



*“Go the distance.....we’ll take you further”*

# **BAHAMAS STAR GYMNASTICS**

## **PARENT & TEAM HANDBOOK**

2025 - 2026 Season

**STAR - Strength, Team Work, Aspiration and Respect!**

# About the Club

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## The Club:

### Bahamas Star Gymnastics

Bahamas Star Gymnastics (“BSG”) opened its doors in July 2010 with its first Starmania Summer Camp. It is a non-profit entity formed under the laws of the Commonwealth of The Bahamas. Its operational needs are funded by tuition fees, and its capital needs are sourced from donations.

The facility was originally located at The Source River Centre Ltd, producers of Echo Water, where 5,000 square feet are allocated as a gymnastics training facility. In 2021, after a brief closure during the 2020 pandemic, the Club relocated to its present location at Christian Life Centre on JFK Drive. To date, it is the premiere training centre in The Bahamas.

## Management

Bahamas Star Gymnastics (“BSG”) is being operated by a team of volunteers who have been elected to serve for a two-year term, 2024-2026. The Board comprises of:

President	Dr Dion Cunningham
Vice President	Anthony Kikivarakis Jr
Secretary	Sarah Griffin-Saunders
Treasurer	Nicola Thompson

Many functions are coordinated in conjunction with Bahamas Gymnastics Parent Booster Club (“BGPBC”), both being non-profit entities under the laws of the Commonwealth of The Bahamas.

### E-mail Address

Bah.star.gym@gmail.com

### Postal Address

P. O. Box N-8917  
Nassau, Bahamas

### Phone Number

(242) 819-STAR  
(242) 819-7827

### Website:

[www.bahamasstargym.com](http://www.bahamasstargym.com)

### Facebook:

<https://www.facebook.com/pages/Bahamas-Star-Gymnastics/>  
<https://www.facebook.com/pages/Bahamas-Gymnastics-Parents-Booster-Club/>

# About Gymnastics

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*“Gymnastics is an [activity](#) and sport involving performance of exercises requiring physical strength, flexibility, agility, co-ordination, balance, and grace. Internationally, all of the gymnastic sports are governed by the [Fédération Internationale de Gymnastique](#) (FIG) with each country having its own national governing body affiliated to FIG. Competitive [Artistic gymnastics](#) is the best known of the gymnastic sports. It typically involves the women's events of [uneven parallel bars](#), [balance beam](#), [floor exercise](#), and [vault](#). Men's events include [floor exercise](#), [pommel horse](#), [still rings](#), [vault](#), [parallel bars](#), and [high bar](#). Gymnastics evolved from exercises used by the ancient [Greeks](#), that included skills for mounting and dismounting a horse, and from circus performance skills.*

*Other gymnastic sports include [rhythmic gymnastics](#), the various [trampolining](#) sports, and aerobic and acrobatic gymnastics.*

*Participants can include children as young as two years old and sometimes younger doing kindergym and children's gymnastics, recreational gymnasts of all ages, competitive gymnasts at varying levels of skill, as well as world class athletes.” (Source:Wikipedia).*

Your child(ren) will be taught skills in an incremental manner that will allow them to master their routines on each event. The building blocks of any sport begin with motivation, enjoyment and passion. We hope to encourage a love for the sport and a love for excellence and learning.

## **Why Gymnastics?**

1. It's the mother of all sports - every muscle group is conditioned - and will benefit kids who are enrolled in other sports as well (swimming, track & field, etc.).
2. The discipline of training will translate into other areas of your children's lives (the incentive to improve grades and mental focus).
3. It's a fun way to participate in a sport and keep fit.
4. Simply enjoyable (let the kids try bouncing the Tumble Track for one session and they are hooked).
5. Bahamians have the natural power to excel at the sport.

## **Why choose Bahamas Star Gymnastics:**

1. Larger number of certified coaches.
2. Safe, secure environment.
3. Gymnast-attractive & Parent-friendly.
4. Focus on character building, self-esteem and confidence. “Gymnastics today...character for life”.
5. We continually invest in our coaches’ training. US-based coaches with more than 30 years of experience each serve as clinicians or advisers for our program to ensure that the fundamentals of the program are introduced properly on each apparatus.
6. Healthy, nutritious lunches served daily during Summer Camp (no junk food allowed).
7. Leotards on sale at the Pro-Shop on-site for your convenience, usually at US prices.
8. If distance is a factor, centralized or individualized ground transportation options are available.

