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## SQUAD HANDBOOK

AN A-Z GUIDE ON WHAT TO EXPECT  
AND WHAT YOUR OBLIGATIONS ARE AS A MEMBER

2026

Updated October 2025

## Contents

CLUB RULES .....	4
AN A-Z OF MEMBER ETIQUETTE & EXPECTATIONS .....	5
ANNUAL MEMBERSHIP AND INSURANCE REGISTRATION FEE .....	5
ANNUAL EQUIPMENT LEVY .....	5
BEHAVIOUR MANAGEMENT .....	5
COACHING STAFF .....	6
COACH-PARENT PARTNERSHIP .....	7
CODES OF CONDUCT .....	7
COMMITTMENT - PARENTS & GYMNAST .....	7
FOYER .....	<b>Error! Bookmark not defined.</b>
FUNDRAISING .....	8
GALA DAY / END OF YEAR FUNCTION .....	8
HOLIDAYS / PUBLIC HOLIDAYS .....	8
ILLNESS .....	8
INJURIES .....	8
PHOTOGRAPHY / VIDEO .....	9
POLICIES AND PROCEDURES MANUAL .....	9
PROGRESSION .....	10
QUESTIONS .....	10
SOCIAL MEDIA .....	10
SPONSORS & SUPPORTERS .....	10
TEAM EVENT SELECTION .....	11
TRAINING HOURS .....	11
TERMINATION OF ENROLMENT & TRANSFERS .....	11
FEES & MEMBERSHIP .....	12
WHAT OTHER FEES TO EXPECT .....	13
COMPETITION ETIQUETTE & WHAT TO EXPECT .....	14



# 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 RULES

- The gym floor is the domain of committee members, staff, gymnasts & coaches ONLY. Parents and siblings are not to enter the training area unless invited by the coach. This is a strict safety rule and may cause injury to either yourself or another member.
- **No photography or videos are to be taken without the express permission of the Club Operations Manager. Many children are protected by child laws and must not have their photos taken. Anyone seen taking prohibited photos or videos may be asked to delete the footage and leave the venue.**
- Parents are not permitted to supervise children on the equipment except for KinderGym.
- Under no circumstance is anyone permitted to play in the car parks.
- Gymnasts must be collected and dropped off from inside the gym.
- Please contact your child's coach or call reception if you will be late to collect your child after training.
- **No talking to, waving at, or distracting gymnasts or coaches during classes.** Should you wish to speak to your child's coach, please speak to them directly outside of training times or a pre-arranged appointment.
- In case of an emergency, please contact our administration staff.
- If you have a query or complaint, please direct your concerns to the Club's Operations Manager or a Committee Member. Gossip will not be tolerated. Please do not gossip, talk about, or criticising the Club's coaches, staff, or management to other parents especially at external events, in the foyer or car park.
- Gymnasts are not permitted to wear jewellery to training and any long hair must be tied up and off the face. Appropriate training clothing must also be worn i.e., no denim, dresses or skirts. We recommend leotards or crop sets.
- No smoking in the building or within 5 metres of the outer perimeter.
- Inform coaches of any medical conditions that may affect your child and if there are any action plans in place.
- No gymnasts may enter the gymnasium until their class has commenced under the supervision of a coach. Exceptions may apply where athletes have been given permission to "stretch" only prior to the session starting. Under no circumstances are athletes permitted to use any equipment or interrupt another class.
- No running in the gym or between apparatus. Walk around equipment to get from point A to point B. This also applies to any waiting areas. Please do not allow any siblings to run around in the foyer or waiting rooms whilst you are waiting for classes to finish.
- No littering – use correct bins provided. Please ensure cans, juice boxes and bottles are disposed of in the white bins for recycling.
- Treat the Club and equipment with respect. Do not pick the foam or mats, do not deface any photographs, notices or program charts displayed in the gym. Respect the venue and its contents.
- No food is permitted in the gym area unless permission is given by the coach.

