

# ***GENEVA GYMNASTICS ACADEMY TEAM HANDBOOK***

## **CONTENTS**

- I. Welcome To The Team – Team Philosophy
- II. Mission Statement
- III. Introduction
- IV. Description of Team Levels
- V. Competitive Program Policies
- VI. Financial Policies
- VII. Geneva Booster Club
- VIII. Competitive Season Information
- IX. Gym Bag Necessities
- X. Geneva Emergency Contact Information
- XI. Resolution / Clarification Form
- XII. Parent / Gymnast Acknowledgement
- XIII. Meet Withdrawal Form
- XIV. Glossary of Gymnastic Terms
- XV. Level Requirements

## ***I. TEAM PHILOSOPHY***

The Geneva Gymnastics Academy would like to welcome your family to our program. If you are reading this team manual it is because your daughter has already impressed us with her gymnastics talent and potential. Through this team manual we hope to give you a better insight into how our program operates and answer many of your questions.

First, and most important, this program is all about providing a fantastic gymnastics experience to all its members. We are here for the gymnasts, many who have hopes and dreams of being the best they can be in life and in this sport. We are here to support them in that dream.

Gymnasts, parents, and coaches must function as a TEAM. Team for our purposes means:

**T**ogether **E**veryone **A**chieves **M**ore!

You might have noticed that there is no “I” in TEAM. It does not mean that your child, as an individual or you as a parent, is not important, not at all! It simply means that the whole is stronger than the sum of its parts. If we all work together toward common goals we have a much greater chance of achieving something really significant with our program.

The purpose of this team manual is to give you a better idea of what our goals are and how we operate as a TEAM called GGA.

If, after reading this manual, you have any questions about any aspect of the program please ASK! We are happy to answer any question you may have.

Once again, welcome to The Geneva Gymnastics Academy. We are glad to have you as part of our TEAM.

## ***II. GENEVA GYMNASTICS ACADEMY MISSION STATEMENT***

Our goal at The Geneva Gymnastics Academy is to develop each individual's gymnastic potential in a safe, yet enjoyable atmosphere.

Using specific gymnastics progressions and a highly trained gymnastics staff each gymnast will learn the correct fundamentals and basic skills which will equip the athlete with the knowledge and ability to progress to whatever level she desires.

As instructors we will use the sport of gymnastics to help every child gain self-confidence and a more positive self-image.

Our goal is to provide the mental and physical discipline needed for competition within a framework of positive reinforcement and encouragement. Learning to be comfortable in a competitive situation is a positive experience and adds to a child's development.

### ***III. INTRODUCTION***

This team manual is designed to answer questions and explain the rules and policies for the competitive gymnastics program at The Geneva Gymnastics Academy.

#### **Life Changes To Keep In Mind**

At the lower team levels the number of hours of practice per week is relatively low. As your gymnast progresses up the competitive ladder the hours and days will continue to build, but will not exceed 12 hours a week.

You may have to rearrange your schedule so that you are available to drive your gymnast to and from practice every day (you may want to start a carpool with other team parents, check the Team Roster for others who may live in your neighborhood).

Homework will have to be done much more efficiently and with better study habits due to shorter periods of time available. (It has been our experience that most of our athletes tend to get good students and are better at studying because they have learned to budget their time more effectively than their peers.)

Time management skills will become a necessity in all areas of your child's life (and yours). Practice times will be set up to try to accommodate school events, etc. but please keep in mind that they may be inconvenient to family time. Every effort should be made to be present and on time every day.

The rest of this team manual will go over the various aspects of team participation. Please take the time to read this material carefully and discuss it with your family.

## ***IV. DESCRIPTION OF TEAM LEVELS***

### **Developmental Team**

**Rising Stars** – This program is an introduction to team for children ages 4-6. Referral is made by recreational coaches and/or parental inquiry with team coach approval. This is a non-competitive level.

**Hot Shots** - This level is a low key, motivating environment for the up and coming gymnast. The focus is on creating a strong physical foundation for the skills necessary for competitive gymnastics. Gymnasts may be introduced to Level 4 compulsory competitive gymnastics after this stage or they may remain in the developmental system.

**Rec Team Level 3**– This level further prepares the gymnast for competitive gymnastics. While the focus remains on creating impeccable physical ability, more time is spent on skill development than in the two previous Rec Team levels. From this level, athletes may progress to Rec Team Level 4. Athletes, who are sufficiently ready to participate in the TOPs program, will be invited to participate.

### **Compulsory - Levels 4-6**

The compulsory levels are progressive in nature, building upon skills acquired at the previous levels. More emphasis is placed on skill development than physical development. The focus is on learning how to compete while they begin training on more advanced optional skills. Gymnasts will compete at Invitational meets receiving awards based on scores on each event in their age level and division.

### **Optional - Levels 7-10**

Advanced optional level routines are developed and choreographed individually by the coaches for each gymnast's strength, style, and difficulty level.

### **Rec Team – Level 4-6**

This program is designed for those students who are ready to perform more difficult, higher level gymnastics skills but can't put in to time for the Geneva Gymnastics Academy. This program provides gymnasts with a smaller work load. Participants will compete in 1 meet throughout the year. Prerequisite: Proficiency at all previous level skills & Coaches recommendation required.

