

Welcome to:



2011 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: gladgym@netspace.net.au

Website: www.gladstonegymnastics.org.au

Real Gymnastics! Real FUN!

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Welcome

We would like to welcome you and your child to the exciting discipline 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 Dana Iwanicki.

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 the Queensland Gymnastics Association, Inc. (QGAI), 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 2 general positions. In recognition of the commitment this entails, Committee members receive a discount of 20% on the 1st child's fees.

Our Volunteers

As a non-profit organization our club relies on its volunteers. Numerous volunteer positions that require a regular commitment also attract a 10% discount on the 1st child's fees. 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 Dana 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

	<u>Odd Weeks</u>	<u>Even Weeks</u>
Monday	2:00 – 6:00pm	2:00 – 6:00pm
Tuesday	10:00am – 6:00pm	10:00am - 6:00pm
Wednesday	2:00 – 6:00pm	2:00 – 6:00pm
Thursday	10:00am – 6:00pm	10:00am – 6:00pm
Friday	10:00am – 6:00pm	10:00am – 6:00pm
Saturday	8:00 – 11:00am	CLOSED

Our Programs

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

General Gym – non competitive stream which includes: Kindergym, Junior Gym, Gym Fun, Gym Skills, Display, Schools programs and Adult classes.

Competitive National Levels Stream - includes Women's Artistic Gymnastics (**WG**), Men's Artistic Gymnastics (**MG**) and Acrobatic Gymnastics (**ACR**).

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

Our Kingergym 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.

Flippers	Kindergym for children 1-2 year olds
Mini Mites	Kindergym for children 2 - 3 year olds
Kindy Kids	Kindergym for children currently attending Kindy or equivalent programs

NB: **PARENT/CARER PARTICIPATION REQUIRED IN ALL KINDERGYM CLASSES**

Our General Gymnastic Program

- Junior Gym** For children currently attending full time Prep programs (1 hour class after school)
- Gym Fun** For beginner gymnasts in years 1 to 5 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.
- Gym Skills** For gymnasts who have progressed through Gym Fun or for the older beginner gymnasts. The emphasis is still on training in a fun and varied environment, concentrating on the skills the gymnast needs.
- From the Gym Fun and Gym Skills classes, children will be assessed and recommendations for Competitive Streams will be made.*
- Display** This group is taught a variety of gymnastic skills for ages 12+. The goal of this group is to have fun and participate in Non Competitive Performances.
- Adult Class** There are a variety of adult classes offered ranging from youth fitness, boot camp and Sh8pe Up.

Our Competitive Program

Competitive National Levels Streams

WG – 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 16 hours per week over 1 – 4 days per week. Gymnasts in these programs are expected to attend all training sessions.

MG – 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.

ACR – 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 (Physical Ability Development) 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 baseline measure for specific fitness and a score on which to measure improvements for the following year.

Our Competition/Event Calendar

At the commencement of 2011, 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 is to be worn by gymnasts. Parents or guardians assisting children in the Kindergym program should be careful not to have any loose objects on them when they are in the pit. Gymnasts are required to wear clothes they can move in. Eg Leotards, crop tops, bike pants, stretchy shorts, t-shirts and singlet tops. 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 or hair pins in their hair as these can fall out in the pit and become a safety issue.

A Club Training Singlet for Female Gymnasts can be ordered from the Office.

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. Club Shirt and Club Tracksuits are in stock.

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 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 annually and split into 4 equal amounts for each term. If teams 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 within 14 days of date of invoice will attract a 10% discount. A discount of 5% will be offered if a payment plan is established before the due date and is adhered to. Please see Dana in the office if you require a payment plan.

As gymnasts progress and, if they choose to be involved in a competitive program, they may have the opportunity to enter in-house, inter-club, Regional, State and National Competitions. Parents will be required to pay:

- Competition/Level Test entry fees (which are non-refundable)
- Outfit gymnasts for training and competition in the required GGC Uniform
- Pay any travel costs associated with transporting children to training and competitions
- For girls who are competing Level 4-10, choreography of routines

Gymnasts in the competitive program may also require additional training gear (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.

Public Holidays/Pupil Free Days/School Holidays

The gym is closed on public holidays and school holidays. Accounts will be adjusted accordingly for gymnasts who train in a 1 day a week program where their class is affected by a public holiday. Some Competitive Teams train during Public and school holidays (this will be outlined in discipline specific newsletters). Training is still held on pupil free days. Saturday class groups 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.

Overdue Accounts

If for some reason, you are unable to pay your account on time, please apply to the Office to arrange a payment plan. This application must be made before the fees due date and instalments must be made according to the agreed payment plan to receive your 5% discount.

