



FALL 2008 – SUMMER 2009

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Website:
www.azolympiangymnastics.com

MEMBER REGISTRATION

Member registration consists of

- (1) completing the registration forms and signing all applicable waivers, releases, acknowledgments, and consents; and
- (2) full payment of registration fees. Active class participation requires member's to have completed/updated registration forms and all required signatures ON FILE, and fees paid.

ANNUAL REGISTRATION FEE

This fee is paid for each individual student upon BECOMING A MEMBER in our program. The full cost is due at the start of the Fall Schedule and is prorated according to the time of year your child becomes a member.

- The registration fee is **non-refundable after attending the first class**.
- The family registration is not prorated.
- The registration fee includes insurance coverage while participating in class and other related activities at Arizona Olympian Gymnastics. As members of the USA GYMNASTICS organization, we are required to carry this liability insurance.
- This is a supplement to your own insurance and has a **\$250 deductible**.

WAIVERS, RELEASES, ACKNOWLEDGEMENTS, CONSENTS

- Waivers, releases, acknowledgments, and consents are required to be signed off by either the participant (if over 18 years old), a parent, or legal guardian
- The Release of Liability **MUST** be signed & on file **BEFORE** class participation.

TRIAL CLASSES -- Gymnastics

- All trials need to be pre-registered over the phone or in person.
- Walk-ins without the parent will not be allowed to participate in the class.
- Completed registration forms, waivers, releases, acknowledgments, and consents must be signed by a parent or legal guardian and placed on file **BEFORE** a potential member may participate in a selected class.
- After the trial class has been taken, the potential member has three days to decide whether or not to remain with our program.
 - If the decision is not to stay with AzOG or we do NOT receive a response within three (3) days, your child's name will automatically be dropped from the class roster and there will be **NO CHARGE** for the one lesson.
 - If the decision is to become a member of our program, then the cost of the trial lesson will be incorporated into the remainder of the session's membership dues.

TRIAL CLASSES -- Tumbling

- The cost of a trial tumbling class is \$20.00.
- All trials need to be pre-registered over the phone or in person.
- Walk-ins without the parent will not be allowed to participate in the class.
- Completed registration forms, waivers, releases, acknowledgments, and consents must be signed by a parent or legal guardian and placed on file with paid fee BEFORE a potential member may participate in a selected class.
- After the trial class has been taken, the potential member has three days to decide whether or not to remain with our program.
 - If the decision is not to stay with AzOG or we do NOT receive a response within three (3) days, your child's name will automatically be dropped from the class roster.
 - If the decision is to become a member of our program during the current or next consecutive session following the trial, then the cost of the trial lesson will be credited toward the current or next session's membership dues and registration fee *if paid within three (3) days of the trial.*

ENROLLMENT

Arizona Olympian Gymnastics LLC strives to provide the best-qualified instructors and coaches; safe equipment, and reasonable student/teacher ratios. We must limit our class sizes, and our expenses remain the same whether or not your child attends on a given day.

- ***ENROLLMENT IN OUR PROGRAM IS WITH THE UNDERSTANDING THAT YOUR CHILD HAS A RESERVED CLASS SPACE FOR WHICH YOU MUST PAY FOR REGARDLESS OF YOUR CHILD'S ACTUAL ATTENDANCE.***
- There is NO pro rating for missed lessons.
- Parents or guardians are responsible for ensuring that the member uses the reserved class space.
- In order for us to keep an accurate account of class enrollment, we encourage members to pay their membership dues promptly—the week before the start of a new session.
- *Since membership at AZOG is based on an 8-week pay session, members who take an un-paid temporary break run the risk of losing their spot to a full-paying member.*
- To avoid any inconveniences, please call BEFORE returning to gym to confirm that your position is still available. Again, as a courtesy to AZOG and other members, please advise ADMINISTRATION of your intentions IN ADVANCE!

MEMBERSHIP DUES

Membership dues are to be paid per session for as long as a student is enrolled for a class. IF A STUDENT ATTENDS THE GYM AT ANY TIME DURING THE SESSION, (*INCLUDING MAKE-UPS*) THEY WILL BE CHARGED FOR THE ENTIRE SESSION.