# AN A-Z OF MEMBER ETIQUETTE & EXPECTATIONS

## ABSENCES

If you are unable to make a class, you will be late for a class or your child needs to leave early, the Club coach must be contacted, if possible, before the commencement of that class, so that class programs can be altered if necessary. Non-attendance of class does not entitle you to a credit or refund of fees.

Coaches reserve the right to remove a child from the program if their attendance slips below a reasonable allowance of absence (determined by the coach and/or Club Operations Manager)

## ANNUAL MEMBERSHIP AND INSURANCE REGISTRATION FEE

A non-refundable Annual Membership and Insurance Registration Fee will typically be charged in December in preparation for the new calendar year. This fee also includes personal accident insurance through Gymnastics Australia's Insurer, Honan Insurance.

## ANNUAL EQUIPMENT LEVY

An Annual Equipment Levy is due and payable around March/April which contributes towards the purchase of very expensive and much needed equipment, as well as towards the upkeep of the building. This fee is non-refundable should an athlete terminate their membership at any time during the season.

## ARRIVALS AND DEPARTURES

Starting on time means that all athletes will get the most out of their class so please ensure your child is prompt to training. Warmups at the beginning of each class are vital to prevent any injuries, to prepare the athlete physically, and the teaching of basic body positions and stretching. Continued tardiness may require a parent-coach meeting to discuss a solution. At the completion of their class, athletes must wait inside the gym as we do not permit underaged children to leave the venue without a parent or guardian.

## 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 due to the physical and mental demands of the sport. This is all a natural part of gymnastics, so don't be disheartened and please continue to be a supportive parent/guardian.

## BEHAVIOUR MANAGEMENT

Gymnastics is a disciplined sport. It is the responsibility of the athlete to use the equipment safely and to always behave in an orderly and respectful manner. If this is not strictly adhered to, then disciplinary actions will be taken. Disruptive or distracting behaviour is not acceptable. The following is the recommended disciplinary protocol; however, it is the coach's decision as to the appropriate level of discipline required:

1. Verbal warning
2. Time out within group
3. Removed from class - parents phoned to come and pick up their child.

For its part, the Club commits to the child and his/her family for the competitive season.

However, the coach has the right to remove an athlete from the program at any time during the season, temporarily or altogether, under any of the following conditions:

- If the coach at his/her discretion feels that the athlete's temperament, development, or skill level prevents him/her from meeting the requirements of the program.
- If the conduct of the athlete or his/her parents are disruptive and/or disrespectful.
- If fees are not being paid on time in accordance with the Club's Fees Policy.
- In the event the athlete is repeatedly absent, frequently arriving late or continually leaving early.
- If the athlete's parent(s) undermine the credibility, authority, and effectiveness of the coach(es).

## **BELONGINGS**

Belongings should be kept in a neat and tidy manner and placed in a bag. Pigeonholes have been provided and it is expected that all athletes utilise these.

West Coast Gymnasts takes no responsibility for any items misplaced or lost. Please do not bring valuables to training, this includes items such as Fitbits, mobile phones, or jewellery.

## **CHANGE OF DETAILS**

It is the responsibility of the Customer Portal's primary account holder to ensure that any changes to your address, phone number or an athlete's medical condition are updated on the system. It is especially important that a valid and current email address is listed so that communication can be kept open.

As a squad member, the primary email address on file must remain valid and "subscribed" to email blasts. If a primary email address is found unsubscribed, the Club reserves the right to subscribe that email address to ensure that all blasts are being delivered.

## **COACHING STAFF**

The Coaching staff are very dedicated to their work and do many hours of unpaid planning; however, on the odd occasion your athlete's coach may be ill or have other commitments which causes them to run late. In this case one of the other well qualified coaches will take your athlete's class. On a rare occasion the class may have to be cancelled. If a class is cancelled and no make-up class can be arranged, a credit will be given via the Customer Portal.

