 1.0 Registration Requirements

All registration must be done online through our current database registration system. Instructions are found on the Whistler Gymnastics website in the Uplifter Guide under the registration and booking section. Just follow this link <https://www.whistlerymnastics.com/register>. All waiver and acknowledgement forms are included in this electronic registration process and require completion, as directed. They include but may not be limited to: Assumption of Risk , Privacy Acknowledgement , WG Membership Rights , GymBC Health and Safety Compliance , Likeness , Electronic Communication , Adult Accompaniment , Competitive Commitment Form (comp and interclub annual programs only). Registration Payments are processed through this system by credit card.

Registration includes two parts - membership registration and class program registration. Membership registration must occur prior to any class program registration. All registration, both membership and program, including the required payments must be completed before any participation in classes or programs or club activity is allowed. Whistler Gymnastics reserves the right to refuse registration into a program and/or to apply a late fee charge, if registration, including payment, is not completed by the deadlines set in the annual registration information communications.

## 2.0 Membership and Membership Fees

Membership is an annual term, September 1st to August 31, in accordance with the gymnastic year. Whistler Gymnastics is a registered Member Club of GymBC and will renew its club membership annually. This allows for individual GymBC memberships and services for all participants who register through Whistler Gymnastics. All Whistler Gymnastic Club participants, staff, BOD, and designated volunteers must be registered annually as members of Gymnastics BC (GymBC) and subsequently Gymnastics Canada (GCG) in accordance with annual registration requirements. Membership registration, all required forms and waivers and membership fee payments must be completed annually before registering into a class program, camp, or access program and before any participation in club programs, events or activities. Parents (accompanying adults) in parent accompaniment programs such as Parent and Tot must also fill out the appropriate registration forms. One-time guests (including non-member party registrants) are non-members and must be informed that they are not covered under

GymBC Sport Accident (medical) insurance. They must acknowledge this on registration and the sign-in guest list. If they wish medical insurance, they must then register as a member.

## **2.1 Whistler Gymnastics Member Voting Rights**

**Whistler Gymnastics has two classes of voting membership: Ordinary Members (typically adults 19 and older) and Youth Members (typically individuals less than 19 years of age). Each Member in good standing is entitled to one vote on matters for determination. Parents of Youth Members are typically appointed on the written registration form to exercise the rights of membership on behalf of the Youth Member . [Note on Contradiction: Bylaws Section 3.2 and 3.4 define Youth Members (under 19) as a class of voting membership, and Section 4.1(i) explicitly grants Youth Members the right to vote. The policy stating athletes aged 15 and under are "non-voting" directly contradicts the Bylaws.]**

Members 'not-in-good standing' (e.g., under review or suspension for conduct and behavior issues, members with financial accounts outstanding (over 2 weeks from notice) and members, as identified by the BOD, in flagrant violation of WG Policies and Procedures particularly in the areas of Risk Management/Safety/Safe Sport ) will not be considered voting members.

## **2.2 Membership Fees Rates**

Annual Membership fees are charged at the time of registration for the first program in the gymnastic year, September 1 through to August 31st. Membership fees are non-refundable. Membership fees include GymBC and GymCan fees and levies and can include WG membership fees. Fees may change annually with approval at the WG AGM. The Board determines the dues and fees payable by Members, and may set different dues for different classes of membership, prorate fees, or waive fees for hardship. The included portion, charged by GymBC and GymCan, is set within their fee policies as determined by a club vote at their AGMs. WG may choose to charge the full GymBC or GymCan portion or may choose to subsidize part of this for WG members. The WG club membership fee portion may be added on or not. It must, however, be clearly stated how much in GymBC, GymCan, and WG. The WG portion can be changed annually at a WG AGM, as deemed necessary.

