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SQUAD HANDBOOK

A GUIDE ON WHAT TO EXPECT

AND

WHAT YOUR EXPECTATIONS ARE AS A SQUAD MEMBER

2022/2023

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SQUAD MEMBER ETIQUETTE & EXPECTATIONS

The Squad Handbook is a supplementary guide to our Club Handbook and provides additional information aimed at assisting squad members with their membership whilst a part of the Club's Squad Programs.

For a full overview of what is expected whilst a general member of West Coast Gymnasts, please see our Club Handbook.

OUR VALUES

Our Values are what makes us at West Coast Gymnasts so unique.

Our Values sets us apart from others making us a special Club loved by generations of families for the past 40 years. We strive to live by these values in every way, making sure we uphold them, as they make us who we are so we expect all members to be aware of, and uphold them too.

POLICIES AND PROCEDURES

All members are expected to adhere to the Club's Policies and Procedures as well as know, understand and follow those set out by Gymnastics WA and Gymnastics Australia.

Gymnastics WA have their policies online:

<http://www.gymnasticswa.asn.au/policies.html>

For a full list of our Club policies and procedures please speak to our Operation's Manager or a committee member.

As and when they are updated, you will find additional policies published on our website. Some Policies already online are:

- Member Protection Policy
- Codes of Conduct
- Grievance Policy & Procedures
- Fees Policy
- Child Safeguarding Policy
- Behaviour Management Policy

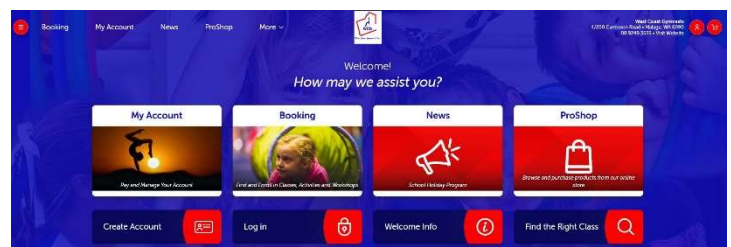


CUSTOMER PORTAL

The Customer Portal is our one-stop shop when it comes to your membership at West Coast Gymnasts, and we strongly encourage all squad members to be fluent with the Portal, checking it at least once per week for updates and announcements.

The Customer Portal will give members access to their:

- Accounts (see what fees are due and payable)
- Personal details (update medical information, change of address etc)
- Bank details (so you never miss a payment)
- Events (competitions and events that can be booked in for)



CODES OF CONDUCT

Whilst at the Club, all members 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. Members 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 online via www.westcoastgym.org.

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 appropriate behaviour is 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 instructions or permission 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 into account 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.**
- 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.

PARENT/GUARDIAN RESPONSIBILITIES

- Abide by the Club Rules and Regulations.
- Pay fees on time.
- Know and understand how to use the Club's Customer Portal and keep updated with any news and announcements, competition entry requirements or events.
- 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.
- 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 unauthorised 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 Operations 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/guardians and spectators are reminded that **NO ONE** is permitted to take photos within the confines of the gym without the express permission of the Operations Manager, Competitive Programs Manager or the Management Committee. Doing so, may contradict the Privacy Act which could constitute a criminal act. **NO EXCEPTIONS!**

CHANGE OF DETAILS

It is the responsibility of the Customer Portal primary 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. As a member of the Club, a primary email address must remain valid on file and "subscribed" to email blasts. If a primary email address is found unsubscribed, the Club reserves the right to subscribe that email address to ensure that all blasts are being delivered.

FEES & FINANCIAL OBLIGATIONS

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 will be billed to you every month and must be paid in advance. You will not be billed for scheduled holiday time or public holidays.

As members are charged for the position in a squad, gymnasts who take time off, choose to leave early or start late will still have their account charged for the full amount. Invoices are calculated based on the commitment hours required, not the actual training hours carried out.

A condition of being a Club member requires that a bank card number is kept on file as we use AutoPay as our preferred payment option via the Customer Portal. It is the responsibility of the account holder to ensure that the bank card details are accurate, valid and kept up to date. The Club has authority to take payment from the bank 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 2022/2023.

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. We no longer accept direct debits into our bank account.

Invoices are payable within 7 days from the date of invoice. Any accounts overdue more than 7 days will result in late fees being applied. Continued unpaid accounts will result in the gymnast being suspended from class. No refunds are issued should this occur.

All members must be a financial member at the time of event entries being due and have no outstanding debts at the time of competing. If a competition clashes with a gymnasts' usual training session, the Club will issue a credit for the missed class.

Members are expected to fulfill all time and financial obligations such as training fees, registration fees, competition fees, apparel and other obligations related to their participation. General monthly fees do not include costs for events, level badges or any uniform items. They are purely for the position in the squad and for the tuition that the gymnast receives during this time.