While every attempt is made to give the gymnasts consistency, the Club reserves the rights to change coaching staff without notification. The Club may also change training timetables if deemed necessary. As many of our coaching staff are also university students each mid-semester generally sees changes to our timetables so that our coaches can juggle both their studies and their work. We ask for your understanding that this is beyond our control and we will do everything with as little disruption as possible.

Staff are fully accredited (or are working towards this) and are registered Technical Members through Gymnastics Australia, in addition to possessing First Aid certification and a Working with Children Check Card which is validated every 6-12 months.

It is mandatory for coaches to attend regular updating clinics, events, and workshops to renew their annual technical membership, and this means you can be assured that your athlete is receiving the most up to date coaching possible.

Please remember that your coaches are experienced in all aspects of your athlete's program and are the best person to make the right decision for your athlete. You wouldn't undermine other qualified professionals, so please don't undermine our coaches. Positions in the squads are at the discretion of the coaching staff and may be withdrawn at any time. Coaches are the correct people to make decisions regarding the athlete's readiness to progress, the program content, and any other coaching related matters.

## **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 coach's 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. Competitive sport can be stressful. 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's 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 issues you may have with your child's coach. It is important that your child develops 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 jeopardising 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.

## **CODES OF CONDUCT**

During training, all athletes are expected to follow the Codes of Conduct and always pay attention to their coach. Acts of bullying, bad language and disrespect towards a coach or other member of the Club will NOT be tolerated. Athletes are expected to respect other people, the venue, its contents, and the equipment within the gym. Full copies of West Coast Gymnasts' Codes of Conduct are available on the Club's website [www.westcoastgymnasts.org](http://www.westcoastgymnasts.org).

## **COMMITMENT – PARENTS/GUARDIANS AND ATHLETES**

At the lower team levels the number of hours of practice per week is relatively low but as your athlete progresses up into the higher levels the hours and days will continue to build. Each season timetables may also change so we ask families to be mindful of this.

Families may need to rearrange their schedule so that they are available to drive their gymnast to and from training (up to 4 times per week). You may want to consider starting a carpool with other squad parents.

Homework will have to be done much more efficiently and with better study habits due to shorter periods of time available. It has been our experience that most of our athletes tend to get good grades and are better at studying because they have learned to budget their time more effectively than their peers.

Time management skills will become a necessity in all areas of your child's life (and yours). Practice times will be set up to try to accommodate school events, etc. but please keep in mind that they may be inconvenient to family time.

Every effort should be made to be present and on time every day. Please refrain from taking holidays outside of designated holiday times and please consider not taking holidays during the competition season.

If your child is experiencing feelings of wanting to not commit to the squad and asks to resign, we ask that you encourage them to finish out the season before making any final decisions no longer.

Please also let your coach know that your child is struggling with the commitment. Gymnasts often want to quit halfway through a season purely because the skills are getting difficult, they are tired or are not seeing any results. We ask that you particularly remind them that things will get difficult before they get easier. This is a valuable life skill to learn.

## **FOYER SPECTATORS AND VISITORS**

West Coast Gymnasts welcomes family engagement and understands that watching your child train can be a meaningful part of their gymnastics journey. In line with Gymnastics Australia's Child Safeguarding Policy and Sport Integrity Australia's standards, we remain committed to creating a safe, inclusive, and respectful environment for all athletes, coaches, and families.

To support this, we kindly ask that spectating from the gym foyer be kept to a minimum. This approach also helps us manage carpark congestion in accordance with City of Swan requirements that we must follow, and ensures the training space remains focused, safe, and free from unnecessary distractions.

We acknowledge that parents have a right to observe their child's training. However, for classes of more than one hour in duration, we encourage families to drop off and pick up your athlete. If you do choose to stay, please be mindful of space limitations and the impact on others, especially our recreational members who are here once per week.

As a parent in the foyer, you are also a representative of West Coast Gymnasts. We ask that you:

- Maintain respectful and positive interactions with other parents, athletes, and coaches.
- Avoid engaging in or encouraging "gym gossip" or conversations that may undermine trust or wellbeing.
- Take a leadership role in fostering a welcoming, inclusive parent community.

