



2018
MEMBER HANDBOOK
REACH FOR THE STARS

Wide Bay Gymnastics Club Inc.

Walkers Rd

Hervey Bay 4655

Ph: 4125 3011

office@widebaygymnastics.org.au

www.widebaygymnastics.org.au

www.facebook.com/widebaygymnastics

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ABOUT THE CLUB

Club Mission Statement

To provide an opportunity for all people to participate in the sport of gymnastics thereby enabling them to achieve their own level of excellence in a safe and healthy environment.

Our Vision

To provide a quality, leading edge gymnastics organisation which enables each member and official to reach his or her own level of excellence. An organisation which develops gymnasts, coaches, judges and officials who are in turn recognised within Australian Gymnastics as being leaders within their field.

State Peak Body:	Gymnastics Queensland (GQ)
National Peak Body:	Gymnastics Australia (GA)
International Peak Body:	Federation of International Gymnastics (FIG)

Funding

Daily operations at Wide Bay Gymnastics Club are self funded through membership and coaching fees.

The club welcomes opportunities to work with sponsors and grant authorities to assist with funding for special projects and equipment.

About Us

Wide Bay Gymnastics is a community based club affiliated with Gymnastics Queensland (GQ) and Gymnastics Australia (GA). The club is a not for profit incorporated association managed by a voluntary committee comprised of its members.

The facility is owned by the club built with the assistance of local council and State Government grants in 1996 – 1997 and resides on council land. The club relies on voluntary help from its members to maintain the facility and welcomes any assistance.

Wide Bay Gymnastics is your club. As a member and member family, we ask that you contribute to our club by:

- supporting club activities,
- volunteering when required,
- abiding by all club rules and policies,
- helping to maintain cleanliness.

CLUB PERSONNEL

Management Committee

The Management Committee meets on a monthly basis and meetings are advertised in the entry.

All matters for the meeting must be in writing to the secretary one week prior.

Non-agenda items will not be discussed at this meeting.

Although most of our coaching staff are paid professionals, our Management Committee and many other helpers are volunteers who offer their time for the benefit of the club and community. Some positions require considerable commitment in time and effort to enable our club to run.

The WBGC Management Committee is elected by club members every year at the AGM in March. We are always looking for enthusiastic, creative people to join the committee. If you would like to be involved in this area please contact our Club President or office staff.

Coaching Staff

All coaches hold a minimum qualification of **Beginner** under Gymnastics Australia's new coaching framework or equivalent or are in the process of gaining accreditation. Coaches who are in training are under the direct supervision of a qualified coach. Most of our coaches hold **Intermediate** and higher level qualifications in their respective discipline and participate in regular clinics to improve their skills and increase their qualifications.

Coaches with Intermediate and higher level qualifications also hold current First Aid certificates or equivalent.

All coaches and coaching programs are overseen by our Senior Coach and Management Committee.

All coaching staff, admin staff and committee members hold a Working with Children (Blue Card)

Office Matters and Communication

Invoices, newsletters and club information will be distributed by electronic means and paper-form (Newsletter).

The preferred mode of communication to the club is email for all matters: - gymnasts, coaching, classes and financials – office@widebaygymnastics.org.au.

The club will email, phone or use facebook to advise any class changes or other matters.

Please also refer to our Communication Policy.

CLUB PROGRAMS

Tiny Tots

Ages: 0 to 3 years, boys & girls

For our really young gymnasts Child and Parent work together in a fun, safe environment to explore basic Gross/Fine Motor Movement, Body Awareness, Spatial Awareness, Music/Rhythmic Skills and Relationship behaviours.

KinderGym

Ages 3 to 5 yrs old boys & girls

Child and parent work together in a fun, safe environment to explore gross/fine motor movement, body awareness, spatial awareness, music/rhythmic skills and relationship behaviours. Studies have shown that children under 5 yrs exposed to structured gymnastics programs learn how to enjoy learning thus enhance their learning capabilities upon entry into school.

GymFun

Ages 5 to 7 yrs boys & girls

Children work in teams of 8 to 10 gymnasts with a qualified Coach learning basic gymnastics skills relevant to various GymSports. GymFun gives the gymnast a basic skill repertoire while teaching them the required skills to move into the GymSport of their choice when they have reached the appropriate standard.

