



MAROOCHY BEACH
GYMNASTICS

CLUB HANDBOOK

Maroochy Beach Gymnastics Association Inc.
99 – 101 Wises Rd MAROOCHYDORE
PO BOX 5080 MAROOCHYDORE BC. Q 4558

PH: 07 5443 6853 FAX: 07 5479 5361

admin@maroochybeachgymnastics.com.au
www.maroochybeachgymnastics.com.au

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Maroochy Beach Gymnastics Club welcomes you & your child and hope you enjoy your time with us. If you have any questions, please speak to our Administration staff.

History

Maroochy Beach Gymnastics Association Inc. originated in 1975 as the *Sunshine Coast National Fitness Club*, operating within the premises of the Alexandra Headland Surf Club with a mere 50 athletes. Membership rapidly increased over the ensuing decade, compelling the Club to relocate to its current site in 1985. In 2002, funding from the Department of Sport and Recreation granted an extension to the facility. In 2012, funding from the Jupiters Casino Community Benefit Fund was granted to assist with the purchase of additional office suites. The facility and all contents were destroyed in a devastating fire on 29th May 2017. The Club operated from temporary premises at Kunda Park commencing June 2017, retaining the majority of its' 750 members. Through Club fundraising efforts; generous donations; grant funding and community support, the rebuilt state-of-the-art venue officially opened at the Wises Road, Maroochydore site on 21st April, 2018.

Maroochy Beach is the premier gymnastics Club on the Sunshine Coast and one of the largest Clubs in Queensland, boasting the best gymnasium facility in the state.

The Club employs knowledgeable, experienced and fully-accredited coaching staff to deliver an appropriate gymnastic program to your child.

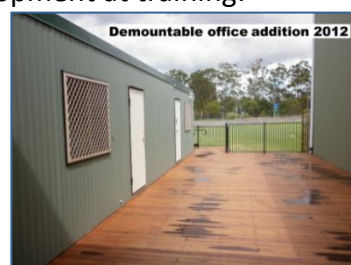
Maroochy Beach Gymnastic Association Inc. is a not-for-profit organisation operating under the management of a volunteer Committee. The Club employs paid coaches and administrative staff however is predominantly reliant on volunteer support and fundraising.

Mission Statement

Maroochy Beach Gymnastics Club strives to enrich the lives of members by empowering them to reach their athletic and personal potential through providing safe, positive and professional programmes.

Philosophy

Maroochy Beach Gymnastics Club seeks to provide all members with a safe and caring environment where they can gain maximum enjoyment and development at training.



CLUB PERSONNEL

The Management Committee

Maroochy Beach Gymnastic Association Inc. is a not-for-profit community Club operating under the guidance of a volunteer Management Committee. Coaching and administration staff are paid professionals, however our management committee and many other helpers are volunteers who offer their time for the benefit of the club. The Management Committee are always looking for enthusiastic people to assist with fundraising and club events, promotion and marketing, sponsorship, building maintenance projects, as well as many other interesting and rewarding areas of club management.

The volunteer Management Committee is elected by attending club members at the Annual General Meeting, which is held annually in September. The Committee meets on the second Wednesday of each month. All matters to be contributed to the general meeting must be in writing and addressed to "The Secretary".

Administration & Office Hours

The Office is attended during school terms as follows:

- Monday – Friday 9:00am – 12:00pm and 2.45pm – 5.00pm
- Saturday 8:00am – 11:30am

Staff Accreditation

- All staff employed at Maroochy Beach Gymnastics Club possess a current blue card issued by the Commission for Children and Young People and Child Guardian.
- All coaching staff are fully accredited and registered Technical Members through Gymnastics Australia, in addition to possessing current Senior First Aid certification.
- All coaching staff abide by professional and ethical standards according to Gymnastics Australia Code of Ethics.

Our coaching staff attain accreditation through the national governing organisation of Gymnastics Australia. It is mandatory for coaches to attend regular updating clinics, events and workshops to renew their annual technical accreditation. Many of our Beginner coaching staff are high-level or retired competitive gymnasts who have years of knowledge and experience through their competitive background. Beginner Coaches are under the supervision of a qualified coach.

The benefits of gymnastics

Gymnastics is a fun & exciting sport for everybody, regardless of age, gender or ability. It is conducted within a safe environment & is the perfect activity to prepare children for long-term participation in sport. Gymnastics provides plenty of variety and helps develop life skills & attributes including balance, coordination, goal-setting, concentration, cooperation, confidence, self-esteem, strength and flexibility.

What can gymnasts and parents expect from MBG?

