

Club Hand Book 2019/2020



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WELCOME

This Club Handbook provides an overview of the club and it is important that all members read and understand the contents.

MISSION STATEMENT

Swan Districts Gymnastics is committed to provide a healthy, fun, safe and social environment, for all ages and abilities, to promote a lifelong healthy lifestyle

AFFILIATION

The Club is affiliated with Gymnastics WA and Gymnastics Australia, providing the members; -

- The opportunity to participate in State, National and International events;
- Pathways for advancement in coaching, administration and judging;
- Cost savings to the Club and members;
- Sharing of knowledge, skills and experience.

REGISTRATION

All club members are registered with Gymnastics WA, providing: -

- Personal accident insurance cover;
- Access to nationally approved and recognized gymnastics programs;
- Access to nationally accredited and insured coaches and judges;
- Eligibility to enter recreational and competitive sanctioned gymnastics events;
- Free spectators' entry to State events
- Opportunity to travel interstate and overseas;
- Membership to a gymnastic club that meets the quality assurance requirements of Gymnastics WA.

SWAN DISTRICTS LEVELS PROGRAM STRUCTURE

Programs are provided in both Women's Artistic Gymnastics (WAG) and Men's Artistic Gymnastics (MAG).

X = Programs offered at Swan Districts Gymnastics

LEVELS/ PROGRAMS	GfA Kinder / Adult classes	GfA JNR /SNR RECREATION	GfA Recreation Silver and Black Swans	GREEN SQUADS Development	RED SQUADS State / Inter clubs Levels	PURPLE SQUADS Australian Levels	BLUE SQUADS Australian Levels	GfA Team Events
1	Participation	Swan Districts	Swan Districts	X	X			Team Gym Free G Gym 4 Life
2		Levels assessment	Levels assessment	x	X		X	
3					X	X	X	
4					X	X	X	
5					X	X	X	
6					X	X	X	
7					X	X	X	
8					X	X	X	
9					X	X	X	
10					X	X	X	

KINDER PROGRAM

Waddle and Toddle

This is a pre-school program available from 12 months to 2.5 years of age requiring parent participation. The program is designed to develop fine and gross motor skills in a fun filled, innovative environment.

Swans and Cygnets

Is another pre-school program available from 2.5 years to 4 years of age which will be working a little more independently with coaches. The program is designed to develop fine and gross motor skills in a fun filled, innovative environment, with lots of different theme days.

Strong Swans

Is another pre-school program available from 4 years of age which will be working independently with coaches. The program is designed to develop fine and gross motor skills in a fun filled, innovative environment, with lots of different theme days.

RECREATIONAL PROGRAM

The Recreational program is designed for boys and girls who wish to participate in a healthy, fun, safe and social environment.

Junior White and Grey Swans – (4 year to 7 years) 4pm Monday to Friday and 9am Saturday

Senior White and Grey Swans – (7 years -14 years) 5 pm Monday to Friday and 10am Saturday

- HOURS - 1 Hour class per week.
- DRESS - Gymnasts should wear good fitting comfortable clothing, leotards, shorts, bike pants, t-shirts,. Club training leotards /crop and shorts are available upon request. Long hair should be tied up. No jewelry or shoes to be worn during training.

REC DEVELOPMENT PROGRAM

This is a noncompetitive development squad developed for the athlete who wishes to train more than one hour per week, and or who wish to enter into a competitive squad, start in club development and work through skills and attend tryout days. This is a transitional program for State level or National programs

Silver Swans

Black Swans

- HOURS - Minimum 2 hours training per week
- DRESS –leotard, T-Shirt and tracksuit is to be worn at Club competitions. Long hair should be tied up and neat and tidy. No jewellery.
- COMPETITIONS - Levels Test, In-house competitions, Displays and shows.

STATE LEVELS PROGRAM

State Levels is a competitive stream requiring a minimum of 2-10 hours per week training.

- Hours training per week depending on level this will be detailed in your selection letter.
- DRESS – Training leotard can be worn to all training sessions.
- A compulsory club leotard and T-Shirt and track suit is to be worn at competitions.
- Long hair should be tied up and neat and tidy. No jewelry.
- COMPETITIONS – Maximum of 3 either inter club or Gymnastics Western Australia sanctioned competitions per year depending on readiness, and club competitions.

WAG and MAG AUSTRALIAN LEVELS DEVELOPMENT PROGRAM

Australian levels is a program working to the Australian Gymnastics Federation set requirements.

