

Welcome to:



2016 Handbook & Information Package

ABN: 38 937 705 859

Anna Turetschek Gymnastic Arena
PCYC Multi Purpose Sports Complex
53 Yarroon Street, Gladstone
P.O. Box 460, Gladstone. 4680

Phone: 4972 0300

Fax: 4976 9333

Email: office@gladstonegymnastics.org.au

WEBSITE: WWW.GLADSTONEGYMNASTICS.ORG.AU

Real Gymnastics Real Fun

Welcome

We would like to welcome you and your child to the exciting sport of Gymnastics. We are sure you will find it a rewarding experience. This handbook provides you with information on the Club's programs, services and expectations. If you require more information please contact our Club Administrator, Amy Dew.

Our Mission Statement

To provide a full service gymnastic program to the greater Gladstone community so that each member can maximise their movement potential and sporting personal goals through gymnastic sports. In doing so:

- provide safe, high quality skilled movement experiences for all participants.
- provide members with a learning environment that is challenging, rewarding and enjoyable.
- produce a high standard of gymnasts in all competitive disciplines of gymnastics.

Our Core Belief

Gymnastic sports programs offer new movement experiences, challenges, improved skills and fitness, a sense of achievement and a lot of fun.

That positive movement experience through gymnastics can influence a child's outlook on physical activity for life.

That success can be measured in many different ways through setting realistic expectations for successful performance and achievement.

That by providing opportunities for male and female, young and old, talented and less skilled, an organised gymnastic sport has special significance in the lives of our members.

Our History

The Gladstone Gymnastic Club was formed in 1977 and incorporated in 1989. It is affiliated with Gymnastics Queensland, the State body for gymnastics, and the Australian Gymnastic Federation. The Club is a non-profit organization and provides all levels of gymnastics for females and males.

Our Coaches

All of our Coaches are fully accredited and are State and Nationally qualified in the disciplines they teach (or are in the process of gaining accreditation). Accreditation is through the Australian Coaching Council's National Coaches Accreditation Scheme (NCAS). Coaches who are in training are under the supervision of a qualified coach. Some of our coaches also hold tertiary qualifications. Accreditation procedures also require that coaches hold a current Senior First Aid certificate or equivalent and Positive Notice Blue Card (Working with Children Card).

It is a requirement of employment with Gladstone Gymnastics that coaches participate in regular in-house training sessions as well as attend workshops and courses throughout the year. Many of our younger coaches possess high levels of up to date technical expertise in gymnastics as a result of many recent years of intensive training as competitors.

Our Committee

The club is run by a volunteer management committee elected at the AGM every year. There are 4 executive positions and 4 general positions.

Our Volunteers

As a non-profit organisation our club relies on its volunteers. Positions include: Canteen Co-ordinator, Awards Officer, Maintenance Officer, Fundraising Officer, Website Co-ordinator, Uniform Officer and Work Place Health & Safety Officer. If you have any talents that you believe would benefit the club please see Amy in the office with how you can help. We are always open to ideas of ways in which to improve the Gladstone Gymnastic Club.

Our Office Hours

Monday	10:00am – 5:30pm
Tuesday	10:00am – 5:30pm
Wednesday	10:00am – 5:30pm
Thursday	10:00am – 5:30pm
Friday	10:00am – 5:30pm
Saturday	8:30am – 10:00am

Our Programs

Our Club offers numerous programs to suit a variety of ages, fitness and experience:

General ‘Groovers’ Gym – non competitive stream which includes: Kindergym, Junior Groovers, Mighty Groovers, Schools Programs and Adult classes.

Competitive National Levels Stream - includes Women’s Artistic Gymnastics (**WAG**), Men’s Artistic Gymnastics (**MAG**) and Acrobatic Gymnastics (**ACRO**).

The following provides descriptions of each discipline and in particular what Gladstone Gymnastics has to offer.

Our Kindergym Program

Kindergym Classes

Kindergym Classes are for children aged 5 and under. It is a program for all. Parents, children and coaches join together to create a fun environment where children can learn the basics of gymnastics.

Tiny Groovers	Kindergym for children 1 years old
Curious Groovers	Kindergym for children 2 years old
Busy Groovers	Kindergym for children 3 to 4 years old
Kindy Groovers	Kindergym for children 4 years old who will be in Prep class the following year at school

NB: PARENT/CARER PARTICIPATION REQUIRED IN ALL KINDERGYM CLASSES

Our General Gymnastic Program

<u>Junior Groovers</u>	For children currently attending full time Prep programs (1 hour class after school)
<u>Mighty Groovers</u>	For beginner gymnasts in years 1 to 2 in school to come and try. The emphasis in this class is on confident body management as they are taught to roll, jump, swing, and turn upside down.
<u>Adult Class</u>	For ages 16+ including Adult fitness, and Adult Gymnastics.