- Your paid membership secures your child(ren)'s place for the duration of the current paid session.
- MEMBERSHIP DUES are owed the LAST WEEK of the CURRENT session (one week *prior* to the start of the new session) for the upcoming session. Membership dues *paid after the first day of the new session will be considered late.*

DELINQUENT MEMBERSHIP DUES

AZOG reserves the right to drop, *without notice*, unpaid members from the class roster. Dropped members are held responsible for any unpaid membership dues and late fees that are incurred.

To avoid inconveniences, please contact our administration prior to returning to gym. Once dropped from the class roster, students need to re-enlist and pre-pay for an AVAILABLE class time BEFORE participation is allowed. After an un-paid absence, "walk-ins" may not be accepted if the student's unpaid space was filled during his/her time away. (Your paid membership secures your child(ren)'s place for the duration of the current paid session.)

REFUNDS

THERE ARE NO REFUNDS ISSUED FOR ANY REASON! Account credit can be given in extenuating circumstances!

PAYMENT POLICY

The gym has financial obligations based on our overall membership enrollment. We pay our coaches to be there whether or not your child is there. This also means that there is a reserved class space specifically for your child that can not be given to new member students. Therefore classes are NOT prorated because of missed days. Likewise, if your child fails to attend class due to illness, school activities (including homework), vacations, appointments, etc., we do not prorate for missed lessons. Your child's paid membership secures his/her placement in a specific class.

We understand that unexpected hardships and extenuating circumstances happen; if you find yourself in this type of situation, please call us so that we can try to work something out, *privately*. Upper management must approve any and all exceptions. Your support will help us to maintain and improve upon our quality service to you!

- ✓ Membership fees are due one week *PRIOR* to the first day of the upcoming session.
- ✓ *Membership dues paid on the second day or thereafter of the new session will be considered late*
- ✓ Payments can be made at the front desk or placed in the **black** payment box. Billing statements are NOT mailed out; however, a sign will be posted as a reminder.
- ✓ A courtesy call will be made to remind you of any late membership dues.
- ✓ \$10 late fees are incurred to delinquent accounts on the 7th day after the start of a session .
- ✓ Late payments should have the appropriate late fees added to the membership dues.
- ✓ **NO PRORATING!** Remember, your membership reserves your child(ren)'s space in class for the duration of the current paid session.
- ✓ Only new members pay the appropriate pro-rated membership dues at the time of their enrollment.
- ✓ Please adhere to the membership policy. Your cooperation is necessary to continue the successful operation of Arizona Olympian Gymnastics.
- ✓ There is one modified 5-week session scheduled. Consult the year-overview calendar for exact dates and be sure to check with the front desk personnel for the adjusted membership rates.

DISCOUNTS *****(valid only during Fall, Winter, & Spring Sessions-- do NOT apply to Summer Sessions)***

✂ Sibling discounts** >
for more than one immediate family > Refer to membership price list for details
members enrolled in our program >

OTHER FEES

- Annual Registration per child >
- Annual Family Registration >
- Late Fee > Refer to membership price list for details
- Returned Checks >

- Trial Tumbling Class > \$20.00
- Private Lesson gym-use fee (per student) \$5.00 per lesson in addition to the coach's fee

ATTENDANCE

- *ENROLLMENT IN OUR PROGRAM IS WITH THE UNDERSTANDING THAT YOUR CHILD HAS A RESERVED CLASS SPACE FOR WHICH YOU MUST PAY FOR REGARDLESS OF YOUR CHILD'S ACTUAL ATTENDANCE.*
- There is NO pro rating for missed lessons.
- Parents or guardians are responsible for ensuring that the member uses the reserved class space.
- If your child will be absent from class, please inform our office staff. Also, if you know that your child will not be attending classes for a week or more, please inform us of this as well.
 - *If you give us advanced notice of prolonged absences due to extenuating circumstances such as but not limited to: broken bones, and prolonged illnesses, we can give you credit for future missed classes, however, classes that were missed without notice can not and will not be given credit*
 - Unless we receive this notification, we will reserve your child's space in class for the remainder of the session.
 - If, at that point, Arizona Olympian Gymnastics, LLC has not been notified of your intentions, your child's name will be dropped from the class and you will be billed for the appropriate amount owed.
 - Your child's reserved, but unused space may prevent another child from participating in the class.

Please help us to maintain the class ratios and quality of instruction by communicating your plans to us as soon as possible!