## Nature vs. Nurture:

Some gymnast(s) will learn skills more quickly than some others. If your gymnast is not one of the quick learners, do not despair or feel discouraged. Talent alone does not guarantee success in the sport. Statistics have proven this. Hard work, persistence, perseverance and discipline are some of the ingredients which pave the way for success – encourage these qualities in your child(ren) rather than focus on how quickly they master a skill/event.

## Training Levels

<u>Age</u>	<u>Group Name</u>
3	Glitters
4-6	Twinklers
6-7	Dazzlers (intermediate – advanced)
8 and older	Sparklers
Pre-Competitive	Stellars
Competitive	Glowers
Competitive	Rising Stars & Shooting Stars
Competitive	Star Achievers

## Men's/Boy's Program – Gymnastics

The program has been suspended until a suitably qualified coach's service can be secured.

## Meet the Staff

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**It is mandatory for all of our coaches to be certified as soon as practical by the American Heart Association for CPR/AED/First Aid. Various levels of courses with GymCert for Basic Safety and USA Gymnastics Compulsory program are also mandatory.**

Our current staff complement is comprised of the following:

<u>Position</u>	<u>Name</u>	<u>Class</u>
Technical Director	Tenille Desulme	Shooting Stars, Rising Stars, Glowers
Staff Coach	Makiya Cargill	Rising Stars, Glowers
Staff Coach Volunteer	Nicola Thompson	Stellars
Staff Coach	Janelle Johnson	Stellars
Dance Specialist	Dandria Scott-Bain	Shooting & Rising Stars, Glowers, Stellars

In addition to our excellent staff, we have a group of consultants who work with our gymnasts at different times of the year:

Dr Athalia Swann – physiotherapist (graduate 2025)  
Eduardo Thompson- physiotherapist  
Dr Tameka Bowe – physiotherapist  
Dr Talitha Taylor – physiotherapist  
Dr. Dwight Marshall – a chiropractor

Dr. Dane Bowe – orthopedics

# **General Information**

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## **Tuition:**

As a non-profit entity, fees are based on the Club's operational expenses and projected cash flow needs. All holidays and gym closings have been accounted for. Payment is due on the first business day of each month, with a late fee penalty of \$15 being applied after the third business day. No credits will be given for absences due to illness, early withdrawal, camps or vacation. Credit may be extended at the discretion of the Board on a case-by-case basis, such as cases related to known medical conditions.

Access to class will be denied for gymnasts whose accounts have not been settled or installment arrangements made prior to class. Please do not send gymnasts to attend classes with a balance owing, as they will be sat out, and embarrassment is to be avoided. This policy has become necessary due to the history of high incidences of late payments and arrears and will be strictly adhered to.

Tuition fees are non-refundable except in cases where an Injury Report is submitted and a Doctor's Report is attached. Registration fees are also non-refundable.

## **Arrears/Delinquent Accounts:**

Any account that is over 30 days past due will automatically be directed to the Board for review and may eventually be transferred to a collection agency, if necessary. Parents facing financial challenges have the option of submitting to the Board an Installment Agreement form, which is available at the Front Desk. Failure to keep accounts current or Installment Agreement terms up to date will result in access to further class instruction being denied.

Accounts that are more than 60 days past due will be charged interest at The Bahamas' prime rate until paid off or an Installment Agreement is signed.

## **Communication:**

General and team notices, practice schedules, updates, etc., will be sent by email and sometimes placed on the bulletin board. All meet information will be issued by e-mail. Please check e-mail and mailboxes daily or regularly. On occasion, pertinent information may be issued and available at the Front Desk.

## **Class Attendance:**

If a gymnast is unable to attend classes due to illness, injury, exams or other scheduling conflicts, please advise the coaching and office staff as soon as possible. In some instances, an Injury Report may be required and filed.

