

## Welcome and Club Philosophy

Phenom Gymnastics is a private gymnastics club dedicated to providing a challenging, yet positive, gymnastics environment in which children not only learn the basic and advanced skills of the sport, but develop a strong work ethic, goal setting skills, self discipline & dedication, while continually building self esteem. We believe in fostering a holistic approach to gymnastics that goes beyond athletic achievements. Our philosophy is rooted in creating a positive and empowering environment where every gymnast can thrive, learn, and grow both as an athlete and an individual. We expect all persons involved with the club to uphold these values including but not limited to management, staff, athletes and parents.

1. **Inclusivity:** We embrace diversity and create an inclusive environment where gymnasts of all backgrounds, abilities, and skill levels feel welcome and supported.
2. **Safety First:** The safety and well-being of our gymnasts are paramount. We adhere to the highest standards of safety protocols, ensuring a secure training environment.
3. **Skill Development:** We are committed to providing high-quality coaching that focuses on skill development, progression, and mastery. We believe in nurturing each gymnast's unique talents and potential. With this, we encourage gymnasts to participate in additional skills clinics, private lessons, personal training and additional classes with clinicians chosen by the club.
4. **Character Building:** Beyond the gym, we aim to instill important life skills such as discipline, teamwork, resilience, and goal setting. Our coaches serve as mentors, fostering positive character development in every gymnast.
5. **Pursuit of Excellence:** Gymnastics is a competitive sport where gymnasts are challenged to reach new heights on a daily basis. We strive for both competitive excellence and personal excellence in how we practice, adherence to policies and how we present ourselves in public.
6. **Continuous Improvement:** We are dedicated to the continuous improvement of our coaching methods, facilities, and programs. The pursuit of excellence demands a commitment to staying at the forefront of industry advancements to provide an environment conducive to reaching peak performance.

## Typical Team Practice Schedule:

Xcel Silver & Bronze train 2-3 hours a day, 2-3 times/week

Xcel Gold train 2-4 hours/day, 3 days/week

Level 4s train 3-4 hours/day, 3-4 days/week

Levels 5-7 train 4 hours/day, 4 days/week

Level 8-10 train 4 hours/day, 5 days/week

## Rest & Recovery

•One of the most important, and greatly underestimated, aspects to training (in any sport) is adequate rest & recovery time. One of the reasons our upper levels do not train 25-35 hours as some of the other top gymnastics teams in our region/country, is because we strongly

believe that rest is extremely important in terms of building strength & keeping the gymnasts as injury free as possible through their entire season. Phenom has consistently qualified high numbers of Level 9s & 10s to Nationals from our Region— Indiana, Illinois, Michigan, Kentucky, & Ohio. We feel the hours and training we have set up help the girls to improve gymnastically, as well as stay as healthy as possible. Muscles need time to repair & grow. Gymnasts who are doing sports 6-7 days a week run a significantly greater chance of developing an overuse injury than do gymnasts who do not. The purpose in giving the gymnast a day of rest in between practices—i.e. train 2 days on, one day off—is to allow the body to mend itself & prepare for the demands of the next practice. One of the sayings in the coaching world (you especially hear this as level 10 Nationals approaches) is that it's far greater to have an "under trained" gymnast than an "over trained" gymnast. The under trained gymnast has more energy, physical & mental strength, as well as power. The over trained gymnast is fighting an injury & in some cases isn't even healthy enough to compete. Our priority is for all the girls who start the season to remain healthy enough to finish the season. In addition, in our years of coaching experience, we've found that gymnasts who participate in other sports during their competitive gymnastics season, are not as successful as gymnasts whose main focus is gymnastics. Our goal is to set these girls up to succeed and achieve the goals they set.

## Drop off/Pick Up

- **Parking Lot Flow:** Please follow all designated parking areas and traffic flow rules when dropping off or picking up your child. This helps keep the parking lot safe and organized for all families. Be mindful of other vehicles and pedestrians at all times.
- **Late Pick-Up Policies:** It is important that athletes are picked up on time. In the event of a late pick-up, we ask that you notify us at 630.375.0055 as soon as possible. A late fee may apply if a child is picked up more than 5 minutes after their scheduled pick-up time. Repeated late pick-ups may result in a meeting with club management.

