

Performance Activity

Cancellation Guidelines

Rationale:

- Increase in cancellations of gymnast(s) attendance at pathway activities within 24-48 hours.
- Increased costs incurred by Scottish Gymnastics from venues due to last minute cancellations.
- Try to reduce costs incurred by Scottish Gymnastics if a gymnast is sent home from an activity.
- Costs should be passed onto club/gymnast if cancellation is confirmed out with new agreed cancellations guidelines across all disciplines.
- Try to increase communication from club/coach to Scottish Gymnastics advising of potential cancellations due to injury or ongoing issues with gymnast(s).
- Additional guidance for extenuating circumstances relating to Covid-19

Cancellation Guidelines for Residential Activities

- If a gymnast is sent home from any Scottish Gymnastics residential activity by the Team Manager, Head Coach or National Technical Lead due to conduct, behaviour, attitude, poor work ethic – regardless of when gymnast is sent home from the activity (100% of the remaining accommodation and catering costs will be payable by the gymnast) no refund will be processed.
- If a gymnast is sent home from any Scottish Gymnastics residential activity by the Team Manager, Head Coach or National Technical Lead due to suffering an injury or an illness during the activity – 50% of the remaining accommodation and catering costs will be refunded to the gymnast.
- If a club/gymnast/parent or guardian withdraws from the programme after their attendance for a residential activity has been confirmed and booked, 100% of the costs will remain.
- If a gymnast has to cancel due to a new injury/medical condition, discussion will take place with the relevant Scottish Gymnastics Performance Manager, and partial attendance and/or costs will be discussed.

Cancellation Guidelines for Non-Residential Activities

- If a gymnast is sent home from any Scottish Gymnastics non-residential activity by the Team Manager, Head Coach or National Technical Lead due to conduct, behaviour, attitude, poor work ethic – regardless of when gymnast is sent home from the activity no refund will be processed.
- If a club / gymnast / parent or guardian has to leave any Scottish Gymnastics non-residential activity due to suffering an injury or illness during the activity – 50% of the remaining costs will be refunded.
- If a club/gymnast/parent or guardian cancel the gymnast's attendance at any non-residential activity, this must be due to extenuating circumstances which will affect the gymnast's ability to take part in the activity.

Cancellation Guidelines for Representative Events

Each cancellation for a Representative Event must be discussed directly with the relevant Performance Manager and a decision will be made to costs being incurred or refunded.

The timing and nature of the cancellation will be taken into account when a decision is made by the Performance Manager.

Extenuating circumstances

Extenuating Circumstances are serious and exceptional circumstances or events which are unexpected and unavoidable.

- Examples of these may be serious illness or accident, death or serious illness of a close relative or friend.
- Some examples of problems that are NOT normally valid as a reason are:
 - Social obligations and similar avoidable commitments such as holidays, weddings, parties and sporting fixtures.
 - If evidence of an extenuating circumstance cannot be verified 100% of the costs will be payable by the gymnast
- If a gymnast has to cancel due to a new injury/medical condition, discussion will take place with the relevant Performance Manager, and costs will be discussed.

Extenuating circumstances relating to Covid-19

If a gymnast cancels due to being identified as a household contact or close contact and is self-isolating, displaying symptoms of Covid-19 or returns a positive result for covid-19 (either from lateral flow or PCR test) discussion will take place with the relevant performance manager. For non-residential activity payments will be carried forward to the next camp/activity and for residential activity this will be reviewed on an individual basis (based on the venue's accommodation cancellation policy)

Extenuating circumstances claims should be submitted to Scottish Gymnastics within 15 working days of the affected activity date.

To submit an extenuating circumstances claim, you will need to fully complete an [Extenuating Circumstances Application Form](#)

Payment policy

- Payment for all camps (residential / non-residential) must be made in full prior to the activity taking place.
- If a payment plan has been agreed – a signed agreement will be put in place and the debt must be paid off within the same financial year of the activity.
- If payment is not received / debt rises, Scottish Gymnastics reserves the right to stop gymnast attendances at any future performance / pathway activities until the debt is paid up in full.