



Recreational Team B and USAGymnastics Xcel

June 2018 – May 2019

Top Flight Gymnastics
Recreational Team B & USAGymnastics Xcel Manual

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FREQUENTLY ASKED QUESTIONS

What forms must I complete at registration?

Non-Competitive Option

Registration Form

USAGymnastics Xcel (Competitive Option)

Registration Form

Team Membership Agreement

Parental Obligations Form

Health History

Physician's Report

Emergency Treatment Authorization & Copy of Insurance Card (front and back)

Top Flight Registration Fee and CMGO Membership Fee are also due at registration. Note that some forms require your signature, some must be notarized and others are to be completed by your child's physician. Please plan accordingly so that all forms may be returned to the Team Director during the week prior to the first June workout!

How do I know what is going on?

There are many forms of communication with the team.

Always have your gymnast check their in-house *mailbox* for notices and be sure to check the CMGO *bulletin board* in the hallway and the Top Flight website. Holiday closings and *team schedules* are provided with your handbook. A *meet schedule* is provided to all gymnasts and posted on the CMGO bulletin board and website(topflightgym-md.com). Urgent communications and other updates are frequently shared through *email* and/or *phone calls* and are often posted on the website. The Top Flight website has a CMGO Boosters page for posts with team information. All team info and documents are in the competitive pages of the website. The URL is: www.topflightgym-md.com

How do I set up a meeting with the Team Director?

Direct any additional questions about the gym, the team, and their operation, to the Team Director. Call the gym at 410-992-1600 to set up an appointment during the day or on a weekend. The Team Director is available most weekdays between 3:00 and 4:00 pm.

TEAM OPTIONS

Recreational Team B (Rec B) is open to gymnasts in grades 5 and up. Top Flight Gymnastics offers two options for Rec B.

1. The first option is a ***non-competitive*** program that allows for the development of increasingly advanced skills. These skills may then be developed into routines.
2. The second option is a ***recreational competitive*** program, called the USAGymnastics Xcel program, which will help the gymnast learn new skills and develop routines that they will compete in Xcel meets. The gymnast will also develop the strength, flexibility, coordination, and endurance necessary to be a recreational competitive gymnast. The USAGymnastics Xcel Team competes in 4-6 meets per year. In order for a gymnast to participate in the USAGymnastics Xcel option, parents or guardians are required to be members of CMGO and fulfill all CMGO obligations.

TOP FLIGHT AND CMGO **Central Maryland Gymnastics Organization**

Central Maryland Gymnastics Organization (CMGO) is an organization of parents and guardians of competitive and pre-competitive gymnasts at Top Flight Gymnastics that is dedicated to promoting competitive opportunities for all gymnasts and to supporting the training of gymnastic team members.

CMGO works in partnership with Top Flight Gymnastics to maintain state of the art training facilities for gymnasts on Top Flight's teams and represents Top Flight teams at hosted meets.

All parents and guardians of competitive and pre-competitive gymnasts on Top Flight teams are required to be members of CMGO and to meet the financial and time commitment requirements established by the organization. Top Flight Gymnastics establishes the parent participation requires for hosted competitions.

The parents and guardians of gymnasts participating in the Mason-Dixon program are required to be members of CMGO and fulfill all CMGO obligations. Refer to the CMGO Handbook for more information and details. Parents and guardians of gymnasts who choose the non-competitive Rec B option do not participate in CMGO.

GOALS OF THE PROGRAM

Non-Competitive

1. To learn A, B, and C gymnastics elements that can be incorporated into routines.
2. To develop skill levels appropriate for the individual gymnast.
3. To have the opportunity to workout year round so that the gymnast does not need to develop new skills seasonally.

Competitive (USAGymnastics Xcel)

1. To foster the development of each gymnast by setting realistic goals that are achievable through challenging.
2. To develop flexibility and strength.
3. To learn optional skills in accordance with the gymnast's physical and emotional characteristics.
4. To progress towards a higher optional level.

SCHEDULES

Practice

During the pre-season (June through December), all Rec B gymnasts have two practices per week. Gymnasts must register for two of the three practice days offered. Gymnasts may not attend Rec B practices on days for which they are not registered.

Both competitive and non-competitive gymnasts may sign up for an additional third workout for an additional charge.

During the competitive season (December through May), gymnasts competing in the USAGymnastics Xcel have three practices per week.

Competition

USAGymnastics Xcel meets are usually scheduled on Saturdays and Sundays. There will be approximately four to six competitions in which the gymnast may be asked to participate.

Choreography (USAGymnastics Xcel only)

A choreographed floor exercise routine is required for Xcel competition. Team members may choose a choreographer of their own or may talk to the Team Director for more information. Xcel floor routine choreography expenses are solely the responsibility of the **team member**.