All coaching staff will abide by and practice professional and ethical standards provided by Gymnastics Australia Code of Ethics. Gymnasts can expect the dedication of their coach to the task of developing their gymnastic ability to their maximum potential. No guarantees can be made regarding the level to which a gymnast will rise. Training programs will give your child the opportunity to maximise their own potential if correctly followed with effort, persistence and determination.

Progression within our Gymnastics Programs

New athletes commence within an age-appropriate class.

Under 5s is a progressive gymnastics program for boys and girls aged 12 months to Prep-aged students. Diverse learning themes encourage children to explore and play whilst enhancing their balance, coordination and providing a head start in life to confident body movement. Parent participation is involved in Explorer and Adventurers classes, not only to instill confidence within your child but also to assist them to follow instructions & share equipment. Pocket Rockets and Gym Star classes do not involve any parent participation, thus encourages independence and self-discipline.

Levels Gymnastics Programs are based on the National Gymnastics Development Curriculum and suitable for boys and girls in Grade 1 at school to 16 years of age. Gymnasts progress at an individual pace as they master required skills safely and with correct technique. Our Levels Programs challenges athletes to establish individual goals, provides opportunities to attain their full potential, enjoy rewarding experiences, develop a positive attitude to physical activity and sets the foundation for any sport or life itself. Gymnasts may opt to compete at in-house events. Our Levels Programs are separated in to girls (WAG) and boys (MAG) programs:

- Girls learn the fundamental skills of Vault; Uneven Bar; Balance Beam and Floor apparatus
- Boys learn the fundamental skills of Floor apparatus; Pommel Horse; Rings; Vault; Parallel Bar; and Horizontal Bar

In Level 1, children progress through skills required within Australian Level 1 curriculum. Gymnasts learn basic fundamentals such as forward rolls, handstands, cartwheels, glide swings etc. As gymnasts master these skills safely and with correct technique, they may progress through Levels 2 – 4, pending vacancies within the program.

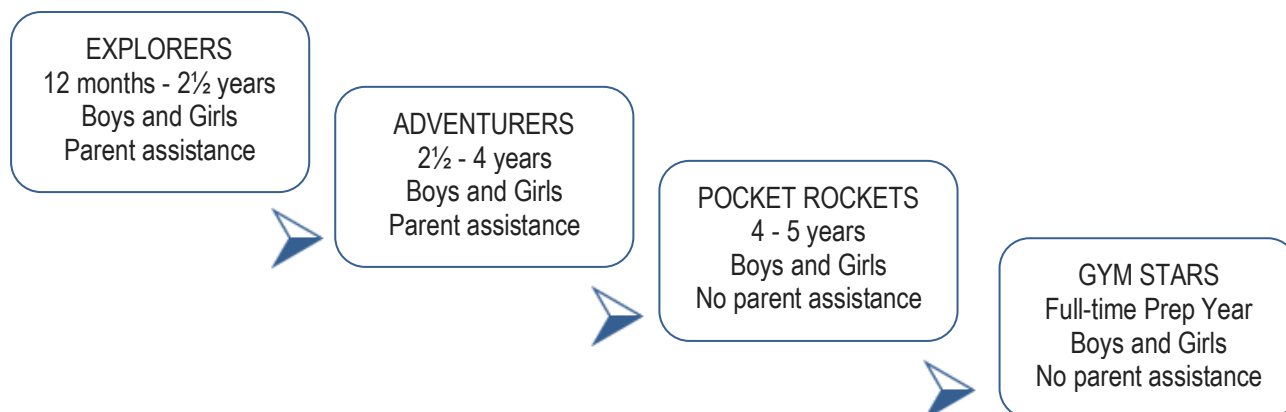
Progression through the Levels Program is dependent upon not only skill level, but also vacancies within the program. Our coaching staff are very experienced and will extend gymnasts to their full potential, regardless of the level in which the child is enrolled.

Competitive Gymnastics is via coach invitation and offered to gymnasts displaying aptitude and natural talent. Gymnasts learn the advanced levels of the National Development Curriculum with the goal of representing the club at regional, state, national and international competition.

PROGRAM PATHWAY:

Under 5s:

Children enroll in an age appropriate class. No previous experience required



Levels Gymnastics Program:

Children commence in an age appropriate class. No previous experience required



Competitive Gymnastics:

Positions within the competitive team are limited & offered to gymnasts demonstrating high levels of performance, strength and flexibility. Gymnasts train between 3 – 20 hours per week dependent upon skill level. Competitive gymnasts must fully meet the training and competition requirements of the team. Positions within the competitive program are limited as to coaching staff availability and space within the facility.