## Financial Responsibilities and Tuition Policies

At Phenom Gymnastics, we are committed to maintaining transparent financial policies to ensure a smooth and positive experience for our families. Below, you will find an overview of the financial responsibilities and tuition policies. Please read this section carefully and contact the management team with any questions.

### *Financial Responsibilities*

Parents are responsible for covering the following costs associated with their gymnast's participation:

- **Monthly Tuition:** Payment covers regular training sessions and is due on or before the 1<sup>st</sup> of each month. If payment is not received on or before the 1<sup>st</sup> of the month, your

credit card on file will be charged. Should the 1st of the month fall on a day when the gym is not open-- i.e. on a Sunday or holiday, payment would need to be received before the 1st (on a Saturday). Tuition paid by check or cash will be a discounted amount. If tuition is not received by the 1st, and/or your credit card is declined, your gymnast will not be allowed to practice until her tuition is current and there are no balances due on your account.

It should be understood that the competitive gymnastics team is a year round program and commitment. Our competitive season is from October through May. By paying monthly tuition, you receive 4 weeks of practices per month, regardless of the number of days in that month. Since there are 12 months in a year, parents pay for a total of 48 weeks of gymnastics instruction per year. This allows for 4 weeks of unpaid vacation days, sick days, or cancelled workouts. It is for this reason that there will be no pro-rating for holidays, vacations, illness or injury. If a practice is cancelled, and a make-up day is offered to replace it, that day will not count towards the 4 weeks of free days (time off).

- **Annual Registration Fees:** These non-refundable fees help support administrative costs and gym improvements. If new to the team, the annual fee is due upon joining. If current member, the annual fee is due June 1<sup>st</sup>. Levels 4-10 are \$400 (if paid by check or cash), Xcel Golds is \$310 (if paid by cash or check). & Xcel Silvers and Bronzes are \$250 (if paid by check or cash).
- **Meet Fees:** Include expenses for coaching at competitions, such as travel, lodging, and per diem costs, billed annually or per meet. **Meet fees are NON REFUNDABLE & non-transferable.** Meet fees will be paid in advance of the meet. Again, all gymnasts are expected & required to attend all meets listed on the meet schedule and will be entered unless we are informed, in writing, by a pre-determined due date, which will be e-mailed to you. You will not be pro rated for that meet. Gyms used to refund fees for injuries, but because most of the meets are held in large venues & deposits & payments are due by the gym far in advance, it's not financially possible for them to refund for ANY reason. For the 2024/2025 season, the total fees were \$1000 for Bronze & Silver (4-5 meets), \$1600 for Xcel Golds, \$1845 for Level 4/5, Level 6 -8 was \$1685, and \$1900 for Level 9 & 10. These meet fees are usually broken down into 2 installments, usually due September & October. Any meet deposit payments received after the due date will incur a \$40 late fee. Meet fees for the current season have not yet been determined. Meet fee payments must be paid as separate check because they go into a separate account from tuition.
- Should a team/ pre-team gymnast decide she will no longer be participating at Phenom gymnastics, **we must receive written/email notification of the departure 30 days in advance.** You will be financially responsible for paying all tuition up until the departure date, as well as any outstanding balances on your account. If you leave and still owe money to Phenom Gymnastics, after 30 days from your departure date, your information will be sent to a collection agency and reported to the credit bureaus.

- **Uniform and Apparel Costs:** Team leotards, warm-ups, and other required gear must be purchased through the club's approved vendors. Use of the Phenom logo is strictly prohibited. Girls will wear the required team leotard which will be ordered in July/August. It usually costs between \$300-375. Cost for Xcel, short sleeved competition leotards, is around \$150. Team members are also required to purchase and wear the practice leo. Xcel Silvers and Bronzes are not required to purchase this leotard. This leo will be worn by the whole team on a specified day of the week. That could cost between \$75-150. Shirt and pants are typically ordered in late July. The cost for these are usually around \$50-200. In 2016-2025, we did a simple warm up with a shirt and yoga pants. Cost was around \$80 for both. On average, we change the style of the competitive team leotard every 2 years, and the warm up shirt every year. The Xcels Bronze & Silvers change competition leotards each year.
- **Travel Expenses:** Families are responsible for their gymnast's travel, accommodations, and meals during competitions.
- **Optional Programs:** Clinics, private lessons, personal training, or additional classes are billed separately. Floor choreography fee for Levels 6-10 range from \$400-500 for a floor routine and \$100-125 for a beam routine. Fees for choreography are for the private lesson time, not the rights to the music, nor routine itself. If a gymnast leaves our team, we may give the routine to someone in the future.

