



**Recreational Team B and USAGymnastics Xcel**

**June 2020 – May 2021**

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 is 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!

### **What do we owe, to whom, and when?**

Annual registration fee and monthly tuition are payable to Top Flight. **Check, cash, Visa, Mastercard,) or Monthly Credit Card debits-see receptionist for auto debit information.**

Attire, choreography, meet fees and CMGO assessments are payable to CMGO. CMGO payments may be made by cash, check or electronically with e-check or credit card. All payments to Top Flight and CMGO may be placed in the tuition box at the reception desk. *Mark gymnast name and purpose of check clearly in the check memo.*

Read – Expenses (pg. 24)

Team Membership Agreement (Registration Packet)

CMGO Handbook

### **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. CMGO communicates with families exclusively via the Team Reach App. Please download the app, register and enter the appropriate Group code below.

Everyone	-	TF-ALL
All Boys	-	TFB-ALL
Girls Preteam A	-	TFG-PTA
Girls Level 3	-	TFG-3
Girls Level 4	-	TFG-4
Girls Level 5/6	-	TFG-6
Girls Level 7	-	TFG-7
Girls Level 8	-	TFG-8
Girls Level 9	-	TFG-9
Girls Level 10	-	TFG-10
Xcel	-	TFG-X
RecTeam A and B	-	TF-REC

All team info and documents are in the competitive pages of the website. The URL is: [www.topflightgym-md.com](http://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.

Competitive gymnasts may sign up for an additional third workout for an additional charge from September thru November.

**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 workout**

TBD (available September thru May only)

*\* 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, TBD) days per week. Additional 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**

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. 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 1<sup>st</sup> of each month (\$5 late fee if paid after the 7<sup>th</sup>)

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

**Payable to USAGymnastics.org** - \$59 annual membership. Must be paid online. A link to pay will be emailed to parents from USAG

## **Payable to CMGO**

Meet Fees

Payments toward Assessment requirement

*CMGO payments may be made by cash, check or electronically with e-check or credit card (electronic invoices will be emailed).*

*\*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 1<sup>st</sup> and closed on May 31<sup>st</sup> for each team year.

**Before June 1<sup>st</sup> 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>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
<i>Annual USAG Membership</i>	<i>N/A</i>	<b>\$59</b>	<b>\$59</b>
<i>Monthly Tuition* Top Flight</i>	<b>\$160</b>	<b>\$180</b>	<b>\$225</b>
<i>CMGO Assessment</i>	<i>N/A</i>	<b>\$450</b>	<b>\$450</b>

*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 –buckle only</i>	<i>N/A</i>	<b>\$50</b>
<i>Competition Jacket</i>	<i>N/A</i>	<b>\$95</b>
<i>Competition Pants</i>	<i>N/A</i>	<b>\$35</b>
<i>Competition Leotard</i>	<i>N/A</i>	<b>\$230</b>
<i>Practice Leotards</i>	<b>\$45</b>	<b>\$35</b>
<i>Competition Gym Bag</i>	<i>N/A</i>	<b>\$45</b>
<i>Music and Choreography</i>	<i>N/A</i>	<b>\$250</b>
<i>Seasonal Meet Fees</i>	<i>N/A</i>	<b>\$500</b>
<i>Team Pictures (if desired)</i>	<b>\$25</b>	<b>\$25</b>

*\*\* 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 prior to the State Championship meet.*

## **Top Flight Gymnastics 2020-2021 Team Calendar**

### **Opening Day of Team Program Year**

**Monday June 1, 2020**

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

### **CMGO Picnic for 2019-2020 competitive year**

**Sunday June 6, 2020**

### **Summer workout schedule begins**

**Monday June 22, 2020**

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

**Monday June 25 thru June 30, 2020-Cancelled**

### **Independence Day Break**

**(Classes, No Team Practices)-Saturday July 4, 2020**

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

**Tuesday August 18-24, 2020**

### **Last day of summer workout schedule**

**Saturday August 22, 2020**

### **Gym Closed**

**Tuesday Aug. 25 thru Wednesday Sept. 2, 2020**

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

**Thursday September 3, 2020**

**Labor Day-Classes, No Team Practice**

**September 7, 2020**

**USAG Girls Clinics TBA**

**September 2020**

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

**Friday November 6 - Wednesday November 11 2020**

**Thanksgiving Break**

**Gym Closed**

**November 26, 2020 (Thursday)**

**Setup for Top Flight Invite at Meadowbrook**

**Friday December 4, 2020**

**Top Flight Invite at Meadowbrook**

**Saturday December 5 to Sunday December 6, 2020**

**Top Flight Invite at Meadowbrook Clean up**

**All team parents**

**Sunday December 6, 2020 evening**

**Winter Break**

**(No Classes, Preteam, or Rec Team)**

**December 24, 2020 thru January 3, 2021**



**Classes and teams resume Monday January 4, 2021  
USAG Girls and Boys practice schedule TBA**

**Spring Break**

**(No Classes, Preteam, or Rec Team)  
Friday April 2 thru Wednesday April 7, 2021  
Classes resume Thursday April 8, 2021  
May differ from the public school schedule  
USAG Girls and Boys practice schedule TBA**

**Memorial Day Break**

**(No Classes or Teams)- Monday May 31, 2021**

**Last Day of Team Program Year**

**Monday May 31, 2021**

**General Calendar Notes**

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

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