## ***V. COMPETITIVE PROGRAM POLICIES***

### Team Guidelines

1. Gymnastics training is exclusive to this program. Gymnasts may not train at any other gym, camp, or clinic while competing and/or representing this facility without explicit consent from the gym director.
2. Each gymnast is required to attend and be on time for all regularly scheduled practices. That means on the floor ready to go when practice starts. If for some reason you will be late or absent you are required to call the office 630-232-4542 or the gym 630-463-3986 and notify the coaches.
3. Proper workout attire is a must at all times. A properly fitting leotard is the only acceptable workout attire. Hair should be appropriately tied so as not to interfere in any way during practice. No jewelry of any kind may be worn during the workout.
4. All gymnasts are required to bring to each workout a gym bag with the appropriate equipment as listed by the coaching staff. See Gym Bag Necessities on page 15.
5. Absolutely no food, drink, candy or cell phone is permitted on the workout floor. All snacks or meals must be eaten in the lobby area. Water bottles are the only exception to this rule.
6. Gymnasts may not leave the workout or competition floor without the expressed permission of the coaching staff.
7. Interaction between gymnast and parent (visually or verbally) during workouts or at gymnastics competitions is not appropriate. A distracted gymnast is a prime candidate for injury.
8. All gymnasts are expected to maintain the best physical condition possible.
9. All injuries, no matter how small, must be promptly reported to the coach. Injured athletes are required to attend practice. They will be assigned a modified workout, keeping within doctor's restrictions. Injuries will be tracked and monitored by coaches. Safety is our number one concern.
10. No gymnast may be left at the facility unattended. When dropping off a team member please do so within a reasonable timeframe. The gymnastics gym will open 15 minutes prior to class and close 15 minutes after class. Please make sure that you drop off or pick you your gymnast during this timeframe.
11. Coaching technique and discipline are not subject to compromise with parents or gymnasts. The coaching staff has the final say in all competitive program matters.
12. All competitive gymnasts must demonstrate proficiency in all skills appropriate to their competitive level to be allowed to enter any competition. In addition, the gymnast must be in good health and have attended every workout the week prior to any competition. Special situations should be discussed well in advance of the competition with the coach. See absence policy.

13. The majority of this section has focused on the gym and competition; however, the coaching staff believes that the order of importance always needs to be family, education, and then gymnastics. If you choose to be a member of our program, we expect that you have allowed appropriate time for family functions and that your child's study habits and schoolwork is of exemplary quality. We do not advocate the use of this statement as an excuse for coming late to workouts, missing practices, etc. As with all things in life, it is your responsibility to fulfill your commitments. Practices and meet dates are planned in advanced so please plan accordingly. Exception: see absence policy.

## Communication

1. All questions regarding your child's progress, discipline etc., may be discussed by appointment only with the coaching staff. To implement a meeting please see the front desk for a copy of the "Resolution / Clarification Form." This form is the first line of communication you can use to make the coaches aware of any problems or suggestions you may have.
2. From time to time the coaches may have discussions in which they seek the opinion of team members and even parents. There may even be a vote, but it is opinion only - the coach has the final word on any decision that affects the competitive gymnastics program.
3. This will be most evident in determining workout structure and training styles, but also includes routine construction, choreography, choice of music, choice of leotards and warm ups, what meets we attend, and workout times.
4. Rumor, innuendo, and just plain backstabbing tend to occur when there is a vacuum created by a lack of information - this is detrimental to the successful operation of any gymnastic facility. If you need or want to know any information please see the coaching staff (except during workout).

## Termination of Enrollment

1. Discipline and gymnastic technique are determined only by the coaching staff. Workouts are not for socializing; they are for skill development. Idle chatter and horseplay is not acceptable during workout.
2. The coaching staff has the right to suspend or ask a gymnast and/or parent to terminate enrollment due to continuous disciplinary problems, which impair the safety and progress of the other program participants.

## Parent Commitment

1. Make sure gymnast attends all regularly scheduled workouts, meets, and special functions. Communicate with the coaches regarding any problems.
2. Check and read newsletter sent via e-mail and team mailboxes regularly to stay current with team activities. Make sure we have a valid email address and that you are set up to receive emails from us.

3. Membership in the Booster Club is mandatory. Please attend the scheduled Booster Club meetings. Notice will be posted in the gym and sent home with the gymnasts. Check gymnasts mail slots for all team information.
4. GGA understands that our lives are unpredictable. If you have an unexcused absence, you will be able to make up 1 practice per month. See absence policy.

## Absent Policy

There will be 2 types of absences; unexcused and excused absences.

An excused absence is defined as missing a practice due to a school function that will affect your grade. Example: Band concert that participation will be graded. These absences do not need to be made up unless it is the week of a meet. In that case it needs to be made up that week.

An unexcused absent is defined as missing a practice due to any other reason. Example: Going to a birthday party, going to dinner with Grandma, going to a concert, etc. Any unexcused absence can be made up. You are allowed 3 absences a year that are not made up. If you make up an absence it will not count against you. See below.

Every Friday you are able to make up an unexcused absence during open gym. In order to be allowed to make up your unexcused absence you will have to notify your coach. They will then fill out a slip and give it back to you. This slip allows your admittance to the makeup on Friday. Each gymnast is allowed to miss one class a month with coaches' approval. If you miss more than one class per month it will count against your unexcused absences. Three unexcused absences will result in a parent meeting and could result in moving to the Rec Team. During meet weeks you must make up that absence on the Friday before the meet. If your absence comes after the final Friday of the month you MUST make up your class the following Friday. Example: You miss class on Saturday, August, 27<sup>th</sup>. You must make up your absence on Friday, September 2<sup>nd</sup>. The absence will count for August.

