



2022 - 2023

Team Handbook

Welcome to the Laketown Gymnastics Team!

Our dedicated and experienced coaching staff provides our gymnasts with a positive and fun environment to develop their gymnastics skills, as well as build confidence and self-discipline. Laketown Gymnastics is a 501(c)(3) non-profit corporation governed by a Board of Directors and supported by a committed staff.

Directors

Gym Director Tammie Coleman tammie.coleman@laketowngym.org

Team Coaching Staff

Gabriella Douglas	ella.douglas@laketowngym.org
Eric Bernier	eric.bernier@laketowngym.org
Kyle Eckstrom	kyle.eckstrom@laketowngym.org
Heather Williams	heather.williams@laketowngym.org
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Julia Fake	julia.fake@laketowngym.org

Board of Directors board@laketowngym.org

Angie Foss (President)
Samantha Leighton (Vice President/Secretary)
Ryan Reed (Treasurer)
Brad Devereaux
Nick Hoffman
Sarah Kroells

Mission

Our mission at Laketown Gymnastics is to provide a challenging, yet positive and nurturing gymnastics environment in which children learn gymnastics and related skills. Through high quality instruction, we strive to develop well-rounded athletes with improved confidence, self-esteem, self-discipline, and responsibility.

Laketown Competitive Team

There are two competitive paths at Laketown Gymnastics, the Levels and the Xcel program. Both options are governed by USA Gymnastics.

The traditional levels program is a progressive program that consists of compulsory levels 3, 4, and 5 and optional levels 6-10. Compulsory consists of a certain set of required skills and routines at each level. At the optional levels, there is a requirement of more complex and challenging skills and is the track which (most) collegiate and elite gymnasts pursue.

The Xcel program is designed to offer a broad based, affordable competitive experience in gymnastics and (generally) requires less time commitment than a levels program. There are certain requirements that need to be met at each level, however Xcel is not as strict as the levels side.

Acceptance onto a Laketown competitive team has a 1 month trial period. This 1 month trial is for the purpose of determining if your gymnast is placed on the correct level, if this is a good fit for your family, as well as for the coaches.

Communication

Generally, email would be the first contact. For obvious reasons, practice time is not the best time to communicate. Our goal at Laketown is to maintain open lines of communication. We want each family to know that it is important to ask questions, raise concerns, and inform us of issues as they arise. We respect a parent's insight into their child's well-being and we welcome your feedback.

Who do I communicate with for what?

Team Tuition and Fees - Sara Hinrichs

Team Questions, Policies, or Concerns - Xcel - Heather Williams; Levels - Ella Douglas and Eric Bernier

Scheduling Concerns - Xcel - Heather Williams; Levels - Ella Douglas and Eric Bernier



PYRAMID OF SUCCESS



HARD WORK - GYMNASTICS IS HARD WORK. SUCCESS WILL NOT COME WITHOUT THE WORK

PURPOSE - DOES YOUR WORK HAVE A PURPOSE?

PERSEVERANCE - ALONG WITH HARD WORK AND PURPOSE, YOU NEED TO BE WILLING TO KEEP TRYING, EVEN AFTER FALLING TIME AND TIME AGAIN

EFFORT - PUTTING FORTH EFFORT WILL HELP YOU REACH YOUR OUTCOME YOU WANT FOR YOURSELF

ATTITUDE - HOW IS YOUR ATTITUDE? THIS IS WHAT DRIVES OUR DAILY EFFORT. THINGS AREN'T ALWAYS EASY, THE RIGHT ATTITUDE CAN MAKE IT EASIER

ACCOUNTABILITY - ARE YOU WORKING LIKE YOU SHOULD BE? OR ARE YOU DOING 5 SKILLS WHEN YOU COULD OR SHOULD DO 10?

TRUST - WE UNDERSTAND THESE SKILLS CAN BE SCARY. TRUST THE PROCESS OF LEARNING. TRUST THE DRILLS SET UP FOR THOSE SKILLS. TRUST YOUR COACH, WE HAVE YOUR SAFETY AS OUR TOP PRIORITY

DISCIPLINE - THERE ARE RULES AND PROPER BEHAVIORS TO FOLLOW, NOT ONLY IN THIS GYM, BUT IN LIFE. YOU NEED TO DISCIPLINE YOURSELF TO FOLLOW AND RESPECT THOSE RULES

DEDICATION - WE UNDERSTAND YOU ARE GIVING UP THINGS TO BE AT PRACTICE. THAT IS DEDICATION, AND WE RESPECT THAT

SPORTSMANSHIP - TEAMMATE FEELING DOWN? DID THEY EARN A NEW SKILL? HOW ARE YOU MAKING THEM FEEL WHEN THIS HAPPENS?