- Hours training per week depending on level this will be detailed in your selection letter.
- DRESS – A compulsory training leotard is to be worn to all designated training sessions. A compulsory club leotard, T-Shirt and tracksuit to be worn at competitions.
- Long hair should be tied up and neat and tidy. No jewelry
- COMPETITIONS- State competitions are set at the end of each year for the next year, your coach will set the required competitions for your athlete to attend for the year.

ELITE LEVELS PROGRAM (INTERNATIONAL LEVELS PROGRAM & High Performance)

The National Centre of Excellence (NCE) runs an Elite Gymnastics Program and aims to produce Olympians. Swan Districts Gymnastics actively participates in the identification of gymnasts suitable for the Elite Gymnastics Program.

COACHING STAFF

All programs are prepared and supervised by accredited coaching staff who are affiliated with Australian Gymnastics Federation and Gymnastics Western Australia. Assistant coaches are currently studying towards accreditation. Information on all staff members will be displayed in the foyer. Due to the implementation of a new coaching framework, Swan District coaches are fully qualified to coach the appropriate levels pertaining to their squads, always maintaining the high standard and experience for your athletes. All coaches hold a current WWC screening card.

VOLUNTEERS

All members and their families are invited to participate fully in the Swan Districts Gymnastics Club. Calls for assistance with specific events and activities are placed on the notice board in the foyer or in the Club Newsletter.

Parents and families are required to volunteer at state events, this requires possibly additional training ie floor manager, judges etc. There will be a roster drawn up to ensure that equal share of volunteering is spread around.

QUALITY IMPROVEMENT - CLUB 10

Club 10 is Gymnastics Australia's quality assurance and risk management system for affiliated gymnastics clubs. The Club 10 National Standards focuses on the following areas—

- | | |
|-----------------------------|--------------------------|
| 1. Management | 6. Information |
| 2. Planning | 7. Communication |
| 3. Facilities and Equipment | 8. Membership |
| 4. Technical Development | 9. Promotion & Marketing |
| 5. Services | 10. Leadership |

Swan Districts Gymnastics is committed to maintaining and/or improving the Club 10-star rating for the benefit of all members.

CODES OF BEHAVIOUR

Swan Districts Gymnastics has developed Codes of Behaviour, with the following headings:

- ✓ General
- ✓ Participant
- ✓ Coach
- ✓ Parent
- ✓ Administration
- ✓ Judge
- ✓ Spectators
- ✓ Media

These documents are displayed on Swan Districts Gymnastics front desk and on the Board in the foyer. Please ask at reception if you wish to have a copy of these Codes of Behavior, they will be available on the website.

HEALTHY CLUB POLICY

1. SMOKING

Swan Districts Gymnastics recognizes that smoking and passive smoking are hazardous to health. We will ensure a smoke free environment by:

- Ensuring the premises and in-house club functions are smoke free.
- Prominently displaying non-smoking signage.

2. ALCOHOL

Swan Districts Gymnastics **does not** permit the consumption of alcohol on the premises.

- 'Alcohol Free Venue' signage.

3. OTHER DRUGS

Swan Districts Gymnastics **does not** condone the use of illicit or performance enhancing drugs.

4. SUN PROTECTION

Swan Districts Gymnastics will take all reasonable steps to address sun safe practices by, where possible:

- Scheduling activities outside the hours of 10.30 to 2.30 pm.
- Following the Cancer Foundation of Western Australia guidelines for Sun Smart clothing, use of sunscreen and wearing of hats.

5. HEALTHY FOOD CHOICES

Swan Districts Gymnastics recognizes the importance of good nutrition for sports performance by:

- Providing adequate information on good nutrition and sports performance.
- Ensuring when food is provided, healthy alternatives are available.

6. SPORT SAFETY

Swan Districts Gymnastics actively promotes sports safety strategies for all training and competition sessions at all levels. The Club will encourage all staff and members to adopt practices that seek to prevent injury by:

- Promoting the use of protective equipment, providing first aid equipment and accredited First Aiders/Sports Trainers at all training sessions and competitions.

The safety of all gymnasts is our primary concern. We actively seek to promote, encourage and support Sports Safe strategies for all training and competition sessions at all levels.