GGA members are allowed to make up 1 practice per month. Months do not roll over. If you don't miss a class in September, it does not mean that you have 2 to make up in October. It is one per absent per month so use them wisely.

Please remember that all makeup classes need to be approved by a coach. All absences must be presented to a coach before they are going to be missed. We understand emergencies happen. Please be courteous and contact your coach. Remember the gymnastics gym has a dedicated phone line: 630-463-3986.

Arriving late to practice is not accepted. If you are going to be late because of traffic or other reasons please notify your coach. Arriving late to practice 3 times will be result in an unexcused absents. You may be able to make this up if you have not used your make up for the month. Absence must be made up in the month that the 3<sup>rd</sup> late arrival happened. If you are more than an hour late to your scheduled practice it will be marked as an unexcused absence.

## ***VI. FINANCIAL POLICIES***

1. The tuition for the competitive program is determined on a yearly basis with gym closings and holidays taken into account by EZ pay; however, payments may be made on a monthly schedule. If tuition is paid on a monthly basis, payment must be received in the office by the first of each month. Payments after the fifth (5<sup>th</sup>) of each month must include a \$25.00 late fee. Any gymnast who carries a balance over to the following month will not be permitted to participate in any gymnastics activities until their balance is brought current. Competitive program accounts must be current and paid in full to enable your gymnast to participate in the competitive season.
2. Notice of intent to cancel enrollment/EZ pay must be made in person, and provided in writing at least one month previous to the gymnast's final workout. If you choose not to notify the office you will be charged for the month following your gymnast's last workout.
3. There are no discounts or proration to accounts due to absence of any nature. Each gymnast will be allowed to make up one unexcused absence a month. All excused absences do not need to be made up. If gymnasts are injured, a doctor's note must be provided. The competitive program is already greatly discounted in comparison to other gym programs and is in fact effectively subsidized by the class programs.
4. Additional meet expenses must be paid in full prior to first meet.
5. As a member of this competitive program all gymnasts are required to attend and be actively involved in all gymnastic activities related to the program. (i.e. fundraising projects, exhibitions, meets etc.)
6. If you are not going to utilize EZ pay you must sign up for each session 5 days prior to the class starting. Team participants that violate this rule 3 or more times may be forced to be enrolled in the EZ pay program.

## ***VII. GENEVA BOOSTERS***

1. All members of our team regardless of their level, including Rec Team, must be current members of the "Boosters". The sole purpose of the "boosters" is to provide assistance in the operation, and development of its members. The "Boosters" will operate independently from the management of GGA, but not without its input, advice and cooperation. The "Boosters" have its own board of directors and will meet regularly with gym director. The "Boosters " will have input on various fund-raisers, activities and events. The board sets its own dues, with input from the management. All parents are highly encouraged to attend the first booster meeting.
2. The primary function of the Booster Club is to support the team. This includes, but is not limited to: hosting social activities for the gymnasts and their families, awards at the end of the season, and hosting meets at GGA.
3. The Booster Club conducts various fundraising activities throughout the year. All families are expected to participate in these activities.

## ***VIII. COMPETITIVE SEASON INFORMATION***

**Medical Clearance:** Each year your child will be required to have a waiver signed by parent/guardian. Your child will not be allowed to participate in our program without this waiver on file.

**Athlete Registration Form:** To be registered for competition each gymnast must complete and sign an USAG/AAU Athlete Registration Form.

**Meet scheduling:** At the beginning of each season (September or October), a preliminary schedule of meet locations and dates will be handed out to the gymnasts. Meets may be added, changed, or canceled.

**Home Meets:** The Annual Geneva Gymnastics Classic is scheduled for Late March or Early April. Every team member and her parents are required to participate in this event.

**Meet information sheet:** 1-2 weeks before a competition, participating gymnasts will receive a meet information sheet that includes dates, times, gymnasts & coaches attending, host hotel (if needed), phone numbers, a map, and web address when available. Gymnasts invited to a meet will be given only one notice. For your convenience, the Park District website will have the meet information posted. Pay careful attention to the information, in particular arrival time. Arriving late to a meet could cause your child to be disqualified from participating in that meet. This is a safety issue as insufficient warm-up time can cause injury and no one wants to assume that liability. It is not uncommon for host clubs to send out meet information late or make last minute changes. It is a good idea to clear the whole weekend of a meet on the chance there will be last minute changes that could conflict with your previous plans.

**Meet Withdrawal Form:** Per our rules and policies, written notification of your child's inability to compete in any scheduled competition must be submitted, in writing, immediately. In most cases meet entry fees are due months in advance of the actual competition date and are non-refundable. Very rarely will we be able to obtain a refund, in most we will not.

### **The Meet Takes How Long?**

The average meet can take as little as 2 1/2 hours or as long as 6 hours. I suggest that you bring reading material or some other project with you to help pass the time while at a one of your child's competitions.

Most competitions run in a format similar to the one listed below.

**Open Warm Up** – Usually a half-hour long. This time is for general stretching and getting equipment settings specific to the gymnast.

**Traditional Timed Warm Up** - Every gymnast warms up on each of the apparatus. This procedure can take from an hour to an hour and a half, depending on the number of gymnasts competing.

**Capital or Modified Capital Cup** is also known as "Warm-Up/Compete" format. This combines the above format where the athlete warms up on a specific event and readily competes at that event before moving on to the next event and so on.

**March In** – all the gymnasts line up and march in to the gym to be presented to the audience and judges. Usually the National Anthem is played. This takes about ten to fifteen minutes.