WAG National Program

Ages 6+

Woman's Artistic Gymnastics for Recreation and Competitive Programs. Girls learn routines on Olympic Equipment i.e. Vault, Bars, Beam and Floor. We cater for Recreational Programs through to a Talent ID Feeder Program for future National Squad/Elite Squad Gymnasts (these squads are invitation only by the Coaching Staff of the appropriate program and subject to trials).

MAG National Program

Ages 6+

Men's Artistic Gymnastics for Recreation and Competitive Programs. Boys learn routines on Olympic Equipment i.e. Vault, Parallel Bars, High Bar, Pommel, Rings and Floor. We cater for Recreational Programs through to a Talent ID Feeder Program for future National Squad/ Elite Squad Gymnasts (these squads are invitation only by the Coaching Staff of the appropriate program and subject to trials).

Adult Fitness Classes

Ages 18 +

Athletes are offered a strength/conditioning and flexibility program combined with base gymnastics skills to lead a healthy active lifestyle. Our program offers a choice from the traditional health club option to train.

School Programs

Our facility & coaches are utilised by many primary, high school & day care centres to complement their physical education programs.

COMPETITIVE Vs RECREATIONAL GYMNASTICS

WBGC offers both competitive and recreational gymnastics programs to suit every type of gymnast. Gymnasts in both programs follow a curriculum designed to teach correct gymnastic fundamentals as they move at their own pace through a series of progressions to higher level skills.

Recreational Class Philosophy

The focus of these classes is to assist in the development of our members regardless of physical ability or impairment, to creatively explore and practise safe skills and develop their physical, social, emotional and cognitive skills at their own rate in a non-competitive atmosphere guided by fully qualified coaches. Gymnasts participating in this program will be encouraged to compete in at least one external competition against gymnasts of similar ability.

Competitive Class Philosophy and Rules

The Competitive training program has been set up to identify talented gymnasts from our Gymfun and Recreational programs.

The focus of the competitive teams will be to develop physical conditioning, strength, flexibility and basics for future success in Level 3 to 10 MAG and Level 4 to 10 WAG. Gymnasts need to learn all of the following life skills and more to be capable of becoming competitive gymnasts in the future.

Goal Setting, Commitment, Perseverance, Team Cooperation, Problem Solving, Confidence, Showmanship, Sportsmanship, Dedication, Decision-Making and Time Management. All of these skills will be reflected in the gymnast's self-application to all other aspects of their lives. Wide Bay Gymnastics Club Inc. offers a number of Competitive Classes for MAG and WAG and children are offered positions in these classes by the Wide Bay Coaching Staff. Gymnasts will be expected to train a minimum amount of hours outlined by the coaching staff and a successful training program requires a minimum of 3 training session a week from Level 3 and above for both MAG and WAG to ensure strength and conditioning is continually improved. Parents of Gymnasts will also need to be committed to their child's goals, this may mean juggling home life on occasions and putting their child's training program ahead of family social events. Gymnasts in the competitive program are also expected to train a minimum of 48 / 50 weeks of the year, the club is closed for 2 weeks over Christmas period but training is offered to the competitive teams for all other holiday periods.

Competition Schedules are handed out at the beginning of the year and Gymnasts are expected to compete at all Competitions put forward by their coaches.

Gymnasts who cannot maintain or improve in all areas over the competitive year may not be suitable to continue in the competitive program and may be offered alternate more appropriate classes.

(Please Note) Members of the competitive squads are only allowed to train at WBGC, Holiday Training at alternate clubs maybe allowed at the discretion of the child's coach.

Rules of the Gym

1. Only gymnasts are permitted on the floor and only with a coach.
2. Follow the instructions of your coach at all times.
3. Walk!! Only run if instructed by your coach.
4. Only enter and leave the training area with the consent of your coach.
5. Use the apparatus during class sessions only and with the supervision and instruction of your coach.
6. Respect all club property and treat equipment gently.
7. Treat everybody with dignity and respect - fellow gymnasts, coaches, judges, volunteers.
8. Kind hands, kind feet, kind words.
9. Respect the property of others and do not touch or take anything which does not belong to you.
10. Play safe at all times. Be aware of the safety of everyone and the safe use of equipment.
11. Use the toilets before or after class.
12. Keep food and drinks outside of the training area.
13. Use the bins provided to dispose of rubbish.
14. Notify your coach immediately if you hurt yourself. Be honest with your coach about illness and injury.
15. Comply with your code of conduct.