## **FUNDRAISING**

Fundraising is a very big part of West Coast Gymnasts, and we heavily rely on volunteers throughout the year to help, cook a sausage or two and help raise the funds to buy new equipment, update old equipment and even help send our coaches to workshops etc. If you have any ideas regarding fundraising events or would like to help, please let one of our Committee Members know.

A Fundraising Levy will be invoiced to each competitive family per "squad semester". If you do not wish to pay this levy, you can, for example, simply volunteer at an event or sell boxes of chocolates. There are plenty of opportunities during the year so be sure to keep updated with upcoming events. Please see our website for more information.

## **GALA DAY / END OF YEAR FUNCTION**

Each year the Club celebrates the end of season with a function called "Gala Day". It is a fantastic way to wind down for the year and to celebrate the achievements of not just the gymnasts, but staff as well. All squad members are encouraged to attend this fun and exciting trophy day which is usually held in either October or November of each year.

## **HOLIDAYS / PUBLIC HOLIDAYS**

All gymnasts will have training breaks throughout the year. These will be set at the beginning of the calendar year in accordance with the Gymnastics WA calendar. Athletes do NOT train on Public Holidays, unless otherwise informed.

## **ILLNESS**

For illnesses where a credit is requested, a signed doctor's signed certificate (or other documentation from a medical professional) must be submitted in accordance with the Club's Fees Policy.

## **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 through our insurance provider if an injury is suffered during training or events. Please speak to our Club's Operations Manager for more information and help on making a claim (Honan Insurance).

## **LOST PROPERTY**

The Club takes no responsibility for any items left behind in the gym. For hygiene reasons, dirty socks and underwear will be disposed of immediately if left behind in common areas. All other lost property will be disposed of at the end of each term/quarter so please encourage your child to take care of their belongings and sure to check the Lost Property Box regularly.

## **MAKEUP CLASSES**

There are no makeup classes available to squad members.

## **MEDICAL SUPPLIES**

The Club maintains a first aid kit for emergencies however coaches are not able to dispense medicines without the permission of a parent or guardian. This includes administering paracetamol. Gymnasts requiring regular medication are required to notify their coach and provide written consent.

## **MEETING WITH COACHES**

Parent/athlete meetings will be held quarterly throughout the season. There will be two group meetings and two individual meetings. These meetings are held to keep communications open and to update the parent and athlete on their progress as well as any notifications the Club may wish to pass on.

If you have any concerns about your child's training or other issues with the Club, please contact one of our Administration Team Members and request to speak to your coach, and/or the Club Operations Manager.

## **PHOTOGRAPHY / VIDEO**

As many parents have not given consent for their child to be photographed, we request you refrain from taking any form of photography or filming within the Club facilities without seeking prior permission through the office.

Camera surveillance is used at our facilities and images captured by these cameras may be used at any time during the season. This includes, but is not limited to, live streaming for purposes of security review or coach and athlete education.

With photographic permission, employees and agents of West Coast Gymnasts may take photographs and videos during training and at events for use on the Club's website, in publications and for educational and promotional purposes.

Photographic permission will be requested for competition events, either by Gymnastics WA or other Clubs. It is important to note that should a parent/guardian not approve photographic permission for Gymnastics WA events, the athlete will be required to wear a wristband highlighting that photographic permission has been denied.

## **POLICIES AND PROCEDURES MANUAL**

All members are expected to adhere to all the Club's policies and procedures as well as know, understand and follow those set out by Gymnastics WA and Gymnastics Australia.

Gymnastics WA's have their policies online: <http://www.gymnasticswa.asn.au/policies.html>

For a full list of our Club policies and procedures please speak to our Operations Manager. As and when they are updated, you will find many policies published on our website.

This will include, but is not limited to:

- Member Protection Policy
- Codes of Conduct
- Grievance Policy & Procedures
- Fees Policy

## PROGRESSION

At all levels, the proper progression of skills is our most important concern. Frequently athletes want to learn the "hard" tricks right away. For safety reasons, competency in basic skills is essential since they are the prerequisite for more advanced skills. Most skills cannot be performed correctly until the athlete 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 athlete 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.

