



Home of the Polarettes Team



2025 to 2026
Season Handbook

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About Us

The Yukon Gymnastics Centre is fully managed by the Polarettes Gymnastics Club – a volunteer driven, non-profit society whose purpose is to provide recreational and competitive gymnastic programs. It is operated by professional coaching staff, under the general direction of the Board of Directors, which is voted into office in accordance with the Club's constitution.

Mission statement

To inspire a commitment to sport through fostering athlete development and coaching excellence, offering programs for all ages and skill levels, and by providing opportunities for athletes and families to connect and enjoy sport in a friendly and vibrant community.

Our Coaches

The Polarettes' are committed to providing the highest standards of gymnastics services in the North. This includes investing in a professional coaching staff and their continuing education. All of our coaching staff are trained through the National Coaching Certification Program, Standard First Aid and CPR "C", Respect in Sport and Sport Ethics.

Our professional coaching staff also undergo extensive on the job training through shadow coaching, coach-in-training courses, online video sharing and ongoing coaching clinics.

Our Guiding Beliefs

We believe in diversity and inclusion in our sport and our community.

We believe that the safety of our athletes, volunteers and staff is paramount.

We believe in building a foundation for women and girls to achieve their aspirations.

We believe in strengthening partnerships with other community-based sports organizations for the benefit of all Yukoners.

We believe in gender inclusivity.

We honour and value the dedicated support of our volunteers and staff.

And we believe in the power of our sport to create friendships and memories that will last a lifetime.

Our Vision

A healthy, fun, active and inclusive local community experiencing a lifetime enjoyment of sport and physical activity.

What is the difference between the Xcel Program and CCP?

At Polarettes, we are offering two competitive programs in the club – Xcel and Canadian Competitive Program (CCP) because one training program doesn't always fit everyone.

Xcel is new to Canada, but clubs in BC, Alberta, Sask, and more are quickly adopting the program and most competitions we attend offer both CCP and Xcel categories. While Xcel is a new program to Canada, Xcel has been thriving in the USA for many years.

USA Gymnastics, the largest governing body of gymnastics, has offered a traditional Canadian Competitive Program (CCP) level system in which gymnasts compete. Once a gymnast is proficient at his/her level and earns a qualifying score, he/she has the option to move up to the next level. Competitive levels are levels 3-10, and above level 10, the gymnast has the option to go "elite" (those are the gymnasts you see at the Olympics).

However, there was a flaw in this CCP level system. In CCP, there is a very specific mold that the gymnast is required to fit into for successful competition results. For gymnasts who did not fit that mold, whether due to age, financial situation, ability, or commitment level, there was no other real option for them. So USAG made a fantastic decision and created the Xcel program.

USAG defines the Xcel program as "a broad-based, affordable competitive experience outside the traditional Canadian Competitive Program Program." Xcel, like CCP, has different levels (Bronze, Silver, Gold, Platinum, Diamond) that the gymnast can progress to as he/she learns more skills. Gymnasts who participate in Xcel also get the same competitive experience of being on a team and competing in front of a judge.

The biggest difference between CCP and Xcel is that where CCP has very strict requirements, Xcel's are more relaxed and allow the gymnast more of a range of skills, as well as more room to train and progress at their own pace. Gymnasts who are maybe too old to go the traditional CCP path blossom in Xcel, where they can still train skills, compete, grow, and progress. Often, gymnasts in the Xcel program do fewer competitions than their CCP counterparts, and it is less of a financial and time commitment than CCP. In the case of Polarettes, our Xcel program requires less training time as well, so it's more suited to multi-sport athletes.

Polarettes is a huge fan of the Xcel program. The CCP program can create a small box for its gymnasts, and before Xcel, there was nothing for gymnasts who didn't fit into that box, but who still loved gymnastics. Xcel has created the opportunity for girls to compete in

gymnastics that wouldn't have otherwise been encouraged to. It has opened the door to a new way of enjoying the sport and has encouraged more kids to participate. Gymnasts who maybe would have quit are now staying with gymnastics and competing in Xcel.

Here at Polarettes we are proud to offer both a CCP team and Xcel team and we compete at meets with both. Mobility between the programs is not only possible, but encouraged if either is a better fit than the other. We expect to have gymnasts switch from CCP to Xcel, and gymnasts come from Xcel to CCP. All of the skills we train at Polarettes overlap between the programs, making a smooth transition from any gymnast that may make the switch.

Approximate Comparison of Skill Level:

Xcel Bronze =CCP 3 and under

Xcel Silver =CCP 3/4

Xcel Gold =CCP 4/5

Xcel Platinum =CCP 6/7

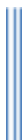
Xcel Diamond =CCP 7/8+

In the 2024 to 2025 Season, we will only be using CCP 8+ for our National Development Team. All other athletes will compete in the Xcel program - But we will have Xcel groups with varying goals and levels. An athlete on the National Development Team in CCP is an athlete who must demonstrate a high standard of physical ability (including skill acquisition, strength, and flexibility) on all four events, courage, resilience, strong work ethic, and coachability. The CCP athlete spends more hours in the gym, competes in more competitions that may require travel, and may incur more of an expense for uniforms. As a result, CCP is more of a family commitment as far as time and finances. This program is perfect for the athlete who only wants to do gymnastics!

The Xcel athlete must also demonstrate the physical ability, work ethic, and coachability required to be a part of a competitive team, but without the extremely high expectations and standards of CCP. The Xcel athlete may train fewer hours in the gym and may choose to compete in fewer competitions. The Xcel program is perfect for the athlete who demonstrates desire to learn in gymnastics, but who also wants to pursue other sports/activities, or for the family that is unable to commit financially to CCP.

Polarettes Developmental Program

Now that you know the difference between Xcel and CCP, you may be wondering what this means for our program. Polarettes adopted the Xcel program on a bit of a whim, in the middle of the pandemic, and we've since learned a few things along the way. We learned that keeping coaching quality high for two separate competition programs has its challenges, it's hard in a small town to have two pathways for development, we learned we unintentionally formed an imbalance and almost a 'hierarchy' among the young kids that we never wanted, we do not like selecting kids into one program or another at a young age, and we learned that many of the Xcel kids would like the opportunity practice more - because gymnastics is FUN!



