West Coast Gymnasts

CLUB HANDBOOK

Gymnastics

Proudly Affiliated with
Gymnastics Western Australia

Unit 1, 69 Truganina Rd
Malaga WA 6090
Phone:(08) 9249 3535
Email: admin@westcoastgymnasts.org
Web: www.westcoastgymnasts.org

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WELCOME

Welcome to West Coast Gymnasts Inc (WCG), a warm and welcoming not-for-profit organisation that thrives on the dedication of our incredible team of coaches, staff and elected Committee volunteers. We are delighted to present you with our Club Handbook, a valuable resource that offers an insightful overview of our vibrant Club. It is of utmost importance that every member takes the time to peruse and comprehend its contents.

For more comprehensive information regarding our Club's structure, we encourage you to refer to the Club Constitution or get in touch with our approachable and knowledgeable administration team. They are always ready to assist you with any queries you may have.

We are thrilled to have you as part of the WCG family and look forward to embarking on an exciting gymnastics journey together!

ABOUT WEST COAST GYMNASTS

At West Coast Gymnasts Inc, we take immense pride in our affiliation with Gymnastics WA and Gymnastics Australia, and our commitment to maintaining a team of highly qualified coaching staff. All our coaches are either accredited or diligently working towards their accreditation, ensuring the highest standards of expertise.

As a not-for-profit community Club, West Coast Gymnasts Inc operates under the guidance of a dedicated volunteer Management Committee. While our coaching and administration staff are paid professionals, we greatly value the invaluable contributions of our volunteers who selflessly devote their time for the betterment of the Club. We warmly welcome individuals who are enthusiastic about joining our team and making a difference. Whether it's fundraising, Club events, promotion and marketing, sponsorship, or even engaging in rewarding projects like building maintenance, there are numerous captivating avenues for you to explore in Club management.

The volunteer management Committee is elected by our attending Club members during the Annual General Meeting, typically held in February or March. We convene bi-monthly Committee meetings on the third Monday of the month, and we encourage members to submit any matters for consideration in writing, addressed to "The Secretary" via email secretary@westcoastgymnasts.org.

We extend a heartfelt invitation to all our members and their families to fully immerse themselves in the sport and actively participate in our Club. At West Coast Gymnasts, volunteers play a pivotal role in various aspects of Club operations. Specific calls for assistance with events and activities are regularly communicated through our Club Newsletter or via email. During the competition season, there is a range of volunteer positions available, such as announcing and runners, which are crucial for the smooth functioning of competitions. We kindly request your understanding that if your child participates in competitions, you may be called upon to lend your support. We encourage everyone to contribute at least one volunteer session per year, fostering a collaborative and supportive community spirit.

We sincerely appreciate your involvement with West Coast Gymnasts and eagerly anticipate the meaningful experiences we will share together.

We are currently seeking volunteers in the following areas:

Committee Members
Fundraising,
Judging,
Floor Managing

MISSION STATEMENT

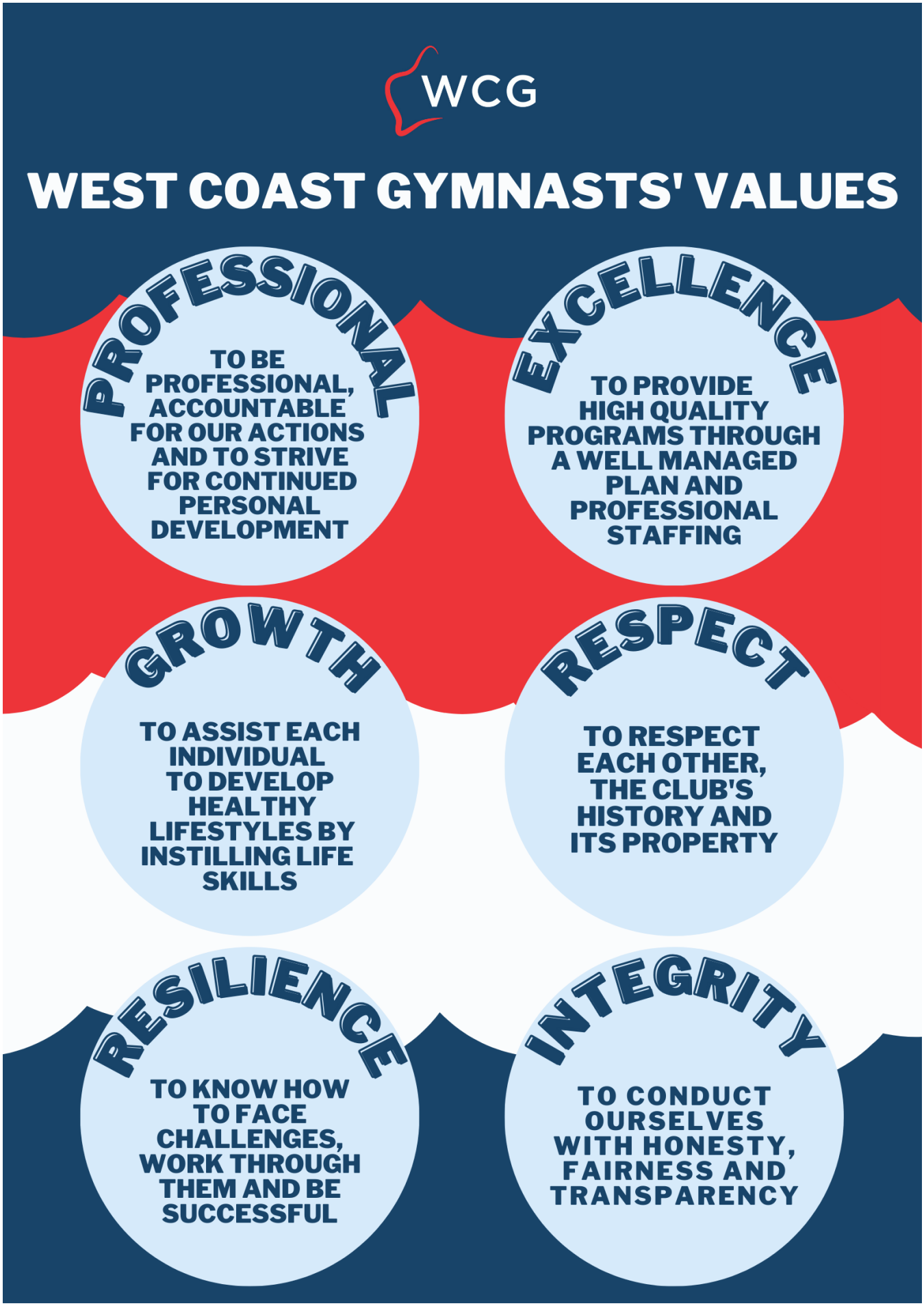
The mission of West Coast Gymnasts is to provide all gymnasts with opportunities for social and physical development in an atmosphere of sportsmanship, through a well-managed gymnastics program that is professionally staffed.