## QUESTIONS

If you have any specific questions that you would like answered please do not hesitate to contact your athlete's coach first. If you still have questions after speaking to your coach, feel free to email us at [squads@westcoastgymnasts.org](mailto:squads@westcoastgymnasts.org).

## RESIGNATION FROM SQUAD

Should your child, for whatever reason choose to leave the squad, it is important to inform the coach and Club immediately. We ask that you please schedule a meeting so that a discussion can be held to get a clear picture of why the athlete wishes to resign.

If your child wishes to remain a member of the Club, please speak to your coach about alternative programs that your child may be suitable for.

Please note that we require **28 days' notice in advance** if you do choose to cease participating at the Club. This can be accepted via the Customer Portal, or via email to the Club. Fees are payable during this time. In accordance with Gymnastics Australia's National Club Administration Policy, we reserve the right to withhold any transfers if accounts are outstanding.

## SOCIAL MEDIA

All media representations with regards to the Club, events, competitions, gymnasts, staff, or committee must be arranged through the Operations Manager's office in liaison with your coach.

Social media is a big part of promoting our Club and recognising the hard work that our coaches, Committee, and athletes put in on a day-to-day basis. If you aren't already, please follow us on Facebook and Instagram and keep an eye on our website for more information.

## SPONSORS AND SUPPORTERS

West Coast Gymnasts would like to take this opportunity to thank and acknowledge our sponsors and supporters. Please support those who support us.

Lotterywest  
Prime Trophies  
Gymnastics WA

Department of Local Government, Sport & Cultural Industries  
Kidsport  
Dr Anne Aly  
Cavalier Security



Department of  
Local Government, Sport  
and Cultural Industries



Cavalier Security



ANNE ALY MP  
FEDERAL MEMBER FOR COWAN

## TEAM EVENT SELECTION

Team selection will be at the coach's discretion in consultation with the Squads Program Coordinator taking into consideration respective gymnasts training attitude, commitment, and performance.

## TRAINING HOURS

The coaches, in conjunction with Club management, will determine the weekly training hours based on ability and skill level. Gymnasts will be invoiced the training hours assigned, regardless of the number of hours actually attended.

## TERMINATION OF ENROLMENT AND TRANSFERS

Classes are not for socialising - they are for skill development. Whilst we still want all athletes to have fun whilst doing gymnastics, the coaching staff has the right to suspend or ask an athlete and/or a parent to terminate their enrolment due to continuous disciplinary problems which impair the safety and progress of the other participants.

Coaches also reserve the right to terminate an athlete's position in a competitive group if they are presenting a risk to themselves, or others. Failing to follow instructions or act in a reasonable, sensible manner may constitute such a risk, as will physical or verbal abuse. Bullying will NOT be tolerated and any member found bullying, will be asked to leave the program and/or Club.

If a member of West Coast Gymnasts wishes to withdraw their membership, **twenty-eight (28) days' written notice** must be provided once a discussion with the coach has been held. During this time, all fees are still due and payable. You will continue to be invoiced until such written notice is received. Notice can be either emailed to [squads@westcostgymnasts.org](mailto:squads@westcostgymnasts.org), or submitted through the Customer Portal. We do not accept notifications given verbally to the athlete's coach.

Any athlete wishing to transfer to another Gymnastics Australia Affiliated Club must follow the Club's Fees Policy. The Club reserves the right to decline any transfer requests until accounts are paid in full. Please note, any athlete transferring to a non-affiliated Club will not be able to be transferred and additional fees may be charged by the incoming Club.



## FEES & MEMBERSHIP

Please read our Fees Policy for a full understanding of how we bill you. This is an overview and does not fully cover all of the terms and conditions.

