



West Coast Gymnasts Inc.

SQUAD HANDBOOK

AN A-Z GUIDE ON WHAT TO EXPECT
AND WHAT YOUR EXPECTATIONS ARE AS A MEMBER

2020/2021

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Dear Parents

Please take the time to read through this booklet as it provides valuable information relevant to your child's training. We ask that you also read this booklet in conjunction with our Club Handbook and Policies and Procedures, many of which are readily available on our website.

Please ensure you (and your gymnast/s) have understood all the terms and conditions of being a part of our program. If you have any further questions, please do not hesitate to ask one of our friendly staff.

Many changes have been made over the past 12 months so be sure you understand your expectations.

West Coast Gymnasts Inc

MEMBER ETIQUETTE & EXPECTATIONS

ABSENCE

If you are unable to make a class, you will be late for a class or your child needs to leave early, the club coach must be contacted, if possible, before the commencement of that class, so that class programs can be altered if necessary. Non attendance of class does not entitle you to a credit or refund of fees.

Coaches reserve the right to remove a child from the program if their attendance slips below a reasonable allowance of absence (determined by the coach and/or Programs Manager).

ARRIVALS

Starting on time means that all athletes will get the most out of their class so please ensure your child is prompt to training. Warm ups at the beginning of each class are vital to prevent any injuries, to prepare the athlete physically, and the teaching of basic body positions and stretching. Continued tardiness may require a parent-coach meeting to discuss a solution.

ASSUMPTION OF RISK

Participation in gymnastics carries an inherent risk of injury like any sport or physical activity. Many gymnastics activities require inversion of the body which in turn carries the risk of head or spinal injury. This risk is greatly controlled by accredited and experienced coaches. Parents should be aware of this risk prior to accepting membership.

Your child may receive rips to their hands, have sore muscles, become tired until they accustom themselves to the workload, may cry in frustration and even may want to quit due to the physical and mental demands of the sport. This is all a natural part of gymnastics, so don't be disheartened and continue to be a supportive parent.

BEHAVIOUR

Gymnasts are expected to be punctual, polite and co-operative and adhere to the Codes of Conduct. For more information on their expectations, see the Codes of Conduct section.

BELONGINGS

Belongings should be kept in a neat and tidy manner and placed in a bag. Pigeon holes have been provided and it is expected that all athletes utilise these.

West Coast Gymnasts does not take responsibility for any items misplaced or lost. Please do not bring valuables to training, this includes items such as Fitbits, mobile phones or jewellery.

CHANGE OF DETAILS

It is the responsibility of the Customer Portal Account Holder to ensure that any changes to your address, phone number or an athlete's medical condition, are updated on the system. It is especially important that a valid and current email address is listed so that communication can be kept open.

CLUB RULES

These rules are for both venues and failing to abide by them may jeopardise your membership at the club.

- The gym floor is the domain of committee members, staff, gymnasts & coaches ONLY. Parents and siblings are not to enter the training area unless invited by the coach. This is a strict safety rule and may cause injury to either yourself or another member.
- Parents are not permitted to supervise children on the equipment with the exception of KinderGym.
- Under no circumstance is anyone permitted to play in the car parks.
- Gymnasts must be collected and dropped off, from inside the gym. If dropping off at the Senior Gym, please use the front door. No parent entry is allowed during the Covid Pandemic.
- All gymnasts waiting to be picked up must wait by the roller door (if at the Senior Gym) so that it is easier for coaches to monitor your child. Parents (during the covid pandemic) must collect their child from the roller door.
- Please contact the Club reception if you will be late to collect your child after training.
- No talking to, waving at, or distracting gymnasts or coaches during classes. Should you wish to speak to your child's coach, please arrange an appointment through the office. In case of emergency, please direct information through the Junior Gym's office staff.
- Gossip will not be tolerated. No gossiping, talking about, or criticising the club's coaches, staff or management to other parents especially in the foyer or car park. If you have a query or complaint, please direct your concerns to the Club's Operations Manager or a committee member.
- Gymnasts are not permitted to wear jewellery to training and any long hair must be tied up and off the face. Appropriate training clothing must also be worn i.e. no denim, dresses or skirts.
- No smoking in the building or within 5 metres of the outer perimeter.
- Inform coaches of any medical conditions that may affect your child.
- No gymnasts may enter the gymnasium or use any equipment until their class has commenced under the supervision of the coach.
- No running in the gym or between apparatus. Walk around equipment to get from point A to point B. This also applies to any waiting areas. Please do not allow any siblings to run around in the foyer or waiting rooms whilst you are waiting for classes to finish.
- No littering – use bins provided.
- Treat the club & equipment with respect. Do not pick the foam or mats; do not deface any photographs, notices or program charts displayed in the gym. Respect the venues and their contents.
- No food is permitted in the gym area.
- No photography/videos is to be taken without the express permission of the Club Operations Manager or Programs Manager. Many children are protected by child laws and cannot have their photos taken. Anyone seen taking prohibited photos/videos may be asked to delete the footage and also leave the venue.