2025 Polarettes Competitive Program Structure

For the 2025 to 2026 season, we've streamlined the competitive program to include all Xcel and CCP athletes in one developmental pathway.

High Performance Level GEMS, Youth, Novice, Junior, Senior, College/Scholarships <i>Ages 8 to Adult</i> <i>Average 20 to 30 hours/week</i> <i>Currently Polarettes has no athletes committed to pursuing this level of the sport</i>
National Level CCP Level 9, 10 <i>Commonly ages 11 to Adult</i> <i>Average 18 to 22 hours/week</i> <i>National Team</i>
Western Canadian Level CCP Level 8 <i>Commonly ages 10 to Adult</i> <i>Average 16 to 20 hours/week</i> <i>National Development Team</i>
Provincial Level Xcel Gold, Platinum, Diamond, CCP Level 6, 7 <i>Commonly ages 8 to Adult</i> <i>Average 9 to 16 hours/week</i> <i>Travelling Teams & Nat Dev</i>
Developmental Level Xcel Bronze, Silver, Gold, CCP 1 to 5, Fundamentals <i>Commonly ages 6 to Adult</i> <i>Average 6 to 14 hours/wk</i> <i>Fundamentals, Dev C (Bronze), Dev B (Silver), Dev A (Gold), Pre-Gems</i>
Non-Competition Steam/Recreational Level <i>Commonly ages 18 months to Adult</i> <i>40 minutes and up</i> <i>Not aiming to compete</i> <i>Bugs, Bunnies, Badgers, Bears, Beginner, Intermediate, Advanced, Adult</i>

Competition commitments and events

There are a number of event and competition opportunities for athletes depending on their level, here is an average breakdown:

Competition Level	Included Events	additional costs apply
Fundamentals	Skill Testings Team BBQ & awards	
Developmental C <i>Bronze</i>	Skill Testings Mock Meets Winterfest Nutrition Seminars Yukon Championships Team BBQ & awards Developmental Leotard	Teamwear Grips Tape Shorts Training Suits Summer Training - Optional
Developmental B <i>Bronze and Silver</i>	Skill Testings Mock Meets Winterfest Nutrition Seminars Yukon Championships Team BBQ & awards Developmental Leotard	Teamwear Grips Tape Shorts Training Suits Summer Training - Optional
Developmental A/Pre-Gems <i>Silver & Gold</i>	Skill Testings Mock Meets Winterfest Nutrition Seminars Yukon Championships Team BBQ & awards Developmental Leotard	Teamwear Grips Tape Shorts Training Suits Summer Training - Optional
Junior Travelling Team <i>Gold, Platinum</i>	Skill Testings Mock Meets Winterfest Nutrition Seminars Yukon Championships Team BBQ & awards Summer Training	+ up to two traveling meets per year Teamwear Grips Tape Shorts Training Suits Competition Suit
Senior Travelling Team <i>Gold, Platinums, Diamond</i>	Skill Testings Mock Meets Winterfest	+ up to four traveling meets per year Teamwear

	Nutrition Seminars Yukon Championships Team BBQ & awards Summer Training	NSA Strength Training Grips Tape Shorts Training Suits Competition Suit Track suit package
National Development <i>6, 7, 8, 9, 10, Gems, Elite</i>	Skill Testings Mock Meets Trials to AWG/Winterfest Mental Training Nutrition Seminars Summer Training	+ training camps and up to 6 travel competitions Teamwear NSA Strength Training Grips Tape Shorts Training Suits Long sleeve competition Suit Track suit package

Our Culture, Values, and Expectations

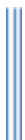
The Polarettes Gymnastics Club Women's Gymnastics team is built on a foundation of established culture and values. Our programs are tailored by Women, for girls to thrive in sport. The club is a huge advocate of the Women and Girls in Sport initiative, which ensures programs for girls remain accessible, positive, and uplifting.

We asked our athletes and coaches what we value most, and this is what they came up with:

- At the gym, you can be yourself. Everyone loves you for who you are, and everyone is supportive.
- Our health comes first, you can talk about your health honestly and rest when you need to rest
- Work hard, it's more fun when everyone is hardworking and progressing. Show up on time, and be ready to put your best foot forward
- Strive for excellence, gymnastics is an artistic, beautiful, powerful sport and we ask our athletes to bring attention to the artistry and beauty of the sport
- Relax. Taking yourself too seriously can get way too stressful fast - set realistic goals and enjoy the journey
- Have fun - Sometimes fun is working hard and progressing, and sometimes it's a game at the end of practice. Learn to love it all!
- Love to learn - stay open minded and enjoy the process, everyone is here to support you. You need to also support yourself.
- Positive self-talk is your friend, you decide what energy you bring to the gym and team each day

We have a culture of respect, support, and a love of sport. By joining our team, we're inviting you to our close-knit family. We cannot wait to get to know you better. We stand for safe sport; We stand for Women and Girls in sport; We stand for people and progress over winning; We stand for open communication and honesty; We stand for personal accountability and commitment to the team.

We do **not** stand for a win at all cost mentality. We do **not** stand for putting gymnastics before health. We do **not** stand for bullying or harassment.



Club Standards

By registering for our Competitive Program **you are agreeing to abide by this handbook and all of the standards and expectations set out within.**

As a parent, you are expected to educate yourself, family, and child on safe sport practices.

“Playing sports is a great way to learn skills, stay fit, and see the positive results that come from hard work and teamwork. Coaches have a responsibility to provide participants with a safe environment.

All parents have the right to talk to the coach or the coach's employer if they have questions or concerns about interactions with their child. In fact, parents may have the most vital role in shaping their children's experience of sport – and in the development of the sport organization where their children play. ” - Coaching Association of Canada

You can find information, links, and courses for you and your athlete here:

1. <https://coach.ca/sport-safety-parents>
2. https://protectchildren.ca/pdfs/C2K_SportEdition_ParentsGuide_eng.pdf

You'll also be pleased to learn that Polarettes is a strong advocate for the Responsible Coaching Movement and has taken the pledge.