TEAM WORKOUT SCHEDULE

Rec Team B (non-competitive) – 2 or 3 days a week

Tuesday	7:00 – 8:30 p.m.
Thursday	7:00 – 8:30 p.m.

USAGymnastics Xcel

2 or 3 days a week Sept – Dec / 3 days a week Jan - May

Tuesday	7:00 – 9:00 p.m.
Thursday	7:00 – 9:00 p.m.

Additional workouts

Friday	6:15 – 8:15 p.m. (available September thru May only)
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** Note – A competitive gymnast must register for **three** practices from December – May. During the remainder of the year, the gymnast may choose to register for two (Tues, Thurs) or three practices (Tues, Thurs, Fri) days per week. Friday practices are not available June thru August.*

ATTIRE

Practice Attire

The following items should be brought to every practice:

Leotard – No ruffles, skirts or fringe

Tank style bathing suits are acceptable, no suits with straps or ties

No unitards

Hair ties – Must be made of soft materials

Warm-up pants and jacket – Sweat suit style, cotton

No tights allowed

Grips and wristbands– No Velcro, only buckle grips allowed

*** A black tank style leotard (sleeveless) is required for team pictures that are taken in the fall, usually in early October.**

Competitive Attire (USAGymnastics Xcel)

The competitive attire will be selected during the pre-season training and will consist of a leotard and warm-up jacket. Ordering information, including guidelines for measurements and sizing, will be distributed through gymnasts' mailboxes. Orders should be placed in August in order to receive leotards in time for team pictures in the fall.

Lockers

Each gymnast will be issued a locker. It is the gymnast's responsibility to:

- Keep the locker clean, inside and out.
- Put all clothing and gear in the locker when not being used.
- Not leave anything out in the practice area.
- Be sure that lockers are closed when not in use.

COMMITMENT TO TEAM

Gymnast

The gymnast's responsibilities are as follows:

1. To have long hair tied back
2. To have no jewelry or make-up on during practice
3. To take shoes off when entering the practice area
4. To be safety conscious for oneself and for fellow teammates

5. To ask permission of a coach to use the phone
6. To check personal mailboxes for notices each practice day
7. To assist in cleaning/upkeep of gym
8. To refrain from the use of tobacco, alcohol, and illegal drugs

Parents (non-competitive)

The parent's responsibilities are as follows:

1. To assume all financial responsibilities and to fill out all appropriate forms when requested.
2. To adhere to the policy that there is no smoking allowed at Top Flight Gymnastics Center, Inc.

Parents of Rec Team B non-competitive gymnasts are encouraged, but not required, to be actively involved in the parent's organization (CMGO) by helping with fundraising, working at meets, etc.

Parents (USAGymnastics Xcel)

A Xcel registration form will need to be completed when forms are made available, usually July 1st.

TOP FLIGHT AND CMGO **Central Maryland Gymnastics Organization**

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CMGO works in partnership with Top Flight Gymnastics to maintain state of the art training facilities for gymnasts on Top Flight's teams and represents Top Flight teams at hosted meets.

All parents and guardians of competitive and pre-competitive gymnasts on Top Flight teams are required to be members of CMGO and to meet the financial and time commitment requirements established by the organization. Top Flight Gymnastics establishes the parent participation requires for hosted competitions.

All parents of Top Flight Team members must be responsible for supporting their gymnast in meeting their commitment to the team and for fulfilling financial, participation, and time commitments to the gym and the parent organization (CMGO) in a timely fashion.

General

1. To be an active member of the parent organization (CMGO) and to attend all quarterly parent meetings. To meet both financial obligations and participation requirements to CMGO.

All members of CMGO have the following obligations:

Assessments

- Each family must meet assessment requirement as established by the CMGO Executive Board each year in May.

Participation

- Attend quarterly general membership meetings
- Attend meet coordination/committee meetings and/or work sessions at hosted competitions (Top Flight Invitational)
- Participate in, and support, all CMGO sponsored events
- Work a required amount of time at Host meets, as determined by the Executive Board when our home meet schedule is finalized in October.

Please refer to the CMGO Handbook for full details regarding the organization and parental obligations.

