

CAPTivate Gymnastics Policies and Procedures Manual 2026-2027

1. Introduction

CAPTivate Gymnastics is committed to making adult gymnastics fun, accessible, and safe for all. This manual outlines our core policies and procedures to ensure alignment with our mission, values, and philosophy.

2. Mission, Vision, and Values

Mission: CAPTivate Gymnastics strives to make adult gymnastics fun and accessible to everyone. We create communities of fitness-minded adults, prioritizing emotional and physical safety, social connection, and playful movement.

Vision: To normalize all-levels adult gymnastics locally and internationally through social media, podcasts, and performances. We hope to nurture adult gymnastics communities in every major city in Alberta, Canada, and beyond.

Values: Fun, friendship, fitness, physical and emotional safety, inclusivity, and consent.

3. Program Philosophy

We believe gymnastics is for all ages, skill levels, and genders. We foster a culture of physical and emotional safety and honor individual progress and boundaries.

4. Participation and Registration

- All participants must complete a registration form and one or several waivers before attending any class or event.
 - Fees must be paid in advance. In the instance of a payment plan, future payment dates must be agreed upon before the start of the program, and honoured.
 - Participants must be at least 16 years old, or turning 16 during the session.
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5. Attendance and Cancellation

- Participants are encouraged to attend regularly for safety and progression.
- We offer make-up classes for absences.

- Cancellations must be submitted before the start of the absence, in order to free up the spot for another participant to do a make-up class. If you do not free up your spot before your absence, you forfeit your eligibility for a make-up class.
 - CAPTivate reserves the right to cancel or merge classes due to low enrollment or unforeseen circumstances with notice.
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6. Safety Protocols

- Warm-ups and cool-downs are mandatory.
 - Spotting is up to the discretion of the coach. Different coaches have different comfort levels with spotting.
 - Equipment must be used as instructed by the coach.
 - Participants are expected to communicate openly about injuries or discomfort.
 - Physical safety: Listen to your body. Respect your injuries, restrictions, and soreness. Ask for what you need - challenges or modifications. Drink water and take bathroom breaks as needed.
 - Emotional safety: No comparisons to others. 100% encouragement. Always ask consent before touching or cueing another participant.
 - Our programs are truly for all skill levels. Someone will be the most beginner, and someone will be the most advanced, and that's great. Everyone belongs.
 - We offer multiple difficulty levels. Everything we suggest is an offer - you may decline. If you don't feel safe to say no, you're not truly able to say yes. Please feel safe to say no or ask for other options.
 - Pelvic floor awareness: These muscles strengthen over time and can become fatigued with impact, like when jumping on trampolines. Empty your bladder before high impact activities. Bounce lower, take shorter/fewer turns if needed. Seek a pelvic floor physiotherapist if additional help is needed.
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7. Code of Conduct

- Treat all participants, coaches, and staff with respect.
 - Use inclusive language and behaviours.
 - Observe physical and emotional safety guidelines.
 - Respect pronouns and personal boundaries.
 - Refrain from disruptive behaviour, unsafe conduct, or negative talk.
 - CAPTivate Gymnastics is a substance-free space. Do not attend classes or events under the influence of alcohol or drugs.
 - Participants may be asked to leave a class or withdraw from a program if this code of conduct is not being respected.
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8. Inclusivity and Accessibility

- CAPTivate is committed to creating a welcoming environment for people of all genders, sizes, races, abilities, and identities.
 - Adaptive programming and support will be provided whenever possible. In circumstances where adaptive programming and support cannot be provided, alternative programs will be suggested or a refund will be offered. It will be up to the coaches' discretion as to whether adequate support can be provided.
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9. Privacy and Communication

- Personal information is collected for internal use only. It is shared with Provincial Sport Organizations (i.e. Alberta Gymnastics Federation, etc.) as required for insurance and membership.
 - Communication will be done through email and official social media channels.
 - Participants may opt in or out of photo/video sharing. If you do not want to be posted on CAPTivate social media, please let the coach and the social media person for your program know.
 - If you share media of yourself at CAPTivate, please tag @captivate.gymnastics and your local / provincial CAPTivate account so we can share and celebrate you, and so your friends can learn about us!
 - Please do not post fail videos. Only safe, successful gymnastics.
 - Do not include host gym children in your videos.
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10. Emergency Procedures

- At least one coach in every program is trained in first aid.
 - Emergency contact info, medical conditions, allergies and relevant medications must be provided at registration.
 - In the event of an injury or emergency, coaches will follow established emergency protocols and notify emergency contacts as needed.
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11. Feedback and Concerns

- Feedback is encouraged and can be submitted in person, via email, or through anonymous forms.
 - We send out a mid-session survey in the middle of the fall, winter and spring sessions. These are anonymous to the coaches, but not the leadership.
 - Concerns about safety or conduct will be taken seriously and investigated.
 - CAPTivate is committed to continuous improvement and accountability.
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12. Trial Period and Refunds

- In the fall, winter and spring sessions, the first two classes are considered a Trial Period. If you join the session late, your trial period will not be extended. It remains the first two classes of the published session dates.
- In the summer one-month sessions, there is no trial period.
- If you decide to withdraw during a trial period, contact Hayley by email at captivategymnastics@gmail.com for a prorated (proportional) refund minus a \$20 administrative fee. The refund will be sent by e-transfer to the email address on file.
- Refund requests must be submitted by the published deadline, which can be found in the First Day Info emails, as well as in the fine print at the bottom of the Registration Page of the website.
- Refund requests submitted after the published deadline may be considered for future credit, but not for refunds.

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