## **Dress Code:**

Gymnasts are required to wear a leotard at practice. Leotards can be purchased from our Pro Shop. A pair of shorts and a T-shirt can be worn if leotards are out of stock.

Gymnastics is a sport that requires a lot of movement, and ponytail holders, barrettes and other hair accessories should be removed so that a gymnast is not encumbered in learning or performing a skill. Hair should be pulled back and worn off the shoulders. Hairstyles should be chosen, which will not interfere with the child's workout. Where possible, have gymnasts wear underwear that will not be exposed or none.

### **Gym Area:**

The Gym Floor/Floor Area is off limits to parents. Gymnasts can only go onto the Floor Area accompanied by a coach and rotate to the various apparatus with a coach present. **NO** shoes or footwear are allowed to be worn on the Gym Floor Area.

### **Drop Off & Pick Up:**

It is recommended that parents/representatives walk the younger gymnasts into the gym and ensure that they change into the proper workout gear (leotard) and secure their belongings in the lockers made available.

Under our new software, Team Sync, parents are required to code a PIN (personal identification number). Gymnasts are required to use the PIN to sign in on a device which will track attendance.

Parents/representatives are asked to pick up gymnasts in the lobby area and sign out on the device. If a parent is not picking up and the child is to leave with someone else, please pre-advise the coaching or office staff by a phone call/in person. BSG will not take responsibility for lost belongings or for gymnasts leaving the premises without parental permission if this policy is not adhered to. There is a 15 minute grace period after classes end and a late pick up fee is charged after 15 minutes.

Student arriving and leaving via ground transportation must do so on pre-arrangements made through the gym office.

Please encourage gymnasts to enter the facility using courtesies such as "hello", "good afternoon" or other polite salutations. We want to build character as well as develop athletic form.

### **Medical Conditions:**

Parents are required to complete the Medical Form for gymnasts with known medical conditions. Emergency contacts and procedures should also be agreed in advance.

### **Agreement & Waiver Forms:**

These forms are a standard part of our Enrollment Form. Parents agree to abide by the Policies noted in this document.

### **Conflict Resolution/Concerns/Suggestions for Improvement:**

In all human interactions, there are likely to be times when disagreements and/or differences in opinions/perspectives will arise with respect to the gym's operations, coaching etc. We encourage dialogue with all parties coming together to address concerns in a respectful manner. A request for a meeting with the Board can be submitted to [bah.star.gym@gmail.com](mailto:bah.star.gym@gmail.com).

We highly encourage suggestions for improvement to be sent to bah.star.gym@gmail.com

Persistent behavioral issues which go unresolved will not be tolerated. The following infractions/behavior will be addressed as follows:

CODE	Example of Infraction/Behavior	Response to resolve
1	Excessive crying	Coaching staff discusses behavior with parent.
2	Disrespectful attitude towards teammates/coaches	Meeting with parents and gymnast. Warning notice; possible suspension.
3	Bullying	Meeting with parents and gymnasts. Possible suspension or expulsion from team after review by Board
4	Parent/gymnast using obscene language or disrespectful behavior towards administrative or coaching staff or judges.	Board review for expulsion from team

## Photographic/Video Images:

From time to time, the club will have photographs of gymnasts used in promotional materials. Please see Form C in the Appendix with respect to this.

## Parent & Gymnast Responsibilities

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### Parent Responsibilities:

- Pay fees in a timely manner or make financial arrangements with the Front Desk
- Give lots of verbal encouragement, especially during the inevitable plateaus encountered in skill development.
- Attend the meetings, meets and other club-related functions. Your support is one of the greatest factors for success.
- Encouragement is essential, but please refrain from pressuring your child to “outperform” anyone else or attempt skills that may be beyond their present physical ability. Resist the temptation to offer special incentives to help your child get a “trick”. Bribery is counterproductive. **Leave coaching to the coaches.**
- Seek medical advice and therapy when necessary and inform/update the gym & coaches of any medical conditions that may affect training.
- Observe proper Meet etiquette:
  - No talking to the judges.
  - Parents must stay outside of the competitive area (i.e., in bleachers/spectator area).
  - Parents should sit together to show support by cheering Team Bahamas. Gymnasts are not allowed to leave the competitive area.
  - Please help gymnasts stay focused by not distracting them between events.
  - Be courteous to the Meet Host and other teams.
  - Parents may not have personal conferences on the site of a competitive meet with coaches. If you would like a conference meeting, please arrange one for the earliest opportunity after the return trip.
  - **Poor sportsmanship will not be tolerated on our team from gymnasts or parents. This is grounds for automatic expulsion or request to leave the program.**
- Help your child to follow proper nutritional guidelines. Junk food is banned from the gym and is discouraged at home, school or in non-gym settings.