As a **minimum standard**, our competitive coaches are required to be NCCP Competition 1 trained, Respect in Sport Certified, Making Ethical Decisions certified, annual screened with a police and vulnerable sector check, hold a Standard First Aid and CPR C certificate, and have taken the Making Headway in Sport concussion training.

We follow the Rule of Two standards, abide by the universal code of conduct for coaches, and require ethical decision-making and respect-based training.

To be part of our team, the expectations are as followed:

The Coach

The coach's role is to facilitate the best preparation and safety for the athlete, both mentally and physically. Technical and tactical plans, strategies and decisions are always to be made by the coach. The coach will do everything in his or her power to provide efficient training programs to the athlete in order to maximize his or her capabilities. The Coaching staff retain **full** authority in decision-making in all of the following areas:

1. Assignment of coaches to athletes, training groups, days, times and hours of training
2. The readiness of an athlete's ability to train and/or be evaluated at competitive events
3. The competitive level of the athlete
4. The competitive calendar and training schedule
5. The curriculum of what is taught and how it is delivered
6. The appropriateness of appearance, clothing and behavior of the athletes at any time
7. The right to apply disciplinary procedures to an athlete/parent

10 guidelines for effective coaching

	Do
1	Work systematically based on the <i>Long Term Athlete Development Program & Polarettes Competitive Program Structure</i>
2	Demonstrate good model behavior (clothing, hygiene, language, discipline, etc)
3	Handle athlete in a respectful manner (respect in return for respect)
4	Daily evaluation of own performance behavior
5	Work together as a team with colleagues, other professionals, club management, parent, associations etc.)
6	Take future development in account (combination of school and sport)
7	Communicate effectively with athletes (talk with, don't talk to)
8	Knowing the safe sport guidelines and speaking up to the Executive Director or Board of Directors immediately if they suspect abuse or suspicious behaviour
	Don't
9	Take over the role of parents
10	Express criticism to athletes about parents, school or other professionals

The Parent

The parents will respect the expertise and professionalism of the coach and medical staff. They will make sure they do everything in their power to keep the athlete physically and mentally healthy by providing a stable home situation, healthy nutrition and efficient logistics including making sure the athlete is able to attend training on time.

11 guidelines for effective parenthood

	Do
1	Be loving parents (both in success and in “failure”)
2	Facilitate the passion of your child (adjust day planning, nutrition, pay fees)
3	Guard future success of your child (suitable education)
4	Have and show trust in coach and club
5	Stand up for the interests of your child (ask for meeting if necessary)
6	Believe in growth and development, but stay in perspective (accept the limitations of your child)
7	Be an active participant in the club
8	Knowing the safe sport guidelines and speaking up to the Executive Director or Board of Directors immediately if they suspect abuse or suspicious behaviour
	Don't
9	Continue coaching outside of the gym
10	Ask for the attention of your child, or communicate with them during training and/or competition (safety first)
11	Express criticism to your child about coaches, club or other athletes

The Club

The club will facilitate a proper and safe accommodation for the athlete to train in, as well as competent coaches to train with.

11 guidelines for effective club management

	Do
1	Facilitate a safe training accommodation
2	Facilitate competent and qualified coaching staff
3	Support the development of its coaches and athletes
4	Develop and manage a financial policy
5	Develop and educate coaching staff and other professionals in the organization
6	Organize competitions and events, in cooperation with partners
7	Optimize cooperation and bonding with the club
8	Cooperate with external parties as associations, medical and educational authorities, etc
9	Communicate externally with partners, media, etc.
10	Innovate and anticipate to developments in the (sport) society
11	Knowing the safe sport guidelines and reporting abuse immediately if there is suspicion or a member complaint

The Athlete

The athlete will arrive at training ready and open to learning, focused and attentive to their lessons, and will be a positive and respectful teammate. The athlete will ensure they're in proper health and communicate to their coach if they need any training modifications. The athlete will put their health first, keep an open mind to new ideas, and communicate with their coaches and team respectfully.

10 guidelines for effective athlete training

	Do
1	Follow the safety guidelines and expectations
2	Communicate respectfully to coaches, parents, and team
3	Support their own personal development through effort, and growth mindset
4	Ensure they're ready to train, eating well, sleeping well, taking care of their bodies
5	Managing their school, extra curricular, and health to ensure they're not compromising their training potential. Communicate when changes must be made.
6	Supporting their teammates, club, and contributing positively to their team culture
7	Leading by example, and not standing for bullying or negative mindsets
8	Arriving on-time, ready to train
9	Knowing the safe sport guidelines and speaking up to an adult immediately if they suspect abuse or suspicious behaviour
10	Work hard, have fun, and follow the true sport principles

Registration & Program Tuition

This year you are required to secure your spot in our Competitive programs by May 22nd, 2026 by paying your membership in advance. This will be held as a deposit and considered a commitment to next season's training. If you're not able to commit by May 22nd, we cannot guarantee placement in our program for next season.

Coaching resources are limited, and waitlists are extremely long. We will create groups based on those who are able to guarantee they're coming back and open available spots to those on the waitlist for our programs as of June 1st, 2026

Returning member registration opens on May 11th, 2026 and will close on May 22nd, 2026.

Payment Schedule

By May 22nd: Only the membership fee is due at time of registration

By August 31st: Commitment Bonds, Service Fees, and all outstanding payments from last season are due.

By September 1st: Septembers training fees & teamwear invoice

Our program is pleased to offer low hourly rates for all of our competitive programs. We do require parent commitment hours as well, to help subsidize the cost of our programs to keep our club safe, clean, and well-run.

You may choose to pay upfront in full, or monthly payment. If paying monthly, you must set up payments online or via post-dated cheque. Membership dues are due prior to the first class, as well as the commitment bond.

Discount Opportunities:

1. If you pay by post-dated cheque or cash, the service fees are waived saving you 5%.
2. If you have two children registered in competitive programs, you will also receive 5% off the second child's fees (whichever child's fees are cheaper, is the fees the discount will be applied to).

Competitive Program Tuition Letter from Executive Director

Dear Competitive Families,

We are excited to announce that thanks to funding from the Sport and Recreation Branch of Yukon Government, we have received \$20,000 of additional funding in the form of a Women and Girls in Sport Subsidy in collaboration with Yukon Gymnastic Association for the second year in a row. This funding has been used to offset program costs, and has directly reduced the impact of a necessary cost-of-living increase that was scheduled for competitive programs this season.