Credits for illness or injury can only be processed upon submission of a medical certificate.

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 Club requesting a copy of the Club's Hardship Form.

If in the event that a member's 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.

ANNUAL REGISTRATION AND MEMBERSHIP FEE

Each year an Annual Registration and Membership Fee will be charged to squad members in December 2022 in preparation for the 2023 calendar year. This fee includes Personal Accident Insurance through Gymnastics Australia's Insurer, Marsh Advantage and must be paid in full prior to commencing the new year.

ANNUAL EQUIPMENT AND BUILDING LEVY

An Annual Equipment Levy is due and payable around the Easter break (March/April) which contributes towards the purchase of very expensive and much needed equipment as well as ensuring our building is maintained. This fee is non-refundable should an athlete terminate their membership at any time during the season.

FUNDRAISING LEVY

Fundraising is a very big part of West Coast Gymnasts, and we heavily rely on volunteers throughout the year to help out, cook a sausage or two and help raise 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.

The Fundraising Levy is invoiced to each squad family each semester (February and July). The amount invoiced is approximately \$60 per semester. If you do not wish to pay this levy and have the amount credited to your account, 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.

OTHER FEES TO EXPECT

On top of your fees you will be expected to purchase the following uniforms, equipment and event registration. 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 (this will be advertised in our West Coast Gymnasts' Parents and Caregivers Facebook Page).

| Item | Approx. Cost |
|--|---|
| Tracksuit (Level 4+) | Approximately \$150.00-\$170.00 |
| T Shirt (all levels) | From \$22.00 |
| Leotard (lower levels) | From \$60.00 |
| Leotard (upper levels) | Approximately \$200.00 |
| Grips/Wristguards (usually level 3 and up) | From \$90.00 |
| Longs/Shorts for boys | From \$70.00 each |
| Red socks (boys) | Self-supplied |
| Chalk | From \$6.50 |
| Straps | From \$15.00 |
| Competition Entry per entry (approx 3-4 per year) | From \$65.00 for WCG events From \$138.00 for GWA events |
| WA Gymnastics Championships | From \$155.00 Optional tshirt additional \$30.00 |

GALA DAY & TROPHY PRESENTATION

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.

Every participant will receive an annual Member Trophy and are in the running for many Perpetual Trophies also. The cost for entry to Gala Day is usually around \$35-\$50 per participant.



TRAINING ETIQUETTE AND COMMITMENT

COMMITMENT AND TIME MANAGEMENT

Classes are for skill development. Whilst we 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.

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.

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 a gymnast 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 gymnast is repeatedly absent, frequently arriving late or leaving early.
- If the gymnasts' parent(s) undermines the credibility, authority and effectiveness of the coach(es).

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 halfway 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.

At the lower team levels the number of hours of practice per week is relatively low but as the gymnast progresses up into the higher levels the hours and days will continue to build. Each season timetables may also change so we ask families to be mindful of this. Families may need to rearrange their schedule so that they are available to drive their 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 gymnasts 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.

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. Members should be aware of this risk prior to accepting membership.

Gymnasts may receive callouses and 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, and we encourage all members to communicate with us if they are experiencing these feelings.

ATTENDANCE, ARRIVALS & ABSENCES

Being a squad member requires commitment, therefore coaches reserve the right to remove a gymnast from the program if their attendance slips below a reasonable allowance (determined by the coach and/or our Competitive Programs Manager). This is particularly important when part of a pair or group in one of our ACRO Squads but does apply to all gym sports.

Starting on time means that all gymnasts will get the most out of their class, so we expect all gymnasts arrive promptly to training. Warm ups at the beginning of each class are vital to prevent any injuries, to prepare the gymnast physically, and the teaching of basic body positions and stretching. Continued tardiness may mean the gymnast is recommended for another group.

If a gymnast is unable to make a class, they will be late for a class, or they need to leave early, please contact your coach before the commencement of that class, so that class programs can be altered if necessary.

BEHAVIOUR MANAGEMENT

Gymnastics is a disciplined sport. It is the responsibility of the gymnast to use the equipment safely and to always behave in an orderly and respectful manner. 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 the group
3. Removed from class – if gymnast is under 18yrs, then the parent/guardian will be phoned to come and pick up their child.

PUBLIC HOLIDAYS & SCHEDULED HOLIDAYS

Public holidays are **not** a training day as the Club will be closed to all members. In a rare instance where having a day off could be detrimental to a senior gymnasts' performance, the Club may permit training to be carried out on another day. This is entirely at the coach's discretion with approval from the Competitive Programs Manager and you will be notified by the coach if training is to be held on a particular day.

All gymnasts will have scheduled holidays throughout the year. These will be set at the beginning of the calendar year in accordance with the Gymnastics WA calendar. Gymnasts are not encouraged to take holidays during the competition season and may need the express permission from their coach to take time off as failing to attend competitions could jeopardise the team. In some circumstances, inability to attend class due to holidays will not entitle you to a refund or credit.