COACHING STAFF

The Coaching staff are very dedicated to their work and do many hours of unpaid planning; however on the odd occasion your child's coach may be ill or have other commitments which causes them to run late. In this case one of the other well qualified coaches will take your child's class. On a rare occasion the class may have to be cancelled. If a class is cancelled and no make-up class can be arranged, a credit of fees will be given.

While every attempt is made to give the gymnasts consistency, the club reserves the rights to change coaching staff without notification. As many of our coaching staff are also uni students, each mid-semester generally sees changes to our timetables so

that our coaches can juggle both their studies and their work. We ask for your understanding that this is beyond our control and we will do everything with as little disruption as possible.

All staff are fully accredited and are registered Technical Members through Gymnastics Australia, in addition to possessing current Senior First Aid certification and a Working With Children clearance.

It is mandatory for coaches to attend regular updating clinics, events and workshops to renew their annual technical membership, and this means you can be assured that your child is receiving the most up to date coaching possible.

Please remember that our coaches are experienced in all aspects of your child's program and are the best person to make the right decision for your child. You wouldn't undermine other qualified professionals, so please don't undermine our coaches.

COACH-PARENT PARTNERSHIP

The following are suggestions on how you can help nurture a positive sport experience for your child by developing a strong coach-parent partnership.

- Recognize the coaches' commitment. Your child's coach has made a commitment that involves many hours of preparation beyond the time spent at practice. Respect their commitment and imagine yourself in their shoes before approaching them to discuss issues you may have.
- Be your child's biggest fan. Competitive sport can be stressful. The best role you can play is as a supportive cheerleader rallying them to rise to the challenges placed on them by their coach. It is important that your child know they have your support regardless of their performance.
- Make your child's coach's day by sharing the positive things you observe. Often a coach only hears about the complaints and would gladly welcome feedback on what you feel is going well.
- Keep the athlete unaware of any coach issues you may have with your child's coach. It is important that your child develop a trusting relationship with their coach. This may be tested should they receive conflicting information from you.
- Work to resolve issues with your child's coach without jeopardizing the coach-athlete relationship.
- Make early, positive contact with your child's coach to establish your partnership and support of a healthy training environment under which your child can flourish.
- Our coaches will place gymnasts at the level where they can be happy, safe and confident. This means every gymnast must be able to perform the skills and routines required at a given level. The skills should not be beyond his/her ability level. We can never ask or expect our athletes to perform skills or routines in a competition which they cannot perform in practice.

CODES OF CONDUCT

During training, all athletes are expected to follow the Codes of Conduct and pay attention to their coach at all times. Acts of bullying, bad language and disrespect towards a coach or other member of the club will NOT be tolerated. Athletes are expected to respect both other people, the venue, its contents and the equipment within the gym. Full copies of West Coast Gymnasts' Codes of Conduct are available from the office.

CODE OF CONDUCT - GYMNASTS

- Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
- Respect the talent, potential and development of the fellow participants.
- Care for and respect the equipment provided to you as part of your program.
- Be honest with your coach concerning illness and injury, and your ability to train fully within the program requirements.
- At all times avoid intimate relationships with your coach.
- Conduct yourself in a respectful manner relating to language, temper and punctuality.
- Abide by the rules and respect the decision of your coach at all times. Do not touch or use other people's property at the club or at any gymnastics events.
- Accept all decisions regarding team selection and competitions with good grace and sportsmanship.