OUR VALUES

At West Coast Gymnasts Inc, our organisation is built upon a strong foundation of core values that shape our culture and drive our actions. These values are at the heart of everything we do:

1. **Resilience**: We believe in the power of resilience. We encourage our athletes, coaches, and staff to embrace challenges, overcome obstacles, and grow stronger through perseverance. We foster an environment that nurtures resilience, allowing individuals to bounce back from setbacks and achieve their full potential.
2. **Integrity**: We uphold the highest standards of integrity and ethical conduct. Honesty, fairness, and transparency are the cornerstones of our interactions. We prioritize doing what is right, even when faced with difficult choices. Our commitment to integrity ensures trust and respect among our members and the broader gymnastics community.
3. **Respect**: We value and respect every individual associated with our Club. We promote an inclusive and supportive environment where everyone feels welcomed, accepted, and appreciated. We celebrate diversity and treat each other with kindness, empathy, and dignity. Respect is the foundation of strong relationships and teamwork within our Club.
4. **Professionalism**: We maintain a professional approach in all aspects of our operations. Our coaching and administrative staff adhere to the highest professional standards, providing expert guidance and support to our athletes. We prioritize professionalism in communication, conduct, and decision-making, ensuring a positive and professional experience for all.
5. **Growth**: We are committed to fostering personal and athletic growth. We provide a nurturing environment that encourages continuous improvement, both on and off the gymnastics floor. We support the development of skills, knowledge, and character, empowering individuals to reach their full potential and become the best version of themselves.
6. **Excellence**: We strive for excellence in everything we do. We set ambitious goals and work tirelessly to achieve them. We seek to continuously improve and raise the bar of performance. Our commitment to excellence is evident in our coaching, training programs, facilities, and the overall experience we provide to our members.

These values of resilience, integrity, respect, professionalism, growth, and excellence define who we are as West Coast Gymnasts Inc and guide us in our pursuit of creating a supportive, high-quality, and enriching gymnastics environment for all.


WCG
WEST COAST GYMNASTS' VALUES
PROFESSIONAL
TO BE PROFESSIONAL, ACCOUNTABLE FOR OUR ACTIONS AND TO STRIVE FOR CONTINUED PERSONAL DEVELOPMENT
EXCELLENCE
TO PROVIDE HIGH QUALITY PROGRAMS THROUGH A WELL MANAGED PLAN AND PROFESSIONAL STAFFING
GROWTH
TO ASSIST EACH INDIVIDUAL TO DEVELOP HEALTHY LIFESTYLES BY INSTILLING LIFE SKILLS
RESPECT
TO RESPECT EACH OTHER, THE CLUB'S HISTORY AND ITS PROPERTY
RESILIENCE
TO KNOW HOW TO FACE CHALLENGES, WORK THROUGH THEM AND BE SUCCESSFUL
INTEGRITY
TO CONDUCT OURSELVES WITH HONESTY, FAIRNESS AND TRANSPARENCY

CLUB REGISTRATION

Our Annual Registration Fee ensures continued participation at the Club and provides membership as follows:

All club members who are registered with West Coast Gymnasts are eligible for:

- Access to Club-based events and activities
- Entry to recreational and competitive State-based gymnastics events representing West Coast Gymnasts;
- Opportunities to travel interstate and overseas as part of the Club's Competitive Team;
- Opportunities to travel as part of the Gymnastics WA State Team;
- Membership to a gymnastics Club that meets the minimal quality assurance requirements of Gymnastics Australia.

GYMNASTICS AUSTRALIA 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;
- Sharing of knowledge, skills and experience.
- Personal Accident Insurance Cover;
- Access to nationally approved and recognised gymnastics programs;
- Access to nationally accredited and insured coaches and judges;

OUR VENUE

Welcome to our Club – a vibrant and exciting venue that's been purposefully refurbished and designed with children in mind! After years of careful planning and building, we were thrilled to finally open our new wing in 2025.

Our new area is bright, fresh, full of energy and offers the perfect environment for both recreational and competitive athletes to thrive. With a spacious sprung floor area, three foam pits (two of which are built into the ground), and a full range of top-quality gymnastics equipment, we provide everything kids need to grow, learn, and have fun while improving their skills.
Whether your child is just starting out or working towards competition, our Club is the perfect place to explore their potential and have a blast doing it!

CLUB PERSONNEL

Your Committee members for 2026 are:

President:	Kat Laing	General Committee Member:	Janet du Plooy
Vice President:	Erin Commijs	General Committee Member:	Veronica Sanders
Treasurer:	vacant	General Committee Member:	Jen Martin-Robins
Secretary:	Donna Linden	General Committee Member:	Elizabeth Lockley-Deypalan
Manager:	Marie Greene		

The Committee meets every 3rd Monday of the month, bi-monthly. Should you have anything you wish to discuss please submit in writing and return to office for tabling for the next meeting's agenda. Any problem, no matter how small should be brought to the Committee's attention. **If we don't hear about it we can't do anything about it.**

Gymnastics Australia

COMMITTEE AND GENERAL VOLUNTEERS

All members and their families are invited to participate fully in the Club. The Club is dependent on volunteers to assist with the running of the Club in many areas including administration, fundraising, judging, coaching and event co-ordination. Calls for assistance with specific events and activities are often placed in the Club Newsletter, on our Facebook page or website www.westcoastgymnasts.org.

FUNDRAISING AND VOLUNTEERS

West Coast Gymnasts heavily relies on fundraising and grant money as a source of income so that we can continue to keep our costs to parents/guardians as low as possible. Volunteers are regularly sourced to help with odd jobs around the venues, help with sausage sizzles, busy bees and general community events.

If you have any ideas on some fundraising ventures or would like to assist with running events to help raise some much-needed money, please do not hesitate to speak to one of our Committee members or one of our friendly office staff.