Where possible Swan Districts Gymnastics will:

- Ensure that there is adequate public liability and gymnasts' insurance.
- Adopt Sports Medicine Australia's 'Children in sports guidelines.
- Encourage senior gymnasts, coaches, judges and officials to be Sports Safe role models and to be aware of their roles and responsibilities.
- Advise gymnasts (and parents) about Sports Safe Policy at registration and encourage them to comply with it.
- Ensure gymnasts complete an annual medical history form.
- Promote Sport Safe strategies through posters, newsletters and brochures.
- Ensure that an 'emergency management plan' is implemented. This includes:
 - Appointment of emergency co-ordinator.
 - Access to details on emergency contact home numbers/location.
 - Maintenance of first aid room adequately stocked first aid kit.
- Ensure accredited Sports Trainers and First Aiders are present at all training sessions, competitions and club events.
- Actively promote and encourage the use of protective equipment including additional safety matting, hand guards, magnesium carbonate, and safety harness and strapping where applicable.
- Encourage members and supporters to wear suitable clothing and footwear at all times.
- Include warm up, stretching and cool down activities for all training and competitions.
- Ensure all equipment is well maintained and in good working order.
- Advise gymnasts to replace fluids before, during and after training and competition sessions.
- Encourage any gymnast who has an illness or serious injury to seek a medical clearance before returning to training and competition.
- Consider the reasons for and appropriateness of any rules that prevent the implementation of Sport Safe strategies.
- Review the Sport Safe policy annually.



OCCUPATIONAL SAFETY AND HEALTH POLICY

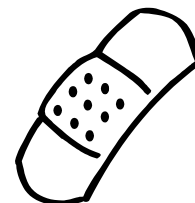
The Club abides by the *Occupational Safety and Health Act 1988*, which puts the responsibility on employers and employees for making the workplace safe. We all have a duty of care and penalties are provided for contravention of the prescribed requirements of the Act. The main duties of the employers and employees are listed below.

Duties of Employers

- Provide and maintain a working environment in which employees are not exposed to hazards. This includes safe workplaces, and systems of work.
- Provide information, instruction, training and supervision.
- Provide adequate protective clothing and equipment wherever hazards cannot be avoided.
- Make arrangements for the safe use, cleaning, maintenance, transportation and disposal of substances used in the workplace.
- Report serious accidents.

Duties of Employee

- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety and health of any other person.
- Coaching only your athletes and no other athletes from other squads. (If you see a problem, see the head coach and let them know)
- Comply with employer's instructions.
- Use protective clothing and equipment provided.
- Do not misuse or damage any equipment provided.
- Report immediately to the employer any possible hazards or injuries, which arise.
- Co-operate with the employer in regards to safety and health.



MEDICAL REQUIREMENTS

Swan Districts Gymnastics maintains a fully stocked medical cabinet for emergencies. Coaching staff are not able to dispense medicines, including paracetamol. Club, State and National Gymnasts must supply their own Panadol, Sting Goes, and strapping tape etc.. Gymnasts requiring regular medication are required to notify their coach and provide written consent from their parent or guardian.

*Gymnasts who require strapping to be applied for injuries
Or training **must** supply their own strapping tape.*

UNIFORMS

All State and Australian Levels Squad gymnasts must purchase

- club training Leo /crop and short
- club competition Leo
- club polo
- club tracksuit
-

Orders will be placed ONCE a year only

Recreational classes – there is no uniform requirement



Drop off and pick up Procedure

Kinder Programs

- Parent must stay on the premises at all time
- Strong swan parents may drop off.

Recreational

- Parent must escort gymnast into the building and sign child into the program children over 7 may use the drop off area outside the main doors and REPORT directly to the front desk administrator
- At the conclusion of class parent must enter the building to collect gymnast

Club levels and ALP's

- Parent must escort gymnast into the building and sign child into the program children over 7 may use the drop off area outside the main doors and REPORT directly to their coach
- Parent may only view the first and last 10 mins of training plus any designated open training sessions.
- At the conclusion of class parent must enter the building to collect gymnast

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED TO WANDER IN OR OUT TO THE CARPARK UNATTENDED BY AND ADULT.

WE UNDERSTAND THAT PARKING CAN BE DIFFICULT AND WE ASK THAT YOU REMAIN PATIENT AND COURTEOUS TO OTHERS SO WE ALL REMAIN SAFE.

GRIEVANCE RESOLUTION POLICY

The Club endeavours to resolve all grievances equitably. In order to comply with the policy, the Club will –

1. Processes are documented, equitable, applied consistently and accessible to all employees in the Club.
2. The process is not subject to unnecessary delays.
3. Lodgement of a grievance must not result in unfair treatment of the complainant.
4. Decisions and processes embody the principles of natural justice.
5. Decisions are capable of review.
6. Appropriate confidentiality is observed.

The grievance resolution policy applies to the management of employee concerns.