- Be aware of what is written in the coaches, parents, judges & chaperones codes of conduct so that you know what is appropriate behaviour from these adults.
- Give it a “go” – many gymnastics skills are scary when you first learn them. Trust your coach and give them a try!
- Let the coach know immediately if you become injured or hurt.
- Let the coach know if you will be absent from training due to school commitments or holidays.
- Understand that mobile phones are not a part of your training regime and should be switched off during the session.
- Understand that it is vitally important that you attend all training sessions.
- Never use equipment or try a skill without the coaching staff's permission or instructions to do so.

CODE OF CONDUCT - COACHES

- Remember that children participate for fun & enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing.
- Ensure that equipment & facilities meet safety standards and are appropriate to the age & ability of the gymnasts.
- Be aware of the role of the coach as an educator. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
- Seek to keep abreast of changes in gymnastics; ensure that the information used is up to date, appropriate to the needs of gymnasts and takes account of the principles of growth and development of children.
- Do your best to allow children to reach their full potential in the sport of gymnastics.
- Do not spend time alone with a child, ensure there are always other children or other adults present.
- Conduct yourself in a manner consistent with your position as a positive role model for children and as a representative of West Coast Gymnasts.
- For serious issues concerning a gymnast (such as behaviour/training concerns or team selection) please ensure any discussion with parents is done in a private place (not the foyer).
- Follow West Coast Gymnasts' policies and guidelines around the safety of children as outlined in West Coast Gymnast's Child Protection policy.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, culture or religion.
- Arrive on time to work no less than 10 minutes prior to starting.
- Ensure classes are started on time.
- Ensure all lesson plans are appropriate and adhered to.
- Always be in club uniform.

CODE OF CONDUCT - PARENTS/GUARDIANS/SPECTATORS

- Focus on enjoying the sport, reducing the emphasis on winning.
- Encourage children to always play by the rules and decision of Officials and Judges.
- Do not criticise children in front of others, but reserve constructive criticism for more private moments – but leave any performance criticism to your coach!
- Remember children are involved in sport for their enjoyment, not yours.
- Set a good example by your own conduct, behaviour and appearance.
- **Do not criticize coaches or gymnasts (particularly in the gym foyer).**
- Accept and understand that the coaches are professionals and their knowledge comes from spending a long time in the gymnastics world as well as at countless courses, workshops and forums.
- Never scold a child for making a mistake during competition. Be positive.
- Encourage children to participate if they are interested. If they are not, don't force them.
- Support all efforts to remove verbal and physical abuse from sporting activities.

- Do not raise your voice or speak rudely to any member of the West Coast Gymnasts staff – particularly when on club premises or at any gymnastics event and never in front of other parents or gymnasts. Make a time to meet & discuss it calmly.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Do not use derogatory language based on race, disability or gender.

COMMITTMENT - PARENTS & GYMNAST

At the lower team levels the number of hours of practice per week is relatively low but as your gymnast progresses up into the higher levels the hours and days will continue to build.

You may have to rearrange your schedule so that you are available to drive your gymnast to and from training (up to 4 times per week). You may want to even start a carpool with other team parents.

Homework will have to be done much more efficiently and with better study habits due to shorter periods of time available. (It has been our experience that most of our athletes tend to get good grades and are better at studying because they have learned to budget their time more effectively than their peers.)

Time management skills will become a necessity in all areas of your child's life (and yours). Practice times will be set up to try to accommodate school events, etc. but please keep in mind that they may be inconvenient to family time.

Every effort should be made to be present and on time every day. Please refrain from taking holidays outside of designated holiday times and especially NO holidays during the competition season.

If your child is experiencing feelings of wanting to no longer commit to the squad and asks to resign, we ask that you encourage them to finish out the season before making any final decisions.

Please also let your coach know that your child is struggling with the commitment. Gymnasts often want to quit half way through a season purely because the skills are getting difficult, they are tired or are not seeing any results. We ask that you particularly remind them that things will get difficult before they get easier. This is a valuable life skill to learn.

COMPETITION FEES & DATES

Parents/athletes will be provided with email notification prior to all competitions. Parents/athletes must book online via the Customer Portal, along with full payment, prior to the closing date to ensure that their child is entered into the competition event. Late payments will only be accepted up to 3 days after the closing date (this feature is not available on the Portal and must be done in person or via telephone). Please note a late fee of \$20-\$40 per child per competition will be incurred and must be paid in full.