Squad members are billed a monthly Fundraising Levy. Families that then do volunteer their time at approved events will have a portion of their levy credited back to their account. For recreational members, whilst we encourage participation, this levy is primarily incorporated into the monthly fees.

ADMINISTRATION TEAM

Our Administration Team is made up of several staff who also juggle other responsibilities within the Club:
Operations Manager: Marie Greene admin@westcoastgymnasts.org and manager@westcoastgymnasts.org
Accounts Administrator: Ken Stranger accounts@westcoastgymnasts.org
Squads Program Coordinator: Janet du Plooy squads@westcoastgymnasts.org
Recreational Gymnastics Coordinator: Veronica Sanders recreation@westcoastgymnasts.org
Community Services Coordinator Harriet Jones community@westcoastgymnasts.org

Please email the respective team member when making your enquires.

The reception is open as follows:

Monday to Friday	3.30pm – 6.00pm
Saturday	10.00am – 1.00pm

There may be alterations to these times during school holidays and/or due to staffing restrictions so please bear with us if the phone goes unanswered. The best way to contact us is via email. Please allow up to 48 hours for a response.

COACHING STAFF

At West Coast Gymnasts, our Coaching Staff show unwavering dedication and invest numerous hours in unpaid planning to ensure the best experience for your child. However, on rare occasions, your child's coach may have other commitments or fall ill. In such instances, we have a team of well-qualified coaches who will step in and lead the class. While it is infrequent, there may be rare circumstances where a class needs to be cancelled. In such cases where no make-up class can be arranged, we will provide a credit of fees to ensure fairness.

While we strive to provide consistency for our gymnasts, please note that the Club reserves the right to make changes to the coaching staff without prior notification. Many of our coaching staff have other jobs or are university students who often experience timetable adjustments during mid-semester periods, allowing them to balance their studies and work commitments effectively. We kindly request your understanding as this situation is beyond our control, and we assure you that we will minimise any disruptions as much as possible.

Rest assured that all of our senior staff members are fully accredited and registered as Technical Members through Gymnastics Australia. They also possess current First Aid certification and hold a valid Working With Children Card, ensuring the safety and well-being of all children.

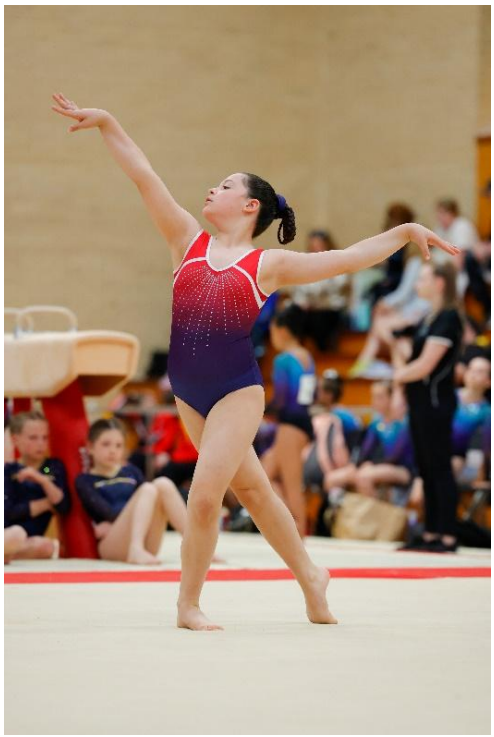
To stay at the forefront of their field, our coaches are also mandated to attend regular updating clinics, events, and workshops to renew their annual technical membership. This commitment guarantees that your child receives the most up-to-date coaching techniques and practices available.

We kindly remind you that our coaches are highly experienced in all aspects of your child's program and are the best individuals to make the right decisions for their progress. Just as you would trust other qualified professionals, we request that you extend the same trust to our coaches. By doing so, we create a harmonious and supportive environment that fosters your child's development. We appreciate your understanding and support in recognising the expertise and dedication of our coaching staff. Together, we can provide the best possible gymnastics experience for your child at West Coast Gymnasts.

COACH EDUCATION PROGRAM (LEAP)

West Coast Gymnasts also runs a coach education program (LEAP) by providing junior members the opportunity to learn all aspects of the Club. Our LEAP Program is designed to improve the volunteer base within sporting Clubs, particularly providing opportunities for youngsters. Participants aged 12-15 years of age are provided with the opportunity to develop skills and knowledge in the pathway areas of: -

- coaching;
- event/team management;
- participation;



Participants complete a required number of hours in their selected pathways under the direction of the nominated supervisor. In addition, participants receive recognition from their sport, develop lifelong skills, have lots of fun, and develop important networks within the sporting industry.

If you have a child of this age, and they are keen to learn to coach gymnastics, simply visit our Careers tab on our website for more information.

CHILD SAFE COMMITMENT STATEMENT

West Coast Gymnasts is committed to the safety, wellbeing, participation and empowerment of all children and young people accessing our programs and services. We strive to create an environment that is safe, educational and fun for everyone involved in our activities.

West Coast Gymnasts has a zero-tolerance approach to any form of child abuse. All allegations, disclosures and concerns will be treated seriously and responded to immediately, consistent with our Club Policies and Procedures. We support the rights of all children and young people to feel and be safe, and the right to be confident to raise concerns if they feel unsafe or if their needs are not being met.

Our commitment is guided by the National Principles for Child Safe Organisations, the Gymnastics Australia Safeguarding Children and Young People Policy, Gymnastics WA requirements, and Sport Integrity Australia's National Integrity Framework, including obligations to prevent prohibited conduct, comply with child/young person safe practices, report concerns promptly, and support appropriate complaint and disciplinary processes.
All members, coaches, administrators, judges, volunteers, visitors, contractors and Committee Members must understand and comply with these Policies at all times.

Where a child or young person is at immediate risk of harm, emergency services or police must be contacted first. Concerns about child safety, abuse, grooming, discrimination, harassment, bullying, unsafe practices or other integrity matters must then be reported through the Club's reporting pathway and, where required, to Gymnastics WA, Gymnastics Australia, Sport Integrity Australia and/or the appropriate external authority.

We work together to ensure a welcoming, inclusive and protective environment for all children, with active supervision, safe coaching practices, clear behavioural expectations, immediate reporting of concerns, and support for anyone raising issues.
We recognise the essential role of parents and guardians and commit to educating our entire club community about rights, responsibilities and reporting pathways.

Child safety and protection remain a priority for us now and into the future. Together, we pledge to provide an environment where children feel safe, respected, valued and encouraged to reach their full potential.