Parent Protocols

1. Let the coaches do the coaching. Only coaches are to provide coaching and technical advice to gymnasts while training.
2. Parents of children under 12 **MUST** sign children in/out at each training session.
3. Follow the correct grievance procedure if you have a question, concern or complaint. **Refrain from discussing matters in front of the gymnasts or other parents. In the past this has been a source of misinformation and bad feeling within the club.**
4. **Avoid gossiping about coaches, other gymnasts, programs or the club. In the past this has been a source of misinformation and bad feeling within the club.**
5. Support the staff in their implementation of the coaching curriculum and in adherence to the rules of the gym. If you have a problem with either of these, please follow the correct grievance procedure.
6. Remain in spectator areas only unless invited elsewhere by a coach or official. Parents are not permitted to enter the training area unless specially invited.
7. Speak to someone in the office if you need to contact a gymnast or coach urgently during training otherwise please follow normal communication protocols.
8. Refrain from attracting the attention of gymnasts during training and make prior arrangements if your child needs to leave early. Your child is in the care and supervision of coaching staff once they enter the training area.
9. Parents are always welcome to discuss their child's progress or needs or concerns with their Coach. **Any concerns you have should relate to the training of your child and should not refer to the training of any other child.** No complaint or request will be considered unless the correct grievance procedure is followed.
10. Observe the Parent's Code of Ethics.

Guidelines for the Training Pit

1. Use the pit only under the direct supervision of your coach.
2. Check to see if anyone else is in the pit before you enter.
3. Always check that the foam has been adequately fluffed before using the pit. This may be done by observation and by jumping into the pit, feet first, from the edge. One can feel if the foam is soft and loose rather than hard and tight...i.e. too packed.
4. It is best to enter the pit in an open tucked position landing on the middle back. Never land headfirst.
5. Do not land in an arched position.
6. Always use appropriate progressions and consult with your coach before attempting a new skill.
7. No horseplay. No picking or breaking of foam.
8. Especially for tumbling and vaulting, consult your instructor to determine whether a spotter is needed at the edge of the pit.
9. Always be sure to have properly measured steps particularly when tumbling backwards into the pit. This should always be done under competent supervision.
10. Do not wear any jewellery, attachments on clothing or items in hair. These objects may become loose in the pit and cause eye injuries, puncture wounds, etc.

FEES AND MEMBERSHIP

There are two types of fees which cover your child's participation in gymnastics:

1) Club Membership

The Club Membership package includes Club membership, Gymnastics Queensland Registration, Sports Insurance and some value added benefits. This package is non-refundable. The GQ registration and insurance is transferable between clubs but non-transferable from one gymnast to another. Club Membership and GQ registration is valid from the date of payment until the end of December.

2) Training fees

Training fees pay for tuition and your child's position in a competitive or recreational training group. Non-attendance does not qualify you for a refund or credit against training fees except in some special circumstances and by application in writing to the Management Committee.

Additional Costs

There are additional costs to gymnasts if your child enters a competition. Gymnasts pay entry fees per competition (usually \$50 to \$100) and possible travel and/or accommodation costs and expenses. The entry fee includes a set fee to covers costs for our judges and coaching staff.

Gymnasts will also require a club leotard to represent WBGC and at higher levels, a training leotard, polo shirt and tracksuit.

In the MAG & WAG programs, you may need to buy safety straps and competition hand guards as needed which are available from the club office.

Accounts

The club aims to issue invoices before each term by email for payment within 14 days. Registration and membership fees for new members and renewal of registration for old members is required before the child's first class. This ensures the gymnast is properly registered and insured with Gymnastics Queensland.

Training fees are calculated on an hourly rate and depend on the number of hours each gymnast trains per week. The training fee reserves your child's position in the team. Fees are charged per term. This fee will not be reduced should the gymnast be unable to attend all training sessions. Gymnasts will be required to attend holiday training if they have been placed in a competitive team.