#### *Payment Methods*

We offer several payment methods for your convenience:

- **Automatic Payments:** We recommend setting up auto-pay Jackrabbit for hassle-free tuition payments. To log into your account, visit the home page of our website and click, "parent portal."
- **In-Person Payments:** Cash, checks, or card payments can be made by putting in the "payment box" located by the front door. THE OUTSIDE PINK MAILBOX IS NOT SECURE AND YOU SHOULD NOT PUT PAYMENTS INSIDE IT.

#### *Payment Policies*

To ensure financial accountability and maintain uninterrupted training, the following policies apply:

- **Due Dates:** Monthly tuition is due on the 1<sup>ST</sup> of each month.
- **Non-Payment Consequences:** Accounts with outstanding balances for more than 1 day may result in suspension of the gymnast's participation until the account is current.
- **Returned Payments:** Any returned check or failed payment will incur a \$50 fee.

## *Refunds and Adjustments*

- **Missed Classes:** Tuition covers a reserved spot in the program and is non-refundable for absences. Make-up classes are not guaranteed but may be offered depending on availability.
  - **Cancellations:** Refunds for canceled classes due to holidays, inclement weather, or emergencies will not be issued unless otherwise determined by the club.
  - **Withdrawal Policy:** 30 days written notice is required.
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## **Competitions**

- Excel Bronzes level gymnasts can expect to compete between 4-5 meets per season. These will be local, in state competitions. Xcel Silvers will compete 5-7 meets per season. Golds will compete 5-7 meets.
- Level 6-7 gymnasts can expect to compete between 5-8 meets per season.
- Level 8-10 gymnasts can expect to compete between 5-9 meets per season. One to three of the meets is out-of-state, and is mandatory because of the invaluable experience it provides that will better prepare the girls for major competitions like Regionals and Nationals-- which are typically out-of-state.
- You will receive a tentative meet schedule at the beginning of each season which will list the anticipated meets we will be attending, the dates the meets will take place, as well as the estimated cost of the meet.
- All gymnasts are expected & required to attend all meets listed on the meet schedule with exceptions being made only for injury or extenuating circumstances. Because the entry fees for the meets are calculated & costs divided by the number of girls at that level, should a gymnast miss a meet, she is still responsible for paying the coach's fee/travel fees, & team entry fee for that meet. It isn't fair to the group, when competing at all meets is mandatory, that should you miss a meet, their costs are raised to make up for your absence.

## **Fundraising and Volunteer Requirements**

We rely on the support of our parents to help create a thriving gymnastics community. Volunteering and fundraising are essential to maintaining our programs, supporting our athletes, and keeping costs manageable for all families.

### **Volunteer Requirements:**

Parents are required to participate, annually, in our Bravo Classic meet. All Parents should block off the ENTIRE WEEKEND OF THE BRAVO MEET—January 16-18, 2026. Sessions will be assigned, and each gymnast's parent is required to work set up on Thursday evening or take down on Sunday night, in addition to sessions throughout the weekend. Failure to complete the minimum required hours without prior notice may impact the athlete's placement on the team.

Parents are required each year to work a specific amount of sessions at this meet as part of your membership on the team. The number of sessions parents will work will be based on the total number of sessions offered and how many girls are on the team. Typically, parents work 2-4 sessions per gymnast on the team. Levels 7-10 gymnasts themselves may also be required to work Bravo sessions. If a parent misses a session they are assigned, there will be a \$300/session fee charged to cover your job.

We may offer other fundraising opportunities to help families with the costs associated with team gymnastics. These include, but are not limited to raffles, selling popcorn, etc.