PARENT/GUARDIAN RESPONSIBILITIES

- To abide by the Club Rules and Regulations

- **Pay fees on time**

**Recreation Fees to be paid at the time of enrolment or 7 days prior to the start of their first class
Please see full fee's Policy**

**Kinder and Adults classes use payment card option
Please see full fee's Policy**

Squads are invoiced

At Swan Districts Gymnastics uses a bill smoothing system to assist with family budgeting. Squads run from November 2019 to October 2020 and are smoothed over 12 equal payments

Squad athletes must set up a direct deposit for instalment to be paid in FULL by the 1st of each month in advance.

Please see full fee's Policy

- The Club does **NOT** refund squad fees. If a class is cancelled e.g. holidays other than recorded on the yearly calendar, then a substitute class will be offered. Should your child miss a class due to personal reasons no makeup class will be offered.
- Should you cancel your child from a program within the gym 1 full calendar month notice must be received in writing a refund for unattended classes will not be given.
- It will be assumed that you wish to continue the new squad season if you do not notify us by the 1st OCTOBER of every year.
- Have your child at the gym prior to the commencement of class to ensure he/she does not miss warm up.
- All gymnasts must bring a **water bottle** to each training session, clearly marked with their name.
- Pick up your child on time.
- Parents and siblings are **not permitted to enter the training area** without permission from a coach. Seating is apart from drop off and pickup, please do not stand or wait at the front exit, this is also a fire and emergency regulation.
- Information for parents is placed on the notice board in the foyer. Please check the notice board regularly.
- If you have any concerns or questions please ask the office staff.
- Coaches are not to be approached on the coaching floor. If you need to speak to a coach please ask the office staff to pass on a message or wait until after the training session.
- The Club will take no responsibility for unauthorized use of equipment by gymnasts or members of their family.
- Once your child enters the training area they are under the care of their coach and staff. Do not distract your child during training as this can lead to accidents and injury. Parent may only view the first and last 10 mins of training plus any designated open training sessions.

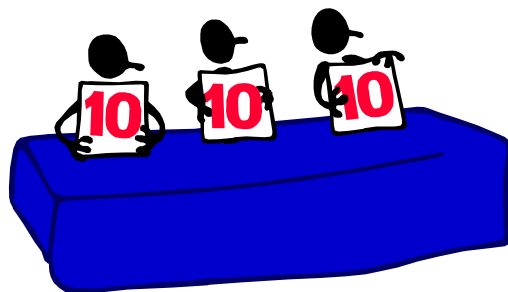
- If you have any concerns about your child's training or other issues with the Club please contact office staff and request to speak to the Head Coach.
- At all events gymnasts participate in, they are under the sole care of the club coaches and officials for the duration of the event.

COMPETITION ETIQUETTE

- Spectators are **NOT** permitted on the Competition area.
- Spectators are **NOT** permitted contact with the competitors, Judges, Event Personnel and Volunteers once the competitor enters the competition area e.g. talking, signalling (**THE GYMNASTS WILL BE DEDUCTED**). If an urgent message needs to be relayed, contact the floor manager that will relay the message to the gymnasts' coach.
- Spectators are asked to set an example by displaying good sportsmanship throughout the event.
- When taking photographs, do **NOT** use a flash. Please take care to only photograph your own child. Photos may not be taken of other children without parental permission.
- The scores flashed on the scoreboards may not be correct. Volunteers are used to do this job and mistakes can be made. It is wise to wait for the final results as they are announced.
- Swan Districts Gymnastics enters the gymnasts into competitions. During the competition the Gymnasts are the sole responsibility of the Club and the Club Coaches.
- Show appreciation of volunteer officials and administrators. Without them, your children could not compete.
- Focus on the child's efforts and performance rather than winning and losing. Remember that children learn best by example.

The protocol and procedures of events is decided by the Sports Management Committee (SMC) and not necessarily by those carrying out the duties.

Please Note: If an infringement occurs relating to the above rules this may lead to a penalty or disqualification for gymnasts competing.



Keeping informed

We have several ways for you to keep informed on what's going on at SDG

- Keep an active email and check regularly
- Like us on Facebook
- Look at our website
- Create and maintain an iclass pro account to book and pay for competitions (squads)
- Use Iclass pro to book Recreation and holiday programs/ events

Not enough and want to be more involved!!!!

We have a very active and positive group called Parent and Friends of Swan Districts Committee

They are a not-for profit association that is here for the benefit and betterment of all gymnasts in our club

- They meet once a month
- Organise fundraising events (to raise money for state-of-the-art equipment)
- Organise team building events (to form lifelong friends with peers)
- Organise family events (to engage families and build a stronger community)

If you would like to get involved their AGM is held every December and they would love to welcome new members.