DEPARTURES

At the completion of their class, athletes are to wait inside the gym. The car park can be quite dangerous and at certain times can be extremely busy. Please try to collect your child in person at all times.

BEHAVIOUR MANAGEMENT

Gymnastics is a disciplined sport. It is the responsibility of the athlete to use the equipment safely and to behave in an orderly and respectful manner at all times. If this is not strictly adhered to, then disciplinary actions will be taken. Disruptive or distracting behaviour is not acceptable. This is the recommended disciplinary protocol; however it is the coach's decision as to the appropriate level of discipline required:

1. Verbal warning
2. Time out within group
3. Removed from class - parents phoned to come and pick up their child.

For its part, the club commits to the child and his/her family for the competitive season. However, the coach has the right to remove an athlete from the program at anytime during the season, temporarily or altogether, under any of the following conditions:

- If the coach at his/her discretion feels that the child's temperament, development, or skill level prevents him/her from meeting the requirements of the competitive program.
- If the conduct of the child or his/her parents is disruptive and/or disrespectful.
- If fees are not being paid on time in accordance with the club's fees policy.
- In the event the athlete is repeatedly absent, frequently arriving late or leaving early.
- If the athlete's parent(s) undermine the credibility, authority and effectiveness of the coach(es).

COMPETITION ETIQUETTE & WHAT TO EXPECT

| | |
|--------------|---|
| WAG/MAG/ACR: | compulsory attendance at competitions |
| InterClub: | non-compulsory attendance at competitions |
| Pre Dev/Dev: | compulsory attendance at competitions (only in-house) |

Once the GWA calendar is published at the beginning of the calendar year, parents will be notified in writing as to which competitions their child will be entered into. Generally there are 3-4 competitions throughout the season that your child must participate in. Failing to participate in competitions can jeopardise the gymnasts' position in the group.

Competitions consist of both individual and team events. All competition entries must be paid for prior to the closing date. Failing to pay for the competition will result in non-entry for that competition and again, can jeopardise team placement.

Closer to the competition time, generally 2 weeks prior to the event, parents will be notified via email (information will also be uploaded to the Portal) advising of the work order set out by GWA. Please be aware that the club does not have any control over days/times that your child will compete. These rotations are set and no changes can be made.

If for some reason you are unable to attend the competition, you must let your coach know prior to the closing date.

We can provide a partial refund (less our club administration costs) upon application to GWA along with a medical certificate. No other withdrawals are permitted.

Most competitions are held at the Gymnastics State Centre, Loftus Street, Leederville.

You are advised to arrive 10 minutes prior to registration time. Once there, take your child to their coach so they can be registered. They are usually allocated a number and this is written on their hand ready for displaying to the judges.

The average competition can take as little as 2 hours or as long as 6 hours. Once your child has gone in with their coach, you must not signal, call out or wave to your child – they could get points deducted or even disqualified.

Flash photography is not permitted and if you intend to use a telephoto lens, you must seek prior approval with the competition floor manager/door person. There are forms on the Gymnastics WA website if you wish to get permission.

During the competition your child will remain with their group and coach for the duration of the competition.

Competition will begin with a warm up, followed by march on. Please clap loudly and cheer on your child and their team mates. Once rotations start, you'll notice they go around in their groups and will do different apparatus.

Upon completion of the competition, presentations generally take 15-20 minutes, depending on the number of athletes. During this time, athletes will be presented with medals or ribbons in recognition of their hard work. Generally the top 6 athletes per apparatus are recognised (level 4 and up). Levels 1-3 are awarded based on an overall score and so everyone receives a medal and certificate.

When the competition is over, please wait for your child to come to you. Your coach will bring them out once everything has been packed up and they are ready to leave.

Please remember the following:

- Spectators are **NOT** permitted on the competition area.
- Spectators are **NOT** permitted contact with the competitors, judges, event personnel and volunteers once the competitor enters the competition area e.g. talking, signalling (**POINTS WILL BE DEDUCTED FROM THE GYMNAST**). If an urgent message needs to be relayed, contact the Floor Manager who will relay the message to the gymnasts' coach.
- Spectators are asked to set an example by displaying good sportsmanship throughout the event. Scores are not displayed for levels 1-3 so do not put emphasis on results.
- When taking photographs, do **NOT** use a flash.
- West Coast Gymnasts Inc enters the gymnasts into competitions based on the coach's recommendations. The club does not have any control over which session your child is placed in. Please do not ask for another session as this is beyond our control.
- During the competition the gymnasts are the sole responsibility of the Club and the club coaches.
- Show appreciation of volunteer officials and administrators. Without them, your children could not compete.
- Focus on the child's efforts and performance rather than winning and losing. Remember that children learn best by example.