We appreciate the time and dedication our families contribute to making Phenom Gymnastics a supportive and successful program.

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## **Communication**

### *Contacting Coaches*

To protect the privacy of our staff, all communication with coaches must be conducted through email or the gym phone line (630) 375-0055. Personal contact through private social media channels, personal phone numbers, or private email accounts is not permitted.

### *Voicing Concerns with Coaches*

We strive to create a collaborative environment where parents feel comfortable discussing their child's development and any challenges they may face. Conversations may include topics such as physical well-being, mental health, stress levels, anxieties, and family or school-related matters. However, please note:

- Coaches **cannot** discuss concerns regarding other athletes.
- Decisions related to competition—including level advancement, team placement, and individual routine elements—are made **solely at the discretion of the coaching staff**. While coaches are happy to discuss an athlete's progress and potential pathways for advancement, competitive decisions remain final.

### *How to Reach a Manager*

Club manager, Jamie/Jess, is available to address any administrative or operational concerns.  
Gymphenom@sbcglobal.net

## **Staying Informed: Official Communication Channels**

### Official Club Communications

To ensure you receive important updates, please use the following communication methods:

- **Email:** All team-specific announcements, including competition details and general updates, will be sent via email from official club addresses. Please keep your contact information up to date and check your spam folder to avoid missing messages.
- **Emergency Notifications:** In the event of an urgent situation, parents will be contacted directly by phone and text using the number provided on file.

**Important:** Social media is not an official platform for receiving competition schedules, meet details, or other critical team information.

### *Social Media Platforms*

While social media is not an official communication method for competition updates, parents can follow the club's pages for general announcements, events, and community engagement.

#### **Example:**

- **Facebook:** Follow us at Phenom Gymnastics for event updates and general news.
- **Instagram:** Stay connected by following @gymphenom for visual updates and team highlights.

Communication between the gymnast, the coaches and the parents is crucial. We must all work together to help the gymnast be successful. By following these communication guidelines, we can ensure clear, efficient, and respectful interactions between parents, coaches, and club management. If you have any questions regarding our communication policies, please reach out to gymphenom@sbcglobal.net

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## **Attendance/Tardiness/Absences**

Regular attendance is essential for every gymnast's growth and success. Consistent attendance helps the gymnast acquire new skills, perfect and maintain current skills, increase & maintain strength, flexibility, & endurance. It will also help the gymnast with her confidence in her own

ability to safely perform the skills. These policies ensure fairness and consistency for all participants.

### **Reporting Absences**

- **Notification:** Report all absences to [gymphenom@sbcglobal.net](mailto:gymphenom@sbcglobal.net) in advance; they will notify the coach. . Excessive absences may affect competition eligibility, routines, or team placement, at the coaches' discretion.

### **Tardiness**

- **Expectations:** Gymnasts should arrive on time, ready to start on time.

### **Illness and Injuries**

- **Illness:** Stay home if experiencing fever, vomiting, or contagious symptoms. Gymnasts must be symptom-free for 24 hours before returning.
- **Injuries:** Notify coaches of any injury. Medical clearance may be required for return to full participation.
- Gymnasts must attend 2 full week's worth of practices in order to compete at any State, Regional, or National competition. For invitational meets (non-state, etc.), girls must attend 1 full week's worth of practices in order to compete. This will help the gymnast to not only be physically prepared for the major competition, but more importantly, mentally prepared. The key to competing confidently is having done many successful repetitions of the routines & skills beforehand. If the gymnast is not at practice, it is impossible for her to do the appropriate amount of repetitions to safely & successfully compete. If gymnast is missing due to illness, please email to let us know and explore training options.

### **Concussion Education for Parents:**

- We want all parents to familiarize themselves with the proper concussion protocol. This education can be found here & is required to be viewed by parents:

[HEADS UP to Youth Sports: Online Training for Parents - CDC TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)

Concussion • USA Gymnastics:

<https://usagym.org/health-wellness/concussion/>

## Section 2: Practice Expectations

### Athlete Code of Conduct:

#### Expectations for Conditioning:

Example: The purpose of the team conditioning program is to foster physical development and athletic skills while teaching the value of discipline and commitment to the higher goal of team personal and team achievement. All competitive athletes must participate in nightly conditioning. If an athlete is late, they are still expected to take part in conditioning for the parts they missed once they arrive.