Our Competitive Program

Competitive National Levels Streams

WAG – Women’s Artistic Gymnastics

Tuition is designed for the more competitive and committed gymnast. Gymnasts compete on four apparatus: Vault, Bars, Beam and Floor. Gymnasts train under the Australian Gymnastics Federation scheme and progress through 10 levels. Their training times range between 2 and 22 hours per week over 1 – 5 days per week. Gymnasts in these programs are expected to attend all training sessions.

MAG – Men’s Artistic

These classes are separate to our girls’ programs. Tuition is designed for the more competitive and committed gymnast. Gymnasts compete on six apparatus: Pommel, High Bar, Parallel Bars, Floor, Vault and Rings. Gymnasts train under the Australian Gymnastics Federation scheme and progress through 10 levels. Gymnasts in these programs are expected to attend all training sessions.

Acro – Acrobatic Gymnastics

Gymnasts perform optional routines to music with set requirements. Gymnasts train under the Australian Gymnastics Federation scheme and progress through 10 levels. Acrobatic Gymnastics involves work in groups. Gymnasts can perform in: Women’s, Men’s, and Mixed Pairs, Women’s Trios and Men’s Fours. To be eligible to participate in Acrobatic Gymnastics, gymnasts must demonstrate ability in ACRO and balance skills as required for this discipline. Gymnasts in the competitive program are expected to attend all training sessions.

PAD Testing

Gymnasts complete a PAD Assessment as part of their training and end of year awards. These tests are an important part of the gymnastics participation as they provide a base-line measure for specific fitness and a score on which to measure improvements for the following year.

Our Competition/Event Calendar

At the commencement of 2016, each competitive gymnast will be issued with a competition/event calendar for their respective discipline. Competition/event calendars are also available through the office.

Our Dress Code

Daily Training

For safety NO JEWELLERY for all gymnasts. Gymnasts are required to wear clothes they can move in. Eg Leotards, crop tops, bike pants, stretchy shorts, t-shirts and singlet tops. No school uniforms to be worn during training. A tracksuit and socks may be worn for warm up during winter months. Long hair must be worn up. Gymnasts are not to wear clips in their hair as these can fall out in the pit and become a safety issue.

Competition

Gymnasts must wear the club uniform when at competitions. The club colours are navy blue, red and white.

How to Purchase a Uniform

Please make enquiries at the office for details and pricing of club leotards, shirts and tracksuits. Allow up to 4 weeks for new leotards and longs to be made.

The first two weeks of each term any uniform orders can be made at the Office. The Office will make a bulk purchase on any orders through our supplier.

What costs can I expect to pay?

Each year parents are required to pay an **Annual Membership and Registration Fee**. The Annual Registration & Membership fee includes Club Membership, Gymnastics Queensland Registration, Sports Insurance, equipment levy and some value added benefits. The membership and registration package is non-refundable. The Gymnastics Australia registration and sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and registration is valid from the date of payment until the end of December of that year.

Term fees are calculated per term. If gymnasts are involved in holiday training these hours are incorporated into the term fees and are not an additional cost. Term tuition fees pay for your child's position in a class or team. Non-attendance does not qualify you for a refund or credit. Term fees paid by due date of invoice will attract a 10% discount. Please set up a payment plan at the Office within the first week of each term if required.

As gymnasts progress and, if they choose to be involved in a competitive program, they will be eligible to enter in-house, inter-club, Regional, State and National Competitions.

Parents will be required to pay:

- Competition fees (non-refundable unless doctor's certificate is presented)
- Outfit for training and competition in the required GGC uniform
- Pay any travel costs associated with transporting children to training and competitions
- Choreography of routines for any WAG gymnasts competing Level 6 – 10 and all ACR gymnasts.

Gymnasts in the competitive program may also require additional training, loops, hand guards, tape, etc. Parents will be advised when your child requires these items.

What if I miss a training session?

If gymnasts finish early or arrive late, this does not entitle a discount on fees as all the club's costs are the same regardless of gymnasts leaving early/starting late or missing a session. Likewise, no discount is given when a family takes holidays during regular training time (this includes holiday training), as your child's position is being held in the class for you. Make up classes will not be offered in any of the Kindergym or General Gym classes unless it is due to a staff absence

Public Holidays/Pupil Free Days/School Holidays

The gym is closed on public holidays and school holidays. Term fees have had public holidays and known class cancellations factored in to them for 2016. The term fee will therefore be the same each term.