FRIENDS - YOU BUILD LIFELONG FRIENDSHIPS IN THE GYM, AND WE ARE SO HAPPY TO BE A PART OF THAT

RESPECT - RESPECT YOURSELF, RESPECT YOUR COACH, RESPECT YOUR TEAMMATES, RESPECT THE GYM, RESPECT THE SPORT

MOTIVATION - HAVE THE DRIVE AND MOTIVATION TO WANT TO SUCCEED

GOALS - WHAT GOALS DO YOU HAVE? MAKE THEM ATTAINABLE AND SOMETHING TO STRIVE FOR EACH DAY.

SUCCESS - IF YOU, AS THE GYMNAST AND WE AS YOUR COACHES, PUT IN ALL OF THE ABOVE, SUCCESS WILL FOLLOW.

Gymnastics is a demanding sport, both physically and mentally. Expectations regarding work ethic, attitude, and attendance are enforced to ensure each gymnast's safety and success as a competitive gymnast. Gymnasts and parents should consider these expectations before making the commitment to join the competitive team.

Work Ethic:

Demonstrate strong work ethic at all times. It is expected that gymnasts:

- Come to practice prepared and ready to work.
- Gymnasts should be on the floor, dressed, focused, and ready to start **on time**.
- Pay attention to instructions and corrections made by your coach.

Attitude:

Come to practice with a positive attitude. Negativity, complaining, and gossiping **ARE NOT ACCEPTABLE** and lead to undesirable practice environments.

General Rules

Food:

- No gum, food, or drinks allowed in the gym area.
- Snacks are allowed in the kitchen area or designated break areas.
- Gymnasts are expected to clean up after themselves.

Locker Room:

- Please keep lockers and locker room neat. No food is to be left overnight in lockers.

Proper Attire:

- A leotard is required. Fitted shorts are allowed. No baggy t-shirts or shorts. Warm ups may be worn during warm up and conditioning only.
- Small earrings (studs) are allowed—no other jewelry.
- Hair must be tied back and out of the gymnast's eyes.

Cell phones:

- Phones are not allowed in the gym. If you need to get a message to your gymnast, please contact the front desk (952-368-3547).

Laketown Discipline Plan

We ask that parents support our discipline policies and understand that gymnasts will be reprimanded for breaking safety rules or for violating our behavior expectations, which include the following:

- Poor attitude or disposition
- Laziness or lack of determination or motivation
- Not following the coaches' instructions
- Profane languages or actions
- Disrespectful behavior
- Bringing your teammates down

First instance: Verbal warning from coaches. An email will be sent to the parent making them aware their child was spoken to at practice regarding certain behaviors.

Second instance: Coach requests gymnast to call parent for pick-up and schedules parent meeting

Hurtful talk or behavior toward anyone at Laketown **will not be tolerated**. Consequences arising from this type of behavior will range from being sent home to *expulsion from the competitive program*.

There is zero tolerance for bullying.

As much as a coach tries to stay on top of this, they cannot see and hear everything. If your child is coming home with things that a teammate may have said or done to her, we encourage you or your child to contact the coach so we are aware. We cannot address issues we may not know are going on.

Social Media Responsibility

If your gymnast has social media, please be aware of what is being posted. They are representing Laketown Gymnastics and are a role model for the younger kids. There should be no inappropriate posts involving activities that don't reflect well upon themselves or Laketown Gymnastics. This also includes cyber bullying of teammates.

Observing Practice

Parents are welcome to observe practice; please observe all practices from behind the half-wall. **Do not** coach or interact with your gymnast during practice time—distractions can lead to injury.

Competitive Costs

Being on a competition team comes with costs. Below you will see a breakdown of what those different areas are.

<u>Item</u>	<u>Cost</u>
Monthly Tuition	Varies per level
Annual Team Registration	\$100 (Xcel Bronze/Silver) \$150 (Xcel Gold/Platinum/Levels 4-10)
Laketown Competition Jacket	\$90 (approximately)
Competitive Leotard	\$199 (approximately)
Competition Shorts (optional)	\$15
Team Backpack (optional)	\$60
USAG Annual Membership	\$65 (\$25 for 1st time members)
MN USAG Head Tax	\$15
Coaches Travel/Meet Expenses	\$200-\$300(Varies per season)
Meet Entry Fees	\$100-\$135/meet

Explanation of Fees

Annual Team Registration - This fee helps to cover the extra costs incurred by the team, such as chalk, pre-wrap, athletic tape, admin costs, etc. This fee is due in July.