FEES & MEMBERSHIP

Please read our Fees Policy for a full understanding of our terms and conditions.

Fees are calculated by using an hourly rate x number of hours per session x number of sessions in the calendar month. Fees are calculated annually and will be billed to you every month. Fees are payable in advance. You will not be billed during scheduled holiday time.

A condition of being a squad member requires a credit card number on file (AutoPay via the Portal) or a direct debit agreement in place. **As from November 2020, no squad family will be permitted membership without a card on file (or agreement in place).** Exceptions do apply for staff members who wish to offset their fees.

It is the responsibility of the account holder to ensure that the credit card details kept on file are accurate, valid and kept up to date.

For members wishing to pay prior to the due date via EFT, internet banking, cash or cheque, account holders must have the payment processed before the due date to avoid any double-up of payments. If paying into the Club's bank account, parent/guardians must allow 3 working days for the amount to clear.

Invoices are generated monthly with fees payable within 7 days from the date of invoice. Any accounts overdue more than 7 days may result in late fees being applied.

The club has authority to take payment from the credit card details held on file on, or after, the due date. The club also has authority to vary the amounts per month based on the calendar for 2020/2021.

Continued unpaid accounts will result in the athlete being suspended from class. No refunds are issued should this occur.

No athlete will be entered into any events/competitions if fees are more than 30 days overdue. All athletes must be a financial member at the time of event entries and have no outstanding debts at the time of competing.

Parent/guardians of a squad member are to fulfill all of the time and financial obligations such as training fees, registration fees, competition fees, apparel and other obligations related to their athlete's participation.

The Fees Policy, readily available on the club's website and on the Customer Portal, further outlines all expectations/obligations.

Training fees do not include costs for events, level badges or any uniform items. The fees are applied for the coaching/tuition provided and use of the Club's gymnastics related equipment. Should a competition fall during your child's normal, scheduled training session, that session is forfeited and no credits/make up lessons will be issued. This amount will be used for covering coach/judge costs.

All claims for a credit on your account must accompany a medical certificate explaining the absence. Credits can only be processed upon a medical certificate.

The club will be closed on public holidays. No squads will be training on these days. Fees still apply for all public holidays as they have been factored into the squad running costs.

ANNUAL MEMEBERSHIP & INSURANCE REGISTRATION FEE

An Annual Membership and Insurance Registration Fee will be charged in December 2020 in preparation for the 2021 calendar year. This fee also includes personal accident insurance through Gymnastics Australia's Insurer, Marsh Advantage.

ANNUAL EQUIPMENT LEVY

An Annual Equipment Levy is due and payable mid-year which contributes towards the purchase of very expensive and much needed equipment. This fee is non-refundable should an athlete terminate their membership at any time during the season.

FUNDRAISING LEVY

A Fundraising Levy will be invoiced to each competitive family per semester if they choose to opt out of participating in events. A list of events will be provided early 2021 and will give all families the chance to decide which activities they'd like to be a part of.

In the event that a member of West Coast Gymnasts wishes to withdraw their membership, 4 week's written notice must be provided in writing. During this time, all fees are still due and payable. You will continue to be invoiced until such written notice is given. This can be either emailed to the office or handwritten. Please do not hand to the coaching staff as they may get lost in transit.

West Coast Gymnasts will always endeavour to provide an opportunity to make payment before a suspension and/or the debt collection process becomes effective. Members who are issued with overdue statement who are in doubt of making any necessary payment are encouraged to contact the committee requesting a copy of the Club's Hardship Form.

If in the event that your account falls behind and the club issues a demand notice through their collection agency, any fees associated with these recovery costs will also be added to the member's account.