Fees are calculated by using an hourly rate x number of hours per session x number of sessions in the calendar month. Fees will be billed to you every month and must be paid in advance. You will not be billed for scheduled holiday time or public holidays. As members are charged for the position in a squad, athletes who choose to leave early, or start late will still have their account charged for the full amount.

A condition of being a squad member requires a bank card number on file (AutoPay via the Portal) with the recurring billing option selected.

It is the responsibility of the account holder to ensure that the bank card details are accurate, valid and kept up to date. The Club has authority to take payment from the bank card details held on file on, or after, the due date. The Club also has authority to vary the amounts per month based on the calendar for the season.

For members wishing to pay prior to the due date via EFT or cash, account holders must have the payment processed before the due date to avoid any double-up of payments.

Invoices are payable by the due date. Any accounts overdue will result in late fees being applied. Continued unpaid accounts will result in the athlete being suspended from class. No refunds are issued should this occur.

All athletes must not have any overdue accounts at the time of event entries being due and have no outstanding debts at the time of competing.

Members are to fulfill all of the timing and financial obligations such as training fees, registration fees, competition fees, apparel and other obligations related to their participation. Training fees do not include costs for events, level badges or any uniform items.

Any claims for credit on your account will be processed in accordance with the Club's Fees Policy.

The Club will be closed on all Public Holidays. No squads will train on these days.

West Coast Gymnasts will always endeavour to provide an opportunity to make payment before a suspension and/or the debt collection process becomes effective. Members who are issued with overdue statement who are in doubt of making any necessary payment are encouraged to contact the Committee's Secretary requesting a copy of the Club's Financial Hardship Form.

If a member's account falls behind and the Club issues a demand notice through their collection agency, any fees associated with these recovery costs will also be added to the member's account.

To read our Fees Policy in full please visit our website [www.westcoastgymnasts.org](http://www.westcoastgymnasts.org).



## WHAT OTHER FEES TO EXPECT

On top of your fees you will be expected to purchase additional items to support training and competition attendance. Other expenses may also be incurred that are not listed here. There is an opportunity to sell/buy second-hand uniforms early in the new year.

WAG athletes will be required to order competition attire approximately 10-12 weeks prior to the first competition and must be paid for in full before they are distributed. Athletes will be notified when a fitting day/ordering day is scheduled. If your child is on a trial, you will not be expected to buy attire until they have been accepted into the program.

Tracksuits, tshirts, chalk, Club Levels leotards and Foundation Level 1-2 Leotards can all be purchased through the Customer Portal. For any other purchases, please see Janet – [squads@westcoastgymnasts.org](mailto:squads@westcoastgymnasts.org).

Item	Approx. Cost
Tracksuit (Level 4+)	From \$165
T Shirt (all levels)	From \$38
Leotard (lower levels)	From \$150
Leotard (upper levels)	From \$195
Competition Entry per entry (approx 3-4 per year)	Varies dependent on Competition Event Organiser Between \$90-190
Competition State Team Levy (L7+)	\$15-\$20 per competition
WA Championships additional TShirt	From \$180 Estimated to be from about \$38.00
WA Junior Championships additional TShirt	From \$180 Estimated to be from about \$38.00
Grips/Wristguards (usually level 3 and up)	From \$90.00 (dependent on supplier)
Chalk	From \$7.00
Straps	From \$15.00



## COMPETITION ETIQUETTE & WHAT TO EXPECT

Members will be provided with an email notification prior to all competitions. Parents/athletes must book online via the Customer Portal, along with full payment, prior to the closing date to ensure that their child is entered into the competition event. Late payments will only be accepted up to 3 days after the closing date and must be booked via the Customer. Please note a late fee of \$20-\$40 per child per competition may be incurred and must be paid in full at time of booking.

WAG/ACR: compulsory attendance at competitions  
InterClub/Development: non-compulsory attendance at competitions

Once the GWA calendar is published and the Club has had time to review it, parents will be notified in writing as to which competitions their child will be entered into. Generally, there are 3-4 competitions throughout the season that your child must participate in. Failing to participate in competitions can jeopardise the athlete's position in the group.