Competition Jacket - Jacket worn to competitions. This fee is due in July.

Competitive Leotard - Custom designed leotard to be worn at competitions. This fee is due in July.

Team Backpack - Backpack that is brought to competitions to hold all of their items (water bottle, small snack, grips,tape, chalk, etc). This is an optional expense.

USAG Annual Membership - Annual membership dues to USA Gymnastics. This is a required fee for all girls competing. This fee is due in July.

MN USAG Head Tax - Annual fee paid by all Minnesota competing gymnasts. This fee helps support the state's general fund, as well as state sponsored camps, clinics, and congress. This fee is due in the fall.

Coaches Travel/Meet Expenses - This helps compensate the coaches for their time coaching at meets as well as reimbursement for gas and food. This also helps to cover the entire team entry fee into each competition. If your gymnast qualifies to the state and regional competitions, there will be additional coaching/travel fees at that time.

Meet Entry Fees - Each competition has an individual entry fee for each gymnast.

Yearly Competitive Calendar

June

- New leotards and warm ups ordered
- Renew athlete USA Gymnastics membership
- Begin looking for floor music (if needed)
- Begin routine composition (compulsory and Xcel Bronze, Silver)

July

- Schedule floor choreography (if needed)
- Registration for meets begins
- Meet and fee schedule released

August

- Floor routine choreography completed (if needed)

September

- Compulsory season begins
- Xcel Bronze and Silver season begins

October

November

December

- Xcel Bronze, Silver, and Compulsory season ends
- Xcel Gold, Platinum, and Optional seasons begin

January

- Compulsory move ups begin

February

March

- Xcel Gold, Platinum, and Optional regular season ends

April

- Xcel and Optional regional competitions (if qualified)

May

- End of season all team banquet

Tuition and Fees

Joining one of the Laketown teams requires a commitment of time, effort, and financial responsibility.

Team Payment:

- Team is a year-round commitment with monthly tuition due 12 months of the year. Team gymnasts fill a unique slot on the team and that slot can't be filled during vacations, injury, illness, or any other time away from the gym. Therefore, team members are not allowed to move on and off the team, and tuition will not be prorated. See injury policy for special circumstances.
- Tuition is calculated on a YEARLY basis (June through May) and divided into 12 monthly payments due the fifth day of each month, regardless of attendance.
- Tuition will not be prorated or reduced for reasons such as vacations, participation in other sports or activities (outside of religious activities).
- Throughout the year, there may be a limited number of practice cancellations due to holidays, competitions, rest days after competitions, inclement weather, etc. The budget is based on a 48-week schedule and these days are already calculated into the yearly tuition, therefore. If practice is canceled, we will post information on the website, Facebook, and an email will be sent. Weather cancellations are determined by the gym director.
- If your gymnast qualifies to the state and/or regional competition, please know there could be extra coaching, and competition fees that are not included in your 3 coaching fee installments.
- There are NO makeups for missed practices. The only exception to this is the following: if your competition schedule has you competing on a Saturday, you will be allowed to come to practice on a different day which will be determined at that time. This is ONLY if you are scheduled to compete on Saturday.

Choreography

Once you reach a certain level within the competition team, the gymnast gets to choose her music and have a routine designed just for her. Floor routines are created by our coaching staff. There is an extra fee charged that will be paid directly to the coach choreographing your gymnast's floor routine. You can expect this fee to cost around \$150.

Payment Terms

Each team family will be asked to keep a credit card on file with the gym. You will receive a monthly statement of your account activity between the 20th - 25th of each month. We will auto charge monthly tuition on the 5th of the following month. All other payments (competition leos, meet fees, etc.) will need to be paid at the front desk or over the phone. You may also authorize the payment to your card on file for extras.

In order for your gymnast to compete, your account must be current. Therefore, all meet fees must be paid on time. Delinquent accounts are subject to late fees. If your meet fees are not paid before that particular meet, the gymnast cannot compete.

Attendance Policies

Consistent attendance is crucial to a gymnast's success. Being on time and ready both mentally and physically, for practice each day will help your gymnast build their skills along with their confidence. Skill repetition is one of the most important building blocks in gymnastics. The more consistent repetition, the more confident they will begin to feel in their skills and routines. We understand that things come up and family time, school work, and religious activities are very important as well. However, excessive absences could result in lack of progression and struggles during competition season. If your gymnast is going to miss practice, a parent must notify the coach or office and they will pass on the information to any other coaches. If a gymnast repeatedly misses practice, a parent conference may be called. Coaches reserve the right to hold a gymnast out of competition due to missed practices, which could result in your gymnast not being prepared for the competition. In the week leading up to a competition, your gymnast must attend all practices in full.