Trial Classes

Children are welcome to attend a trial class within the Under 5s and Level 1-3 Gymnastics programs, where vacancies are available. A *Trial Lesson* fee applies and must be paid prior to the child participating in the trial lesson. The position will be held for a period of 48 hours following the trial class. Should the gymnast opt to continue, they enroll within the same session time and day as per the trial attended and continue in class from the week following the trial. An invoice will issue for the remaining weeks of the term plus annual QGAI; with payment on a 7 day basis.

The position in class will be forfeited if the parent or guardian does not contact the Club within 48 hours of the trial class. Children may only attend one trial lesson within respective programs per calendar year.

Term Re-enrolments

Members enrolled within Under 5s and boys and girls Level programs are offered first priority to rebook into classes for each subsequent term. Gymnasts acknowledge their intention to resume classes in the term immediately following by remitting a \$25.00 deposit prior to the closing date for re-enrolment. The enrolment fee is deducted from the gymnast's subsequent term fee, providing they resume within the class. If a gymnast does not remit an enrolment deposit by the due date, their position within the class will be forfeited. Should the child not attend class in the term immediately following re-enrolment, the enrolment deposit is forfeited.

Assumption of Risk

Participation in gymnastics carries an inherent risk of injury like any other sport or physical activity. Many gymnastics activities require inversion (turning upside down) of the body which in turn carries the risk of head or spinal injury. This risk is greatly controlled in a supervised class with a qualified and experienced coach. Parents should be aware of this risk prior to accepting membership.

Communicating with Coaching Staff

For the safety of all athletes, please do not distract or talk to your child, coaching staff or other gymnasts during training sessions or at competition. Your child is in the care of their coach from the commencement of, and until discharge from, their training session.

Parents are required to supervise children in their care, whilst spectating classes. For the safety of our athletes, no ball sports or running is permitted within the gymnastics venue or viewing area.

No parent is to enter the training floor. Any day-to-day messages are to be relayed to the Office staff who will convey the message to the gymnast's coach. In the event of an emergency, please advise or phone Office staff who will inform coaching staff.

If you have any enquiries regarding the program or your child's progress, please arrange an appointment with your child's coach through the Office Administration staff.

If an unresolved issue arises, a meeting will be arranged between the gymnast's parent or guardian, the coach and the Program Coordinator.

Changes to Coaching Staff

While every attempt to give the gymnasts consistency in coaching staff the club reserves the rights to change coaching staff without notification.

Training Attire

There are NO compulsory uniform requirements for gymnasts within Under 5s and Level 1-3 programs, however Club training leotards are available for purchase. Children are to wear suitable attire such as a leotard; shorts, bike pants or leggings with a close-fitting singlet, t-shirt or crop top. Skirts and jewelry are NOT acceptable for gymnastics. All gymnasts are to attend training with hair tied back neatly. Children are requested to bring a water bottle to all training sessions.

Clothing and Merchandise

No refunds or credit will be given for merchandise or clothing purchased in the Club.

Fees & Membership

Term tuition fees are reviewed on an annual basis by the Management Committee. Gymnasts are invoiced on a term basis, aligned with Education Queensland State School terms, and due for payment on the first week of the term.

Maroochy Beach Gymnastics Club accepts payment of fees by:

- EFTPOS or credit card payment through the Office during school term
- via the family's individual "Jack Rabbit" portal
- internet transfer to:

Account Name:	Maroochy Beach Gymnastics Assn Inc
BSB:	014650
Account Number:	199894637
Details:	Gymnasts surname/Invoice number

Building Maintenance and Equipment Levy

This compulsory levy is charged per student per term. The Levy covers the purchase of new apparatus and equipment and repairs required to existing equipment; utility expenses (rates; electricity; water; phone; internet) and facility maintenance including cleaning of facility, matting and floor surfaces; mowing surrounds and gardening upkeep to Council expectations.

Annual Club Membership and Gymnastics Queensland Affiliation Fee

Maroochy Beach Gymnastics Club is affiliated with Gymnastics Queensland www.gymqld.org.au. All members must pay annual Club Membership and Gymnastics Queensland affiliation. The Club Membership fee will appear as “Registration” on the first invoice a member receives each year; and is charged at 100% for Term 1 and Term 2 enrolments; 65% for new Term 3 enrolments; and 40% for new enrolments in Term 4. A Membership Pack will be issued annually to members upon full payment of their initial term invoice and annual registration and insurance.

The Gymnastics Queensland registration and Sports Insurance is applied for and paid directly through Gymnastics Queensland. Registration with Gymnastics Queensland is compulsory and must be obtained prior to participating in classes. The registration is transferable between clubs but not transferable from one gymnast to another. Gymnastics Queensland registration is valid from the date of payment until the end of December of that calendar year.