2. To assume all financial responsibilities and to fill out all appropriate forms when requested. ***Failure to meet financial deadlines (for commitments to Top Flight and CMGO) may result in your child's temporary suspension from practice and competitions until debt is cleared.***
3. To assume responsibility for your child's attendance at practices and competitions. To make a sincere effort to get your child to all practices.
4. To call the Team Director if your child must miss practice due to illness and to alert the Team Director, through the receptionist, if your child is taking any medications (over-the-counter or prescription) or complaining of any injury.
5. To allow gymnast to complete all training assignments before leaving the gym, even if practice is running late.
6. Gymnasts age 9 or older may be dropped off for practice in the front or back of the gym. **Gymnasts under the age of 9 should be escorted into the lobby by an adult.** Gymnasts may not wait for their ride outside the gym building alone. Gymnasts must be picked up in the front of the gym.

7. Please do not try to gain the gymnast's attention from the waiting area. This practice is dangerous to all the gymnasts because it could lead to an interruption of concentration of any of the gymnasts. If there is an emergency or pressing situation, please contact the receptionist or the Team Director and we will send the gymnast out.
8. To occasionally try to observe (from the lobby) all, or a portion, of a practice. During these times, your child will learn to concentrate better on the activities at hand and not on who is watching. The development of this ability is very beneficial to the gymnast in competition. Disruptions in concentration and poor handling of stress result in negative experiences in gymnastic competition.
9. It is highly suggested to have a yearly physical exam for your child and have its results filled out on medical forms supplied by, and returned to the front office by May 31. Yearly Physical Exams are not required.
10. To be a positive influence on your child and the team.
11. To adhere to the policy that there is no smoking allowed at Top Flight Gymnastics Center, Inc.

Competition

1. To help provide a positive atmosphere at all meets – no matter what the outcome.
2. To not communicate scores to the gymnasts during meets.
3. To never talk to judges during meets or directly following competition.
4. To avoid entering the competition area during a meet.
5. Remember that most parents become tense or nervous during competition. Although it can be difficult, if parents can remain at ease before and during competition, it can allow the gymnast to feel less stress, which can improve performance.
6. To provide transportation for your gymnast to and from meets.

SPECIAL EVENTS

Team & Individual Photographs

Team and individual photographs are taken in the fall, usually in October or early November. Team leotard should be ordered by August in order to arrive in time for pictures. Order information for photographs will be made available just before the scheduled picture date. All payments for pictures ordered are due in full by cash or check on the day pictures are taken.

Holiday Party and Coach Gifts

All team members are invited to attend the annual Holiday Party in December. Gymnasts are invited to participate in a voluntary gift exchange among members of their team. A suggested gift value is posted prior to the party. Team gifts are purchased by CMGO for each of the team coaches. A small, pre-determined amount is withdrawn from the activity accounts of all competitive gymnasts to help pay for the coach gifts. Non-competitive gymnasts who would like to participate in recognizing the coaches are requested to make a contribution of equal amount, by cash or check made payable to CMGO.

End of Year Banquet & Trophies

All team members are invited to attend the End of Year Banquet held in late May or early June. Location and cost for the banquet vary somewhat from year to year.

CMGO pays for a portion of the banquet cost and provides a participation trophy for competitive gymnasts. Non-competitive gymnasts must purchase a banquet ticket in order to attend the dinner, and must pay for a participation trophy if they desire one. All family members attending the banquet must purchase a ticket.

EXPENSES

Payable to Top Flight

Annual Team Registration Fee, due May 31 of each year

Team Practice Fee (Tuition), due the 1st of each month (\$5 late fee if paid after the 7th)

Payments may be made with Check, Visa, Mastercard, Monthly or Monthly Credit Card debits (see receptionist for auto debit information).

Payable to CMGO (USAGymnastics Xcel)

Annual Membership Fee, due June 1st of each year

Meet Fees

Payments toward Assessment requirement

Check or Cash only.

**See CMGO Handbook for details on these items.*

Additional

Practice Attire

Competitive Attire

Competition Fees

Special clinics and seminar fees

Competitive travel and lodging

Optional floor exercise choreography

Choreography requirements explained on p. 5

* Costs for coach's travel, lodging, session and seminar fees will be paid by CMGO as per the CMGO constitution.

Notes

Checks made payable to Top Flight Gymnastics Center, Inc may be placed in the tuition box in the lobby. A service charge of \$25 will be imposed on all checks returned due to insufficient funds.

On all checks made payable to CMGO, please include your gymnast's name and the purpose of the check in the memo field (e.g.: assessment, meet fees and membership etc.) so that the funds can be logged in the proper accounts. CMGO checks may also be placed in the tuition box in the lobby.

Family Accounts are opened on June 1st and closed on May 31st for each team year.

Before June 1st of each year, the Top Flight Registration Fee and CMGO Membership Fee are due along with the registration form and all medical forms and team agreement forms. ***A gymnast will not be allowed to work out until the fees and medical forms are completed and returned.***

No refunds are given for vacation, dismissal, injury or dropout.