WHAT OTHER FEES TO EXPECT

On top of your fees you will be expected to purchase the following. Other expenses may also be incurred that are not listed here. There is an opportunity to sell/buy second-hand uniform early in the new year.

| Item | Approx. Cost |
|--|---------------|
| Tracksuit (Level 4+) | From \$140.00 |
| T Shirt (all levels) | From \$20.00 |
| Leotard (lower levels) | From \$60.00 |
| Leotard (upper levels) | From \$180.00 |
| Competition Entry per entry (approx 3-4 per year) | From \$60.00 |
| State Championships | From \$155.00 |
| Grips/Wristguards (usually level 3 and up) | From \$90.00 |
| Longs/Shorts for boys | From \$50.00 |
| Chalk | From \$6.50 |
| Straps | From \$15.00 |

FUNDRAISING

Fundraising is a very big part of West Coast and we heavily rely on volunteers throughout the year to help out, cook a sausage or two and help raise the funds to buy new equipment, update old equipment and even help send our coaches to workshops etc. If you have any ideas regarding fundraising events, or would like to help out please let one of our committee members know.

A Fundraising Levy will be invoiced to each competitive family for an amount of \$50 per semester. If you do not wish to pay this levy, you can, for example, simply volunteer at an event or sell a couple of boxes of chocolates. There are plenty of opportunities during the year so be sure to keep updated with upcoming events.

GALA DAY / END OF YEAR FUNCTION

Each year the club celebrates the end of season with a function called "Gala Day". It is a fantastic way to wind down for the year and to celebrate the achievements of not just the gymnasts, but staff as well. All squad members are encouraged to attend this fun and exciting trophy day which is usually held late October of each year.

HOLIDAYS

All gymnasts will have training breaks throughout the year. These will be set at the beginning of the calendar year in accordance with the Gymnastics WA calendar. Public holidays are **not** a training day unless informed otherwise.

Gymnasts are not permitted to take holidays during the competition season and must have the express permission from their coach to take time off as failing to attend competitions could jeopardise the team. Inability to attend class due to holidays will not entitle you to a refund or credit.

Training for the rest of 2020/2021 will be as per the holiday note set by the Club's Management at the beginning of the year. If you do not have a copy of this, please speak to our receptionist or Manager.

Squads will take a 2-3 week break over Christmas, depending on squad holiday allocation. Training will resume in January and run according to competition schedules and coaching commitments.

ILLNESS

All claims for a credit on your account must accompany a medical certificate explaining the absence. Credits can only be processed upon a medical certificate.

If a gymnast is ill and unable to attend class, please also notify your coach or the club's administration.

INJURIES

If your child is injured we ask that, after you have sought medical advice, you arrange to meet with your child's coach to discuss the details of the injury and the recovery process. Injured gymnasts, where possible, will be asked to attend their training sessions, even for a portion of their class, to maintain strength and flexibility, and to keep contact with their group, coach and club.

As a registered member you are entitled to lodge a claim through our insurance provider if an injury is suffered during training or events. Please speak to your coach or an administrator for more information and help on making a claim.

LOST PROPERTY

The club takes no responsibility for any items left behind in the gym. All lost property will be disposed of at the end of each term/quarter so please be sure to check the box regularly.

MAKEUP CLASSES

There are no makeup classes available to squad members.

MEDICAL SUPPLIES

The club maintains a first aid kit for emergencies however coaches are not able to dispense medicines without the permission of a parent or guardian. This includes administering paracetamol. Gymnasts requiring regular medication are required to notify their coach and provide written consent.

MEETING WITH COACHES

If you wish to speak to your child's coach please do so before or after the class if they are not busy. **DO NOT interrupt class.** For any major issues or enquires that you need to discuss please see administration or a committee member to arrange a suitable time for a meeting with your child's coach.

Parent meetings will be held quarterly throughout the season. There will be two group meetings and two individual meetings. These meetings are held to keep communications open and to update the parent/athlete on their progress as well as any notifications the club may wish to pass on.