## **2.3 Securing Competitive Team Spots**

Returning athletes in WG Competitive and Interclub Streams must secure their spots by completing their membership registration for the next season by an advance deadline so the club can facilitate classes and hire qualified coaching staff. Deadlines are set annually, up to August 1, and this must be clearly communicated to the parents it concerns. Deadlines for returning competitive stream athletes to secure spots 2024-25 are: WAG and TG Competitive - June 30th; Interclub/Developmental - July 15th. Spots will not be guaranteed after these deadlines. The club will begin to fill any spots with new competitive athletes. Only Membership registration and fees are due at this time. Program fees can be paid later by the start of fall

programs. If not fully registered by September 1, Whistler Gymnastics will apply a membership late fee charge of \$100 or may refuse registration into the competitive and interclub division programs. The Board may, by Board Resolution, postpone or refuse a Person's registration of membership.

### **3.0 Class Program Registration and Program Fees**

Program(class) registration, with payment, allows registration and participation into a specific class, regular program or camp and MUST be completed before ANY participation occurs. (This information does not address Access programs. For details on Managing Community Access Programs see WG P&P Operations Sec I Bookings .) Each program must be registered separately. Program registration is done seasonally for GFA/recreational division programs - fall, winter, spring, and camps. Program Registration is done annually for Competitive, Interclub and Developmental division programs. Deadlines may be set for the program registration periods and late fees beyond these deadlines may be charged. Registration periods may vary but in general registration opens by mid-June or early July for fall, mid Nov for winter, mid Feb for spring, mid-April for summer camps and remains open until the announced deadline which is one of the following options: when classes or camps are full , 2 weeks ahead of camps , no later than one month into GFA class starts , September 1 for competitive division classes. Advanced registry ('Priority Registration') opportunities should be given in GFA winter, and spring sessions for existing members to re-register before new members are allowed to register.

#### **3.1 Waitlisting**

Participants should be waitlisted for full classes or classes not yet operational. WG will do the best they can within their facility time/space and coaching limits to accommodate waitlisted participants. Waitlisted participants will be contacted directly by email before new applicants, and if possible, given a limited time opportunity to register before classes are opened to new members. In general, waitlist participants are considered in order of waitlisted date. There is no priority given to club personnel or their children. For restricted registration and placement for the next year in competitive stream programs readiness assessments and invitations should have been communicated by May or June. Priority order lists may have been established for the most suitable placement options and the follow procedures are followed: Allow returning competitive/Interclub members a deadline to hold their spots (2024-25 June 30 for comp and July 15 for Interclub). By that time they must complete their membership registration. If they do not, then the spots open. Next, fill open spots with new invitees from existing members who have been identified (May/June) and recommended as ready to transfer in as a spot has now opened. These invitees are usually notified individually, with a HC/BM call and a limited time to confirm (complete their membership registration) as they should already have been considering. Next, look at new members wishing to enter our club that might fit into our competitive division. A readiness assessment (if not done in May/June) is done to see their compatibility into our programs and classes. If the request and a successful assessment was done May/June, they may have already been worked into the prioritized invitee list. A **10% administrative fee** is charged for program transfers, withdrawals or refunds at parent's request. This is not applied

when switches are made by the program staff to accommodate training needs. **For full details on administrative fees related to refunds, please refer to the Refunds Policy (FINANCE06).**

### **3.2 Class Program Fee Rates**

Program fees are calculated on hourly rates determined by a 1 hr. base rate multiplied by a decreasing gradient related to the total weekly training hours. This allows for lowered rates for programs with more training hours, in order to keep fees affordable for higher use members. Details are available upon request to WG Business Manager. Additional costs included in the program fees may be added, such as, but not limited to: 5% Uplifter system administrative Fees , Required included meet costs for Competitive/Interclub (added meets not included will be billed later) , Where included, GymBC Gymnaestrada event costs , If required, any training uniforms (this does not include Competitive Team Uniforms as that is an added individual billing, added as change required). Any such added items will be specified on the particular fee schedules. Adult programs are set 3-5% higher. Program fees are NOT to be prorated for part sessions. Program fees do NOT include Family Discounts. Program fee changes must be approved by a general membership meeting. Current Program Fee Schedules are viewable on-line through Whistler Gymnastics website in the registrations and booking sections. An annual cost of living increase, based on Consumer Price Indexing (CPI) be applied annually into the program fee calculations. The specific CPI % will be determined by BOD approval and AGM fee ratification. Specific grants or donations may be applied to subsidize various program fees with BOD approval. Marketing promotions (short term/early bird) may be applied to certain program fees to encourage participation with ED approval.