Training for the rest of 2022/2023 season 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 Competitive Programs 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.

INJURY OR ILLNESS

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. 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.

MISSED CLASSES / ADDITIONAL HOLIDAYS

Please refer to our Fees Policy Appendix III which outlines how we will charge members during an absence that is not a scheduled holiday or public holiday.

CANCELLATION OF CLASS

If a class is cancelled by the Club, a makeup class may be offered at the discretion of the Competitive Programs Manager. If a makeup class cannot be organised, a credit will be processed on to the primary accountholders Customer Portal. We do not refund for cancelled classes.

MAKEUP CLASSES FOR INTERCLUB SQUAD MEMBERS ONLY

If an Interclub gymnast is unable to attend a class, for whatever reason, and the expected absence has been notified via the Customer Portal prior to the class commencing, the Club will allow a makeup token. Please see our Makeup Token Policy for more information and how to book in for a makeup class.

HAIR STYLES, UNIFORM, LEOTARDS AND OTHER ATTIRE

Hair must be tied up in a neat and tidy manner for every session. Ponytails, buns or plaits are the preferred styles. Gymnasts not tying up their hair poses a safety risk to themselves and their coach, particularly during certain skills.

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 approximately 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



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. 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.

Camera surveillance is live streamed within the venue, and images captured by these cameras may be used at any time during the season. This includes, but is not limited to, and for purposes of security review/coach and gymnast education.

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.

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.

DROP POLICY

Should your child, for whatever reason choose to leave the squad, it is important to inform the coach and Club immediately. We may be able to assist with encouraging the gymnast to continue and finish out the season or find strategies to help bring back the motivation or desire to train. It is important to also remember that as a competitive gymnast, the gymnast is involved in both individual and team competitions and leaving the team could affect the eligibility of the group for some events.

If after discussions with the coach, the gymnast still wishes to withdraw from the squad (and the Club), 4 week's written notice must be provided. During this time, all fees are still due and payable. You will continue to be invoiced until such written notice is given. Written notice can be either emailed to Becky House or requested through the Portal.

OUR 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 (or are working towards their accreditation) 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.

TRAINING HOURS

The coaches, in conjunction with our Competitive Programs Manager, and Operations Manager, determine the best training hours for the gymnast, based on age, ability and skill level. If a gymnast is unable to commit to the hours set, then the gymnast will need to be considered for another squad, or stream of gymnastics.

COACH DISCRETION

Positions in the squads are at the discretion of the coaching staff and may be withdrawn at any time. Coaches are the correct people to make decisions regarding the gymnasts' readiness to progress, the program content and any other coaching related matters.

TEAM EVENT SELECTION

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

TERMINATION OR RESIGNATION FROM SQUAD

Coaches 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.



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/gymnast on their progress as well as any notifications the Club may wish to pass on.

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 gymnast 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– gymnast 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 gymnast to perform skills or routines in a competition which they cannot perform in practice.

QUESTIONS

If you have any specific questions relating to progression or training regime, please not hesitate to speak to your coach directly.

Alternatively, should you wish to discuss anything outside of the gymnasts' individual training regime, you can email the Club's Competitive Programs Manager, Becky House, at events@westcoastgym.org.

For questions regarding your account, please email Kath at accounts@westcoastgym.org

For all other general enquiries, please see one of our friendly administrations team member or the Club Operations Manager, Marie Greene via admin@westcoastgym.org.



COMPETITION ETIQUETTE & WHAT TO EXPECT

Members will be provided with email notification prior to all competitions. Parents/ gymnast 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. Please note a late fee of \$20-\$40 per child per competition will be incurred and must be paid in full.

WAG/MAG/ACR: Compulsory attendance at competitions
InterClub/Pre Dev: Non-compulsory attendance at competitions
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 via the Customer Portal. Once the closing date passes, we may accept late entries up to 3 days after the closing date, however this will incur an additional charge.

Failing to pay for the competition will result in non-entry for that competition and again, can jeopardise team placement.

As per our Fees Policy, all members must be a financial member to be able to participant in events.

Closer to the competition time, generally 2 weeks prior to the event, parents will be notified via email 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. The only exception to this rule is when you are required to escort them to the toilet/bathroom facilities.

During the competition, DO NOT approach your gymnast or call to them during the competition. Gymnasts can be disqualified from a competition if they are seen talking to spectators during an event.

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 (except during toilet breaks when a parent/guardian must escort them to the facilities).

Competition will begin with a warmup, followed by march on. Please clap loudly and cheer on your child and their teammates. 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 gymnasts.

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.

- If a gymnast (under 18yrs) requires the use of the bathroom facilities, they will need to be escorted by a parent or guardian to the toilet and returned to the competition floor as quickly as possible.
- 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.