Holiday training details will be issued and invoiced prior to the end of each school term with payment required prior to the training.

If for some reason you are unable to pay your account on time please approach the office to arrange a payment schedule or write to the Management Committee requesting permission for your child to continue attendance whilst in arrears. Each case will be considered on its merits. Overdue accounts may incur a fee while in arrears.

Please be aware that a child's position may be forfeited to a paying participant at any time if fees are not up to date. If your position is lost due to fees not being up to date, no refunds or credits will apply for the Membership package.

Purchase of Clothing & Equipment

Training and competition uniforms can be purchased through the office.

Our uniform officer can be contacted via the office email – office@widebaygymnastics.org.au or via contact No's placed in the club foyer.

Second-hand Leotards can be sold through the club. Leotards can be displayed in the foyer at the risk of the owner. The club accepts no responsibility for the security of the garments at the gym.

Make up classes

One make up class is permitted per term and only with prior arrangement. Gymnasts in competitive squads may be unable to make up classes because of timetabling (gymnasts already partake in every class offered per week).

Ceasing at our request

If the club discontinues a program, withdraws a position or requests that a child be removed from a program, the child's account will be given a pro-rata adjusted credit or refund for the balance of fees. The Membership Package is non refundable.

Ceasing at your request

These fees are non-refundable and non-transferable should you decide not to continue with the classes. If part way through a term, the whole term's fee will be payable. If accounts are not paid in full within eight weeks of ceasing classes, membership will be terminated and will therefore not be transferable. The membership package is non refundable.

Illness or injury

Credit or refund may be applied for in writing to the Management Committee if illness or injury extends to one week or more. Any such claim must be accompanied by a medical certificate.

Family holidays

Inability to attend training due to holidays being taken during scheduled term class times **will not** entitle the family to a refund or credit at any time as a position is being held for the gymnast.

Suspension

Absence due to suspension as a disciplinary measure will not entitle the family to any refund or credit as a position in the class is being held for that person while on suspension. Should the child be withdrawn from the program during a period of suspension, the usual voluntary withdrawal policies will apply and therefore no refund or credit may be claimed.

Other alterations to training

If regular training hours are disrupted for other reasons such as a coach being absent and those training hours are not rescheduled, an adjustment to the gymnast's account will be made accordingly.

Competitions in training time

When a competition takes the place of a regular training session for a Competitive Team, no adjustment to fees will be made.

OTHER PROCEDURES AND INFORMATION

Positions in Competitive Training Groups

Positions in a competitive training group are offered by the Coaching Staff and may be withdrawn by the Coaching Staff. Competitive gymnasts are required to meet certain expectations to maintain their position in the team.

Readiness to progress or level test

Decisions about any gymnast's readiness or suitability for training groups, competitions, level tests, displays, clinics, trip's away, skill learning, the content of a training program or any other coaching related matter is at the sole discretion of the Coaching Staff.

Safety

Safety is a priority at Wide Bay Gymnastics. The club reserves the right to refuse or rescind a position in any group or class without a warning or counselling where a coach feels that an individual presents a risk to the safety of him/herself or others.

Failure to follow instructions or act in a reasonable, sensible way may constitute such a risk.

Physical or verbal abuse of a gymnast or staff member may constitute such a risk.

Partaking in activities not instructed or directed by the coach or in areas not assigned to the class may constitute such a risk.

Assumption of risk

Like any sport or physical activity, participation in gymnastics carries an inherent risk of injury. Because many gymnastics activities require inversion (turning upside down) of the body, the sport by its nature carries a risk of head and spinal injury. This risk is greatly controlled in a supervised class with a qualified and experienced instructor. We conduct regular internal risk management sessions with our staff aimed at the prevention of injuries. Parents should explain this risk to their children prior to accepting membership.

Notification of changes to medical & contact details

Parents must immediately notify the office of any change in address or telephone contact details or any medical or disability information which may be significant to the coaching of the child. You may be required to fill in a new membership form indicating the new conditions.

Medical clearance

Gymnasts may at some time be required to produce a medical certificate confirming their fitness for training or their general health status prior to being permitted to train.

Dropping off and picking up gymnasts

Gymnasts 12 years and under must be signed in/out of class by parents/guardians. Gymnasts have a designated area to sit on the gym floor and will not be released until signed out.