### **4.0 Athlete Placement**

Whistler Gymnastics reserves the right for placement of athletes in the appropriate age and ability groups and classes. Our programs are open to all based on interest, readiness assessment and commitment. Classes are subject to enrollment and coach availability. Special requirements and limitations are placed on some levels of Competitive, Interclub and Developmental programs, as they require specific athlete suitability and readiness. Readiness assessments will be conducted and communicated by late spring (May 30th) for recommended placement for the next full season. Athletes deemed ready to benefit from these programs will be invited depending on spots/space available. Whistler Gymnastics reserves the right to refuse registration into a program and/or apply added fees if registration (including payment) requirements are not met. Examples include but are not limited to: \$100 Late fees for Competitive Registration - after Sept 1. The Board has the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Society. Members may participate in the programs and initiatives of the Society, in accordance with such criteria as may be determined by the Board from time to time.

### **5.0 Canceled Classes**

If classes must be canceled due to unforeseen circumstances such as emergency or weather closure, staff illness or event/booking conflicts, Whistler Gymnastics reserves the right of choice to determine make-up options, account credits for future classes, or provide refunds. Such account credits are valid and should be used within one year of the accreditation. These decisions will be determined by the Executive Director (ED).

## **6.0 Program Transfers, Withdrawal or Suspension**

The athletes, staff/coaches, volunteers, families, and guests are expected to respect the codes of fair play and ethical behavior, harassment and inclusion policies, and safety-first practices established by the club, Gymnastics BC, Gymnastics Canada, Coaching Association of Canada and the Whistler Sport Legacy Society and Pemberton facility agreements. Membership can be suspended or withdrawn for non-compliance based on BOD approval. Whistler Gymnastics reserves the right to remove athletes from program participation or suspend participation for a period, for training issues, behavioral or safety issues, bullying or violence. Program suspension/removal and consequential refunding is at the discretion of WG Executive Director. A **10% administrative fee** for class transfers, withdrawals or refunding (within the policy limits) will be charged to cover the added administrative time for these tasks and to discourage holding spots in several classes. The Board may, by Board Resolution, expel a Member for conduct which is improper or unbecoming, contrary to compliance requirements, or likely to endanger the Society's reputation or hinder its interests.

## **7.0 Refunds**

For a comprehensive understanding of all refund policies, including Gymnastics BC Membership, GFA Recreational Programming, Competitive Programming, Access Bookings, Medical Refunds, Exceptional Circumstances, and Credits, please refer to the **Refunds Policy (FINANCE06)**.

## **8.0 GFA and Camp Program Registration Procedures**

GFA and camp program registration and payment is required: prior to the start of each fall, winter, spring session or camp program ; within the set registration deadline periods specified ; athletes will not be allowed to start later than a maximum of 30 days into a seasonal program as it is too disruptive to developmental programming and safety for the class. All registration including payment must be completed before any participation in classes or programs is allowed. GFA program fees include class training, class incentives, reports, awards, and program events. GFA program fees do NOT include additional events or training, camps, bodysuits or uniforms as these are optional. An advanced, early on-line registration date for winter and spring sessions, will be given to existing members before new members are allowed to register. As a courtesy, those on waitlists will be contacted directly by email, and if possible, given a limited time opportunity to register before classes are opened to new members. A **10%**

**administrative fee** for class transfers, withdrawals or refunding (within the policy limits) will be charged to cover the added administrative time for these tasks and to discourage holding spots in several classes. **For full details on administrative fees related to refunds, please refer to the Refunds Policy (FINANCE06).**