VIEWING POLICY

Management at Arizona Olympian Gymnastics, LLC welcomes parents, family members, and friends to observe our classes. We do, however, respectfully request that all those not participating in a class, including students waiting for their scheduled class to begin, remain in the designated lobby/viewing area. Only staff members, authorized guests, and students participating in their specified classes are allowed in the gym area. **Please do not allow your children to wonder around the outside property.**

MAKE-UP LESSONS FOR PRE-SCHOOL; JR. LEVEL 1 AND LEVEL 1:

We are not **required** to give make up lessons! We pay a coach to be here even when your child is not! As a courtesy to you we will offer a make up lesson in a "like" class for missed classes of the previous month on the first Saturday of each month (except on holiday weekends), September through May. Space in a make up class is on a first come, first serve basis! **No student is allowed to make up a class in another class time for any reason!** If you miss a class and are unable to attend the make up on the **NEXT** Saturday make up, we apologize, but there is nothing we can do! We do NOT prorate, carryover, or refund fees for personal absences or holidays unless otherwise posted. Missed lessons cannot be made up during our summer sessions. **Missed make-up lessons may not be re-scheduled.** When scheduling a make-up, please check with Az. Olympian office staff for space availability and schedule the lesson IN ADVANCE with office staff. Unscheduled make-up lessons might not be honored. *There is a maximum of 2 make-up lessons per paid session.* * **In view of the fact that there are no other "like" classes for any of the levels 2, 3, pre-team and team levels -- NO MAKE UPS will be provided.**

CLASS CHANGES (ADD-ONS/DROPS)

Arizona Olympian Gymnastics, LLC tries to accommodate your family's busy schedule. Class changes, including adding or dropping, may be made any time during the session, providing that space is available in the class into

which your child wishes to move. The front desk staff will assist you in making any class changes.

Students who wish to drop the class are respectfully asked to inform ADMINISTRATION a minimum of one week BEFORE the start of a new session to reduce the risk of turning away potential students from a vacant slot caused by a non-attending student being listed for that particular class. As a courtesy to AZOG and other current and potential members, please advise ADMINISTRATION of your intentions, in advance.

Since membership at AZOG is based on an 8-week pay session, students who take a temporary break run the risk of losing their spot to a full-paying student. To avoid any inconveniences, please call BEFORE returning to gym to confirm that your position is still available. As a courtesy to AZOG and other current and potential members, please advise ADMINISTRATION of your intentions in advance!

PRIVATE LESSONS

Students must be a registered member of the facility with current registration on file, registration fee and current membership dues paid.

- Private lessons should be arranged with the instructor of choice.
- Lesson Costs & Payments
 - Coach's fee (paid directly to coach): minimum \$25 per hr. but will vary from coach to coach.
 - Gym-use fee (paid to AZOG): \$5 per student per lesson
- NO private lesson may be scheduled during the facility's "off hours"! If there are no classes going on but the gym is open and available for private lessons at least one adult companion, preferably a family member, MUST accompany the student & wait in the lobby during the lesson.

LEVEL ADVANCEMENTS

At Arizona Olympian Gymnastics LLC, students are NOT advanced to the next level based solely on their age or length of experience. A gymnast's advancement to the next level entails more than just the passing of skills. It also includes their over-all attitude, mental preparedness, work ethics, attendance, commitment level, and sportsmanship.

Our trained staff is here to provide your children with a positive gymnastics experience. Our instructors & coaches are continually observing, teaching, re-enforcing, and evaluating the students during their regularly scheduled classes/workouts. We have developed a testing program that students from jr. level one or level one must pass 100% (one hundred percent) of the skills required in order to advance to level 2. Any of the intermediate classes (level 2 and up) or pre-team program must pass 90% (ninety percent) of the required skills or above to be allowed admittance to the next level or to our competitive program.

Advanced or competitive students transferring from other in-state or out-of-state gyms are required to be evaluated prior to placement in our program.

STUDENT ATTIRE

For safety reasons, **BELTS, JEWELRY, TIGHTS WITH FEETIES, DENIM SHORTS, OR ANY OTHER RESTRICTIVE CLOTHING** should **NOT** be worn for gymnastics classes. Long hair should be pulled back with a plain elastic band. Pre-School, Jr. Level 1 and Level 1 Girls may wear leotards, bodysuits, t-shirts, athletic-type shorts, sweat shirts/pants. Boys may wear athletic-type shorts, t-shirts, sweat shirts/pants. All Pre-team students, Level 2, Level 3, and Team students **must wear a leotard**. In addition, Girls may wear approved gymnastics shorts or approved pants.