Some competitive squads train during public and school holidays (this will be outlined in discipline specific newsletters). Training is still held on pupil free days. Saturday classes will have normal classes on the first Saturday of the school holidays throughout the year.

Staff Absence

Training may be cancelled due to staff absence. Accounts will be adjusted accordingly for the cancelled class if a makeup class is not available. This adjustment will be applied to the term fees for the following term

Extra Training & Competitive Trips

Training missed or added during competitive trips away will not be adjusted for.

Our Club's Annual Events

Term Events

Term Events will be held throughout the year. These events will allow the gymnasts to showcase or compete their routines and skills. The dates for these are in the 'events calendar'.

Invitational Competition

The Gladstone Gymnastics Club holds several invitational competitions each year for our competitive disciplines. Clubs from around Queensland are invited to attend these events.

Awards Night

Our End of Year Awards Night will be held on Sunday 13th November. Awards presentation are for our WAG, MAG & ACR competitive groups.

Display Matinee

This is the one afternoon the whole Club comes together to celebrate the success of our gymnasts throughout the year and to also let everyone see all of our gymnasts in action. Every class performs a routine and some of our top gymnasts perform their outstanding routines for that year. Friends and family are all welcome. **This year our Display is on Sunday 4th December at the Gladstone Entertainment Centre.**

Break Up

This year our break up will be held on **Sunday 11th December**. Gymnasts will be notified of the venue and times etc. sometime during 4th term. Gymnasts are encouraged to bring a plate for everyone to share.

Our Committee Meetings

Management Committee Meetings

Meetings are held on the third Tuesday of every month and are for the management committee only to attend. If you have an issue that you would like addressed you have several options;

1. Write a letter to the management committee
2. Attend a general committee meeting.

The management committee aims to have at least 2 general meetings per year. Dates and times will be advised.

Ordinary Membership of the Gymnastics Club Inc

One parent of enrolled gymnasts is recognized as an ordinary member of the club. Membership will entitle you to the following;

1. A vote at the AGM (Annual General Meeting).
2. A vote at general meetings.
3. Allows you to nominate for a position on the management committee.

Fundraising

Fundraising is an important function of the Club. Funds raised are used to purchase new equipment, repair and maintain our current facilities. Additional fundraising activities may be organised from time to time by gymnasts or groups who are travelling to State, National and International competitions or any other specific purchase or occasion.

Communication

Coaches of competitive disciplines are encouraged to hold group parent meetings to discuss issues like calendar, goals, expectations etc. at the beginning of each term.

If you wish to speak with one of our staff members at any other time regarding your child's gymnastic program, please do so either before or after classes. Do not interrupt the Coaches once lessons have commenced. If you are unable to speak with them at these times, please leave a message at the office and it will be passed on for them to contact you.

Weekly NOTA

A weekly Notices of Today & Ahead gets emailed to our members to keep you up to date with what is happening in our club. In order to receive this you will need to provide a current email on your child's membership form.

Newsletters

Discipline specific newsletters will be issued each term.

Facebook Page

Gladstone Gymnastics Club has its own Facebook page which keeps our members up to date. Please visit us on Facebook and 'like' our page to keep updated.

Our Club's Policies and Procedures

Gladstone Gymnastic Club has numerous policies relating to our members. A copy of these policies and procedures are available for perusal in the office.

Privacy

Gladstone Gymnastics is committed to providing you with the highest levels of membership service in line with the Privacy Statement that can be found on the Gymnastics Australia web site.

Gladstone Gymnastics does not sell or supply lists containing customer information to any individuals or companies.

Our customers must however be aware the enrolment / registration process in accordance with the conditions as indicated in the above statement includes the recording of gymnast information with the Australian Gymnastic Association.

Gladstone Gymnastics will not disclose the contact phone numbers and details of any of the gymnasts or gymnast's parents / guardians unless permitted to do so by those gymnast's parents / guardians.

Gladstone Gymnastics will from time to time take candid and posed photographs and video that will include gymnasts in the gym and surrounds. Some of these photos and videos may be used in various newsletter, videos, newspapers and brochures. If you do not want photographs to be taken that include you or your children, **Gladstone Gymnastic must be advised in writing.**

Document Disclaimer

Every effort has been made to ensure that the information contained in this document is as accurate and precise as possible.