Please be 5 minutes early to drop off and on time to pick up your children. If you will be late to pick up or drop off, please contact the office and advise of your expected arrival time.

Gymnasts cannot be left at the club unsupervised

While waiting for classes to start or other classes to finish. Parents must wait with the gymnast. A fee may apply if your child is left in our care without prior arrangements being made. If somebody other than usual will be picking up your child please notify the office or their coach

beforehand. If there is a specific person/s not permitted to pick up your child, please notify the office in writing.

Absence

As a matter of courtesy please notify the office if your child will be absent when expected at the gym so that the coaching staff can be advised.

Changes to training times

Although every effort is made to keep training times constant, the club reserves the right to change training times as needed. The club will endeavour to email or text message all gymnasts affected by any change and post details on the facebook page.

Training times for Competition Teams during school holidays are usually different to those times for school term. Every effort is made to notify parents of the holiday training times at least 7 days prior to the end of term.

Changes to coaching staff

While we attempt to give the children consistency in coaching staff, the club reserves the right to change coaching staff without notification.

External Providers

The club intends to create relationships with external providers to help in the areas of physiotherapy, sports psychology and sports nutrition as needed to look after the health and wellbeing of our gymnasts. It would be great for members to also support these providers.

Media

Occasionally squads or gymnasts will be asked to attend media interviews or photo sessions. These occasions provide excellent opportunities to showcase our athletes and performances. We ask that you support these opportunities whenever possible. Gymnasts attending these sessions must have consented to the use of their image for promotional purposes.

All photo and video sessions with gymnasts are to be conducted in the presence of a club official and only with the approval of the club to ensure that information and images are appropriate and accurate.

Use of Images

Photographs will occasionally be taken to promote achievements and capture images of gymnasts in training and/or competition. All photographs will be taken in accordance with the Gymnastics Queensland Recorded Images Policy. Photographs may be used for media and promotional materials including publications, presentations, WBGC official website and our facebook page.

Parents/guardians consent to the use of images as part of the annual enrolment form. Any change to this consent needs to be in writing, dated, signed and addressed to the Management Committee.

From time to time, coaches may video gymnasts to aid skill and routine development for internal use only.

Photography

Parents/guardians wishing to video or photograph their own children at the club may do so, however the images must focus on your child only.

Social Media

Members are welcome to express their views, comments, ideas and insights about Wide Bay Gymnastics on our social media channel but at all times should show courtesy and respect to others and must not use our social media channel to abuse others, expose others to offensive or inappropriate content or for any illegal purpose.

Please see the complete Communications Policy.

Lost property

Lost property is placed in the lost property basket in the canteen area. Items must not be removed from here unless they belong to you. At the end of each term the lost property is removed.

Please label your child's clothing and equipment with their name as team and club clothing is identical. The club accepts no responsibility for any items left behind at the gym

Theft

Theft has occasionally been a problem at the club. We strongly advise that you do not leave valuables unattended in the foyer, change rooms or car park and that gymnasts do not bring valuables to the gym.

Displays

Occasionally the club is asked to do a gymnastics display. These displays provide excellent promotional opportunities for the Club and sometimes a donation towards equipment. Although attendance is not compulsory, your cooperation and understanding when asked to attend a display would be greatly appreciated.

Fundraising

All fundraising activities at the club must first be approved by the Management Committee.

Sponsorship & Advertising Packages

Our club has many benefits to offer a potential sponsor. If you would like to advertise your business with the Club or if you know of any business owners or companies who may be interested in sponsoring the club, please contact the Management Committee.

NON-Smoking

WBGC is a non-smoking zone. Smoking is prohibited inside the club and within twenty metres of the building.

Feedback

The committee and staff welcome your feedback on improving our club. Suggestions can be placed in the box in the foyer.

Fire & Emergency Procedure

Please read the Fire and Emergency Procedure and also explain it to your child.

Procedure for Gymnasts

1. Stop all gymnastic activities.
2. Follow the directions of the coach or person in charge.
3. Leave the building via the nearest safe exit in a calm orderly manner.
4. Wait on the grassed area beside the club for further instructions.