CLUB POLICIES & PROCEDURES

West Coast Gymnasts have policies and procedures in place to protect its members. A full copy of these are readily available upon request. As a member you are bound by policies stated by West Coast Gymnasts, Gymnastics WA and Gymnastics Australia. Some of our most popular Policies are on our website www.westcoastgymnasts.org under the Club Information Tab.

The Club accepts, adopts and complies with the current Gymnastics WA and Gymnastics Australia constitution, regulations, by-laws, technical regulations and policies, including the National Integrity Framework adopted for gymnastics. If a Club policy or procedure is inconsistent with a Gymnastics Australia, Gymnastics WA or Sport Integrity Australia requirement, the higher-level requirement will apply.

- Safeguarding Children and Young People Policy
- Member Protection Policy / Participant Protection Policy
- Complaints, Disputes and Discipline Policy
- Privacy Policy
- Inclusion, anti-discrimination, concussion, technical, selection and other applicable Gymnastics Australia and Gymnastics WA policies, as updated from time to time.

These policies apply to all members, gymnasts, parents/guardians/carers, coaches, judges, administrators, employees, volunteers, contractors, visitors, spectators and Committee Members when participating in Club activities, representing the Club, attending competitions or events, travelling with the Club, using Club communication channels, or engaging in online activity connected with the Club or gymnastics. Our Club's Codes of Conducts are listed below for your information.

CODES OF CONDUCT

Full copies of West Coast Gymnasts' Codes of Conduct are available from the office.

CODE OF CONDUCT – PARTICIPANT

As a participant of West Coast Gymnasts, you are required to:

- Comply with the current Gymnastics Australia Safeguarding Children and Young People Policy, Member Protection Policy, National Integrity Framework, applicable Gymnastics Western Australia policies and Club policies.
- Use respectful, inclusive language and behave appropriately in person and online.
- Respect Club venues and equipment. Help keep them clean, safe and properly maintained, and handle them with care.
- Show respect to everyone, and follow reasonable instructions to the best of your ability.
- Treat others as you would like to be treated. Do not bully, harass, discriminate against, intimidate or take unfair advantage of another person.
- Be a fair winner and a gracious loser.
- Do not touch or use another person's property without permission.
- Play by the rules and accept scores, team selections and competition decisions with good grace and sportsmanship.
- Work equally hard for yourself and your team, always giving your best effort.
- Be a good sport and acknowledge good skills and routines by teammates and gymnasts from other clubs.
- Cooperate with coaches, teammates, opponents, judges and officials.
- Wait until your name is called before standing to receive an award.
- Train for your own enjoyment and development, not only to please parents or coaches.
- Approach new skills with courage, listen to your coach and give them a try.
- Do not criticise judges or officials; respect their decisions and role in the sport.
- Do not post harmful comments or share images or videos of another person without appropriate consent.
- Report concerns promptly following the Club's Grievance Procedure and assist to escalate matters externally to Gymnastics WA, Gymnastics Australia, Sport Integrity or the police, when required to do so.
- Understand the behaviour and safeguarding standards that apply to adults and know how to raise a concern if those standards are not met.

CODE OF CONDUCT - COACHES

As a Coach of West Coast Gymnasts, you are required to:

- Comply with the current Gymnastics Australia Code of Ethics, Safeguarding Children and Young People Policy, Member Protection Policy, National Integrity Framework, applicable Gymnastics Western Australia policies and all Club policies.
- Hold a valid Western Australia Working With Children Check and keep it current at all times.
- Comply with the Gymnastics Western Australia Concussion Management Policy.
- Coaches must be free from the influence of alcohol or drugs and must not consume them while responsible for gymnasts.
- Conduct yourself as a positive role model and representative of West Coast Gymnasts at all times.
- Complete all required child-safeguarding, integrity and accreditation training and maintain all qualifications and clearances.
- Ensure equipment, facilities and training schedules are safe and appropriate for each gymnast's age, ability, maturity and development.
- Follow appropriate medical advice when determining when an injured gymnast may return to training.
- Avoid being alone with a child; ensure other children or adults are present wherever practicable.
- Use physical contact only when appropriate and necessary for skill development or safety, with clear explanation and respect for personal boundaries.
- Promote positive body image and never engage in body shaming, public weighing, or restrictive dietary practices. Any nutritional guidance must be provided only by qualified professionals.
- Treat all participants with respect and uphold their rights, dignity and worth, without discrimination.
- Uphold high standards of professionalism, fairness and integrity in all interactions.
- Be reasonable in your demands on young gymnasts' time, energy and enthusiasm.
- Remember that children participate for enjoyment and development; winning is only one part of their motivation. Never ridicule a child for making a mistake or losing.
- Act professionally at competitions, avoiding arguments, negative commentary or behaviour that could undermine judges, officials, gymnasts or the reputation of West Coast Gymnasts.
- Behave respectfully and responsibly in all public settings, recognising that your conduct reflects on West Coast Gymnasts even when outside the gym.
- Act as an educator and provide equal attention, opportunity and encouragement to all gymnasts.
- Keep your coaching knowledge current and ensure instruction reflects participants' needs and the principles of child growth and development.
- Promote respect for opponents, officials and other coaches.
- Use only Club-approved communication channels and include a parent, guardian or authorised Club representative where required. Do not privately message a child through a personal account.
- Do not post or share confidential, harmful or inappropriate content about gymnasts, families, staff, officials or the Club.
- Ensure all personal social media activity remains professional and do not post content that could reasonably bring the Club, the sport, or any participant into disrepute.
- Use digital systems responsibly.
- Report concerns promptly following the Club's Grievance Procedure and assist to escalate matters externally to Gymnastics WA, Gymnastics Australia, Sport Integrity or the police, when required to do so.
- Discuss serious matters (including behaviour, training or team selection) privately and respectfully.