In June 2025, the Board of Directors approved a 3.25% Cost of Living increase to all competitive programs.

Thanks to the funding from Yukon Government to support Women and Girls in Sport, we are happy to announce we have not implemented a Cost of Living increase to competitive programs.

Polarettes is not immune to rising costs of wages, janitorial, O&M services, and travel expenses in the current economy. We do our best to keep fees as nominal as possible. Applying for funding where possible, and offering low hourly rates in comparison to other gymnastics, dance, and local competitive programs. We recognize the financial pressure many families are feeling right now, and are doing everything we can to keep costs low.

If costs are a barrier, we encourage you to access funding sources such as the Yukon Gymnastic Association Bursary, Kid's Recreation Fund, Jordans Principal, Sport Yukon and Yukon Government funding for Sport; As well as access discount opportunities by paying via Cash or Cheque to save on service fees, participate in the fundraising committee events, and show up for Parent Commitment Service to earn back those fees. Please contact our administrative team if unique payment plans are needed, or you want more information on funding and bursary options.

Your help with commitment to the club through parent commitment opportunities helps us keep back-end costs low. This past year, of the 75 families who paid service fees, only 47 families chose to work off their commitment hour time. This is a drastic improvement from last season, where only 23 families had worked off their commitment time. Your help reduces our staff and O&M expenses, and reduces strain on our most committed volunteers. The board increased the parent commitment bond hourly rate in 2024, and since the program has shown improved participation we will not be increasing the rate again this year. Your time is more valuable to our club than your bond cash - Please consider sharing your time instead of your money.

Sincerely,

Kimberly Jones
Executive Director & Head Coach

Program Name	Hours/ week	Months/ year	Membership	Annual Amount	Monthly Rate	Parent Commitment Bond
Nat Dev 8+	20.25 h	12 month	\$ 75.00	\$ 5,031.88	\$ 419.32	\$ 1,000.00
CCP 6/7,AWG & GEMS	12 h	12 month	\$ 75.00	\$ 3,713.58	\$ 309.47	\$ 600.00
Extra sunday practice: CCP 6/7, AWG, Senior	4h	10 month	n/a	\$ 952.00	\$95.20	\$200
Senior Travel	10 h	12 month	\$ 75.00	\$ 3,400.80	\$283.40	\$ 500.00
Junior Travel	9 h	12 month	\$ 75.00	\$ 3,060.00	\$ 255.00	\$ 450.00
Developmental A & B-1	6 h	10 month	\$ 75.00	\$ 2,420.29	\$ 242.03	\$ 300.00
Developmental B-2 & C	4 h	10 month	\$ 75.00	\$ 1,983.44	\$ 198.34	\$ 300.00
Fundamentals	4 h	10 month	\$ 75.00	\$ 1,983.44	\$ 198.34	\$ 300.00

Please notice which group you're signing up for, **some programs run September to June, and some run from September to August.**

September to August programs are calculated on fees based on 46 weeks of training to allow for club cancellations, and family vacations/missed practices. If you select the monthly payment option, the training fees have been split into 10 or 12 equal payments. No make-up classes for canceled training or missed training will be provided.

Your tuition fees include:

- Annual training with certified coaches
- Registration dues to mock meets
- Physical testing events
- Membership: Includes membership to Polarettes (You will have a vote at our AGM), access to classes and programs, and this covers your child's insurance.
- Nutrition seminars (when funding is available)
- Some programs include dance, strength, and mental training (Check the commitment table above)

Your tuition fees do not include:

- Teamwear expenses (Long Sleeve & Competition Leotards, track suits, hoodies, shirts)
- Personal equipment (grips, grip bags, tape, chalk, tiger paws, gymnastics shoes)
- Registration to competitions or events
- Travel costs for camps or competitions
- Private lessons, or extra training required for additional strength, mental training, nutrition, physiotherapy, massage, flexibility, or choreography over and above what we offer in our regular schedule.

Late or Non-Payment Policy

The Polarettes is a non-profit society and relies on prompt payments from families to be able to meet its financial commitments.

Accordingly, if a family does not satisfy training fees (including providing post-dated payments for the year), travel costs or any other invoice resulting from the athlete's participation in the competitive program within the time frame set out on the notice or in a policy contained in this handbook, **their child will not be permitted to train**. Once payment has been satisfied, the child can resume their training. There are no exceptions to this policy.

All competitive payments must not exceed 60 days in arrears and must be paid by the 15th of the third month. For example, fees are due in September.... October 1st – 1 month in arrears, November 1st – 2 months in arrears, November 15th – If fees are still in arrears, athletes will not be permitted to train.

Parent Commitment

We ask that everyone in competitive programs help out the club in any way they can through parent participation commitments. It takes a village to keep not-for-profit sport organizations operating to their best potential! The goal of our parent commitment policy is to ensure that all families are contributing to the team and club, as all families and athletes will benefit from our events, fundraising, activities, and efforts.

Your family has two options to fulfill your parent commitment;

Option 1:

You can opt-out of parent participation by providing a payment for the commitment amount set for your child's group at the beginning of the year. This will buy you out of parent commitments, and we will send a staff member in your place instead. If you choose this option, it's non-refundable. The amounts due will be reviewed annually, and outlined in the CCP Handbook and the Parent Commitment Policy.

Option 2:

At the beginning of the year, you will be asked to provide us with a commitment bond upfront with the commitment amount set for your child's group.. As you participate, for every hour of approved participation, we will deduct \$50 dollars from your bond. If you have completed your full parent commitments by the end of the season, your bond will be fully refunded.

You will need to sign up for parent commitment opportunities; We have many opportunities to get involved. Here's how you can help:

- Help with fundraising opportunities
- Join a Committee - We are looking for members for a fundraising committee, and sponsorship committee
- Join our Board of Directors and actively participate in meets and tasks
- Join the Yukon Gymnastic Association Board of Directors and actively participate in meets and tasks
- Participate in **approved** activities and events (could include competition events, donation perhaps of manual labour/services like moving equipment, cleaning the gym and foam pit, etc...)