Level Determination and Promotion Policy

Laketown Gymnastics team coaching staff determines what level your gymnast will train based on the following criteria:

- Attitude and Work Ethic - this shows the coaching staff that your gymnast is ready and willing to work on any corrections given to her. We don't expect perfection, however we do expect effort and a good attitude.
- Consistent attendance - As a gymnast moves up in the levels, her practice hours and level of skills increase as well. Coaches need to see consistency in attendance, as that will help her skills and strength increase.
- We want each gymnast in our program to feel good about what they are doing. Moving a gymnast before they are ready can destroy any self confidence they have built in the previous levels of competition.
- Mastered skills at the current level of competition. Each gymnast must complete the entire chart of skills for their current level.
- Gymnasts must have achieved an All Around score of 35.0 or above for Levels Compulsory and Optional Levels and 36.0 or above for Xcel at 2 competitions throughout the season.

Our promotion policy is based on a number of areas; skill progression, attendance, evaluation results, behavior and attitude at practices.

FINAL PROMOTION OF ANY GYMNAST IS DETERMINED BY COACHING STAFF

Competitive Season

Each year the coaches get together to plan the competitive meet schedule. There are a few favorite meets they like to attend yearly, but also like to try a new one every now and again. The goal is to attend 4-5 regular season competitions in addition to the state and regional competitions. Typically, meets are spread out to give a weekend or two of rest between competitions. There are instances where there may be back to back weekends, however. If there is a competition on the schedule that does not work for your gymnast to attend, please let us know as soon as possible to ensure she does not get registered for that competition. Some of the Xcel and Optional competitions take place during school spring breaks, and unfortunately with the number of districts that attend Laketown, we can not avoid those weekends.

Competitive Readiness

All gymnasts are allowed to compete at each competition. If a gymnast cannot perform all skills at her level completely and safely, coaches reserve the right to scratch a gymnast from any event. Being fully prepared for competition is dependent on attendance, attitude, work ethic, and skill progression. If all of these things are happening consistently your gymnast should have no issues being prepared for competitions.

Competition Information

Gymnasts train through the year in preparation of competition season. Meets can and should be an exciting experience where gymnasts can show off their hard work. Do not hesitate to speak with your gymnast's coach if you have questions regarding meet expectations.

Competition Times:

Meet schedules and times are sent out as soon as we receive them. Typically, this happens about 2-3 weeks prior to the competition.

Pre-Meet Preparation:

Practice attendance the week leading up to a competition is required! If your child is out due to vacation, they will not be allowed to compete that weekend. Before a meet, gymnasts should have sufficient rest and proper nutrition.

Arrival and Attire:

Gymnasts should be at the meet site 15 minutes before open stretch. Warmups and competition leotard must be kept in clean and excellent condition. Undergarments should be completely covered by the competition leotard and it is recommended they be a nude/skin tone color. (A deduction can be taken for visible, improper undergarments.) Gymnasts are allowed to wear black shorts over their competition leotard. Hair must be tightly secured away from the face. Bobby pins, clips, gel, and hairspray are all great tools for meet hair.

What to pack in your backpack:

- Extra hair ties, clips, bobby pins, or hairspray
- Chalk bag
- Grips
- Spray bottle (if used for grips on bars)
- Tiger paws
- Any braces or wraps
- Tape (will also be brought by coaches)
- Water
- Simple, small snack

Meet Expectations

- Warm up and stretch together as a team.
- Be respectful to other teams and coaches, as well as the judges.
- Gymnasts may not leave the competition floor without coach's permission or until competition is concluded.
- Support and cheer for teammates, as well as other teams in your rotation group.
- Excellent sportsmanship is expected during competition; no tears, pouting, or disruptive behavior.
- Gymnasts are required to stay through the completion of the awards ceremony, congratulate competitors for their efforts on the awards stand.
- No cell phones allowed during competitions.
- Only coaches, gymnasts, judges, and meet personnel are allowed on the floor at competitions.