Competition – the gymnasts now actually compete and receive scores from the judges at each event. This may take an hour and a half to two hours to complete.

Awards – if the organization running the meet is on the ball you may only have to wait five to ten minutes before the awards are handed out. It has been known to take significantly longer to get the awards ready. Once they are prepared it can take from fifteen minutes to half an hour to hand out the awards. Are you sure you brought enough to read?

### Gymnast Selection Criteria for Meets

All gymnasts do not compete on every piece of equipment. Meets should be a positive experience and therefore gymnast selection is made very carefully. Coaches make the decision on who competes based on the following criteria:

1. **Eligibility** - Gymnast must have all necessary fees paid and be considered an active and eligible gymnast.
2. **Performance Level** - Mastery of skills is based on performance in workouts. ***A gymnast will not be sent to a meet unless she can perform ALL required skills as per compulsory and/or optional guidelines published by USA Gymnastics; this is a matter of safety. It is the coaches' discretion whether to spot a gymnast.***
3. **Attendance** - Gymnasts missing an excessive number of practices may not be selected for competition. The same could be true for gymnasts that consistently arrive late or leave early from workouts. Arriving late and leaving early may seem insignificant at first glance, however, gymnasts arriving late miss strength training and as a result deficits in strength development occur. This makes itself known in skills requiring explosive repulsion and general endurance. Gymnasts leaving early not only misses end of workout stretch but flexibility also suffers. Deficits in flexibility shows in split leaps and several skills that demand a wide range of dynamic movement. This gymnast's routines will be fair to average at best. The concept of "it's not what you do, but how you do it" is the overriding principle in making a determination whether a gymnast in this circumstance will compete. No coach would willingly send a gymnast into a competition knowing the gymnast is not prepared to do her best. The child would have an unsuccessful experience, which could shatter her self-confidence and ruin the competitive experience.

Gymnasts must have perfect attendance the week previous to a meet or they could be removed from competition. Please see coaches well in advance regarding extenuating circumstances.

Removal from a competition roster for any reason will be at the gymnast's expense. Refunds will not be issued.

4. **Attitude** - A positive attitude and showing respect to coaches and teammates is important. Gymnasts must be emotionally ready for the competitive arena. An excessive show of emotion will result in dismissal from the competition and/or awards ceremony.

### Participation in Scheduled Meets

All team gymnasts should compete in ALL meets to which they are scheduled unless they are sick or injured.

## Missing Meets

Gymnasts who are unable to attend a scheduled meet should contact the coach, ***in writing***, as soon as possible. Most meets require that the fees be paid in full months before the competition in order to prevent being closed out. Gymnasts canceling or becoming ineligible may be subject to loss of monies already spent on entry fees and travel arrangements. (See Meet Withdrawal Form section)

## Moving from Level to Level

At the end of every competitive season, gymnasts will receive 2 copies of the appropriate GGA Mobility card. One copy is for the gymnast and one copy is to be signed and returned to GGA. Mobility cards will clearly list all the requirements necessary for movement to the next level. The final decision of placement rests solely with the coaching staff.

Moving up from one level to the next is decided by the coaching staff based upon the following; scores from the meet season, attendance at workouts, skill level, and the attitude of the gymnast. Gymnasts must possess all of those listed in order to move forward. If necessary, the coaches will discuss the GGA Mobility card with the parent(s) before a final decision is made. This decision will be made in the best interest of the child.

## Meet Etiquette for Gymnasts

The following guidelines will help each gymnast make competition a fun and successful experience.

- Be friendly and use sportsmanlike conduct at all times. Everybody has a unique way of experiencing gymnastics competition. Remember, everyone is trying their best. Be courteous. When the opportunity presents itself, introduce yourself to the other gymnasts and coaches in your competitive rotation. Most of the time you will have the chance to develop some new relationships, however, when another gymnast is being given directions by her coach or preparing to compete, you must allow her time to concentrate without distraction.
- Stay focused on the competition. We understand that you might have parents, relatives or friends in the stands but in order to achieve maximum potential focus must be on your coach and the meet. As in practice every moment of a meet is important and total focus is required.
- Before leaving the competition, notify the head coach. Always let the coach know when you are going to leave the area. You should never leave the competition area without specific permission from the coach. You should always be accompanied by another team member or coach when leaving the competition floor.
- There is absolutely no reason for you to be on any piece of gymnastics equipment unless you are warming up or currently competing. If you are staying to watch another teammate compete, or you have arrived early for warm ups, stay seated in the bleachers and do not to wander out onto the competition floor.
- Competing gymnasts must stay in their rotation group sitting quietly until the last competitor has finished. Gymnasts are NOT dismissed until the last athlete is done competing in the whole meet. Encourage your athlete to be respectful of the other's efforts by watching them and applauding their efforts.
- Gym bags, warm up suits, grips, and any other stuff you brought with you should be placed inside your gym bag and kept near you.

- Warm ups should be worn when accepting awards. They must be zipped up with no sleeves or t-shirts hanging out.
- Hair must be up and out of the face for competition.
- The meet is not complete until ALL the awards have been handed out. The other gymnasts have waited patiently to receive their awards and have applauded your efforts. You owe them the same consideration.

### Meet Etiquette for Parents

Team Spirit is a big help, wear your team's colors. If you are looking for team wear t-shirts are available purchase.

Remember, your gymnast is part of the GGA team. She competes not only for herself but also her teammates, parents, coaches, the Booster Club, and GGA.