- **Be on time.** Gymnasts should arrive on time to practice and be picked up promptly. Late penalty fee of \$15 will be charged for gymnasts collected after either closing time or end of class. Each family is afforded one late pick up per month, after which the penalty will be applied.
- Parents/representatives should pick child up from inside of the gym and not call them into the parking area for collection.
- If your child is having any health issues, please inform the coach(es) as soon as possible.
- Discourage gymnasts from entering a workout area/gym floor if coach(es) is/are absent for safety and discipline reasons.
- Volunteering is now mandatory. Please sign up to assist with administration, fundraising or any other aspect of the gym's program.
- Whenever you have questions or problems, please call the office or e-mail [bah.star.gym@gmail.com](mailto:bah.star.gym@gmail.com). Please respect coaching time and do not try to disrupt a coach by asking them to come off the floor to answer questions during class times.

## **Gymnasts' Responsibilities:**

- Set realistic goals.
- Work hard to achieve your goals.
- Realize that you will have to sacrifice time from other activities.
- **Be on time for workouts and meets.**
- Work hard to improve your flexibility and strength. This means doing extra flexibility at home!
- Remember the team motto: STAR: Strength, Team Work, Aspiration and Respect!
- Team gymnasts should stock their grip bags with grips, ankle, knee and elbow wraps, white tape and aspirin/pain relievers as permitted by parents.
- Help to keep the gym clean: Assist coaching staff by returning mats and training accessories to proper location at the end of workouts.

## **Gymnasts' Guidelines:**

- Attendance is very important to your progress. If you are going to miss a practice, it is your parent and your responsibility to call and let the coaches know.
- **Be on time.** Be dressed and ready to go when practice starts. It is mandatory that parents pick you up on time after practice.
- No one may go on the equipment/apparatus before practice starts. Gymnasts may work Personal Assignments and goal setting during this time.
- If you are late to practice, you must do the assigned warm-up after getting approval from the coach. A \$5 penalty applies to any team gymnast arriving late (5 minutes after conditioning begins).
- If you need to leave an event or practice for any reason, you must inform the coach as soon as possible.
- Any injury that requires you to miss practice time must be reported to a coach and entered into the Accident/Injury Report Book located in the office.
- Phone calls during practice are for emergencies only. Cell phones are not allowed in the gym or locker area. If you bring a cell phone to the gym you may leave it in the office.
- Gymnasts must be respectful to coaches and teammates. No back-talking, eye rolling, arguing or being disrespectful in any manner. Gymnasts displaying disrespectful behavior will be asked to leave practice and a parent conference held immediately thereafter. **No level of disrespect will be tolerated.**
- **When a coach is speaking to you, you must stop, look and listen.**

- Gymnasts are responsible for fueling their bodies properly. No junk food (see banned foods list). Eat properly before practice. Do not skip meals. Gymnasts are allowed to bring nutritious power snacks to practices and meets.
- Gymnasts may only bring water to practice. No sport drinks or any other drinks are allowed on the gym apparatus. It is recommended that gymnasts drink water after practice and/or have a good recovery snack.
- No large bags are allowed on the floor. Grip bags only. Everything else must be kept in the locker area.
- The locker area must be kept clean.
- All team members should be polite and well-mannered during practice, clinics and meets.
- For safety reasons, body piercings are not allowed during practice or competitions. Only stud earrings are allowed in the earlobe. No body piercing (belly button rings etc...), nose, tongue, or multiple earrings will be allowed.
- Rubber bracelets may not be worn during practice.
- Communicate! If you have problem, please let a coach know. We are here to help you in any way we can.