CODE OF CONDUCT – PARENTS/GUARDIANS/CARERS

As a parent or guardian of a West Coast Gymnasts participant, you are required to:

- Comply with the current Gymnastics Australia Safeguarding Children and Young People Policy, Member Protection Policy, National Integrity Framework, applicable Gymnastics Western Australia policies and Club policies.
- Follow venue signage and the Club handbook, safety policies and reasonable directions from staff.
- Support efforts to prevent verbal, physical and emotional abuse in sport.
- Use inclusive language and do not discriminate or make derogatory comments.
- Discuss concerns privately and leave technical performance feedback to the coach. Do not criticise a child publicly.
- Do not shout at or speak rudely to Club staff, volunteers, parents or gymnasts.
- Respect judges' decisions and do not raise disagreements publicly.
- Respect the rights, dignity and worth of every participant, without discrimination.
- Respect opponents and recognise their contribution to competition.
- Do not make negative, harmful comments about gymnasts, coaches, judges, officials, families or the Club, especially whilst in the foyer, at events or online.
- Do not coach, instruct or direct gymnasts from the sidelines at training or competitions, as this undermines the coach's role and can compromise safety.
- Focus on enjoyment, learning and effort rather than winning.
- Teach children that honest effort is as important as victory and help them accept outcomes without undue disappointment.
- Encourage children to follow the rules and respect decisions made by officials and judges.
- Remember that children participate for their own enjoyment, not yours.
- Lead by example. Applaud good performances and congratulate all gymnasts, regardless of the outcome.
- Do not pressure children or coaches for medals, placings or podium results. West Coast Gymnasts prioritises enjoyment, learning and development over winning.
- Do not compare children's abilities, scores or progress, whether publicly or privately.
- Never scold a child for making a mistake during training or competition.
- Encourage participation when the child is interested; do not force participation.
- Do not interfere with or attempt to influence team selection, training groups or competition levels, which are determined solely by qualified coaches and Club procedures.
- Use Club-approved communication channels and do not contact a child privately outside those channels.
- Do not post or share images or videos without appropriate consent.
- Report concerns promptly following the Club's Grievance Procedure and assist to escalate matters externally to Gymnastics WA, Gymnastics Australia, Sport Integrity or the police, when required to do so.
- Discuss serious concerns, including behaviour, training or team selection, privately.

For additional Codes of Conduct for Administrators, Judges, Spectators and Chaperones please see our Codes of Conduct and Professional Responsibilities document on our website.

CLUB RULES

At West Coast Gymnasts Inc, we have established important rules and guidelines to ensure the safety and smooth operation of our Club. It is crucial for all members and visitors to adhere to these rules, as failure to do so may have consequences on your membership. We kindly ask for your understanding and cooperation in maintaining a secure and respectful environment for everyone involved.

Please take note of the following rules:

1. **Gym Floor Access**: The gym floor is strictly reserved for gymnasts, coaches and staff only. Parents and siblings should refrain from entering the training area unless specifically invited by a coach or participating in a KinderGym program that requires adult participation. This rule is essential for safety reasons and to prevent potential injuries to both yourself and other members.
2. **Athletes Must Not Enter The Training Area Until Called In**: Coaches will call their athletes in when it is time to prepare for class to start.
3. **Car Park Safety**: Playing in the car parks is strictly prohibited under any circumstance. We prioritize the safety of all individuals on our premises, and engaging in such activities poses significant risks. Due to City of Swan restrictions, we ask that you do not park on the verges, nor use a car bay for longer than 1 hour at a time.
4. **Drop-off and Collection**: Gymnasts must be dropped off via the red and blue glass door main entrance, and be collected from inside the gym. We request that gymnasts waiting to be picked up gather in the designated area (foyer). If you anticipate being late to collect your child after training, please notify the Club reception accordingly.
5. **Distractions During Classes**: To ensure a focused learning environment, please refrain from talking to, waving at, or distracting gymnasts or coaches during classes. If you need to communicate with your child's coach, kindly arrange an appointment through the administration team or directly.
6. **Professional Conduct**: Members and visitors must communicate respectfully and must not bully, harass, discriminate, intimidate, victimise, vilify, abuse or make harmful comments about gymnasts, coaches, staff, officials, volunteers, families, Committee Members or the Club. Concerns should be raised privately through the Club's grievance or reporting pathway so they can be managed fairly, confidentially and consistently with applicable integrity policies.
7. **Dress Code and Safety**: Gymnasts are required to remove all jewellery during training, and long hair must be securely tied up and away from the face. Please ensure appropriate training clothing is worn, avoiding denim, dresses, or skirts that may hinder movement.
8. **Smoking Policy**: Smoking/vaping is strictly prohibited inside the building and within a 5-meter radius of the outer perimeter.
9. **Medical Conditions**: It is vital to inform coaches of any medical conditions that may impact your child's participation in gymnastics. We encourage members to also have any medical conditions listed on the Customer Portal.
10. **Supervision and Equipment Usage**: Gymnasts must not enter the gymnasium or use any equipment until their class has commenced under the supervision of a coach. Running is prohibited within the gym (unless instructed to). Athletes must walk around equipment and waiting areas. We do not permit running or the performing of gymnastics skills in the foyer or waiting rooms.
11. **Maintaining Cleanliness**: Please refrain from littering and use the provided bins to dispose of waste appropriately.
12. **Respect for Club and Equipment**: Treat the Club premises and equipment with respect. Refrain from picking foam or mats and avoid defacing any displayed photographs, notices, or program charts. We expect members to demonstrate respect towards the venue and its contents.
13. **Food**: Food is not permitted to be consumed in the gym area.
14. **Photography, Videography and Online Sharing**: Photographs or videos must not be taken, published or shared within Club facilities or at Club activities unless prior permission has been given by the Club Operations Manager, Management Committee or authorised Club representative and appropriate consent is in place. Images and videos must never be used in a way that compromises privacy, safety, dignity or child safeguarding requirements. Unauthorised photography, filming or sharing may result in the person being directed to stop, delete the material, leave the venue, or be managed under the Club's policies.

We appreciate your cooperation in adhering to these rules, as they contribute to the safety and wellbeing of all patrons.