Please show proper respect to all Officials and Coaches at every competition. They are all there for one reason, to support your child's interest in gymnastics. Under no circumstance should you attempt to contact any official or meet director on the competition floor before, during or after the meet (judges, score keepers, etc.) If you have any questions regarding the meet or your child's scores you must contact your coach. Even the coach is not allowed to approach the judges regarding routines or scores during the meet, but must submit an inquiry through the Meet Director. Points could be deducted not only from your gymnast but the team score as well for failure to follow these rules.

Please show proper respect to all competitors. You NEVER KNOW who is sitting near you.

Once a gymnast has walked into the competition area for warm-up we require complete focus on the competition. Any distraction could disturb the focus necessary to have a successful routine. The coach's job at the meet is to monitor the gymnast's condition and teach her to respond appropriately. If the gymnast is too excited, the coach calms her down. If the gymnast is too complacent, the coach pumps her up and motivates her to do her best. The emotional dynamic is fluid in a competition. An excellent vault score may cause a gymnast to be over-confident. A terrible bar routine may actually provide an educational moment. At the set times the gymnast needs to focus on her coach's advice, not distractions from off the competitive floor.

As coaches, we know that you mean well with your comments, if you have any questions about what happens at a meet, talk to the coach.

In any competition, parents, friends, and relatives of the gymnast ARE NOT ALLOWED onto the competitive floor. YOU MUST remain in the spectator's area. This also includes other relatives and friends. Your child could be immediately scratched from the meet, by the meet director or her coach, if a parent is in the competitor's area. In case of injury during warm-up or competition, YOU MUST stay in the spectator area until your coach flags you onto the floor.

DO NOT coach your child from the stands. Coaches should coach, everyone else should encourage. Injury may result from changing the gymnast's focus away from the coach's technique. Even the most helpful comment from you could have disastrous consequences.

NO FLASH PHOTOGRAPHY is permitted during a meet. The sudden flash of light could cause a gymnast to be injured. Check out your camera in advance. Many cameras come with an automatic flash that will go off if it detects low light levels. If you cannot manually disable this device, please do not take pictures during the competition.

On the day of competition your child should eat a well-balanced meal about three hours prior to the actual competition. This energy will carry them through the entire competition. If necessary, a gymnast may carry crackers, pieces of fruit, or energy bars to curb hunger.

All gymnasts are expected to stay until the end of the awards ceremony whether they are receiving an award or not. They need to cheer all award recipients - especially their teammates.

### Win, Lose, or Wipeout

It is important to remember that a score for any routine is an evaluation of one single performance in your career as a gymnast, not a label you must live up to or hang around your neck for the rest of your life. Each meet teaches you more about your abilities as a gymnast, competitor, and human being, and are necessary ingredients for success at higher levels of competition and life in general. Regardless of the outcome of a routine or overall competition, you must learn that crying and feeling sorry for yourself is not an appropriate response to the situation. We want you to hold your head up high and do your best every time you compete. There can only be one winner for each event at the meets. Excessive crying and/or pouting can result in your immediate disqualification from the remainder of the meet, awards, and future competitions.

### Expectations

Problems occur when a parent expects too much from an athlete who is new to the competitive arena. It takes a number of years of quality competition for a gymnast to develop the poise and grace to continuously take top honors in a gymnastics competition.

The key is to recognize when your child is working up to her potential. If she completes all her skills for the first time, without a fall, that is a winning routine regardless of what score she receives. Winning isn't just about coming in first. Comments from you should be congratulatory and positive. No mention should be made at that time of what she can do better, that would lessen the effect of this "victory" for her. The week after the meet your daughter's coach will go over those elements that need work and congratulate her on the elements she competed correctly.

Remember always that a score given to your child in a gymnastics competition is an evaluation of one single performance, not an evaluation of the child.

## ***IX. GYM BAG NECESSITIES***

For Practice:

- Uneven bar grips, wrist bands, gymnastics tape and hand lotion.
- Extra leotard. • Therabands
- Water Bottle
- Hair care and personal hygiene items.
- Any vital medical braces, supports, or bandages.
- Fruit, crackers, or pretzels

For Meets:

At the end of your last practice before leaving for a competition each gymnast must make sure the following items are in her gym bag:

- Uneven bar grips, wrist wraps, gymnastics tape.
- A working copy of her Optional Floor music.
- Team competition leotard.
- Team warm-ups.
- Water Bottle
- Hair care and personal hygiene items.
- Any vital medical braces, supports, or bandages.
- Emergency phone numbers.
- Change for telephone calls and money for meals.
- Fruit slices or crackers to snack on when the meet runs long.

The following are optional items the gymnast may wish to have with her during away meets:

- An extra leotard (clean).
- Hand towel (especially when it's hot)
- Small first aid kit for the care of rips, scrapes, etc. 1
- Sneakers or running shoes
- Jump rope (to facilitate stretching exercises as well as cardiovascular work and warm up drills).  
(Band-Aids, nail clippers, antibacterial spray.)

# ***X. GGA EMERGENCY CONTACT INFORMATION & MEDICAL RELEASE FORM***

Gymnast Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Known allergies or medical conditions: \_\_\_\_\_

(Continue on the back of this sheet as needed.)

Mother's First & Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father's First & Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby give permission for certified and licensed medical personnel to use appropriate procedures to aid my daughter, \_\_\_\_\_ and prevent further injury and/or death. If possible, I wish to be contacted before any procedures are initiated, however, if the injuries are catastrophic and life threatening, I give permission to the emergency care physicians and support personnel to do what they deem necessary in the best interests of my child.