### Phenom Parent Code of Conduct

We recognize that parents play a crucial role in fostering a positive and supportive environment for all athletes. To ensure that every child can train in a respectful and encouraging atmosphere, we have established the following guidelines:

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### Behavioral Expectations

#### *Respect and Positive Role Modeling*

- **Encourage, Don't Coach:** Support your child by cheering them on, but leave coaching and instruction to the professionals.
- **Model Respectful Behavior:** Demonstrate kindness, respect, and fairness toward all athletes, coaches, staff, and fellow parents. Children learn by example, so please act in a way that reflects the values of our gym.
- **Respect Other Parents:** Treat fellow parents with courtesy, patience, and understanding. Disagreements should be handled calmly and respectfully. Harassment, aggressive behavior, or public confrontations will not be tolerated.
- **Lead by Example:** Display good sportsmanship, both in and out of the gym. Speak positively about your child's teammates, coaches, and the gym community.
- **Resolve Conflicts Appropriately:** If you have a concern, address it directly with the appropriate staff rather than discussing it with other parents. If further resolution is needed, follow the gym's formal process for addressing concerns.
- **No Confrontations on Gym Property:** Heated arguments, yelling, or physical altercations between parents, whether inside the facility or in the parking lot, are strictly prohibited. Such behavior sets a negative example for children and disrupts the gym environment. Any violations may result in immediate disciplinary action, including suspension of gym privileges.

## *Fostering a Positive Community*

- **Avoid Gossip:** Refrain from spreading rumors or speaking negatively about other parents, athletes, or coaches. A culture of support and encouragement benefits everyone.
  - **Be Inclusive and Welcoming:** Help create an environment where all parents feel welcome and valued. Support new families as they adjust to the gym community.
  - **Online Behavior:** Address any concerns or issues directly with the club rather than airing grievances on social media. Only post photos or videos of your own child and ensure that all posts reflect a respectful tone.
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## **Practice Viewing Policy**

To maintain a focused training environment while ensuring parents have opportunities to observe their child's progress, the following guidelines apply:

- **Designated Viewing Areas:** Parents may observe their child's class from designated areas only. For safety reasons, parents should not enter training areas.
- **Noise Control:** Please keep conversations at a low volume. If noise becomes disruptive, management may ask you to lower your voice or step outside.
- **Seating and Space:** Seating is available on a first-come, first-served basis. To ensure safety, additional chairs cannot be brought into the viewing area.
- **Managing Overcrowding:** If the viewing area becomes too crowded, a rotation system will be implemented to allow all parents, especially recreational parents, the opportunity to observe their child.
- **Photography and Videography:** Parents may take photos and videos of their own children only. Please respect the privacy of other athletes by refraining from photographing or recording them.

Since our lobby space is small and limited, we prioritize viewing access for parents of recreational gymnasts. We kindly ask team parents to limit their time in the viewing area during recreational class times. If you have a special need or concern that requires you to observe your child, please reach out to us so we can find a solution. While we do not allow routine and/or prolonged parent viewing during the daily practices, occasional drop ins are permitted. Your cooperation helps us create a welcoming and inclusive environment for all families.

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## **Consequences for Violations**

Failure to adhere to these policies may result in:

1. **Verbal Warnings:** A reminder of expectations and an opportunity to correct behavior.
2. **Suspension of Viewing Privileges:** Continued violations may result in temporary suspension of access to the viewing area.

3. **Escalated Actions:** Repeated or serious infractions, including public confrontations or aggressive behavior, may lead to formal actions, including removal from the gym premises.

**Phenom Gymnastics is committed to providing a safe, respectful, and supportive environment for all athletes.** As part of this commitment, the club reserves the right to intervene in any parent behavior that disrupts this environment. Actions deemed inappropriate, harmful, or in violation of club policies may result in further intervention by gym management, up to and including restricted access to the facility.

Thank you for partnering with us to create a positive, respectful, and supportive gym community for all athletes and families.