Family Discounts

Families with two or more siblings enrolled in programs will receive a discount on the Equipment and Building Maintenance Levy; and the annual Club Membership. The third and subsequent enrolled siblings will receive 100% discount on the term levy and annual Club Membership/registration. The second and subsequent sibling will be determined as those with the lowest fee.

Overdue Accounts

A reminder notice will be issued to members with an overdue account.

A 10% late payment will be charged on any account 7 days outstanding. Participation in class will be forfeited on accounts 14 days or more in arrears. Any further participation in classes at the club will cease until fees are paid in full. Any fees outstanding for 30 days will result in the cancellation of membership and the employment of a collection agency.

No gymnast will be allowed to participate in training whilst fees are outstanding unless a Payment Plan Agreement has been authorised by the Club Administrator.

Refunds / Cancellation / Make Up Classes

Non-attendance does not qualify for a refund, credit or make up class.

Inability to attend due to holidays being taken during scheduled class times, or other gymnast absence, will not entitle the family to a refund or credit at any time, with the exception being Illness or Injury as per the policy below.

If a class is cancelled by the club, a make-up class will be offered at an alternative date.

Illness & Injury

Credit or refund may be applied for if gymnast illness or injury extends 2 or more consecutive weeks of class. Any such claim must be accompanied by a medical certificate extending the period in which the gymnast has been absent from class.

A written Medical Clearance from the doctor, specialist or physiotherapist will be required when the child's rehabilitation is complete.

If injury is inflicted whilst participating in an official gymnastics activity (training, competition, events or other sanctioned activities) a claim can be lodged with Gymnastics Australia's affiliated sports insurer, who may cover Non-Medicare Medical Benefits.

Term Dates

Under 5's and Level 1-4 programs are aligned with Education Queensland State School terms. 2021 term dates are as follows:

- | | |
|--------|---|
| Term 1 | Wednesday 27 th January – Thursday 1 st April
*Club is closed Monday 25 th January and Australia Day Public Holiday Tuesday 26 th January
*Club is closed over the Easter period – Friday 2 nd through to Monday 5 th April inclusive |
| Term 2 | Monday 19 th April – Saturday 26 th June
*Club is closed ANZAC Day public holiday Monday 26 th April
*Club is closed Labour Day Monday 3 rd May |
| Term 3 | Monday 12 th July – Saturday 18 th September |
| Term 4 | Tuesday 5 th October – Saturday 11 th December
*Club is closed Queen's Birthday Monday 4 th May |

*Under 5's and Level 1-3 gymnasts will not be invoiced for dates where the Club is closed due to public holidays

School & Public Holidays

Under 5s and Level 1-3 programs operate during the school term; however Holiday Programs may be offered at additional cost.

The Club is open on pupil free days; Brisbane EKKA show day and local Council Show Days.

The Club is closed on public holidays.



GYMNAST MEMBERSHIP

Notification of changes to details

Parents are requested to update their Jack Rabbit online profile or inform the Club administrator of any change in address, telephone contact details or any medical information which may be significant to the coaching of the child. [Click here to access your account.](#)

Voluntary Withdrawal

Should the member decide not to continue to the end of term, the member will incur a 10% cancellation fee based on the child's term tuition fee. Club Membership/Registration is non-refundable.

Ceasing at our Request

Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for the individual whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policies will apply.

If the club discontinues a program, the members' account will be given a pro rata adjusted credit or refund for the balance of fees.

Safety

Upholding the safety of all gymnasts is the key priority for coaching staff. MBG reserves the right to refuse or rescind a position in any class without a warning where a coach feels that an individual presents a risk to the safety of him/herself or others. Failure to follow instructions or act in a reasonable, sensible manner may constitute such a risk. Physical or verbal abuse of a gymnast or staff member may constitute such a risk.

Positions in Classes

Positions in any class are offered at the discretion of the coaching staff and may be withdrawn by the coaching staff. Coaches are the correct people to make decisions regarding the gymnasts' readiness to progress, the program content or any other coaching related matter.

Lost Property

A Lost Property basket is located in the viewing area of the facility. Uncollected items will be stored for a period of 2 weeks, then if not collected, donated to charity after a further period of 2 weeks. The club accepts no responsibility for any items left behind in the gym.

POLICIES AND PROCEDURES

This section of the Handbook serves to provide a general overview of the main areas that will concern you and your child. A full copy of the Club's Policies and Procedures are available on request.