A small collective effort will have a big impact on the success of our team. Keep in mind our commitments are a minimum, and any contribution over and above is just absolutely wonderful and appreciated!

The full policy, approved in 2017, is available upon request and will be distributed with the handbook package.

Multiple Children:

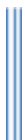
If you have multiple children in the competitive program, the total commitment hours is capped at a maximum of 20 hours of commitment per family.

Withdrawals mid-season:

A prorated amount to reflect the amount of time the athlete stayed in the program will be assessed.

Partial completion of the commitment:

Partial commitment will result in a partial refund, it will depend on how much commitment time remains and how much has been completed.



Service Cancellation

Refunds for services already provided will not be issued. Service cancellation requests can be issued 30 days prior to service termination.

Reasons for service termination may include, but not be limited to:

- Athlete is retiring from the sport indefinitely
- Family is moving out of territory
- Families cannot attend for a long period of time (exceeding 4 weeks) due to major family emergencies, or catastrophic events such as long-term injury, illness, or death.

Reasons for service termination may NOT include:

- Family is going on vacation and doesn't want to pay for months missed
- Child wants to do another activity this month, and then return to gymnastics later and the family does not wish to pay for training during that time

Written notice must include: Reason for service termination, date of request, medical note if required, or explanation of circumstance. Notices may be delivered in-person or via email to the Head Coach.

Everyone must provide written notice for service terminations, no exceptions will be issued. Once a service termination is approved the remaining fees for future training months will be put on hold, canceled, or refunded depending on the situation.

Please remember that our coaches are highly trained and the cost of running training is expensive for the club. When you commit to the program, we have the expectation that your family will stay committed and we are relying on your dues to help us stay afloat.

Parent/Coach/Athlete Communication

We do our best to keep everyone well informed by providing the following:

- Digital Calendars
- Monthly newsletter updates from September to June
- E-mail updates

Daily Communication

- Call the office and leave us a message at 867-668-4794
- Emailing our Competitive Team:
 - Executive Director & Head Coach: Kimberly Jones, kimberly.jones@polarettes.org
 - Developmental Coordinator: Stephanie Caron, stephanie.caron@polarettes.org
 - Administrator: Alysia Hornblower, info@polarettes.org
 - Artistry Coordinator: Kate Fitzgerald: kate.Fitzgerald@polarettes.org
 - Coach Ewan: ewan.campbell@polarettes.org
 - Coach Naomi: Naomi.Diaz@polarettes.org
 - Coach Jessica: Jessica.Woodhouse@polarettes.org
 - Coaches Emily & Andrew will have e-mails set up once they start their first day of work in September. We will share with you then
- Come tell us in person or have the athlete tell us in training

Please **do NOT** use the following methods without the coaches' permission:

- Texting or calling of the coaches personal cell phone

Competition Standards and Guidelines

Our Competitive Program has specific norms, standards, and guidelines that your family should be aware of before joining the team and starting to compete.

Moving from Level to Level and Selection of Major Games Teams

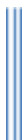
Switching levels and/or the eligibility and selection of Major Games teams are at the full discretion of the Head Coach.

The Board of Directors will not involve itself in any discussions or decisions regarding the placement level of any member of the competitive team or the placement of any athlete on a Major Games Team. Rather, they defer to the professional experience of our coaching staff to make these determinations.

Our coaches are highly committed to their athletes and work very hard to develop the safe and technically sound gymnastics required to be successful in competition. Accordingly, it is Club policy that any issues regarding an athlete's training must be discussed with the child's regular coach before being discussed with the Head Coach.

If you would like to speak with your child's coach, please arrange an appointment. If you are not satisfied then your issue may be brought to the Head Coach and from there if it is still not resolved, the Head Coach will consult with the President of the Board.

Major games include but are not limited to competitions such as Western Canadian Championships, Canadian National Championships, Elite Canada, Arctic Winter Games, and Canada Winter Games.



Placement in Training Groups

Once selected into one of our Competitive programs the athletes are divided into training groups based on their skill level, potential, general training attitude and attendance record.

Every gymnast is carefully placed into the group where the head coach & professional coaching staff feel the gymnast will best succeed. We strive to place athletes in a group that will challenge them without overwhelming them and will give them the best progress for the level they are striving to compete in.

The placement of gymnasts in training groups is at the discretion and responsibility of the Head Coach.

Level Placement

The decision of an athlete's level is the responsibility of their coach and the head coach. Each level of gymnastics has certain skill requirements. The score of a routine is determined by firstly whether the skill is completed, and secondly by the form and perfection displayed by the gymnasts in their execution of those skills.

Each gymnast will be placed in the competitive level best suited to their skill level, form and maturity. The head coach will assign each gymnast to a level which will be challenging yet allow her to experience individual success.

All gymnasts progress at different rates; according to age, physical growth, maturity, etc.. Therefore, not all gymnasts can progress from one level to another at the same rate. It is expected, however, that if a gymnast is following our program and taking their training seriously, they should experience increased personal success.

Participation in Competitions

Our competitive program is highly structured and participation in the minimum amount of competitions for their assigned group is mandatory unless specified by the coaches. Athletes are expected to attend their listed competitions unless ill or injured.

Individual Competition Preparedness

A gymnast will be registered for a meet based on their competition level, athletic preparedness, physical testing, health, attitude, commitment and effort at training sessions.

Generally, a gymnast will not be allowed to enter into a competition if she does not attend training sessions immediately before the meet. This is at the discretion of their personal coach, with the final say held by the Head Coach.

No training besides sickness or family emergency can be missed 2 weeks prior to competition. The coaching staff will withdraw the gymnast on safety concerns.

Gymnasts and their parents/guardians will be notified as much in advance of their child competing as possible.

The registration of a gymnast in a meet is the responsibility of the Head Coach with the gymnast's personal coach or coaches.

For younger gymnasts especially, the coaching staff may determine that the gymnast does not (yet) have the required skills or is not ready to compete in one of the events and may only enter the gymnast in two or three events. The athlete's parents / guardians should help the gymnast understand that there are required skills for each event at each competitive level and that we enter gymnasts safely into competitive meets and events when they are able to achieve personal success and gain satisfaction from the experience.