Competitions consist of both individual and team events.

As per our Fees Policy, all members must not have any overdue accounts to be able to participate in events.

Athletes will not be permitted to be entered into a competition if they have a Class Drop Date prior to the closing date of an event, or prior to the actual event taking place. Athletes must be registered as an Active Member in a squad.

Closer to the competition time, **generally 2 weeks prior to the event**, parents will be notified via email advising of the work order set out by the Event Organiser. Please be aware that the Club does not have any control over days/times that your child will compete. These sessions are set by the Organiser and no changes can be made.

If for some reason the athlete is unable to participate in the competition, or the coach chooses to withdraw an athlete, we may be able to provide a credit to your Customer Portal account (or you can request a refund - less our Refund Processing Fee) dependent on the circumstances and time frame.

Most GWA competitions are held at the Gymnastics State Centre, Loftus Street, Leederville. Please look at your Work Plan for all the details of the event, which includes the venue.

It is advised to arrive 10 minutes prior to registration time. Once there, the athlete must meet their coach at the designated point so they can be registered. They are usually allocated a number and this is written on their hand ready for displaying to the judges (WAG only).

The average competition can take as little as 2 hours or as long as 4.5hours. Once the athlete has gone with their coach, parents/guardians must not signal, call out or wave to their child – they could get points deducted or even disqualified. During the event, the athlete must remain with their group and coach for the duration of the competition. If an underage athlete needs to go to the toilet during their competition, parents/guardians will be required to escort them to the bathroom and back in a timely manner.

Flash photography is not permitted and if you intend to use a telephoto lens, you must seek prior approval with the competition floor manager/door person. There are forms on the Gymnastics WA website if you wish to get permission.

Competition will begin with a warmup, followed by a march on. Please clap loudly and cheer on your child and their teammates. Once rotations start, you'll notice they go around in their groups and will do different apparatus. The Work Plan shows which apparatus the group will start on, they then move around and must complete all apparatus routines.

Upon completion of the competition, presentations generally take 15-20 minutes, depending on the number of athletes. During this time, athletes will be presented with awards in recognition of their hard work. Generally, the top 6 athletes per apparatus are recognised (level 4 and up). Levels 1-3 are awarded based on an overall score and so everyone receives a certificate with ribbons attached. The awards system is in accordance with Gymnastics WA's Event Handbook.

When the competition is over, please wait for your child to come to you. Your coach will bring them out once everything has been packed up and they are ready to leave. **PLEASE DO NOT GO ON TO THE COMPETITION FLOOR!**

Please remember the following:

- Spectators are **NOT** permitted in 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 (**POINTS WILL BE DEDUCTED FROM THE GYMNAST**). If an urgent message needs to be relayed, contact the Floor Manager who will relay the message to the gymnasts' coach.
- Spectators are asked to set an example by displaying good sportsmanship throughout the event. Scores are not displayed for levels 1-3 so do not put emphasis on results.
- When taking photographs, do **NOT** use a flash.
- West Coast Gymnasts Inc enters the gymnasts into competitions based on the coach's recommendations. The Club does not have any control over which session your child is placed in. Please do not ask for another session as this is beyond our control.
- 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.

Families are asked to refrain from taking holidays during the competition season as failing to attend competitions could jeopardise the team. Inability to attend class due to holidays will not automatically entitle you to a credit. See our Fees Policy for further clarification.

Due to a duty of care, any athlete who is absent due to holidays, may be required to attend classes for a minimum of two weeks prior to the event date to be able to participate. This is to ensure that the athlete is back to their typical ability, strength and flexibility. Competition eligibility decisions will be made by the Coach in consultation with the Squads Program Coordinator and/or Operations Manager.

Training for the rest of the year will be as per the holiday note set by the Club's Management at the beginning of the year. If you do not have a copy of this, please speak to our Competitive Programs Manager. Squads will take a 2-3 week break over Christmas, depending on squad holiday allocation. Training will resume in January and run according to competition schedules and coaching commitments.