Our Club's Annual Events

Term Events

Term Events will be held in Terms 1, 2 and 3. 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. We expect that all of our competitive gymnasts attend the Club's Invitational competition.

Display Matinee

This is the one morning 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.** Tickets will be on sale through our office several weeks prior to the event.

Break Up

This year our break up will be held on Saturday 10th December. Gymnasts will be notified of the venue and times etc. sometime during 4th term. Our end of year awards are distributed at this event and all gymnasts are encouraged to bring a plate for everyone to share.

Our Committee Meetings

Management Committee Meetings

Meetings are held the 1st Wednesday 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.

Website

Our website, www.gladstonegymnastics.org.au is updated regularly with photo's, competitions, results etc. Please mark as a 'Favourite' as another way of keeping up to date with what is happening in the club.

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.

Birthday Parties

Why not hold your child's birthday party at our gymnastic venue? You provide the food and we do the rest. It will be a party to remember and we guarantee the kids have an absolute hoot! Playing on our wonderful equipment proves a hit with all ages. See Dana at the office if you would like more information.

Mothers Group/Play Group

Stuck for ideas on where to hold your next Mother's group? See Dana at the office to see if our venue is free for your weekly get together? Small charges will apply.

Our Gymnasts Code of Conduct

- Long hair must be tied up.
- Even though we have water fountains we encourage gymnasts to bring their own water.
- No jewellery to be worn at training.
- Gymnasts should arrive at least five (5) minutes before the start of their lesson.
- Gymnasts must show respect for their coaches and each other at all times.
- Gymnasts must not enter the floor without permission from their coach or the coach in charge.
- Disruption will not be tolerated and a gymnast may be asked to sit out if required.
- Never enter the training area without being invited by your coach, and always leave the training area when dismissed by your coach.
- If you need to leave the training area or go to the bathroom you must first ask the coach for permission.
- If nobody is there to pick you up after class, wait inside until they arrive. If they are more than 10 minutes later than expected, notify the administrator so that they can call somebody for you.
- No food or drink is permitted in the training area.
- Treat equipment gently. When you move equipment make sure that it is left in a position that will not damage it. Never break or pick foam. Never write on or rub off the chalkboards/whiteboards – these are for the use of coaches only.
- Play by the rules and be a good sport. Acknowledge all good skills or routines whether they are by your team-mates or from other clubs.
- Be prepared to lose sometimes. Everyone wins and loses at some time. Be a fair winner and a good loser.
- Treat all others as you would like to be treated. Do not interfere with, bully or take unfair advantage of another gymnast.
- Co-operate with your coach, parents and team-mates.
- Train to be the best you can be.
- Do not use derogatory language based on gender, race or impairment.
- Follow the instructions of your coach at all times.
- Never use a piece of equipment or try to do any skills without being instructed to do so by your coach.
- Notify your coach immediately if you hurt yourself.

Our Parents Code of Conduct

Remember that your child participates in gymnastics for their enjoyment, not yours. Encourage your child to participate, develop and challenge themselves in gymnastics but do not force them.

Focus on your child's efforts and performance rather than winning or losing.

Encourage your child to participate according to the rules and help them understand the value of rules.

Never ridicule or yell at your child for making a mistake or failing to achieve their objectives.

Remember that your child will best learn by example so applaud good efforts by all participants.

Support all efforts of your Club to remove negative and/or destructive behaviour and attitudes.

Respect the decisions of Judges, Coaches and Club management and encourage your child to do likewise.

Show your appreciation for the volunteers, officials and administrators of the Club for without them your child could not participate.

Remember that your Club personnel have feelings too, so please express your opinions in a constructive and helpful manner and avoid gossip and rumour which may arise amidst members regarding your Club.

Offer your assistance and expertise to your Club and encourage your child to do the same to help build your Club. Many small efforts by members make Clubs successful and harmonious.

Support your Club personnel by offering them your trust and confidence and show interest in what they are doing – they are striving to do their best to support the interests of your child.

If you have issues or concerns with any aspect of the operation of the Club in which your child is a member, please represent those issues to the appropriate person in the Club in an open and considerate manner seeking first to understand and then to be understood.

Offer any expertise you may have to help advance the purposes of your Club and the learning experiences of your child and his/her peers. All Clubs are under a great deal of pressure to meet social, governmental, regulatory and business expectations and standards and often feel overwhelmed in their efforts to meet these expectations and standards.

Most of all, remember that the Club is in fact the sum of its members and that the children should also be given the opportunity to have a say. Not every child will like gymnastics and if this is your child, that's OK – your Club would be happy to modify their program or suggest a sport which may be better suited to their interests and abilities.

Australian Sports Commission

Parents are not to be on the gym floor. All children not participating in a class need to be looked after to assure they are not disrupting classes or on any of the gym equipment.

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 Club 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.