PARENT/GUARDIAN/CARER RESPONSIBILITIES

- Abide by the Club Rules and Regulations, Club policies, Gymnastics WA and Gymnastics Australia policies, and the applicable National Integrity Framework requirements.
- Pay fees on time.
- Understand that the Club does **NOT** refund fees.
- Should you remove your child from a program within the gym you must give 28 days' written notice either via email to admin@westcoastgymnasts.org or via the Customer Portal. Fees are still payable during this period.
- Have your child at the gym 5 minutes prior to the commencement of class to ensure he/she does not miss warm up.
- Pick up your child on time. As a matter of safety, we request that you come INTO the gym to collect your child so that we know your child is safe. We do reserve the right to charge a Late Pickup Fee.
- Be aware that parents and siblings are **not permitted to enter the gym area** without permission from a coach, staff member or Committee member.
- Regularly check for information by ensuring your emails are read, and you visit the Customer Portal frequently. Additional means of communication include Facebook, Instagram and our website.
- Know the process if you have any concerns or questions and wish to ask a question to your child's coach. 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.
- Understand and adhere to the rules that there is to be no unauthorized use of equipment by gymnasts or members of their family.
- Understand that all athletes are under the care of their coach and staff. Do not distract your child during training as this can lead to accidents and injury. This includes at training, events, competitions and other activities.
- Raise concerns about membership, safety, behaviour, training, selection, safeguarding or other Club matters respectfully through the office, the Operations Manager, a Committee Member or the Club's grievance/reporting pathway. Matters involving child safety, abuse, discrimination, harassment, bullying or other integrity concerns may need to be escalated to Gymnastics WA, Gymnastics Australia, Sport Integrity Australia, police or another appropriate authority.
- Do not take, publish or share photos or videos within the gym or at Club activities unless prior permission and any required consent have been obtained through the office, Manager or Management Committee. This requirement supports privacy, safety and child safeguarding obligations and applies to personal devices, social media and messaging platforms.

Gymnastics
Western Australia

COACH-PARENT PARTNERSHIP

The following are suggestions on how you can help nurture a positive sport experience for your child by developing a strong coach-parent partnership.

- Recognise the coaches 'commitment. Your child's coach has made a commitment that involves many hours of preparation beyond the time spent at practice. Respect their commitment and imagine yourself in their shoes before approaching them to discuss issues you may have.
- Be your child's biggest fan. The best role you can play is as a supportive cheerleader rallying them to rise to the challenges placed on them by their coach. It is important that your child know they have your support regardless of their performance.
- Make your child's coach day by sharing the positive things you observe. Often a coach only hears about the complaints and would gladly welcome feedback on what you feel is going well.
- Keep the athlete unaware of any coach issues you may having with your child's coach. It is important that your child develop a trusting relationship with their coach. This may be tested should they receive conflicting information from you.
- Work to resolve issues with your child's coach without jeopardizing the coach–athlete relationship.
- Make early, positive contact with your child's coach to establish your partnership and support of a healthy training environment under which your child can flourish.
- Our coaches will place gymnasts at the level where they can be happy, safe and confident. This means every gymnast must be able to perform the skills and routines required at a given level. The skills should not be beyond his/her ability level. We can never ask or expect our athletes to perform skills or routines in a competition which they cannot perform in practice.

CUSTOMER PORTAL

West Coast Gymnasts uses iClassPro for management of its online communication system, class scheduling, billing analytics, reports and much more.

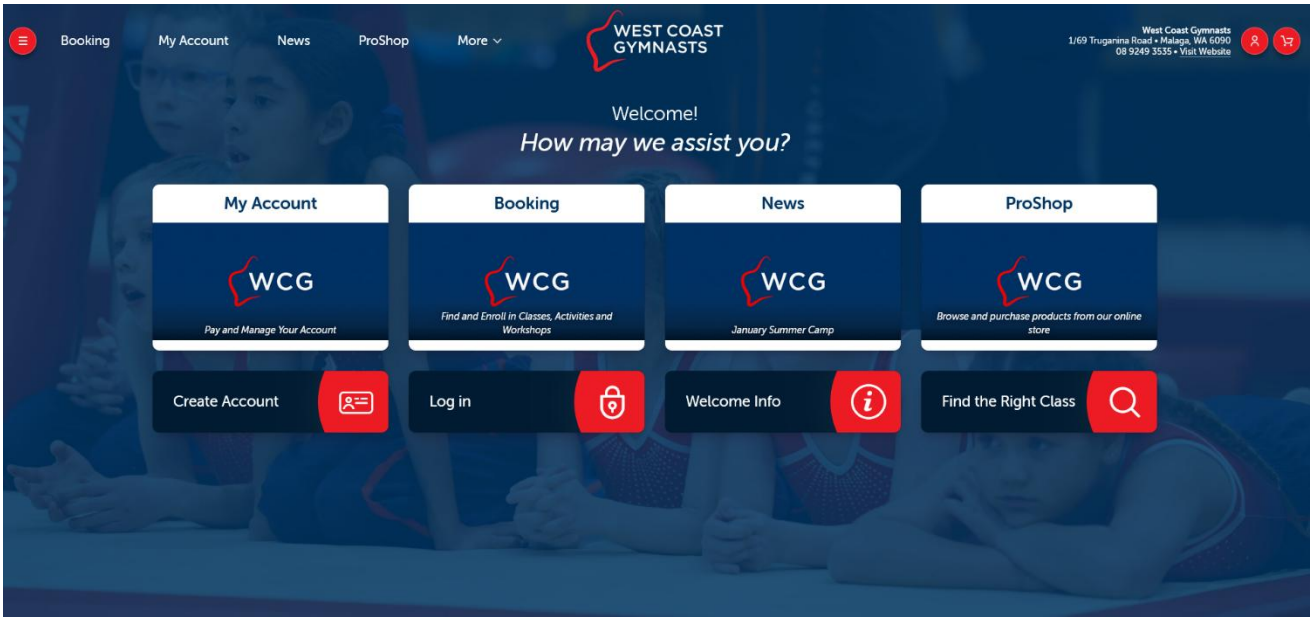
Parents are asked to familiarise themselves with the Customer Portal which is web based (or if you prefer, you can download the app).

About the Portal:
Our Portal feature is a great way to join the trend in 24/7 self-service for class-based activities.

From the portal, members can update their information, sign up-to-date policies, view class and camp offerings, request enrolments or fully register online, make payments, view their students' schedules, request enrolment changes, and much more!

About the iClassPro App:
The new mobile application makes it easier than ever for families to sign up for classes, camps and events, as well as see their fees and account details. This feature also gives families a chance to update their contact information, book makeup lessons, and pay their tuition all from the comfort of their own home!

Using the email address on our system, it's a simple download either via the Apple Store or Google Play, just look for this logo. When asked for the organisation name, be sure to type **westcoastgym**



FIRST AID

Many of our staff are First Aid Certified and can perform CPR if required. The Club maintains a fully stocked medical cabinet for basic emergencies and has a Defib on site.