STUDENT CONDUCT

Students are expected to remain in the lobby/viewing area when not participating in class. While participating in class, students should remain with their class and follow the instructor's directions. While

on the premises, both inside and outside, students are expected to refrain from vulgar, disrespectful, & destructive behavior. Students are encouraged to show respect towards instructors, fellow classmates, other gymnasts and their personal property, as well as the gymnastics facility and equipment. Arizona Olympian Gymnastics staff members reserve the right to dismiss students, without refund, for repeated activities that are considered to be disrespectful, disruptive, destructive, or that jeopardizes the safety of oneself or others.

CHILD CARE POLICY

We do not provide a child-care service. When our staff is on duty, they are unable to focus on children other than their current class. Although we try our best, Arizona Olympian Gymnastics LLC is unable to guarantee the welfare of children left unsupervised. For the safety of your children as well as others, please pick them up promptly after their scheduled class. We ask your help to discourage your children from wandering around the facility as well as the outside premise of Arizona Olympian Gymnastics and the surrounding area.

MEDICAL RELEASE

The medical releases give Arizona Olympian Gymnastics staff members and/or authorized agents permission to render first-aid treatment; and/or obtain emergency AND/OR medical treatment without the worry of negative repercussions.

PUBLICITY POLICY

Arizona Olympian Gymnastics LLC, the Arizona Olympian Booster Club, and other individuals representing Arizona Olympian Gymnastics LLC may submit articles, photographs, and advertisements to newspapers and other print media from time to time. We may also make our gym and athletes available to various broadcast media as well. The purpose for providing this information and access is: to promote the individual gymnasts and teams at Arizona Olympian Gymnastics LLC; provide the community with a better understanding of gymnastics and the role our gym plays in the local and national gymnastics community, to promote the sport of gymnastics, and to promote Arizona Olympian Gymnastics LLC. We do our best to inform potential members that membership and participation in any of our gymnastics programs at Arizona Olympian Gymnastics LLC provides permission and approval for these submissions for all the athletes and families involved in any of these gymnastic programs. We also do our best to convey the understanding that participation in any Arizona Olympian Gymnastics publicity projects is WITHOUT compensation.

BOOSTER CLUB MEMBERSHIP

Booster Club membership is open to any one who is interested in supporting gymnastics. The purpose of the Booster Club is to support our teams' members and coaches for competitive meets and related activities and education; to help supply needed materials/equipment for all members in the gym to use; and to encourage goodwill through community services and other outreach programs. The Arizona Olympians Booster Club Association is a 501-3-c non-profit organization. The goal is to gather donations through sponsorships, fund raisers, etc.

When students advance to competitive team levels or are invited into our pre-competitive program, parents will automatically become members of the Az Olympians Booster Club Association. Although this is an exciting time for the gymnast and parents, being a "team" member brings on a whole new list of commitments, responsibilities, and financial obligations. Parents are STRONGLY encouraged to participate in as many booster club functions as possible, including attending meetings, fundraisers and other outreach projects. It is the Association's goal to develop into a financially strong support group that will minimize out-of-pocket expenses. The boys and the girls enrolled in our pre-competative levels (ie: Hot Shots, All-Stars, Muscle Monkeys) can expect a nominal expense and are welcome to attend meetings and participate in fund-raising projects. When a child becomes eligible to become a team member, parents will be given a team handbook and scheduled for a team orientation.