Traveling to Competitions

Participation in competitions is determined by the Head Coach in consultation with your child's coach. Once this has been done, you will be provided with a list of potential competitions that your child is eligible to attend. For the 2025/2026 season, we will be using a new system to register for competitions. We will be using activity messenger to host all competition information, including registration. Failure to reply in the allotted time will indicate that you do not wish your child to participate. Once you have signed the forms, this signifies your child's commitment to attend and the Club may proceed to register them.

Please note that attendance to these competitions is not guaranteed and will be dependent on each individual athlete meeting the minimum requirement standard for their level and based on the attendance of each athlete in the months leading up to outside competitions. Poor attendance may result in the Head Coach determining that your child has not properly prepared or shown the dedication to attend an outside meet; in addition failure to be up to date with training fees will also result in your child's inability to attend outside meets.

For the 2025 to 2026 season, no athlete will be permitted to travel outside of the territory for competition unless a minimum score of 32 all-around has been issued by the territorial Head Judge or Head Coach at a mock meet, skill verification event, or trial. Athletes scoring less than 32 all-around will be managed on a case by case basis. Consideration will be given but not limited to athlete age, training level, caliber of competition, attendance, training attitude and general readiness.

In the case of parent travel, parents are responsible for all travel and accommodation arrangements for their athlete. Polarettes is responsible for competition registration.

In the case of team travel, Polarettes will make arrangements for travel and accommodation and the parents will be responsible for paying a deposit before the trip and submit any remaining costs after the competition. Parents are responsible for all expenses relating to the trip.

Parent cooperation in satisfying these invoices upon receipt is required. If your child cannot attend and we are unable to cancel the ticket, you will be responsible for its payment, and any other non-refundable costs. A final reconciliation will determine if your child's portion of the travel expenses was adequately assessed. Non-payment of travel costs falls under the non-payment policy.

Team Travel versus Parent Travel

Team Travel is when the athlete travels with their coach and team without their parents. In Team Travel circumstances parents are not required to attend, but if they choose to, parents are asked to book in a different hotel when possible and prearrange their involvement in the team with the Head Coach.

We use this format because our schedules are extremely busy, and parents often are not operating on the same schedule or understanding of the team dynamics. Trips that utilize mandatory team travel are typically major games such as AWG, CWG, Westerns and Nationals.

When available, a parent chaperone or team manager will be assigned as the primary caregiver for your gymnast during their travels. If we have a small number of gymnasts, or there is no parent chaperone available, the coach will act as primary caregiver for the trip with the written consent of all athletes. Our team is committed to safe sport and the rule of two, and will use these national standards when traveling with athletes.

Gymnasts under the age of 11 years old must be accompanied by a parent, and stay with their parent, at all competitions. In addition to the minimum age, parents and guardians must be extremely confident their child is ready to team travel, considerations you should make include:

- Will this be their first time away from home or family? Have they had sleepovers before? For 4 to 7 days long? Please prepare them for this before the event. Homesickness is extremely challenging for athletes to manage.
- Am I comfortable with them staying in a hotel room with other athletes, with no adults in the room with them? Can they fall asleep on their own in new spaces?
- Have they been taught how to pay for and order a meal in a restaurant? If something happens will they be comfortable communicating to a chaperone or coach to help them? Are they picky eaters? Will we reasonably be able to find them food they will eat on the trip?
- Do they have any mental, physical, or allergy concerns that coaches should know about? How can you help prepare them with coping mechanisms to aid them on the trip? What do our coaches need to know?

Athletes are expected to be on their best behavior and show respect to all athletes and coaches or they will be sent home with the cost being the responsibility of the parent. All athletes team traveling are required to fill out the team travel health questionnaire and show proof of travel insurance.

Parent travel is when the athlete travels with their family and is the responsibility of their parents except during pre-organized team activities or competition times. All athletes are required to stay and watch the competition and support their competing teammates unless pre-arranged with the Head Coach ahead of time.

Events and Competitions

- In case athletes travel with parents to a competition, instead of with the team, parents should ensure that their gymnast arrives at the competition site at least 15 minutes prior to the start of the scheduled warm-up period.
- Parents should not enter the competition area for any reason — this can result in a team deduction according to regulations.
- Parents should not attempt to contact or speak to their children during the competition. In case of emergency, please connect with the coach.
- Parents should be supportive of all gymnasts and exhibit good sportsmanship as a spectator.
- If you have questions for the Provincial and/or National sport body about the competition results, or competition information, please contact your club first. It is the club's responsibility to keep their members informed with this kind of information.

Team travel

- We will provide the gymnasts on the team certain time slots where they can contact their parents. In case of an important message parents can use the phone number of the head of delegation; he or she will organize further contact.
- It will not always be possible to visit gymnasts before the competition in their hotel. Should there be a need, please contact the head of delegation first to make them aware of the circumstances. We follow extremely busy schedules and these small interruptions can often cause a day of hiccups.
- After the competition there may be a timeslot where gymnasts and parents can meet. Parents must seek permission from the coach or chaperone to take their gymnast from the team travel – This should be pre-arranged.

Competition Expenses

As the only gymnastics club in the Yukon, we have to travel out of the territory to every competition that we attend except the competition we host, which is the Yukon Championships in June.

There is some assistance from our sport body and Lotteries Yukon to help cover these expenses, but they will largely be funded by your individual family. We encourage our competitive gymnasts to attend a minimum of two to three gymnastics competitions per season, and expect more participation for our higher level gymnasts.

To help cover costs, our parent association hosts a fundraiser called 'grocery bagging'. You can sign up for grocery bagging through a parent organizer.