### **Attendance Policy:**

Gymnasts are expected to attend every practice. It is quite simple: you cannot fulfill your potential and be competitive unless you go practice. Only school-related absences, illnesses or religious reasons are considered excused absences. Daily attendance is recorded. Coaches will review the attendance report at the end of each month.

While it is not recommended, we do allow levels 4-7 participate in another sport or activity as long as it is on their “off” days and it does not interfere with more than 15% of their practices. It is not recommended that Levels 8- 10 (elite) participate in an alternative sport. Their “off” days are meant for rest. Their bodies need to rest and allow them to recover for the next workout. This becomes a safety issue. Therefore, levels 8, 9 and 10 (elite) must make a serious commitment to their training.

### **Coaches Responsibilities:**

Coaches will issue a minimum of 3 report cards per season for recreational gymnasts and minimum of 2 report cards for competitive gymnasts. Parent-coach conferences may be set by the coach to discuss general progress, recommendations to transfer from recreational to competitive, promotions to new levels, repeating a level or other such concerns which may arise.



## GENERAL & SAFETY RULES SUMMARY

Parents are asked to discuss the following rules with the gymnasts to ensure that they understand and comply.

1. Proper Attire (having the correct clothes is a safety rule):
  - a. All girls MUST have their hair pulled back away from their face.
  - b. Girls should wear a leotard (preferably one without a skirt, as this can get caught on equipment or coaches' hands when spotting). No tights. T-shirts and shorts may be worn if the Pro Shop is out of stock as long as there are no zippers or buttons on the shorts.
  - c. No jewelry. Stud earrings only.
  - d. All children should go barefoot. No shoes or socks permitted on the workout area.
  - e. Slip-on footwear, such as crocs, and flipflops must be worn to the bathroom.
2. Before Class:
  - a. Talk to your child(ren) at home about staying in line and being a good listener.
  - b. Make sure your child is dressed and ready to go when class begins.
  - c. Keep all siblings and friends who are not enrolled off the equipment. They must remain in the lobby or designated area.
  - d. All parents are required to stay in the lobby or designated viewing area. Staff and students are the only ones allowed in the gym area.
  - e. If your child arrives early for class, he or she must stay in the lobby or designated safety zone (orange bench). No children are allowed on the equipment or gym floor until class starts. Your child's coach will come to get the child at the appropriate start of class time.
3. During Class:
  - a. No one on the equipment without a coach/instructor.
  - b. Absolutely no horseplay, "skylarking" or running around equipment.
  - c. Only one person on the equipment at the time unless the coach/instructor says otherwise.
  - d. Let the coach/instructor know if you are feeling ill.
  - e. Make sure gymnast tells the instructor if they have to go to the bathroom.  
Younger students may find it necessary for their parent to accompany them to the bathroom where possible.



# APPENDIX



## **BILLING SYSTEM**

### **How It Works**

# HOW OUR BILLING SYSTEM WORKS

## **Introduction of “TeamSync”**

During StarFest Summer camp 2025, we were privileged to be beta testing a new software, Team Sync, developed by Bahamian professionals. The software tracks attendance and offers other features to streamline the management of our Club’s operations. It is intended to improve the overall experience of parents with billings and tracking gymnast’s progress.

## **Kiosk Sign In & Sign Out (Team Sync)**

We are replacing the paper Sign In Sheet with the electronic sign in using a 4 digit PIN (personal identification number).

New parents are required to obtain a PIN and to use it for signing in or allow gymnasts to use it to sign themselves in.

Gymnasts with arrears or outstanding billings will not be permitted to enter classes. This is a very important function to protect the financial abuse that the Club has endured. Tuition payments for classes are due in 2 business days in advance.

## **Billing (QuickBooks)**

Automatic billings will be issued once the first attendance is logged into TeamSync’s Kiosk.

Invoices will be issued for

- registration and tuition fees
- developmental fee
- leotard purchases
- water bottle purchases
- late pick up fee

A report of the monthly attendance from Team Sync will be attached.

## **Billing Disputes**

If there is a dispute on the attendance or any other amount, it must be notified within a week of the invoice or Statement of Account being issued.

