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# Recreational Gymnastics

## Policies & Procedures

September 2021-June 2022

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## WELCOME TO SELKIRK CHALLENGERS GYMNASTICS CLUB!

Selkirk Challengers Gymnastics Club (SCGC) is a registered not-for-profit society, overseen by a volunteer Board of Directors.

Address: 1250 – 26<sup>th</sup> St, Castlegar, BC V1N 4C9

Telephone: (250) 365-5563

Email: [scgc@telus.net](mailto:scgc@telus.net)

Website & Registration: <http://selkirkchallengers.uplifterinc.com>

Facebook: <http://www.facebook.com/SelkirkChallengers>

Instagram: [http://www.instagram.com/selkirk\\_challengers](http://www.instagram.com/selkirk_challengers)

### **HEAD COACH**

Rhonda Saunders – NCCP 2: WAG, MAG, Interclub, Recreational.

Email: [scgccoach@hotmail.com](mailto:scgccoach@hotmail.com)

### **COACHES**

Cassandra Hecker – NCCP 1 : WAG, Recreational

Misauti Voros: NCCP Recreational.

### **OFFICE MANAGER**

Amy Lockhart

Email: [scgc@telus.net](mailto:scgc@telus.net)

### **BOARD OF DIRECTORS**

Email: [scgcboard@telus.net](mailto:scgcboard@telus.net)

Meghan Edwards, Chair

Michelle McLachlan, Vice-Chair

Penny Goupil, Secretary/Treasurer

## I. REGISTRATION & PAYMENT

View available programs and complete registration by visiting our website:

<https://selkirkchallengers.uplifterinc.com>.

Program tuition, Membership fees, SCGC administration fees, and Volunteer fees are due at the time of registration. Payment is required in order to hold your spot in the program of your choice; your registration is not considered confirmed until payment has been received by SCGC.

*Membership Fees include: Gymnastics BC membership fees, Zone One membership fees, and Gymnastics Canada membership levy. These fees are paid once a year and cover your child from September 1<sup>st</sup> of the current year until August 31<sup>st</sup> of the following year.*

### PAYMENT OPTIONS:

A payment policy is in place to help minimize the risk of delinquent accounts. As a non-profit society, SCGC depends on the prompt payments of all members.

- A. Program fees, Gymnastics BC membership fees, and Volunteer fees are due at the time of registration.
- B. SCGC accepts payment via Uplifter by Visa, Visa Debit, and MasterCard, or in person via cheque or cash.

*Please note: coaches are unable to process cash or cheque payments. If you are dropping off cash or cheque payments an appointment with our Office Manager is required. Please contact Amy at [scgc@telus.net](mailto:scgc@telus.net) to book an appointment.*

- C. There are several options for program tuition payment:
  - a. Payment in full at time of registration;
  - b. Monthly pre-authorized credit card payments;
  - c. Monthly cheques post-dated for the first of each month.

Receipts will be provided via email for each payment made by installment, and itemized statements will be sent out periodically. It is essential that all fees and payments are kept up to date.

### NSF CHEQUES:

There is a \$25.00 service charge for all NSF cheques. Once you have been notified that your payment was returned NSF, you will have five business days to submit a replacement cheque or cash payment, including the \$25.00 service charge, to the office.

### DELINQUENT ACCOUNTS:

All delinquent accounts will have two weeks from the date of notification to clear the outstanding balance. If after this time, no contact has been made by the member and/or no effort has been made to clear your outstanding balance, your account will be noted as Inactive, and your child will unfortunately no longer be able to attend classes. Your account will be referred to the Board of Directors for further consideration. Please note: Fees are not refundable for missed training time due to non-payment, and no makeup classes will be offered.

*If your family is unable to maintain your payment commitment, please reach out to our Office Manager to discuss. We do not wish for any child to be denied the experience of gymnastics due to extenuating circumstances beyond their control. SCGC will work with your family to make alternate arrangements if possible.*

### **FINANCIAL ASSISTANCE:**

There are three possible funding sources available for those who qualify: KidSport, Athletics 4 Kids and Jump Start. If you would like more information on these programs, or to apply for funding, please contact the programs directly via the links below.

KidSport: [www.KidSport.ca/BC](http://www.KidSport.ca/BC)

Athletics 4 Kids: <http://www.a4k.ca>

JumpStart: <http://jumpstart.canadiantire.ca>

## **II. PROGRAM REFUNDS**

Your intent to withdraw your child from the gymnastics program must be received in writing (via email, regular mail, or hand-delivered to the office) within the first two weeks of the session in order to receive a refund. A \$25.00 administration fee will be deducted from the refund amount, along with the number of classes attended.

*Please note that the Gymnastics BC, Zone One Membership Fees and Gymnastics Canada Membership Levy are not retained by SCGC and are therefore **non-refundable**.*

After the first two weeks of the session, refunded withdrawals will only be approved with the submission of a medical note signed by a qualified health practitioner. Refunds for medical reasons will be prorated based on the number of remaining classes and are subject to the \$25.00 administration fee. There are no makeup classes or credits given for classes missed throughout the session.

## **III. MAKEUP CLASSES**

Makeup classes are offered only when SCGC cancels a scheduled class. If this happens, you will be contacted and provided with information for your child's makeup day and class time.

## **IV. VOLUNTEERING**

As a non-profit society, SCGC depends on the commitment of parents who volunteer in a variety of ways each season. SCGC would not be able to provide the programs or manage the operational costs and expenses of the club without considerable increases to the program fees if we did not have the volunteer policies in place.

Our goal is to promote family involvement while also ensuring that all the volunteer tasks do not fall to only a few members of the Club. We understand that families are often involved in many different activities outside of gymnastics and have various time restraints. We have several different volunteer tasks available to members, and many of the tasks are flexible so that they can be completed at a time that is convenient for the members. A list of volunteer positions and their various time commitments will be made available after classes start in September.

Questions, Comments or Concerns?

Please contact the office at (250) 365-5563 or via email, [scgc@telus.net](mailto:scgc@telus.net).

Join us on Facebook: <https://www.facebook.com/groups/SelkirkChallengers>