Evacuation Procedure

Copies of the evacuation procedure and plans are situated in the following areas:

- Adjacent to the lift – ground level
- Adjacent to the Café – ground level
- Adjacent to the eastern ambulant toilet – ground level
- Adjacent to the lift – mezzanine level

In the event of an emergency evacuation the following steps are to be followed.

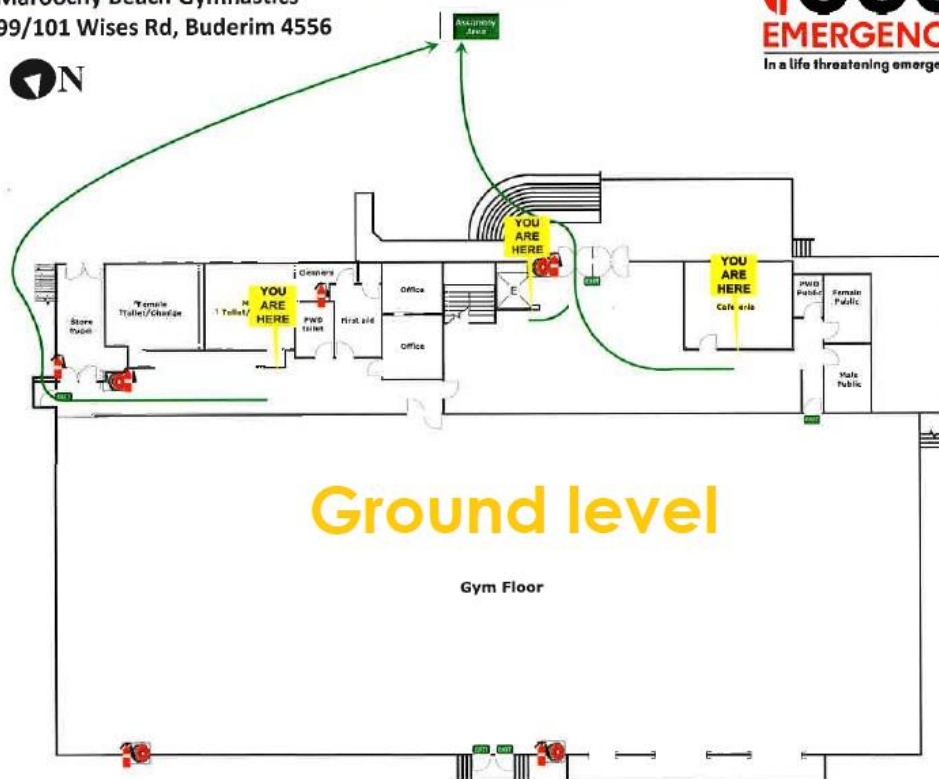
1. Signal the alarm via designated whistles (office and each end of training area)
2. Obey all instructions given by Program Coordinators
3. Evacuate immediately through nearest, safe exit. Move quickly, but do not run
4. All gymnasts and staff will be evacuated by coaches in their class groups
5. All evacuees must report to the designated assembly point – front car park
6. Once outside, stay at the assembly point in class groups with assigned coach until instructed otherwise by Program Coordinator.
7. Any injuries sustained during evacuation must be reported and treated by 1st aid staff/coach