There are also a variety of funding sources you may be eligible to access, including:

- Kids Recreation Fund
- Jumpstart for Kids
- Yukon Gymnastic Association Bursary
- Yukon Gymnastics Association Travel Funding
- Lotteries Yukon Travel Assistance Program
- Air North GOAL Program
- YASC Funding for Aboriginal Athletes
- High Performance Funding

Competitive Personal Equipment

A gymnasts gym bag might include the following:

- Spandex shorts
- Mandatory Competition Suit
- Grip bag, grips & an extra set of grips
 - Applicable only to Dev A gymnasts and above
- Athletic tape, pro-wrap/horse tape
 - The gym will only provide athletic tape for gymnasts in emergencies.
 - For any chronic injuries or long lasting rips gymnasts are expected to come prepared to take care of themselves
- Gloves
- Wrist Bands (Minimum 4 inches length)
- Deodorant
- Feminine hygiene care products
- Extra suit

Choreography

The Artistry Coordinator and/or Head Coach must approve the music for each athlete in the club and will direct the routines composition. Our Artistry Coordinator will choreograph all floor and beam routines at the direction of the Head Coach. Should an athlete choose to have an alternative choreographer create a routine, that is at the cost of the parents and music choices still need to be approved by the Head Coach.

Team Wear

For the 2025 to 2026 Season, we are updating our competition leotards for all traveling teams. Developmental program groups (Dev C, B, A) will receive a GymGear training suit as their competition suit. All traveling teams will have a custom competition suit made for them, and as always, this will be invoiced as a separate mandatory expense.

Athletes on our traveling teams are required to have the required teamwear and the invoiced amount is due before they can pick up their suit. This season we have opted not to require additional teamwear, such as track suits, to spread out teamwear costs for the athletes families. Next season (2026 to 2027) you can expect mandatory track suit expenses for all traveling athletes.

In gymnastics, athletes require very little personal equipment compared to many other sports, primarily a competition suit. As the main long-term equipment cost, we focus on investing in high-quality suits designed to be worn for multiple competitive seasons. This is our first full suit redesign with this supplier in over ten years, and most athletes will get two or more years of use from their competition suit.

If cost is a barrier, we encourage families to join the fundraising committee to organize ways to offset teamwear expenses.

General Health, Injuries, and Illness

- Parents should instruct their gymnasts not to share their water bottle with anyone and to wash their hands before and after practice, especially during the cold and flu season.
- **If your child is sick or injured enough to not go to school, they should never attend practice.**
- **Children with fevers, or who have vomited or had diarrhea during the day should never attend practice.**
- Encourage and promote good healthy eating habits and help the gymnast to make educated nutritional choices. Snacks should be healthy fuel for an athlete's body.
- It is the responsibility of the parents to inform the coach of any condition that may affect the gymnast's ability to perform i.e.: illness or injury, or if a gymnast is taking medication; this will allow the coach to modify the training of the gymnast.
- If your child is injured and advised to stop gymnastics, contact the Head Coach. A knowledgeable physiotherapist or doctor may approve certain activities, such as gentle movement, flexibility exercises, visualizing routines, or mental training. If you have concerns, Kim can connect with your doctor or physiotherapist to discuss a recovery plan.

Injury Protocol

It must be understood from the start, that gymnastics can be a dangerous sport. At all times, safety is priority #1 at Polarettes, thus we teach skills in a safe progression. However, even with the best prevention possible, an injury might occur. Each gymnast has a different body type that moves, grows and changes differently.

When an injury occurs inside the gym, it will be handled as follows:

1. When an injury occurs, coaches will provide immediate care (e.g., ice, elevation, first aid). If the injury is minor, you'll be informed after practice. For serious injuries, you'll be called to come to the gym, and in rare cases, 911 may be called before contacting you.
2. During recovery, ongoing communication with parents is crucial. Depending on the injury, gymnasts may be able to participate in light conditioning or other activities, which should be discussed with the coaches. Please don't keep your child out of the gym without consulting the coaches first.
3. For traveling team members, we expect athletes to work with their coach on a rehabilitation plan and stay connected with the team, potentially on reduced hours. This will be tailored to the specific injury, and the coach will collaborate with the athlete and parents to modify training as needed.

What injuries or medical concerns should I report to the coaches?

We need to be informed when your child is injured or has mental or physical health concerns. If your gymnast does get an injury and you take them to a medical professional, we want to be notified of the results. The coaching staff will give input as to rehabilitation and what will be the best way to help them return to full healthy training with the doctor's recommendation. It is of great importance that we work together as a team as mentioned above.

Grievances

Healthy communication between the athlete, coach and parents or guardian will help your athlete meet their best potential. If you have questions or concerns about your individual child's schedule, progress, or behavior in training please immediately talk to the coach. The best practice is to have open and honest communication and be respectful to everyone. All of our staff are trained gymnastics professionals and are interested in the success and wellbeing of every athlete in our program.

Here are some best practices for healthy coach/parent/athlete communication:

- Always talk to the coach first, our coaches are available before training to chat with you or you can set up a meeting time with them for questions that may take longer than 5 minutes to answer. Please respect that at the end of the evening, our staff likely have dinner with their families – Ask them if they have time to talk with you, and if they say no please respect that and set up a meeting to talk to them another time instead.
- For the safety of our members and our athletes, parents and guardians are not allowed on the equipment under any circumstances. If you need to get a hold of a coach during training due to an emergency, please talk to our administrator at the front desk. If you need to pass along information about your child leaving early etc... Please call or email ahead of time or let our administrator know.
- Remember it is a coach's *job* to correct your child's gymnastics and training habits. Coaches are directed to consider the **safety of our athletes** as the number one priority in our facility. If a child is doing unsafe activities or being distracting to others, they will be asked to stop and if they continue to cause hazard to the gym, they will be asked to leave.
- Sometimes in coaching situations, the perception of a young gymnast and the perception of the coach are different. Calmly work together with the athlete and coach to resolve any possible conflicts.

If you have a concern about safety, policies, or a coach and have already calmly tried to resolve conflict with the athletes personal gymnastics coach, you may then refer to the Executive Director.

Harassment Policy

As a member of the Yukon Gymnastics Association (YGA), the Polarettes Gymnastics Club is party to and bound by the provisions contained in YGA's Harassment Policy.

The Harassment Policy applies to coaches, athletes, parents and members of the executive and all are equally bound and protected by it. It describes what constitutes harassment as well as the procedures to be followed in the event of a complaint.



The Polarettes Gymnastics Club, its employees and executive, have a joint responsibility to ensure that athletes are coached and treated in a positive, healthy environment that promotes the development of the sport and good sportsmanship. Accordingly, any complaints under this policy will be taken very seriously and will be investigated and handled in accordance with the policy's procedures.