Staff are not able to dispense medicines, including paracetamol, supplements or treatments, unless this is done in accordance with written parent/guardian consent, any valid prescription or medical plan, applicable law, and the National Integrity Framework Improper Use of Drugs and Medicine Policy. Gymnasts requiring regular medication must notify their coach and provide written consent from their parent or guardian. Staff and coaches must not provide medicines or supplements outside these requirements except where necessary to provide basic first aid or lifesaving treatment.

Participation into our programs implies that parents/guardians give permission for their child to receive first aid in the event of an emergency.

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



JOINING THE CLUB

All new members are welcome to a "single day booking" which must be processed and paid for through the Customer Portal. If after this single day booking, the athlete wishes to join the Club, the remaining monthly costs will be due and payable, along with any registration/insurance costs.

We understand that some children may need a little extra time before committing to ongoing classes. In these circumstances, the Club may allow up to three single-day lessons before the Registration/Insurance fee is charged and payment is processed using the card on file. In accordance with Gymnastics Australia's casual/trial class insurance requirements, participants must be registered within 30 days of their first attendance; after this 30-day period, the participant must be a paid, registered member.

As part of registration to the Club you automatically become bound by the following rules and regulations of the Club and Gymnastics Australia/Western Australia so we encourage all members to familiarise themselves with how our Club operates.

FEES

The Club charges monthly for ongoing enrolments. We **DO NOT** run with school terms so please make sure you are aware of this prior to enrolling. Charges are generally processed around the 14th or 15th of each month for the upcoming month, with payment due by 1st of the month, or 7 days from date of invoice if invoiced late.

For a full breakdown of our Fees Policy, please visit our website www.westcoastgymnasts.org and navigate to the Policies and Procedures tab. It is important to know and understand how our Fees Policy works so that we can alleviate any misunderstandings during membership. All accounts are handled by the Accounts Administrator so if you have any queries please speak to Ken. Ken can be emailed at accounts@westcoastgymnasts.org. It is a condition of membership that a bank card is kept on file. This card must be always valid and recurring billing must be authorised to allow us to AutoPay when invoices are due. You can choose to have a credit card on file, or a debit card that allows for online processing of monies.

Any online enrolments/purchases need to be paid in full at the time of booking – this is applicable for classes, competitions, school holiday programs, point of sale items and any other events that may be offered by the Club. For ongoing enrolments, invoices will be processed in the middle of each month, with fees due and payable by the 1st of the upcoming month, or no later than 7 days from the date of invoice.

Overdue accounts will result in suspension of the gymnast until the fee is paid in full. NO PAY NO PLAY!

West Coast Gymnasts does **NOT** refund monies once they have been paid. In an extenuating circumstance where a refund would be considered, an Administration Fee may be incurred, as per the Fees Policy. Non-attendance does not qualify a member for a refund, credit or make up class. If a class is cancelled by the Club, a makeup class may be offered depending on coach availability. If the makeup class cannot be held, a pro rata credit may be applied to your account. We do offer makeup tokens for selected classes. Please see our Makeup Token Policy for more information.

For any sickness or illness, a doctor's certificate **is required.** Presentation of this certificate to our Accounts Administrator will then entitle you to a **credit** on your account for the period stated. Please see our Fees Policy for clarification on the terms and conditions of credits for medical certificates.

TERMINATION OF CLASS ENROLMENT / MEMBERSHIP OF CLUB

Should you decide to stop enrolment in a class, the Club requires a minimum of 28 days' notice. To Drop an enrolment, simply navigate to your Customer Portal. In rare instances, we can accept a written email provided it is sent to admin@westcoastgymnasts.org with the required 28 days' notice.

As per our Constitution, if you wish to terminate your membership at the Club prior to the end of the calendar year, we require **28 days' written notice,** either in writing to admin@westcoastgymnasts.org or via the Customer Portal.

During the Drop Notice Period it is important to remember that all fees are due and payable and final payment must be made in full prior to the Drop Date. Failing to bring the account into line will initiate a Demand Notice being issued by our Debt Collection Agency. Athletes wishing to transfer to another affiliated Club will not be able to do so until such time that the account is paid in full.

WHAT WE OFFER

KINDERGYM and KINDERFUN

Kindergym is a pre-school program available from walkers to 5 years of age requiring parent participation (in some classes). The program is designed to develop gross motor skills in a fun filled, innovative environment.

- FEES - Paid in advance every month.
- HOURS – 45 minutes training per week.

GYMFUN, GYMSKILLS, GYMSTARZ & ACROFUN

The GymFun, GymSkills and GymStarz and AcroFun programs are designed for boys and girls aged 4 years plus, who wish to participate in a fun, safe and social environment.

- FEES - Paid in advance every month.
- HOURS - 1 hour to 1.5 hours training per week.
- COMPETITIONS - Competitions may be held in-house mid-year, and a showcase at the end each year. These are not compulsory to participate.

CLUB STARZ (starting 2027)

A program designed for athletes wanting to be challenged further and be a part of a squad, but without the commitment of competitions.

- FEES - Paid in advance every month.
- HOURS – From 2 hours training per week.
- COMPETITIONS – Non-compulsory competitions may be offered during the year.

CLUB LEVELS

A program designed for those wishing to learn gymnastics routines but cannot commit to the training regime of the State or National Programs.

- FEES - Paid in advance every month.
- HOURS – From 2 hours training per week.
- COMPETITIONS – Compulsory competitions may be offered during the year.

NATIONAL LEVEL COMPETITIVE ACROBATICS

A program combining men's pairs, women's pairs, women's trio, men's pairs, mixed pairs and four men teams combining balance and tempo skills.

- FEES - Paid in advance every month.
- HOURS – Varies dependent on level.
- COMPETITIONS – Several Gymnastics WA sanctioned events throughout the year are held for those in the national stream. Entries to these competitions are compulsory.



WOMENS ARTISTIC GYMNASTICS NATIONAL & STATE LEVELS

The Levels program is working to the Gymnastics Australia compulsory requirements. Entry to this program is purely invitation-only and is at the coach's discretion. This is a strict program requiring discipline, commitment and good behaviour.

- FEES - Paid in advance every month.
- HOURS - Minimum 4 hours training per week.
- COMPETITIONS –Several sanctioned events throughout the year are held. Entries to these competitions are compulsory as some events are based on team scores.

SCHOOLS PROGRAMS / SPORTING SCHOOLS

West Coast Gymnasts run a GymFun-based program that can be run in the Club or taken to the school site. This program is catered for children aged 4-12yrs old. Ask us about how your school can get involved. Classes can run before, during or after school time.