## **9.0 Competitive and Interclub Program Registration Procedures**

Competitive, Interclub and developmental programs are considered part of the WG Competitive division. Registration and placement in these programs are based on athlete suitability and readiness, space available, and club invitation. They require a full competitive year commitment with annual registration. WG Competitive Division programs run 10 months September to June. Some levels may require or recommend added summer training. Summer training must be registered separately. They can be paid for using a full or 10 monthly installment payment plans, by the first of each month Sept to June. Camps are paid for separately and in-addition. Current Competitive Stream program and fee schedules are viewable on-line through Whistler Gymnastics website in the registrations and booking sections. COMP/INTERCLUB program fees include class training, class incentives, reports, awards, program events and included required meet costs. For some programs added training suits may be included as specified. COMP/INTERCLUB program fees DO NOT, unless specified, include competitive team uniforms , additional events, added training, camps, team bodysuits or uniforms, travel or added meet expenses for championships or added optional meets. Competitive Club uniforms are required for competitive/interclub team members. These types of items will be billed later. Program registration for COMP/INT and first payment installment must be done by Sept 1st unless a new member is being added/transferred later. A competitive late fee of \$100 will be charged after this date. Program Payments can be done in full or on a 10 monthly installment payment plan, by the first of each month Sept to June. Provision of a current Credit Card and authorization will be kept on file for the monthly installment payments. A **10% administration fee** for class transfers, withdrawals or refunding (within the policy limits) will be charged to cover the added administrative time for these tasks and to discourage holding spots in several classes. **For full details on administrative fees related to refunds, please refer to the Refunds Policy (FINANCE06).** All registration including payment must be completed before any participation in classes or programs is allowed.

### **9.1 Competitive/Interclub Program Commitment**

It is expected, as with all participants and parents, that the competitive stream will follow all Whistler Gymnastics Policies and Procedures and in particular items related to safety, conduct and behaviors. It is expected that competitive athletes are committing to a full year of training. It is expected parents are committing to the full year of payment. The option to pay monthly is available only to competitive/Interclub programs and a valid CC must be kept on account. For details on refund eligibility and conditions regarding mid-season withdrawals, please refer to the **Refunds Policy (FINANCE06)**. Each competitive athlete needs to purchase and wear a

competitive uniform (bodysuit-girls, singlet-shorts-boys, and tracksuit). Competitive and Interclub Parents, as part of our Parents Participation program are required to dedicate additional time to volunteering for club activities in particular, the Whistler Summer Classic and in fundraising. Athletes and Parents will be required to sign the competitive program commitment form.

## **10.0 Account Billing**

### **10.1 Credit Card Use**

WG accepts credit cards. WG does not accept Debit Cards. It is the responsibility of the Card holder to keep the card current. Normally, credit cards will be a one-time only use for each membership registration and GFA, camp, and casual program registrations and they are not stored on our registration system beyond the one use. However, in exception to this, Competitive/Interclub division programs will be required to allow credit/debit card authorization and secure storage on our online registration system for installment payments and for added expense billings. Added expense account billings will be charged to the card 2 weeks after invoices are sent out. The Board will have power to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments . The Board will also have power to authorize all expenditures and administer all the affairs of the Society and fix prices and charges, arrange modes of payment and makes rules with regards to the operation of the Society .

### **10.2 Members with Outstanding Accounts**

Members are considered not-good-standing for disputed or outstanding payments (beyond the 2 weeks) and can be denied member participation, services and voting rights. All Members are deemed to be in good standing except a Member who has failed to pay such membership dues and fees as are determined by the Board, if any, when due and owing and such Member is not in good standing so long as such amount remains unpaid. A Member who is not in good standing has the right to receive notice of, and to attend, all General Meetings, and the right to participate in programs or initiatives of the Society (subject to eligibility) but is suspended from all of the other rights.

### **10.3 Added Administrative Charges**

**For details on administrative fees related to program withdrawals, transfers, or refunds, please refer to the Refunds Policy (FINANCE06).** A \$100 Late fee applies for Competitive/Interclub Registration -after Sept 1st.