

FALL 2011 – SUMMER 2012

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(480) 802-8559

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.

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!

TRIAL CLASSES -- Gymnastics

- All trials need to be pre-registered over the phone or in person.
- Walk-ins of minors 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 of minors 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*.

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 seventh 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.)

PAYMENT POLICY

The gym has financial obligations based on our overall membership enrollment. We pay our coaches to be here whether or not your child is in attendance. This also means that there is a reserved class space specifically for your child that will 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 seventh 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.

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.

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 >

√ Early-Bird Discount Week >
Membership fees are discounted if > Refer to membership price list for details
Pre-paid NLT than the week BEFORE >
The start of a new session! >

OTHER FEES

Annual Registration per child > Refer to the membership price list for details
Annual Family Registration > \$85 for 2 or more children from the same immediate family
Late Fee > Refer to membership price list for details
Returned Checks > \$35.00 *minimum fee*
Trial Tumbling Class > \$20.00
Private Lesson gym-use fee (per student) \$5.00 per lesson in addition to the coach’s fee

REFUNDS

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

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 areas. 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 unattended.

MAKE-UP LESSONS:

We are not obligated to give make-up lessons. Membership at AZOG is similar to membership at a health club...we pay a coach to be here even when your child is not! As a courtesy to you, we will do our best to find space in a "like" class for missed pre-school, jr. level 1, and level 1 lessons. Space in a make up class is on a first come, first serve basis! 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. 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. In view of the fact that there are no other “like” classes for any of the levels 2 or 3 – NO MAKE UPS will be provided. There are no Make ups for missed Team work outs. Workouts cancelled by AZOG will be rescheduled.

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. If a class is dropped during the session, class credit will be applied to your account. NO refunds will be given.

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 CURRENT 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 (over 18 yrs. Old) companion, preferably a family member, MUST accompany the student & wait in the lobby during the lesson. The coach and student MAY NOT be left unchaperoned AT ANY TIME! A student’s under 18 yr. old friend/family member does not qualify as a chaperone!

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 of required skills that students must pass in order to advance to the next level or to be allowed admittance into 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.

The instructors of each class constantly and consistently inform the recreation coordinator when it is

time to evaluate your child. If you feel that your child is ready to be evaluated for the next level and your instructor has not yet spoken with you about an evaluation please feel free to discuss requesting an evaluation. If the instructor does not feel your child is ready at this time you may still request an evaluation with the front desk.

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 girls in Hot Shots, Level 2, Level 3, and Team 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 areas 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. However, only the parents with current team members have voting rights. 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 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. 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.

For the SAFETY of the athletes, Please, NO FLASH PHOTOGRAPY!

Park in designated areas only. **Please do NOT block residential driveway!**

DO NOT LEAVE VEHICLE UNATTENDED IN DROP-OFF/PICK-UP ZONES

For SAFETY, please enter the parking lot on the north side and exit the property on the south side of the drive!

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/ PRIVATES**. 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/jumping upstairs or 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 throughout & surrounding the property.

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!!!

FRIENDLY, BUT FIRM REMINDER: Parents, Grandparents, Siblings, and all other relatives and friends are not the coaches. Your dedicated gymnast(s) 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. Accidental spills can ruin more than just personal items, but other gymnasts' personal items as well! Duplicate keys and lock combinations must be kept on file. Pop-inspections may occur at any time. **If a locker is found to be harboring trash, opened food containers, spilled food, open drinks, or other contraband, a warning will be issued. 1st offense = warning and reprimand; 2nd offense = one week loss of locker; 3rd offense = complete loss of locker privileges.**

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.

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.