EMERGENCY EVACUATION PLAN

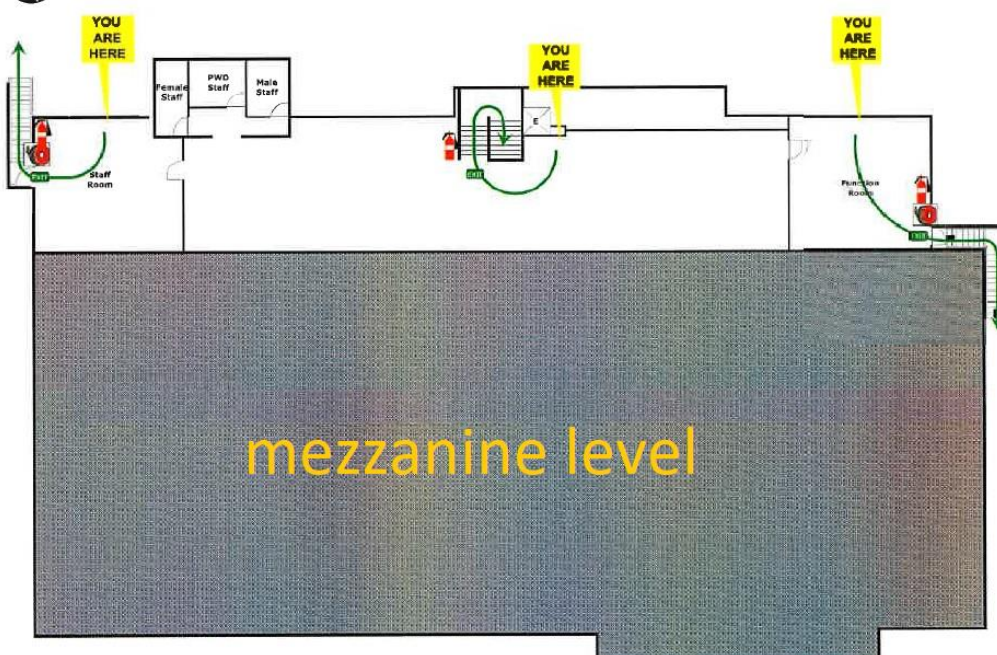
Fire & Emergency Procedures

Maroochy Beach Gymnastics
99/101 Wises Rd, Buderim 4556



Fire & Emergency Procedures

Maroochy Beach Gymnastics
99/101 Wises Rd, Buderim 4556



Photography and Video Policy

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

Coaching staff may use photography within training programs as a resource to assist in skill development. Coaches, Administration staff and Committee may photograph or film gymnasts during Club promotions and events however parent/guardian consent will be obtained prior to external-to-Club publication or display of any media imagery. The administration office must be notified if you do not wish your child to be photographed or their image used in publications.

Media

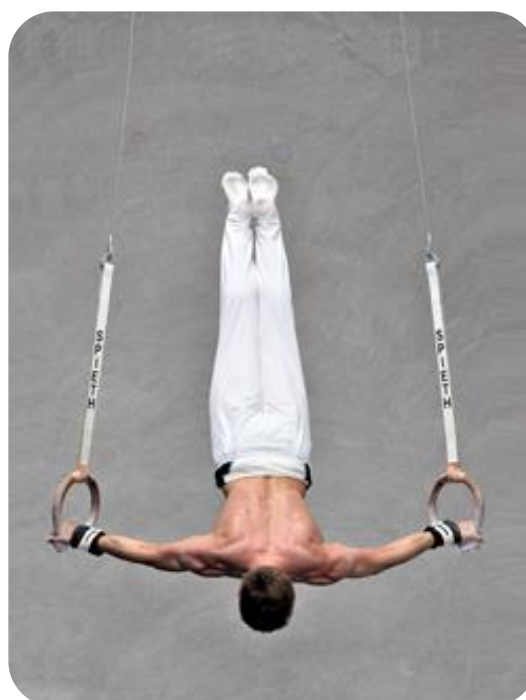
All media representations with regards to the Club, events, competition results, Club programs, gymnasts, staff or management must be arranged through the Administration Office in liaison with the Program Coordinators and/or Management Committee Executive.

Fundraising

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

Member Protection Information Officer

A Member Protection Information Officer (MPIO) is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. They can also provide information and advice to administrators and complaint handlers with regard to the Member Protection Policy of that sport. MPIOs are generally impartial; they do not mediate or investigate complaints. MPIO undergo mandatory training prior to receiving accreditation. The Member Protection Officer for Maroochy Beach Gymnastics Club may be contacted mpio@maroochybeachgymnastics.com.au



Complaints Handling Procedure

Procedural Steps

1. All matters brought to the attention of the complaints officer should be in writing via email mbg.complaints@gmail.com, briefly outlining the issue, with contact information provided.
2. The complaints officer will contact you to gather relevant information about the issue and determine an appropriate course of action, including:
 - Inform the alleged wrongdoer
 - Interview both parties separately
 - Keep confidential records of the process (complaints register);
 - Attempt mediation to achieve resolution; and
 - Follow up on the complainant
3. If the matter cannot be resolved to the satisfaction of the complainant or requires consideration by the management committee or disciplinary action, the complaints officer will refer the issue to the President and provide a formal written complaint to be considered by the full committee.
4. Formal complaints will be resolved by majority decision of the full committee, which can determine any necessary remedies, disciplinary action, referral to external authorities (e.g. community mediators, police etc). The committee will take reasonable action to apprise themselves of the facts prior to a decision being taken.
5. The committee can also elect to take no action after due consideration of the club's constitution, adopted policies and procedures.
6. The complaints officer will advise involved parties of the chosen course of action or inaction and the decision of the management committee is final.