Parent and Fan Etiquette:

- There is no contact between gymnasts and spectators during a competition. If you must get a message to your gymnast, please get the attention of the coach and they will pass on the information.
- Parents should keep feedback positive and supportive. Constructive criticism and feedback on the performance should come from your gymnast's coach.
- Applause and cheering are wonderful, but please avoid any distractions to the competitors or judges.
- Be aware of others around you. You never know who is listening, so please refrain from negative comments about any gymnast, coach, judge, or the competition itself.
- Wear Laketown gear! A meet is the perfect time to show your Laketown pride!
- NO FLASH PHOTOGRAPHY is allowed during competition.
- While we hope to avoid it, injuries can happen. If your gymnast is injured at a competition, please remain off the competition floor unless specifically called on by a coach. Allow coaches and on-site medical personnel to attend to your gymnast. They will get you if necessary.
- USAG & SafeSport requires signed parent approval before displaying any gymnast on social media.

Volunteer Program and Fundraising

Laketown Gymnastics is a non-profit organization and we rely on the volunteer efforts of our families, the generosity of donations, and support from the community. We are continuously searching for ways to fundraise in order to maintain and upgrade our facility, purchase additional equipment, and support our comprehensive program. We require each family to put in 15 hours of volunteer time. Whether it be upcoming events we have, cleaning, or helping out with our fundraising efforts, we need everyone's help to keep the gym running smoothly. Volunteer dates run from July 1st, 2022-June 30th, 2023.

Fundraisers

Club Fundraisers:

Club fundraisers are a great way to not only support the gym, but help support your gymnast. Money raised by fundraisers is directly put back into the gym through the purchase of new and upgraded mats, equipment, or programs to help your child improve their experience here! Gymnast and family participation in these events is expected.

Volunteer Information

There are events throughout the year the gym hosts that we will be requesting volunteer help. We kindly ask that each family helps out at least once throughout the year.

Termination of Team Training

The competitive training season begins June 1 and ends May 31 the following year. In the event a gymnast chooses to end her competitive team involvement at Laketown Gymnastics, we require written two week notice. An exit interview may also be required.

All fees through the end of the current month will be assessed and due as outlined in the tuition policy (above).

We do realize that gymnastics is not a lifelong sport and that, at some point, each gymnast will decide to end her club gymnastics training. For some gymnasts, this may be a difficult decision. When that time arrives, please let the coaches know so that they can discuss it with your child and help her feel comfortable with her decision. Our goal at Laketown is for each team gymnast to feel positive about her team experience and recognize the lifelong benefits of her gymnastics training.

Injury Policy

As much as we try to prevent injuries, we cannot eliminate them completely and many gymnasts will deal with minor injuries. If a gymnast is injured or has an ongoing complaint of pain, please notify the coach immediately so that restrictions and a rehab plan can be coordinated between the coach and athletic trainer.

Medical Provider:

If a gymnast is under the care of a medical provider for an injury, please obtain and provide written instructions regarding participation. Once cleared to participate, injured gymnasts are expected to be at each practice for conditioning, strength, and flexibility maintenance. It is extremely important that the injured gymnast maintain strength and flexibility during rehabilitation.

Illness and Injury Related Absences:

Unfortunately, minor injuries and illness occur that require gymnasts to modify or miss their practice schedules. In these instances, there is no tuition credit or reimbursement for missed practices. If an injury will severely impact a gymnast's schedule to where they cannot train at all, or must be modified, tuition can be pre-rated with a written note from a medical provider. **No tuition adjustments will occur without this.**

Who coaches my daughter?

TrainingTeam - Eric Bernier, Julia Fake

Petite Elite - Eric Bernier, Sam Cotner

Xcel Bronze - Heather Williams, Julia Fake, and Jen Arens

Xcel Silver - Heather Williams, Julia Fake, and Jen Arens

Xcel Gold - Heather Williams, Kyle Eckstrom, and Julia Fake

Xcel Platinum - Kyle Eckstrom, Heather Williams, and Julia Fake

Levels 4-5 - Ella Douglas, Heather Williams, Eric Bernier

Levels 6-9 - Ella Douglas, Eric Bernier, Kyle Eckstrom

Acknowledgement of Receipt of
2022-23 Team Handbook

Please sign and return to the Front Desk. They will make sure it gets to the appropriate person.

I, _____, have received AND read the
(parent name)
2022-23 Laketown Team Handbook. I understand the policies and procedures that
are involved in being on the Laketown competitive team.

I, _____, have received AND read the
(gymnast name)
2022-23 Laketown Team Handbook. I understand the policies and
procedures that are involved in being on the Laketown competitive team.

Parent Signature

Date

Gymnast Signature

Date