PARENT/GUARDIAN RESPONSIBILITIES

- To abide by the Club Rules and Regulations.
- Pay fees on time.
- Parents/Guardians are required to give West Coast Gymnasts four (4) week's written notice if their child wishes to cease training at the Club. For any illness a doctor's certificate is required if a credit is requested (3 training days or longer).
- Have your child at the gym prior to the commencement of class to ensure he/she does not miss warm up.
- Pick up your child on time. Due to the current Covid Pandemic, we ask that parents who are dropping off at the Senior Gym, drop their child at the blue door, and collect from the roller door.
- Parents and siblings are **not permitted on the gym floor** without permission from a coach or committee member.
- Information for parents is placed on the notice board in the foyer. Please check the notice board regularly.
- If you have any concerns or questions please ask the office staff.
- Coaches are not to be approached on the coaching floor. If you need to speak to a coach please ask the office staff to pass on a message or wait until after the training session.
- The Club will take no responsibility for unauthorized use of equipment by gymnasts or members of their family.
- Once your child enters the gym floor they are under the care of their coach and staff. Do not distract your child during training as this can lead to accidents and injury.
- If you have any concerns about your child's training or other issues with the Club please contact a receptionist and request to speak to either your GymSport Coordinator or our Club Manager.
- At all events gymnasts participate in they are under the sole care of the club coaches and officials for the duration of the event.
- Parents and friends are reminded that NO ONE is permitted to take photos within the confines of the gym without the express permission of the Administrator, Senior Gym's Duty Manager, or the Management Committee. Doing so, may contradict the Privacy Act which could constitute a criminal act. **NO EXCEPTIONS!**

PARENT VIEWING AREA

For the safety of your child(ren) and for insurance purposes, whilst at the Junior Gym, we ask that you stay in the viewing area and not be a distraction to the athletes and/or coaches. There are a limited number of chair's available for seating.

Spectating in the Senior Gym foyer is strictly limited to 20 minutes at the start of training and 20 minutes at the end of training. **Please note: during the Covid-19 pandemic this allowance has been removed due to social distancing regulations and to keep the health and safety of all members at the forefront. The Club will notify families when this restriction is lifted.**

For those who do not wish to go home, comfortable seating, a TV and kitchen is available at the Junior Gym: 4/200 Camboon Road, Malaga which is within walking distance around the corner. This gym is open until 6:30pm weekdays and til 2pm on Saturdays.

As a parent in the viewing area, please keep in mind that you are also a member of this club and as such are a representative for West Coast Gymnasts Inc, and the athletes and coaches that train and work here. It is your responsibility to maintain respect for other parents, athletes and coaches. Positive conversation will make others feel welcome and will encourage them to be actively involved, foster a stronger parent group and cohesiveness among parents. Please take a leadership role and avoid initiating or getting involved in "gym gossip".

PHOTOGRAPHY / VIDEO

As many parents have not given consent for their child to be photographed we request you refrain from taking any form of photography/filming within the club facilities without seeking prior permission through the office.

Camera surveillance is used at both facilities and images captured by these cameras may be used at any time during the season. This includes, but is not limited to, live streaming to the Junior Gym for parent viewing and for purposes of security review/coach and athlete education.

Employees and agents of West Coast Gymnasts may take photographs and videos during training and at events for use on the Club's website, in publications and for educational and promotional purposes.

Photographic permission will be required at competitions, either held by Gymnastics WA or other clubs. It is important to note that should a parent/guardian not approve photographic permission for Gymnastics WA events, the event becomes a closed session and no spectator will be permitted to use cameras or videos at any time during the session.

POLICIES AND PROCEDURES MANUAL

All members are expected to adhere to all the club's policies and procedures as well as know, understand and follow those set out by Gymnastics WA and Gymnastics Australia.

Gymnastics WA's have their policies online: <http://www.gymnasticswa.asn.au/policies.html>

For a full list of our club policies and procedures please speak to an administrator as the file is located in the Senior Gym and must not be removed at any time. As and when they are updated, you will find many policies published on our website.

This will include, but is not limited to:

- Member Protection Policy
- Codes of Conduct
- Grievance Policy & Procedures
- Fees Policy
- Sports Safe Policy
- Behaviour Management Policy

POSITION WITHIN SQUAD

Positions in the squads are at the discretion of the coaching staff and may be withdrawn at any time by the coaching staff.

Coaches are the correct people to make decisions regarding the gymnasts' readiness to progress, the program content and any other coaching related matters.

PROGRESSION

At all levels, the proper progression of skills is our most important concern. Frequently students want to learn the "hard" tricks right away. For safety reasons, competency in basic skills is essential since they are the prerequisite for more advanced skills. Most skills cannot be performed correctly until the student is either strong enough or flexible enough to do the skill.