Complaints Register

The complaints register must include details of:

- The date of receipt of the complaint
- The name, address and contact number of the complainant
- The name, address contact number and membership number (if applicable) of the recipient (person of whom the complaint is being made)
- The nature of the complaint
- The date & result (resolved, referred for mediation, disciplinary actions taken) on which the complaint was resolved or dealt with in accordance with this procedure

CLUB RULES

General

- 1.1 The gym floor is the domain of gymnasts and coaches only. Parents and siblings are not to enter the training area unless invited by the coach. This is a safety rule.
- 1.2 Under no circumstance is any person granted permission to play on any equipment.
- 1.3 Parents are not permitted to supervise children on the equipment. Gym Explorer and Adventurer classes are an exception to this rule.
- 1.4 Under no circumstance is anyone permitted to play in the car park.
- 1.5 Gymnasts must be collected from inside the gym. The designated waiting area is the seating area. Please contact the office if you will be late to collect your child immediately after training ceases.
- 1.6 No talking to gymnasts or coaches during classes. Should you wish to speak to your child's coach or Program Coordinator, arrange an appointment through the administration office. In case of emergency, please direct information through the administration office.
- 1.7 Parents/Guardians must supervise children in their care, whilst spectating classes.
- 1.8 No running is permitted within the spectator areas of the gymnastics facility.
- 1.9 To uphold the safety of our members and visitors, no ball sports are permitted within the gymnastics venue or viewing area.
- 1.10 Only staff and Executive Management Committee are permitted in the training area.
- 1.11 No smoking in the building or within 20 metres of the outer parameter. Refer to Smoke-Free Policy.
- 1.12 Inform coaches of any medical conditions that may affect your child.

Gymnasts

- 2.1 No gymnasts may enter the gymnasium or use any equipment until their class has commenced under the supervision of the Coach.
- 2.2 No running between apparatus. Walk around equipment to get from point A to point B.
- 2.3 No littering – use bins provided.
- 2.4 Treat the Club & equipment with respect. Do not pick the foam or mats; do not deface any photographs, notices or program charts displayed in the gym.
- 2.5 Hair must be tied back during class. No jewelry is to be worn.
- 2.6 All gymnasts waiting to be picked up must wait in the seating area, in view of the administration office staff or coach.
- 2.7 No food or drink is permitted in the training area.



GYMNASTS' CODE OF CONDUCT

- 3.1 Follow the instructions of all coaches at all times.
- 3.2 Cooperate, be courteous and respectful to all club members including staff, gymnasts and parents. Treat all others as you would like to be treated. Do not interfere with, bully or take unfair advantage of another gymnast.
- 3.4 Do not swear or use derogatory language based on gender, race or impairment.
- 3.5 Apply yourself properly during each training session. Train to be the best you can be. Work hard for yourself and your team.
- 3.6 Abide by the rules and be a good sport.
- 3.7 Be positive and encouraging to other gymnasts.
- 3.8 Attend all training sessions required for your level.
- 3.9 Be punctual and organised for all training sessions. Be dressed appropriately for all training sessions.
- 3.10 Never enter the training area without being invited by a coach and always leave a training area when dismissed by a coach. If you need to go to the bathroom or get a drink, ask first.
- 3.11 Notify a coach immediately if you hurt yourself
- 3.12 Notify your coach if you will be absent (school camps, holidays).
- 3.13 Use all equipment in a safe manner.
- 3.14 Never use a piece of equipment or try to do any skill without being instructed to do so by a coach
- 3.15 Treat equipment gently. When you move equipment make sure that it is left in a position that will not damage it. Never break or pick foam.
- 3.16 Mobile phones are not to be used during training sessions. In the event of an emergency, please advise Office staff or a coach who will contact your parent or guardian.
- 3.17 If your parents are late picking you up, wait inside for them in the seating area in view of administration staff or coach. If they are more than 10 minutes later than expected, please notify the Office or a coach so they may call someone for you. No gymnast is allowed to wait outside.

GYMNAST BEHAVIOUR MANAGEMENT POLICY

When a gymnast is in breach of the following aspects of the Gymnasts' Code of Conduct, the Behaviour Management Policy will be implemented:

- Repeated backchat towards coaches during training sessions.
 - Repeated swearing or use of derogatory language.
 - Bullying or interfering with another gymnast.
 - Destructive behaviour towards club property, including training equipment and matting, building structure or noticeboards.
 - Behaving in a manner that disregards the safety of themselves and other gymnasts.
 - Using equipment when instructed not to or in a manner against the coach's instructions.
-
1. Should a breach of the Gymnasts' Code of Conduct arise, a coach or staff member will approach the gymnast creating the problem and ask him or her to stop the behaviour.
 2. If the behaviour continues, the matter will be referred to a Program Coordinator who will request the gymnast to cease the behaviour and if necessary, the gymnast will be instructed to take "time out."
 3. If the Program Coordinator deems the breach warrants further action, a meeting will be arranged with the gymnast, the gymnast's parent/guardian, the gymnast's coach and if required, the Program Coordinator; to address the issues raised and work on positively modifying the gymnast's behaviour.
 4. In the event that the gymnast's behaviour does not improve following the gymnast/parent/coach meeting, the gymnast will be suspended from the class for a period of time as specified by the Program Coordinator.
 5. If on return from suspension, the gymnast's behaviour is still in breach of the Gymnasts' Code of Conduct, the gymnast's position within the competitive program will be forfeited.