Failure to meet financial deadlines may result in your child's temporary suspension from practice and meets until debts are cleared.

The Fee Schedule on the following page is provided for your convenience. Some expenses included in the fee schedule are estimates, and actual expenses may vary somewhat from year to year. Some fees listed in the schedule are not required expenses; these items are indicated with the term "as desired". Some expenses may not be incurred every year by a continuing gymnast, even though they represent required items. For example, some competitive uniform garments may not need to be replaced every year. Every attempt is made to reflect actual expenses incurred by gymnasts last year.

Fee Structure

PARENTAL EXPENSES

<i>Item</i>	<i>Non-Competitive 2 days</i>	<i>Xcel 2 days</i>	<i>Xcel 3 days</i>
<i>Top Flight Annual Registration</i>	\$50	\$50	\$50
<i>CMGO Annual Membership</i>	<i>N/A</i>	\$57	\$57
<i>Monthly Tuition* Top Flight</i>	\$160	\$180	\$225
<i>CMGO Assessment</i>	<i>N/A</i>	\$450	\$450

*No discounts are available to team members for multiple students.
Tuition and Activity Fees are listed with monthly payments/yearly totals.

PARENTAL COMPETITIVE EXPENDITURES

<i>Item</i>	<i>Non-Competitive</i>	<i>Xcel</i>
<i>Grips (1 pair)+wristbands</i>	<i>N/A</i>	\$50
<i>Competition Jacket</i>	<i>N/A</i>	\$65
<i>Competition Pants</i>	<i>N/A</i>	\$30
<i>Competition Leotard</i>	<i>N/A</i>	\$120
<i>Practice Leotards</i>	\$45	\$60
<i>Competition Gym Bag</i>	<i>N/A</i>	\$35
<i>Music and Choreography</i>	<i>N/A</i>	\$250
<i>Seasonal Meet Fees</i>	<i>N/A</i>	\$500
<i>Team Pictures (if desired)</i>	\$25	\$25
<i>Banquet (4 tickets)</i>	\$60	\$60

**** Non-Competitive Gymnasts ordering banquet tickets or trophies must write a check payable to CMGO at the time of order/purchase to cover these expenses.**

ALL RATES ARE SUBJECT TO CHANGE

All commitments must be kept current in order for gymnast to be allowed to practice or compete and all commitments must be met in full by April 30th.

Top Flight Gymnastics 2018-2019 Team Calendar

Opening Day of Team Program Year

Saturday June 1, 2018

All Forms and Fees Due in order to practice
(Please bring forms and fees before your 1st practice)

CMGO Picnic for 2017-2018 competitive year

TBA

Summer workout schedule begins

Saturday June 16, 2018

Natasha Matveeva – FX/BB Choreography - Boys/Girls Clinics

Monday June 18 thru June 23, 2018

Independence Day Break

(No Classes or Team Practices)-Wednesday July 4, 2018

Natasha Matveeva – FX/BB Choreography - Boys/Girls Clinics

Saturday August 4-7, 2018

Last day of summer workout schedule

Thursday August 23, 2018

Gym Closed

Friday Aug. 24 thru Monday Sept. 3, 2018

Labor Day-No Classes or Team

September 3, 2018

**Regular workouts begin and Opening Day for
Recreational Classes**

Tuesday September 4, 2018

USAG Girls Clinics TBA

September 2018

**Natasha Matveeva – FX/BB Choreography - Boys
/Girls Clinics**

November 9-12 2018

Thanksgiving Break

Gym Closed

November 22-23, 2018 (Thur and Fri)

Teams resume Saturday November 24, 2018

Setup for Top Flight Invite at Meadowbrook

Friday November 30, 2018

Top Flight Invite at Meadowbrook

Saturday December 1 to Sunday December 2, 2018

Top Flight Invite at Meadowbrook Clean up

All team parents

Sunday December 2, 2018 evening

Winter Break

(No Classes, Preteam, or Rec Team)

December 24, 2018 thru January 2, 2019

**Classes and teams resume Thursday January 3,
2019**

USAG Girls and Boys practice schedule TBA

Spring Break

(No Classes, Preteam, or Rec Team)
Tuesday April 16 thru Sunday March 21, 2019
Classes resume Monday April 22, 2019
May differ from the public school schedule
USAG Girls and Boys practice schedule TBA

Memorial Day Break

(No Teams)- Monday May 27, 2019

Last Day of Team Program Year

Friday May 31, 2019

General Calendar Notes

- Top Flight Tuition due the 1st of every month
(\$5 late fee after the 7th)
- CMGO Executive Board Meetings – Once a month

**Quarterly Membership Meetings – Same night as Board Meetings in June,
September, December, and March**