\_\_\_\_\_  
Parent or legal guardian signature

\_\_\_\_\_  
Date

## ***XI. PROBLEM RESOLUTION/CLARIFICATION FORM***

From: \_\_\_\_\_ Phone: \_\_\_\_\_

I'd like to meet with: \_\_\_\_\_

I would like to talk to you about:

I am available on: (Please list a date and time that works best for you to meet)

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

***Please remember that the time in the gym is very precious to both your gymnast and our coaches. This sheet is to be used when you need devoted time to talk to your coach. We ask that you set up a time with your coach using this sheet so that any problems or clarification can be made.***

## ***XII. PARENT / GYMNAST ACKNOWLEDGEMENT***

I have read the Geneva Gymnastics Academy Team Handbook from cover to cover. I understand and agree to the guidelines set forth. I also understand that the policies and procedures may change throughout the year. Modifications and additions to this document may be made via letters or communications from the Team Coach and / or Gym Director. Should I have any questions regarding any policies or procedures, I understand that I should contact the Gym Director for the appropriate answers. By not complying with the set forth rules and procedures I understand that consequences may be enforced. Examples of consequences can be but are not limited to non-participation in activities, suspension and/or expulsion of program.

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Parent Signature

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Date

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Parent Signature

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Date

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Gymnast Signature

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Date

### ***XIII. MEET WITHDRAWAL FORM***

#### **THE GENEVA GYMNASTICS ACADEMY**

710 Western Ave. Geneva IL 60134

Per our rules and policies, written notification of your child's inability to compete in any scheduled competition must be submitted, in writing, immediately. Failure to do so will result in being entered into meets you were not intending on attending. Gymnasts will then lose their entry fee and be charged for all pertinent fees associated with that meet.

In most cases meet entry fees are due months in advance of the actual meet date and are non- refundable. Very rarely are we able to obtain a refund, in most we will not. Therefore, knowing which meets you will not attend ahead of time will eliminate the confusion and the loss of non- refundable meet fees.

GYMNAST'S NAME: \_\_\_\_\_

TEAM LEVEL: \_\_\_\_\_

MY DAUGHTER CANNOT COMPETE IN THE FOLLOWING MEET(S):

NAME OF MEET: \_\_\_\_\_

DATE OF MEET: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

DATE OF NOTIFICATION: \_\_\_\_\_

Please turn this form in to the GPD Front Desk as soon as possible to avoid being entered into a meet you cannot attend (keep a copy for your records). Turning this form in DOES NOT guarantee you will not be entered into a meet unless it is done in a timely manner.

## ***XIV. GLOSSARY OF GYMNASTIC TERMS***

AAU - American Athletic Union

ACTIVE - A gymnast in good standing who is current in payment of GPD/GGA fees and Booster Club fees, and attends all regularly scheduled training sessions.

ALL AROUND SCORE - A gymnast's total score from all events (I.E. vault, bars, beam, and floor).

BOOSTER CLUB - A non-profit club involved in furthering the participation of young people in the sport of gymnastics and defraying the costs of the competitive gymnastics team at GGA.

COMPULSORY ROUTINES - A series of skills on each event that are put together with clearly marked timing, amplitude, and body position. The USAG develops a set of routines for Levels 4, 5, 6. All gymnasts compete using the routines developed by USA Gymnastics.

ELIGIBLE - an active gymnast, current with Membership fees, GPD, and Booster fees, who, with coaches' approval, may participate in all activities including meets and exhibitions.

INACTIVE - A gymnast who has officially dropped or voluntarily chosen not to compete, or whose GGA fees are 30 days delinquent.

INELIGIBLE - A gymnast who is not current with the GPD, GGA fees, or Booster fees, has had some disciplinary problems, or is considered not ready by the coach.

INVITATIONAL MEET - A meet, usually with a specific theme, hosted by any gymnastics club. These may or may not be qualifying meets for state championships, but scores may usually be used to move a gymnast from one level to the next.

MOBILITY SCORE – The score needed to move from one competitive level to the next. For example, a score of 31.00 all round may be needed to move from Level 4 to Level 5. The mobility score should not be confused with a “qualifying score” even if they are numerically the same.

MOBILITY SKILL CARD - A skill sheet listing all of the skills required at GGA to move up to the next competitive level.

OPTIONAL ROUTINES - Routines developed and choreographed by the coaches for each gymnast to be used primarily in levels 7, 8, 9, 10, & Elite. The routines will be individualized for each gymnast's strength, style, and difficulty.

QUALIFYING MEET - A sanctioned meet where the scores are used to qualify for the State Meet. The number of meets actually scheduled will be determined by a gymnast's ability to successfully complete the appropriate level routines and receive the score necessary for state competition.

QUALIFYING SCORE – The all around score (total of vault, bars, beam, and floor) needed for entry into the state competition. Normally this score is determined by USA Gymnastics, but in some cases may be changed according to a particular state or region's needs.

STATE MEET - In most cases, the season finale, where qualified gymnasts compete with other gymnasts throughout the state. Higher level gymnasts may go on to compete in regional or national level competitions.

# ***XV. THE GENEVA GYMNASTICS ACADEMY LEVEL REQUIREMENTS***

## **Level 5 Requirements**

The decision to compete a gymnast will be made by the coaching staff and will be based on the following criteria: 1) 100% proficiency of required skills and routines, 2) minimum of 75% proficiency of added skills, 3) all three splits or a "real" effort to attain them, 4) attendance at practice, work ethic, and attitude while at practice.