This is the purpose of the conditioning and stretching aspects of our program. Once strength and flexibility are attained, the student can work toward achieving correct technique and good form. Constant repetition while striving for good technique is the key to continued progress.

Gymnasts must execute skills safely and with correct technique prior to advancing to the next level. The time span to achieve the required levels varies from gymnast to gymnast and depends on their strength, flexibility and mental preparedness. Coaches are the best ones to make these decisions and their decisions are final.

PUBLIC HOLIDAYS

The club will be closed on public holidays. No squads will be training on these days. All fees will be payable as normal as squad running costs are factored into the fees. Many staff will still be paid, the rent is still payable, as are all other utilities and expenses.

If, having a day off, for senior squad members who are in competition season, could be detrimental to their performance, the Club may permit training to resume. This is entirely at the coach's discretion and you will be notified by the coach if training is to be held on a particular public holiday.

QUESTIONS

If you have any specific questions that you would like answered please do not hesitate to ask someone at the front desk, or your child's coach. Alternatively, you can email Becky House, our Programs Manager, at events@westcoastgym.org.

REFUNDS / CANCELLATION / MAKE UP CLASSES

Non attendance does not qualify you for a refund, credit or make up class. Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time. If a class is cancelled by the club, a makeup class will be offered. If the makeup class cannot be held, or you cannot attend, a pro rata credit will be applied to your account at the end of the month.

RESIGNATION FROM SQUAD

Should your child, for whatever reason choose to leave the squad, it is important to inform the coach and club immediately. As a competitive gymnast, your child is involved in both individual and team competitions and leaving the team could affect the eligibility of the group for some events.

If your child wishes to remain a member of the club, please speak to your coach about alternative programs that your child may be suitable for.

Please note that we require **4 week's written notice in advance** if you do choose to cease participating at the club. Fees are payable during this time. We do reserve the right to withhold any transfers if accounts are still outstanding.

SOCIAL MEDIA

All media representations with regards to the club, events, competitions, gymnasts, staff or committee must be arranged through the Manager's office in liaison with your coach.

Social media is a big part of promoting our club and recognising the hard work that our coaches, committee and gymnasts put in on a day to day basis. If you aren't already, please follow us on Facebook and keep an eye on our website for more information.

SPECTATORS AT TRAINING

For parents who choose to stay for the first 20 minutes of training and/or the last 20 minutes, we do ask that there be **no contact** with your child whilst they are training. If you have a query please seek assistance at the Junior Gym reception. Parents and siblings are strictly not permitted to enter the gym floor without permission from a coach or committee member.

SPONSORS & SUPPORTERS

West Coast Gymnasts Inc would like to take this opportunity to thank and acknowledge our sponsors and supporters. Please support those who support us.

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SUSPENSION

Absence due to a disciplinary measure or overdue accounts will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during suspension the usual fee policy will apply.

TEAM EVENT SELECTION

Team selection will be at the coach's discretion taking into consideration respective gymnasts training attitude, commitment and performance.

TRAINING AREA

The gym floor is for gymnasts and staff only. Parents and siblings are **NOT** to enter the training area unless invited to do so. This is a very strict safety rule and must be respected at all times.

TRAINING HOURS

The coaches, in conjunction with club management, will determine the weekly training hours based on ability and skill level. Gymnasts will be invoiced the training hours assigned, regardless of the number of hours actually attended.

TERMINATION OF ENROLMENT

Classes are not for socialising - they are for skill development. Whilst we still want all members to have fun whilst doing gymnastics, the coaching staff has the right to suspend or ask a gymnast and/or a parent to terminate their enrolment due to continuous disciplinary problems which impair the safety and progress of the other participants.

Coaches also reserve the right to terminate a child's position in a competitive group if they are presenting a risk to themselves, or others. Failing to follow instructions or act in a reasonable, sensible manner may constitute such a risk, as will physical or verbal abuse. Bullying is strictly a 0 tolerance and any member found bullying, will be asked to leave the program and/or club.

UNIFORM

Training requires leotards or crop sets. Please **do not** allow your child to wear baggy tops to training as this is not only dangerous but also makes it difficult to spot gymnasts.

Parents will be required to order competition attire approx 10-12 weeks prior to the first competition and must be paid for in full before they are distributed. You will be notified when a fitting day/ordering day is scheduled. If your child is on a trial, you will not be expected to buy attire until they have been accepted into the program.