Fire & Emergency Procedure

Procedure for Parents & Spectators

1. Leave the building via the nearest safe exit in a calm orderly manner.
2. Wait on the grassed area beside club for further instructions.
3. The coaching staff will take the children to the nearest exit so please do not attempt to take your own children out of the building.

GRIEVANCE PROCEDURE

WBGC treats all complaints seriously and endeavours to deal with complaints promptly, confidentially and with sensitivity.

Please follow the correct grievance procedure if you have a question, concern or complaint and refrain from discussing matters in front of the gymnasts, other parents or on social media.

Administrative & Payment related matters

In the first instance, matters should be discussed with the Office Staff. If the matter is not resolved to your satisfaction then you may write to the Management Committee who will consider your case.

Coaching related matters

In the first instance, matters should be discussed or placed in writing with the Coaching Staff. If the matter is not resolved to your satisfaction then you may write to the Management Committee who will consider your case.

You may ask to be present at a committee meeting to present your case, however you may be asked to leave while the committee discusses and decides on your matter.

Wide bay Gymnastics Club Inc. also utilises the services of an independent Grievance Officer, if you are not satisfied with a particular outcome of an issue please contact them directly, contact details are displayed in the club foyer.

Please note that no complaint or request will be considered unless the correct grievance procedure is followed.

Circumstances not covered in this Handbook will be dealt with on a case-by-case basis by the Coaching Staff and Management Committee.

POLICIES

Wide Bay Gymnastics as an affiliated club and its members are bound by the policies of Gymnastics Queensland.

All policies applicable to our club have been adopted, implemented and are to be complied with by all members.

Following is a list of policies with further details available in the appendix. A copy of each policy is available from the club upon request or online at www.gymqld.org.au.

Appendix A

- Behaviour Management Policy

Appendix B

- Code of Conduct – Gymnast, Parent, Spectator, Volunteers

Appendix C

- Member Protection Policy
- Child Protection Policy
- Recorded Images Policy
- Privacy Policy

Appendix D

- Communication Policy

APPENDIX A

BEHAVIOR MANAGEMENT POLICY



*Version 1
January 2104*

INTRODUCTION

STEP ONE – VISION

- The Purpose
- The Topic
- The Statements
- Shared with gymnasts and parents

STEP TWO – GYM RULES

- Given to gymnast
- Read and accepted by gymnast and parent
- Discussion by team
- Implementation

STEP THREE – BEHAVIOR TEACHING

- Rules
- Learning rule
- Respect rule
- Language rule
- Safety rule
- Movement rule
- Reasonable
- Respectful
- Responsible
- Related

STEP FOUR – NON-BELONGING OUT SYSTEM

- Stopping inappropriate behaviours
- Starting appropriate behaviours
- Create a workable re-entry plan
- Determine follow up moves for Plan working/Plan not working

THE RULES

STEP ONE – VISION

- The gymnast needs to find reasons and understand the direction he/she needs to take to visualize and attain their goals. The gymnast's goals need to be shared with their parents and coaches to cement unity in support required to commit to, and attain their goals. The gymnast's path to their goals in gymnastics is influenced by their attitude and their behaviour.

STEP TWO – GYM RULES

- The club manual needs to be read by both parents and gymnasts, and rules complied with by the parents so the gymnast follows by example. All of WBGC rules are based on safe practices in the gym environment. As gymnastics is a very highly skilled sport it is very important to respect your fellow gymnasts and their families by not creating dangerous situations in and around the gym environment that could lead to unnecessary injury. Parents who feel some rules are inappropriate need to speak to the Management Committee to get clarification on the reason for the rule.
- The team, as a whole, will discuss why goals are set, how they are set and the influence good/bad behaviour has on training as an individual and on the group.
- Implementation of training requirements and following of rules to move through the gymnast's goals will avail the gymnast to achieve higher standards of skill acquisition.
- Gymnasts who are unable to work in a structured environment ultimately create high-risk situations for themselves and the gymnasts around them.
- WBGC Committee/Coaches have therefore agreed the following behaviour management program will be implemented into the gym to deal with all future inappropriate behaviour choices arising in the gym situation.