### **Vault**

Level 5 - Additional Skills:

### **Bars**

Level 5 -

Additional Skills:

### **Beam**

Level 5 -

Additional Skills:

### **Floor**

Level 5 -

### **Front Handspring**

Straight Jump onto Trainer Table with Underswing 3/4 Front Layout to Back on Tumble Track (TT) Front Handspring over Trainer with repulsion drill (Tap – Tap) Front Tuck on TT

Kip – Front hip circle Cast above Horizontal Squat on tight jump to high bar Long hang kip Cast above Horizontal on High Bar Back Hip Circle to underswing 2 Tap Swings to horizontal, 1/2 turn dismount

Cast Handstand (HS) with Help Back Hip Circle without cast Kip Cast to 30 degrees above horizontal, with Minimal Help 3 Swings to pull over on Single High Bar

Handstand, 2 seconds hold

1/2 turn on one foot in forward coupe! Scale – Arabesque Straight leap (120 degrees) Cartwheel

2 Pivot turns Straight jump - split jump (120 degrees); Cartwheel to handstand (2 seconds) to 1/4 turn dismount.

Large leaps (150 degrees) on LB BWO on LB Standing BK HSPG on floor line Full turn on toe on LB

Straddle Jump (120 Degrees) Dive Roll Front Handspring Split Leap (120 Degrees) Back Extension Roll HS

Full Turn Back Walkover (150 Degree Split)

Welcome to the Team!

### **Additional Skills:**

HS Snap-Down to BK HSPG Series Front Handspring to Flyspring or Front Tuck (Shoulder Height) on TT

Front tuck onto 8" Mat

## Level 6 Requirements

Round Off Back Handspring, Back Handspring

The decision to advance a gymnast will be made by the coaching staff and will be based on the following criteria: 1) minimum score of 36.00 all-around at 2 sanctioned events in the previous level 2) 100% proficiency of required skills and routines, 3) minimum of 75% proficiency of added skills, 4) split leaps to 180 degrees, 5) attendance at practice, work ethic and attitude while at practice.

### Vault

Level 6 - Additional Skills:

### Bars

Level 6 -

Additional Skills:

### Beam

Level 6 -

Additional Skills:

### Front Handspring

Straight Jump onto Table Front Handspring to feet with mats Table high Front Layout onto 8" mat RO over Trainer Table or RO onto board to 8" Mat

Kip Cast 45 Degrees above Horizontal Clear Hip Circle to 30 Degrees above Horizontal Cast 30 Degrees above Horizontal on High Bar Long Hang Pullover to underswing 2 Tap Swings to a Tuck, Pike or Layout Flyaway bar height

Cast to Handstand with Minimal Help Clear Hip Circle to 3/4 Handstand, with Minimal Help Cast Clear Pull-Over (Baby Giant) Giants on Strap Bar Toe Circle

Back walkover Full turn on one foot in forward coupe' Straight leap (120 degrees) Tuck Jump - split jump (120 degrees); Cross handstand (2 seconds) 1/4 turn to side handstand (2 seconds) to 1/4 turn dismount

CW to straight jump dismount on Low Beam Flight on Low Beam (LB) - BK HSPG, FR HSPG, RO Standing Back Tuck on FX HS BK HSPG on floor line

### Floor

Level 6 -

Additional Skills:

Straddle Jump (150 Degrees) Back Handspring Front tuck – shoulder height Front Handspring Step-Out Front Handspring to Two Feet Split Leaps, Side Leap (150 Degrees) Back extension HS Full Turn RO Back Handspring Back Tuck Salto

Round off Back Handspring Layout Salto (Head Height) on TT Front Tuck to CW Front Handspring to Flyspring or Front Tuck (Shoulder Height) on TT 1 1/2 Turn on Toe Switch Leap

## Level 7 Requirements

The decision to advance a gymnast will be made by the coaching staff and will be based on the following criteria: 1) minimum score of 36.00 all-around at 2 sanctioned events in the previous level, 2) 100% proficiency of required skills and routines, 3) minimum of 75% proficiency of added skills, 4) attendance at practice, work ethic and attitude while at practice.

### Vault

Level 7 - Additional Skills:

### Bars

Level 7 -

Additional Skills:

### Beam

Level 7 -

### Front Handspring

Round off (RO) kaboom off panel mat onto 8" mat RO to Back over Trainer or RO onto Board straight jump onto Pit or Trainer RO FF onto Pit

Kip Cast 3/4 HS Circling element to 60 Degrees above Horizontal – Clear Hip, Giant, Stalder, Toe

Circle Cast 3/4 HSTD or Clear Hip 3/4 HSTD to Flyaway

Cast to Handstand on Low Bar Cast to Handstand 1/2 turn with Minimal Help Kip Cast To Handstand, with Minimal Help Giants on Single Bar

Large Leap, Jump OR Hop to 180 degrees Acro series of 2 or more elements W or W/O flight –i.e.