GYM RULES

GENERAL RULES

- ❖ Always check bulletin boards for up-to-date information.
- ❖ Park in designated areas only. **Please do NOT block residential driveway!**
- ❖ DO NOT LEAVE VEHICLE UNATTENDED IN DROP-OFF/PICK-UP ZONES
- ❖ **For SAFETY, the south-side drive way is for EXITING VEHICLES ONLY!**
- ❖ **The narrow road that goes behind (the south-side of) the gym is for ONE-WAY traffic heading east (leaving the property)**
- ❖ Please pay membership dues on time
- ❖ NO pro-rating membership fees
- ❖ Be considerate, drop off and pick up students ON TIME
- ❖ Parents, siblings, and gymnasts waiting for scheduled classes are NOT ALLOWED IN THE GYM AREA unless requested by the instructor.
- ❖ Participants should wait quietly in the lobby/viewing area for their instructor to call them to class.
- ❖ Parents, please NO COACHING OR TALKING TO GYMNASTS WHILE PARTICIPATING IN CLASS/PRIVATE. This has potential for injury.
- ❖ If there are concerns/questions, please direct them privately to the instructor either before or after class. In consideration of the instructors' limited time between classes, if you feel that your concerns/questions may require extended time, please schedule an appointment for a later time/date.
- ❖ When class is over, participating gymnasts MUST LEAVE THE GYM AREA & WAIT IN THE LOBBY.
- ❖ For safety reasons, we request that Students wait INSIDE the building for their after-class pick up.
- ❖ NO GUM, CANDY, FOOD, or DRINKS in the gym area!
- ❖ The ONLY drink allowed into the gym area is **WATER. . . IN SPILL-RESISTANT CONTAINERS!**
- ❖ Please, NO running in the lobby area -- ESPECIALLY FROM THE GYM AREA to the rest rooms, drinking fountains, etc.
- ❖ No "horsing" around or "rough housing" in the lobby or while participating in class.
- ❖ Be respectful and considerate to others and the gymnastics facility and equipment.
- ❖ No swearing, fighting, or pushing.
- ❖ Remain with your class and instructor while participating in class.
- ❖ Ask for permission before leaving your group for an unscheduled interruption (ie. drink or restroom break).
- ❖ Stay in the designated areas only.
- ❖ Wear appropriate clothing
- ❖ **Do NOT wander around the grounds, beyond the immediate entrance area of the building and the parking lot, the remaining area is private property.**
- ❖ Stay AWAY from construction areas, materials & supplies, and equipment.
- ❖ Please do NOT throw objects at or climb on the block wall.
- ❖ Follow these general rules and any other safety rules (implied or otherwise) that may be prescribed as needed by the staff at Arizona Olympian Gymnastics LLC.

ADDITIONAL RULES FOR ADVANCED THRU TEAM LEVELS:

- ❖ All general rules apply.
- ❖ Early arrivals are discouraged and gymnasts are not allowed in the gym area, UNLESS given permission from his/her coach & the Head Team Coach to work on a specific skill or strength chart. The gymnasts must be actively working on this chart to be allowed in the gym area. Jumping on trampoline, running around, hanging out/or talking with other gymnasts or disrupting classes won't be tolerated!!!
- ❖ Qualified team coach/tumbling coach must be PRESENT IN THE Tumbling ROOM to be using this equipment!
- ❖ FRIENDLY, BUT FIRM REMINDER: Parents, Grandparents, Siblings, and all other relatives and friends are not the coaches. Your dedicated gymnasts need your support as both parent and friend. OUTSIDE coaching can cause conflicting messages. . .Coaches need your support as well!
- ❖ Team lockers – no food is allowed to be left overnight in the lockers. Drinks are not allowed in the lockers at any time, due to accidental spills that could not only ruin personal items but other gymnasts' personal items as well! Duplicate keys and lock combinations must be kept on file.
- ❖ ATTITUDES IN THE GYM & AT MEETS. All participants have done AWESOME! As long as they are trying their best, we try to be positive as well. We need, and they need to have the same positive support no matter what the outcome at the competition. If a judge or a meet referee were to hear a participant, **parent**, or coach saying anything negative or behaving in an unsportsman-like manner, it could reflect on the team score or participation as well as the reputation of the gym and team.
- ❖ During meets, competing gymnasts should arrive a little early and come fully dressed and prepared. Once warm ups and the competition has begun, parents and competitors should have limited or no contact until the very end. If needed, a coach will ask for a parent, or a parent may ask the coach if everything is okay. Anything else can/may be claimed as interference by a meet referee or head judge. This includes a case of injury, as per USA Gymnastics rules and regulations.
- ❖ Team members and their families should also follow the guidelines that are presented in the separate *Arizona Olympian Team Handbook and the Booster Club Policies & Procedures*.

Any participant who repeatedly breaks these safety rules, or is disruptive, destructive, or disrespectful, will be asked to take a "time out" or asked to call home to be picked up. Dismissals are without refund.