STEP THREE – BEHAVIOR TEACHING

- Coaches will explain the rules to all gymnasts and why there is a need to have rules in the gym environment.
- Gymnasts will be expected to learn the rules and follow them while in the gym environment.
- Parents need to remind their gymnasts of the need to respect their coaches in the gym environment.
- Gymnasts need to understand that bad language is unacceptable either towards their coaches or other gymnasts or parents while in the gym environment.

- All rules in the gym environment have a safety reason, no matter how small or insignificant the rule appears.
- Movement in the gym environment is a very important issue and the parent manual explains some of the rules related to this. Parents at no time are allowed on the floor of the main gym and gymnasts know this. No siblings are allowed onto the floor of the gym at any time before/during or after gymnasts training times. These movement rules are some of the most important rules that WBGC have implemented into the gym environment and disregard for them could endanger the lives of the gymnasts and the offending party.

STEP FOUR – NON-BELONGING OUT SYSTEM

- Coaches will be stopping inappropriate behaviours and starting appropriate behaviours by creating a workable exit plan for inappropriate behaviours and a re-entry plan for correct appropriate behaviours.
- WBGC will follow up on the plan to ascertain if steps are working/not working with the goal that no child will have to leave the program due to inappropriate behaviours.

None of the Rules are unreasonable.

All of the Rules need to be respected.

Parents are responsible for their child's behaviour in the gym

by their actions and expectations, which are, in turn passed onto the children.

All rules are Related to Safety which is a coach's main concern in the gym environment.

FOLLOWING ARE THE PROCEDURES COACHES WILL FOLLOW IN CLASS TO DEAL WITH INAPPROPRIATE BEHAVIORS.

**THERE ARE NO DEBATES – NO DISCUSSION -
IF THERE IS - THE COACH SAYS, NOT NEGOTIABLE.**

STEP ONE – If the gymnast is behaving inappropriately the coach will call the gymnast to them and remind the gymnast of the appropriate behaviour in the gym environment and return the gymnast to their training.

STEP TWO – If the gymnast continues to behave inappropriately the coach will sit the gymnast close to them for a short time to give the gymnast time to reflect on inappropriate behaviour. Once again the coach will remind the gymnast of the appropriate behaviour in the gym environment and return the gymnast to their training.

STEP THREE - If the gymnast returns to the team and still behaves inappropriately the coach will sit the gymnast out of the class and give the gymnast a Working it out Plan to complete. Once this is done the

coach will again remind the gymnast of the appropriate behaviour in the gym environment and return the gymnast to their training. The Working it out Plan will be given to the parent at the end of the lesson by the coach and recorded on the roll.

STEP FOUR – If the gymnast returns to the next training session and again displays inappropriate behaviours then the gymnast will be removed from the team in which he/she is training and moved into a less structured class i.e. general gymnastics class

STEP FIVE – If the gymnast displays appropriate behaviours in the general gym environment, the gymnast, at coach discretion may be asked to return to their competition team. If the gymnast continues to behave inappropriately, the parent will be notified to remove the gymnast from the class and a meeting will be arranged with the Coach, gymnast and their parents to discuss future options.

MY WORKING IT OUT PLAN

MY NAME: _____

MY TEAM: _____

TODAYS DATE: _____ TIME: _____

DO I WANT TO BELONG TO MY TEAM: YES NO

WHAT WAS THE RULE/S?

WHAT WAS I DOING?

WHAT RULE DID I CHOOSE NOT TO FOLLOW? AND WHY?

WHAT ARE THE CONSEQUENCES OF CHOOSING NOT TO FOLLOW THIS RULE/S.

IS THIS THE CONSEQUENCE I WANT? YES NO

WHAT SHOULD I HAVE DONE?

WHAT WILL I START DOING? AND WHEN?

DO I NEED SUPPORT TO ACHIEVE THIS? YES NO

MY SIGNATURE: _____ MY COACH: _____

APPENDIX B



ATHLETE CODE OF CONDUCT

This code of conduct applies to your role as an athlete/participant in all activities held by Wide Bay Gymnastics, Gymnastics Queensland or any 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.

PARENT/GUARDIAN CODE OF CONDUCT



This code of conduct applies to your role as the parent/guardian of an athlete participating in any activity held by Wide Bay Gymnastics, Gymnastics Queensland or any affiliated club.

1. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
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. Teach children that an honest effort is as important as victory so that the result of each competition is accepted without undue disappointment. Focus on enjoyment of the sport.
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). Remember children learn best by example.
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. Parents' behaviour and language should always be appropriate in the presence of children and in keeping with our family environment. Set a good example by your own conduct, behaviour and appearance. Do not use derogatory language based on gender, race or impairment. Support all efforts to remove verbal and physical abuse from sporting activities.
7. Respect officials' decisions and teach children to do likewise. Accept decisions of all judges as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
8. Do not criticise coaches, gymnasts, volunteers, committee members, opposing team members and supporters (particularly whilst watching a competition). If you have a concern, make a time to see your coach or a committee representative.
9. Do not physically or verbally abuse or harass anyone associated with the sport (gymnast, coach, judge, volunteer and so on).
10. Understand the repercussions if you breach or are aware of any breaches of this code of conduct.

SPECTATOR CODE OF CONDUCT



This code of conduct applies to your role as a spectator of any activity held by Wide Bay Gymnastics, Gymnastics Queensland or any affiliated club.

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.

VOLUNTEER CODE OF CONDUCT

This code of conduct applies to your role as a volunteer during any activity held by Wide Bay Gymnastics, Gymnastics Queensland or any affiliated club.

1. Respect the rights, dignity and worth of others.
2. Focus on the specific roles and responsibilities that have been assigned.
3. Make a commitment to providing a quality service.
4. Be professional in, and accept responsibility for, your actions.
5. Be aware of, and maintain an uncompromising adherence to, Wide Bay Gymnastics and Gymnastics Queensland's standards, rules, regulations and policies.
6. Attend relevant orientation sessions and training as required for your position.
7. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Refrain from any form of harassment of others.
10. Refrain from any behaviour that may bring Wide Bay Gymnastics, Gymnastics Queensland, a member association or any other affiliated club into disrepute.
11. Cooperate with other volunteer & staff members, team cohesion is essential.
12. Be a positive role model.
13. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

APPENDIX C

Member Protection Policy

Our club has specifically endorsed and abides by Gymnastics Queensland's **Member Protection Policy** and all associated codes of conduct, procedures and documents to report and manage complaints.

This policy ensures core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This policy also reflects our support and implementation of the sport industry principles and values outlined in *The Essence of Australian Sport* – principles of fairness, respect, responsibility and safety. The policy includes procedures to support the elimination of discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport including disciplinary actions. *(Extract from the Gymnastics Queensland Member Protection Policy Ver 1 [reviewed Sept 2010] p. 3)*

A copy of this policy is available online at www.gymqld.org.au or from the club upon request.

Child Protection Policy

Our club has specifically endorsed and abides by Gymnastics Queensland's **Child Protection Policy**. This policy places the safety and welfare of children above all other considerations. Wide Bay Gymnastics acknowledges that our Management Committee, staff and volunteers provide a valuable contribution to the positive experiences of our athletes. Wide Bay Gymnastics aims to ensure this continues and to protect the safety and welfare of its athletes.

A copy of this policy is available online at www.gymqld.org.au or from the club upon request.

For any matters of child protection, please make direct contact with the President of the club only who is our Member Protection Information Officer.

Recorded Images Policy V3

Our club has specifically endorsed and abides by Gymnastic Queensland's Recorded Images Policy which ensures consent is gained by the club for the use of all recorded images and monitors how images are used.

A copy of this policy is available online at www.gymqld.org.au or from the club upon request.

Privacy Policy

Wide Bay Gymnastics Club has their own privacy policy which is available from the office upon request. This policy outlines what is personal information, how we collect and use personal information, when we disclose personal information, how we store and maintain security of personal information, accuracy of personal information and access.

APPENDIX D



Version 1
January 2014

Communication policy

Our commitment

Electronic communication is essential for sharing WBGC news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A web administrator will be appointed to provide accountability and control over material published on our club's website and any official club related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information about our club.
- No offensive content or photos will be published.
- Any photos of gymnasts utilised on the website or facebook page will be used with parental consent as provided at enrolment and we will take care not to provide identifying information.
- We may seek feedback from members to improve the information available on the site.

SMS and email

Committee members and coaches may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.

- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and other club personnel who work with the gymnasts must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.