HS-BWO, HS FF, BWO-BWO, CW-CW, HS CW, BWO FF,

CW RO, FF FF One element with flight – BK HSPG, RO, FR HSPG

Additional Skills:

### Floor

Level 7 -

Additional Skills:

Salto Dismount – CW or RO Back Tuck or Front Tuck Split Jump 180

BK HSPG - BK HSPG on Low/Middle Beam RO straight jump dismount Salto or Aerial of Choice on floor line Switch leap on LB

RO Back Handspring Back Layout FR HSPG FR Tuck, Pike of Layout, or FR Tuck FR HSPG 1 1/2

Turn on one foot 180 Split Leap, Switch Split Straddle Jump to 180

2 Salto Pass – FR TK FR TK, RO Whip Back on TT Front Handspring Front Layout (TT) Working RO FF 1/1 on TT

## Level 8 Requirements

The decision to advance a gymnast will be made by the coaching staff and will be based on the following criteria: 1) minimum score of 36.00 all-around at 2 sanctioned events in the previous level, 2) 100% proficiency of required skills and routines, 3) attendance at practice, work ethic, attitude while at practice and a proven desire to advance.

### Vault

Level 8 - Additional Skills:

### Bars

Level 8 -

Additional Skills:

Tsuk Tuck or Pike Yurchenko Tuck or Pike

Tsuk or Yurchenko Layout drills and with turn

Kip Cast HS on Low and High Bar Giants Clear Hip HS Straddle back, Shoot over OR Cast HS 1/2 turn, Clear Hip HS 1/2 Turn Flyaway from HS or Giants

Working Release Skill – Shoot Over, Straddle Back, Up Hill, Pak Salto Blind Change Drills on Single Bar, Tramp Bar Double BK Dismount drills

### Beam

Level 8 -

Additional Skills:

### Floor

Level 8 -

Additional Skills:

BWO – FF, FF FF or Similar Jump Series Full Turn Leap, Jump OR Hop to 180 degrees Salto

Dismount – CW Back Tuck, RO Back Tuck, FR Layout

Switch Leap to 180 Turning Jump, Hop or Leap Salto or Aerial of Choice on LB BK HSPG – BK HSPG

RO FF 1/1 A Series with 2 saltos 1 1/2 Turn or 2/1 FR HSPG FR Tuck, Pike or Layout to Tuck, Pike or Layout Leap Series one with 180 Switch Leap – Straddle Jump, Pike Jump, Wolf Jump or similar

Working DBL BK, 1 1/2 , 2/1, FR Twisting on TT Bonus Dance Series

## Level 9 Requirements

The decision to advance a gymnast will be made by the coaching staff and will be based on the following criteria: 1) minimum score of 36.00 all-around at 2 sanctioned events in the previous level, 2) 100% proficiency of required skills and routines, 3) attendance at practice and a total commitment to perform at this level.

### Vault

#### Level 9 -

### Bars

#### Level 9 -

#### Additional Skills:

Giants and with Turn Release Skill from HB to LB: Shoot Over, Straddle Back, Pak Salto 1 skill with 1/2 turn or more: Cast HS 1/2 turn, Clear Hip HS 1/2 Turn Min. of "B" Dismount – Layout 1/2, 1/1, DBL Back

Blind Change to Front Giants CH HS, Toe Shoot HS or Stalder HS Training Major Release Skill – Geinger, Tkachev, etc.

START VALUE = 9.70

FR HSPG Front Tuck or Pike Tsuk Pike or Layout Yurchenko Pike or Layout  
+ 0.30 BONUS\

### Beam

#### Level 9 -

#### Additional Skills:

### Floor

#### Level 9 -

#### Additional Skills:

Flight Series w/ 2 skills Full Turn Series of Leaps, Jumps OR Hops to 180 degrees and with turn Switch Leap 180 plus other Jump, Hop or Leap B Dismount or higher: FR Layout, RO Layout 1/1 or more

FF BK Tuck, Pike or Layout D Skill Salto or Aerial of Choice on HB Bonus Dance or Series: turning jumps or leaps

A Series with 2 saltos RO FF 1 1/2 to Tuck, Pike or Layout FR HSPG Layout to Tuck, Pike or Layout and with turn D tumbling skill 1 1/2 or 2/1 Turn Leap Series with one to 180

Double Back or Pike on TT FR HSPG Layout 1/1 or more Bonus Dance

## Level 10 Requirements

The decision to advance a gymnast will be made by the coaching staff and will be based on the following criteria: 1) minimum score of 36.00 all-around at 2 sanctioned events in the previous level, 2) 100% proficiency of required skills and routines, 3) attendance at practice and a total commitment to perform at this level, i.e. no extracurricular activities that directly conflict with training and competitions.

### Vault

Level 10 -

### Bars

Level 10 -

Turning Giants: Blind Change to Front Giants Release Skill from HB to LB: Shoot Over, Straddle Back, Pak Salto, Major Release Skill – Geinger, Tkachev, etc CH HS, Toe Shoot HS, Stalder or Endo, Uphill to HB Giant 1/1 Turn C Dismount or higher: 2/1, DBL Pike or Layout, Twisting

START VALUE = 9.50

FR HSPG Front Tuck or Pike and with turn Tsuk Pike or Layout and with turn Yurchenko Pike or Layout with 1/2 or 1/1 Turn

+ 0.50 BONUS

### Beam

Level 10 -

### Floor

Level 10 -

Flight Series w/ Bonus: FF FF BK Tuck, Pike or Layout Full Turn Salto or Aerial of Choice Leap Series w/ bonus, one skill to 180 degrees

C Dismount or higher: RO Layout 2/1, DBL BK, FR 1/1 or more Bonus Dance

RO FF 1 1/2 or 2 1/2 to Salto of Choice DBL Back or Pike FR HSPG Layout 1/1 to FR Pike or Layout or vice versa D/E tumbling skill 2/1 Turn Leap or Dance Series w/ Bonus