SCHOOL HOLIDAY PROGRAMS

Run every school holidays, our Program caters for children aged 4-12yrs and is a whole day of gymnastics-based activities. The day consists of FreePlay, Circuits, Games and Activities (arts and crafts) and utilises all of our equipment, including trampoline and foam pits. Participants simply bring their

- morning tea,
- lunch and
- a water bottle.

ADULT CLASSES

West Coast Gymnasts run adult classes for those 16yrs and up. These are based on fitness, strength and conditioning. Please email us to confirm days and times that these classes are running.

PRIVATE LESSONS

Primarily aimed at children with special needs who may need more assistance to transition into a mainstream class. Perfect for children aged 4yrs plus who have autism, ADHD or other disabilities which may require a more one-on-one coaching program.



MEMBER ETIQUETTE & EXPECTATIONS

ABSENCE

If you are unable to make a class, please ensure that you let us know via the Customer Portal, navigating to the Future Absence tab. Non-attendance of a class does not entitle you to a credit or refund of fees.

ARRIVALS

Starting on time means that all athletes will get the most out of their class so please ensure your child is prompt to class. Warmups at the beginning of each class are vital to the teaching of basic body positions and stretching.

If you will be late for a class or your child needs to leave early the Club coach must be notified, if possible, before the commencement of that class, so that class programs can be altered if necessary.

ASSUMPTION OF RISK

Participation in gymnastics carries an inherent risk of injury like any sport or physical activity. Many gymnastics activities require inversion of the body which in turn carries the risk of head or spinal injury. This risk is greatly controlled by accredited and experienced coaches. Parents should be aware of this risk prior to accepting membership. Your child may receive rips to their hands, have sore muscles, become tired until they accustom themselves to the workload, may cry in frustration and even may want to quit because it is hurting them. This is all a natural part of gymnastics so don't be disheartened.

ATTIRE

Gymnasts should wear tight comfortable clothing, leotards, crop sets, shorts, bike pants, t-shirts. No shoes are to be worn during training (with the exception of senior athletes who may choose to wear gymnastics shoes). Squad athletes may be required to wear a training leotard (please see individual coach for confirmation).

BEHAVIOUR

Gymnasts are expected to be punctual, polite and co-operative. See the code of conduct - gymnast for more information on their expectations.

BELONGINGS

Please do not bring valuables to training. Belongings should be named and kept in a neat and tidy manner and placed in their bag. Pigeonholes have been provided and it is expected that all athletes utilize these. West Coast Gymnasts does not take responsibility for any items misplaced or lost. .

CHANGE OF DETAILS

To make any changes to your address, phone number or child's medical conditions, please navigate to your Customer Portal and update the details.

ILLNESS

All claims for a credit on your account must accompany a medical certificate explaining the absence. Credits can only be processed upon receipt of a medical certificate. If a gymnast is ill and unable to attend class, please all remember to you're your Future Absence in the Customer Portal so that the Coach is aware of any absence.

INJURIES

If your child is injured, we ask that after you have sought medical advice, you arrange to meet with your child's coach to discuss the details of the injury and the recovery process. Injured gymnasts, where possible, will be asked to attend their training sessions, even for a portion of their class, to maintain strength and flexibility, and to keep contact with their group, coach and Club.

As a registered member you are entitled to lodge a claim if an injury is suffered during training or events. Please speak to your coach or an administrator for more information and help on making a claim.

LOST PROPERTY

The Club takes no responsibility for any items left behind in the gym. All lost property will be disposed of at the end of each quarter period so please be sure to check the box regularly.

MEETING WITH COACHES

If you wish to speak to your child's coach, please arrange this before or after class when the coach is available, or through administration for matters requiring a longer discussion. Do not interrupt class or approach coaches on the coaching floor. Serious concerns, including safety, behaviour, team selection, training, safeguarding or integrity matters, should be raised respectfully through either the Squads Program Coordinator, the Recreational Programs Coordinator, the Operations Manager, or a Committee Member, following the Club's grievance/reporting pathway.

PARENT WAITING AREA/FOYER

If your child's class is longer than 1 hour long, we encourage parents/guardians to drop off and pick up. This helps to alleviate congestion in the carpark, and of course, allows your child to fully concentrate on their class. Parents/guardians and visitors are not permitted to enter the training area and must always remain behind the fenced area. Please also refrain from leaning on the fencing and interrupting class. Your child, and other participants/coaches) can get seriously hurt if they are not paying attention.

PHOTOGRAPHY / VIDEO

As consent may not have been provided for every child, please do not take, publish or share photography or video within Club facilities or at Club activities unless prior permission has been obtained through the office and any required consent is in place. This applies to personal devices, social media, messaging platforms and any online sharing connected with Club activities.



PROGRESSION

At all levels, the proper progression of skills is our most important concern. Frequently students want to learn the "hard" tricks right away. For safety reasons, competency in basic skills is essential since they are the pre-requisite for more advanced skills. Most skills cannot be performed correctly until the student is either strong enough or flexible enough to do the skill.

This is the purpose of the conditioning and stretching aspects of our program. Once strength and flexibility are attained, the student can work toward achieving correct technique and good form. Constant repetition while striving for good technique is the key to continued progress.

Gymnasts must execute skills safely and with correct technique prior to advancing to the next level. The time span to achieve the required levels varies from gymnast to gymnast and depends on their strength, flexibility and mental preparedness. Coaches are the best ones to make these decisions and their decisions are final.

PUBLIC HOLIDAYS

The Club will be closed on all public holidays. No charges to your account are processed for public holidays. At the senior level, there may be rare instances where training may occur on a public holiday due to a fast-approaching competition.

QUESTIONS

If you have any specific questions that you would like answered please do not hesitate to ask someone at the front desk or your child's coach. Alternatively, you can email us. Please see the list above outlining the correct email address depending on your query.

SPONSORS

West Coast Gymnasts is supported by many local businesses. Please support those, who support us.

Dr Anne Aly, Federal Member for Cowan
Lotterywest
Dept of Local Government, Sports and Cultural Industries
Prime Trophies
Prime Trophies
NDIS
City of Swan
Gymnastics WA
Kidsport
Cavalier Security

If you would like to sponsor the Club and have your business name mentioned throughout the year via email, newsletters, website and Facebook, please don't hesitate to ask for a sponsorship package. There are different levels of sponsorship so that it is affordable for even the smallest business.