This document may contain errors and typographical errors, if any of these cause concern or misinformation we apologise.

Please inform Gladstone Gymnastics of any mistakes and errors and wherever possible we will rectify.

Our Parents Code of Conduct

As a parent/guardian of an athlete/participant in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

- 1.** Respect the rights, dignity and worth of others.
- 2.** Remember that your child participates in sport for their own enjoyment, not yours.
- 3.** Focus on your child's efforts and performance rather than winning or losing.
- 4.** Never ridicule or yell at your child and other children for making a mistake or losing a competition.
- 5.** Show appreciation for good performance and skilful plays by all athletes (including opposing athletes).
- 6.** Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
- 7.** Respect officials' decisions and teach children to do likewise.
- 8.** Do not physically or verbally abuse or harass anyone associated with the sport (athlete, coach, umpire, administrator and so on).
- 9.** Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- 10.** Be a positive role model.
- 11.** Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

Our Spectator Code of Conduct

As a spectator in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club, you must meet the following requirements in regard

to your conduct during any such activity or event:

- 1.** Respect the decisions of officials and teach young people to do the same.
- 2.** Never ridicule or scold a young athlete for making a mistake. Positive comments are motivational.
- 3.** Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or athletes.
- 4.** Show respect for your Clubs opponents. Without them there would be no event.
- 5.** Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass athletes, coaches, officials or other spectators).
- 6.** Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Our Athlete Code of Conduct

In addition to Gladstone Gymnastics Club's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Gymnastics Queensland, a member association or an affiliated club and in your role as an athlete/participant in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club:

- 1.** Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators.
- 2.** Do not tolerate acts of aggression.
- 3.** Respect the talent, potential and development of fellow athletes and competitors.
- 4.** Care for and respect the equipment provided to you as part of your program.
- 5.** Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
- 6.** At all times avoid intimate relationships with your coach.
- 7.** Conduct yourself in a professional manner relating to language, temper and punctuality.
- 8.** Maintain high personal behaviour standards at all times.
- 9.** Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
- 10.** Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
- 11.** Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
- 12.** Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

2016 Fee Policy - Competitive

This policy sets out the basis for the charging of fees associated with participation in club programs at Gladstone Gymnastics Club Inc.

Scope: This policy applies to all current and future members of the Gladstone Gymnastics Club Inc.

Requirements:

1. Club Membership and Registration: The Club Membership package includes Club Membership, Gymnastics Queensland (GQ) Registration, Sports Insurance, Equipment Levy and some value added benefits. This is non-refundable. The GQ registration and Sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and GQ registration is valid from the date of payment until the 31st of December of that year. A family discount applies for the 2nd and subsequent family members. Membership & registration fees are renewable from 1st January and must be paid upon child's registration.

2. Term Fees: Competitive team fees are calculated on a term basis, averaged over 12 months, allowing holiday training, which will be scheduled by the coach. Tuition fees pay for your child's position in a class or team. Non-attendance does not qualify you for a refund or credit. **Accounts for Term fees are due on the week before term commences and will receive a 10% discount. After due date full tuition fees will be payable in their entirety prior to term commencing. If fees are NOT paid your child will NOT be permitted on the floor.** Exceptions are made where a successful application has been made in writing to the Administration Manager for payment instalments, and that agreement is currently being honoured.

3. Automatic Credit Card Payments: By filling in an Automatic Credit Card Payment Form which you can obtain from the office, you can opt to have your account charged automatically to your credit card each month.

4. Hours of training: If gymnasts leave early or arrive late this does not entitle a discount on fees as all the club's costs are the same regardless of gymnast leaving early/starting late or missing a session.

5. Ceasing at your request: If you decide not to continue, your account will be settled on a pro-rata basis from the date that written advice was received of discontinuation. 2 weeks' notice or 2 weeks in lieu will apply.

6. Overdue accounts: If for some reason you are unable to pay your account on time, please apply to the Administration Manager to arrange a payment schedule. This application must be made before the fees due date and instalments must be made as per approved payment plan. A penalty fee of \$25 will be issued if instalments are not made by the agreed dates. Please be aware that if your fees are not kept up to date, and no arrangement has been made with the Administration Management, your child's position

in that class may be forfeited. If this occurs no refunds or credits will apply for the Membership package.

7. **Refund of fees:** Should an injury occur while training a request for refund of fees with along with an appropriate medical certificate for the period and GGC injury form can be sent to the club administrator for approval.