If you wish to review the Harassment Policy, you can ask any member of the Board of Directors provide you with a copy.

Team Member Code of Conduct (Parent, Athlete, Coach, Official)

As a Polarettes Team Member, I understand, value, and commit to the following basic team values and standards:

1. Respect - treat all people with respect all the time and require the same of other athletes, parents, officials, volunteers, and members
2. Class - live and play with class, be a good sport, be gracious in victory and accept defeat with dignity; give support to competition opponents, compliment extraordinary performance, show sincere respect to all on and off the field of play
3. Pursuit of Excellence - Pursue victory with honor, strive for personal growth, self-reflect, work hard, stay committed to yourself and the team, practice self discipline and personal accountability
4. Disrespectful Conduct - don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. Respect Officials - treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
6. Integrity - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
7. Honesty - live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
8. Reliability - fulfill commitments; do what I say I will do; be on time to practices and games.
9. Loyalty - be loyal to my team and I will put the team above my personal glory.
10. Role-Modeling - remember, participation in sports is a privilege, not a right and that I am expected to represent my team with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model.
11. Healthy Lifestyle - safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
12. Integrity of the Game - protect the integrity of the game; play according to the rules.
13. Be Fair - live up to high standards of fair play; be open-minded; always be willing to listen and learn.
14. Concern for Others - demonstrate concern for others never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
15. Teammates - help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.
16. Play by the Rules - maintain a thorough knowledge of and abide by all applicable game and competition rules.
17. Spirit of Rules - honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

18. Show up for yourself & team - arrive to practice ready to train, on-time, consistently, and be present and ready to contribute to the team and play your role
19. Contribute to Cleanliness - contribute to the constant state of cleanliness in the gym (gym floor, lobby, change rooms, lunchrooms, etc.).
20. Ethical Responsibility - abide by the Code of Conduct and Ethics, local laws, rules, and bylaws of Polarettes, Yukon Gymnastic Association, Gymnastics Canada, and Sport Yukon.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this Athlete's Code of Conduct. I also understand that failure to abide by rules may result in disciplinary action by the Polarettes program head coach or Board of Directors.

Disciplinary action may include, but is not limited to:

- verbal warning;
- written warning;
- revocation of privileges; lock room access, drop in training, team events, travel to competitions, ability to try out for teams; etc...
- suspension from training;
- disqualification from events;
- immediate return home from events/training camps (at athlete's expense);
- suspension from the Polarettes team;
- suspension from Yukon teams;
- and revocation of membership
- other action deemed appropriate by the Head Coach or Board of Directors given the specific circumstances of events

ATHLETE'S NAME (PRINTED) SIGNATURE

PARENT 1 NAME - IF UNDER 18 (PRINTED) SIGNATURE

PARENT 2 NAME - IF UNDER 18 (PRINTED) SIGNATURE

DATED THIS _____ DAY OF _____, 20____

Code of Conduct and Ethics

An electronic copy of the Code of Conduct will be sent to you to fill out and complete before the first day of training. This copy is for your records.

Universal Code of Conduct to Prevent and Address Maltreatment in Sport

As of December 19th, 2022 Gymnastics Canada and the Yukon Gymnastic Association pledged to adopt the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

As a requirement of our program, an adapted version of the UCCMS v6.0 is in place for all parents, athletes, coaches, guardians, officials, volunteers, and other stakeholders. It's been adapted by Sport Yukon with the help of Sport and Law, and again slightly adapted to fit the needs of our specific circumstances.

This Code of Conduct and Ethics is in addition to the above Athlete Code of Conduct.

VERY IMPORTANT NOTE

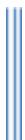
A digital copy will be e-mailed to you upon registration, you may request it prior to registration if you'd like to read it before starting the registration process.

The new Code of Conduct and Ethics is *extremely* detailed, and some of the content may not be considered appropriate for young children to read (graphic/explicit text), which is why we haven't directly referenced it in this document.

We believe that given what has happened in our sport nationally, it's extremely important that parents take the time to read the full code of conduct, and then decide as a family how to make its content appropriate to teach your young people.

Our program has incredibly high safe sport standards - make sure your kids know the expectations of appropriate conduct, not just in our programs, but as a valuable life skill.

Your registration is not considered complete or valid until the Athlete Code of Conduct, and Code of Conduct and Ethics has been signed.



Social Media Guidelines

“Organization” refers to: Polarettes and Polar Tumblers Gymnastics Club

The Social Media Guidelines for Coaches and Athletes is a separate document from the Social Media Use Consent Form

Definitions

1. The following term has this meaning in these Guidelines:
 - a) “*Social media*” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, BeReal and Twitter

Purpose

2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Organization’s *Code of Conduct and Ethics*.
3. Given the nature of social media as a continually developing communication sphere, the Organization trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform coaches’ and athletes’ best judgment.

Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
 - a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
 - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
 - c) Coaches may not demand access to an athlete’s private posts on Twitter, Instagram, or Facebook

- d) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
- e) If you accept some “friend” requests, or follow one athlete on Twitter or Instagram, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
- g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog, Instagram, or YouTube
- i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
- j) Keep selection decisions and other official team business off social media
- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization
- l) If you create a page on Facebook or Instagram for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some coach-athlete interactions may take place on social media
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid

imposing yourself into an athlete's personal social media space unless explicitly requested to do so

- s) Avoid adding athletes to Snapchat and do not send snapchats to athletes

Social Media Guidelines for Athletes

5. The following tips should be used by athletes to inform their own strategy for social media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone
- c) Never add coaches to Snapchat and do not send snapchats to coaches
- d) If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Organization
- e) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
- i) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of the Organization. As a representative of the Organization, you have agreed to the Organization's *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through social media
- j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your club, coach, or by the Organization and content or

behaviour demonstrated in social media may be subject to sanction under the Organization's *Discipline and Complaints Policy*

Club Responsibilities

6. Clubs should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to the Organization's *Code of Conduct and Ethics*, to navigate social media using their best judgment.
7. Clubs should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to the Organization's *Code of Conduct and Ethics*.
8. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the Organization's *Harassment Policy*.