### **Photography Release:**

Example: I hereby authorize Phenom Gymnastics, Inc. without limitation, the right to use video tapes, audio recordings, and/or photographs of myself or my child, made or taken during or in conjunction with my or his/her participation in this program or activity, with or without reference to me or him/her by name, for promotion, documentation, advertising, or public relations. I understand that for purposes of safety only, that I have the right to have images of my child removed upon request.

### **Reporting:**

At our club, we take concerns seriously and are committed to maintaining a safe, respectful, and transparent environment. Here's how you can report issues or share feedback:

- **Coaching Misconduct:** If you ever witness or experience coaching misconduct, please report it to us as soon as possible. You can reach out directly to Coach Jess/Jamie in person, by phone, or via email. We are here to listen and address your concerns promptly.
- **Training or Competitive Concerns:** If you have questions or concerns about your child's training or competitive progress, we encourage you to schedule a time to speak with their coach. We ask that these discussions happen outside of practice hours to ensure uninterrupted training for all athletes.
- **External Reporting:** If your concern involves a serious issue like abuse, harassment, or other SafeSport violations, you can also contact USA Gymnastics or the U.S. Center for SafeSport directly.

We're here to support you and your gymnast and encourage open communication to keep our environment safe and positive for everyone.

## **Injuries:**

We take the health and safety of our athletes very seriously. If your child sustains an injury, we ask that you follow these steps to ensure their safe return to training:

- **Doctor's Explanation:** A doctor's note is required to explain the injury and any restrictions that may apply. This helps us understand how best to support your gymnast's recovery and ensure they're not at risk of further injury.
- **Clearance to Return:** Before your child returns to practice, they must provide written clearance from their doctor. This ensures they are ready and able to participate fully without compromising their health.

We appreciate your cooperation in helping us maintain a safe environment for all our athletes. If you have any questions, please don't hesitate to reach out.

## **Apparel:**

It's important to address apparel that will be required during training hours, competitions and during times of travel, if necessary.

Gymnasts are required to wear a leotard to practice. No two piece outfits are permitted (tank top & shorts).

## **SafeSport**

SafeSport is a comprehensive initiative aimed at creating a safe and inclusive environment for athletes by preventing all forms of abuse, including emotional, physical, and sexual misconduct.

One crucial aspect of these policies is the implementation of one-on-one policies, which dictate that a coach should never be alone with an athlete. This measure is designed to safeguard both the athletes and the coaches, promoting transparency, accountability, and preventing any potential misconduct or inappropriate behavior. The one-on-one policies include areas such as:

1. Bathrooms and locker rooms
2. Time outside of the gym such as a private home or invitation to meet outside of the training environment
3. Travel
4. Gift giving
5. All electronic communication

The one-on-one policy recognizes the power dynamics inherent in coach-athlete relationships and aims to eliminate situations where impropriety might occur. By prohibiting one-on-one interactions or interactions that may occur outside of the club environment, the organization seeks to foster an environment where athletes feel secure and protected, allowing them to focus on their training and personal development without the distraction or risk of inappropriate conduct.

Adhering to such policies not only demonstrates a commitment to the welfare of athletes but also reinforces the club's dedication to creating a culture of respect, integrity, and accountability. It sends a clear message that the well-being of athletes is paramount, and any violation of these guidelines will not be tolerated.

In addition to the one-on-one policy, being bound by SafeSport means that the club is obligated to report and address any suspicions or allegations of misconduct promptly. This commitment to swift and thorough action further reinforces the organization's dedication to maintaining a safe and supportive environment for all its members.

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### **Acknowledgment of Receipt**

I, the undersigned, acknowledge that I have received and reviewed the **Phenom Gymnastics Parent Handbook**. I understand and agree to adhere to the policies, including financial responsibilities, communication expectations, injury and return-to-play procedures, and any other club requirements outlined within this document.

I acknowledge that these policies may be updated at the discretion of Phenom Gymnastics management, and I agree to comply with any revisions as communicated by the club.

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Gymnast's Name:** \_\_\_\_\_

By signing this document, I confirm my understanding of the expectations set forth by Phenom Gymnastics and my commitment to abiding by them throughout the season.