8. **Public Holidays,** rest days, extra training: There are no recreational classes on public holidays. This does not entitle parents to a refund for a missed lesson as the account has already been adjusted accordingly when booking in.

9. **Other activities:** Competitions, extra training sessions, day camps, sleepovers, etc are to be paid for at the time of booking, however club fees must be completely up to date in order to book for one of these activities.

10. Events Entry Fees

10.1 **Late Entry Policy*:** In order to organise an event, including the sessions, groups, rotations, coaches, judges and support staff, the event manager needs to begin with the number of competitors in each level and division. Any late entry applications will be considered by the event manager on a case by case basis. If the event manager is willing to accept the late entry, a late fee of \$20.00 will apply in addition to the entry fee.

10.2 **Refund policy*:** Refunds will be given at the discretion of the Event Manager and will require a valid and relevant medical certificate. Refunds will be calculated to exclude any expenses incurred by the club on your behalf, which cannot be recovered.

* State or Nationally Sanctioned Events including those hosted by GGC, or events organised by other clubs, will have closing dates and refund policies as set by those organisations.

2016 Fee Policy - Recreation

This policy sets out the basis for the charging of fees associated with participation in club programs at Gladstone Gymnastics Club Inc.

Scope: This policy applies to all current and future members of the Gladstone Gymnastics Club Inc.

Requirements:

1. Club Membership and Registration: The Club Membership package includes Club Membership, Gymnastics Queensland (GQ) Registration, Sports Insurance, equipment levy and some value added benefits. This is non-refundable. The GQ registration and Sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and GQ registration is valid from the date of payment until the 31st of December of that year. A family discount applies for the 2nd and subsequent family members. **Membership & registration fees are renewable from 1st January and must be paid upon child's registration.**

2. Fee payments: Class fees pay for your child's position in a class. **All accounts for term fees are due in their entirety when re-booking**, except where a successful application has been made in writing to the Administration Manager for payment instalments, and that agreement is currently being honoured.

3. Priority Re-booking System: Re-booking allows us to be best prepared for the following term's classes, maintaining our low gymnast to coach ratios and staffing with the best available and most suitable coaches. Rebooking can be done over the phone using your credit card, direct deposit or at reception during opening hours. By filling in an Automatic Rebooking Form which you can obtain from the office, you can opt to be automatically rebooked each term via your credit card. Our priority re-booking system affords first priority to those who are already in a class when rebooking for the new term. After the priority rebooking period, positions are open for anybody to book into any suitable class where a vacancy exists. It is important therefore, that if you wish to retain your place in the class for the new term, you should rebook during the priority rebooking period. Sometimes classes are moved or cancelled from one term to the next due to changing demand or coach availability. If your class has been moved or rescheduled you will only be able to rebook after the priority deadline, unless a new replacement class has been scheduled for your class. If for some reason you cancel your booking you will forfeit 2 weeks of fees. The Administration Manager may consider special circumstances. Re-booking is not compulsory, however if you don't you may lose your child's position in that class. Re-booking fees will not be accepted until any prior outstanding debts to our club or any other club have been finalised.

4. Hours of training: If gymnasts leave early or arrive late this does not entitle a discount on fees as all the club's costs are the same regardless of gymnast leaving early/starting late or missing a session.

5. **Term length:** Fees are calculated on a term basis, with typically 9-11 weeks in each term and approximately 40 weeks per year, generally aligned with the public school terms. New gymnasts starting part way through the term are charged on a pro rata basis.

6. **Ceasing at your request:** If you decide not to continue, 2 weeks' notice or 2 weeks fees in lieu will apply.

7. **Overdue accounts:** If for some reason you are unable to pay your account on time, please apply to the Administration Manager to arrange a payment schedule. This application must be made before the fees due date and instalments must be made as per approved payment plan. A penalty fee of \$25 will be issued if instalments are not made by the agreed dates. Please be aware that if your fees are not kept up to date, and no arrangement has been made with the Administration Management, your child's position in that class may be forfeited. If this occurs no refunds or credits will apply for the Membership package.

8. **Make-up classes:** Your tuition fees pay for a position in a class, regardless of attendance, however, as a courtesy, we offer make-up classes when notification of your child's absence has been received and if class vacancy permits.

9. **Refund of fees:** Should an injury occur while training a request for refund of fees with along with an appropriate medical certificate for the period and GGC injury form can be sent to the club administrator for approval.

10. **Public Holidays,** rest days, extra training: There are no recreational classes on public holidays. This does not entitle parents to a refund for a missed lesson as the account has already been adjusted accordingly when booking in.