A confidential record of any breach of the Gymnasts' Code of Conduct, together with the process & actions taken, will be recorded by the coach and/or Program Coordinator & filed in the gymnast's training records.

PARENTS' CODE OF CONDUCT

- 5.1 When your child has entered the floor they are under the direction of the coach. Please refrain from attracting their attention until they have been dismissed at the end of the class. Gymnastics requires concentration and focus. Any distractions may increase the chance of injury.
- 5.2 In the event of an emergency, please advise or phone Office staff who will inform your child's coach.
- 5.3 Keep the viewing area as clean as possible. Remove your rubbish from the seating area and use the bins provided.
- 5.4 Label all clothing and equipment. Check the lost property basket regularly.
- 5.5 Ensure your child's punctuality to all training sessions. Please also ensure your child is promptly collected by a parent/guardian at the completion of training.
- 5.6 Please come into the club to collect your child after class. Children will be instructed to wait inside in the seated area within view of the office administration or coach.
- 5.7 If you wish to speak to a coach, make an appointment through the office administration. Coaches are not to be distracted from any class they are coaching or are about to coach.
- 5.8 Notify the Office if you need to remove your child from class early or if your child will be absent from training due to school camps, illness, holidays.
- 5.9 Encourage children to participate if they are interested. If they are not, do not force. Remember, children are involved in sport for their enjoyment, not yours.
- 5.11 Do not swear or use derogatory language based on gender, race or impairment.
- 5.12 Parents and family members are welcome to view classes however parents are responsible for any children and must ensure they do not disrupt classes. Please switch mobile phones to silent and keep noise to a minimum.

Additional Parents Code of Conduct applicable to Gym Explorer and Adventurer classes:

- 5.8 A parent or guardian is to accompany and supervise any child enrolled in Gym Explorer and Adventurer classes.
- 5.9 Mobile phones are NOT to be brought into the gymnasium during class. Supervising parent/guardian is to leave the training area, together with their child/children, to use mobile phone if necessary.
- 5.10 Classes are intended for the enrolled gymnast only – unregistered older siblings are NOT to participate in the Gym Explorer and Adventurer classes..
- 5.11 Younger siblings may accompany parent/guardian in Gym Explorer and Adventurer classes however must NOT participate in activities or utilise equipment and must be under full parent/guardian supervision at all times.

COACHES' CODE OF CONDUCT

1. Abide by the Gymnastics Australia Coaches' Code of Ethics.
2. Ensure physical contact with athletes is appropriate and necessary for the athletes' skill development – ensure spotting is used only to facilitate learning or safe performance
3. Encourage, by example, the removal of any form of personal abuse or inappropriate discrimination
 - refrain from verbal, physical or emotional abuse
 - refrain from any form of sexual harassment towards athletes and colleagues
 - refrain from using the influence of a coaching position to encourage inappropriate intimacy between coach and athlete
 - refrain from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability of athletes
4. Refrain from being alone with any gymnast. Always ensure two responsible adults are present at all times if left to care for a gymnast.
5. Be alert to any forms of abuse towards athletes from other sources whilst they are in your care
6. Arrive ready for work no later than 10 minutes prior to the commencement of your lesson.
7. Commence classes on time.
8. Inspect the apparatus prior to using it. Report any breakages or unsafe equipment to the MAG and/or WAG Program Coordinators.
9. Program Coordinators are responsible for preparing lesson plans for all classes.
10. Program Coordinators are responsible for preparing progress reports for parents.
11. Changes to the program training timetable must be approved through the administration office. Parents must be notified as soon as possible, in writing, of any timetable changes.
12. All coaches must wear their uniform while coaching. Refer to the Uniform Policy in the Maroochy Beach Gymnastics Club's Policy & Procedures Manual.
13. Coaches must adopt an active work posture during classes. Coaches should remain alert and focus on their gymnasts ensuring safety is maintained at all times.
14. Refrain from leaving the training area whilst gymnasts are on the apparatus. Keep an eye on the gymnasts at all times. Safety is the number one priority.
15. Develop respect and pride in the club and its facilities and members. Speak courteously to all other members, keep the club clean and put away all excess equipment when not in use.
16. Coaches are to ensure gymnasts pack away all equipment used at the conclusion of their class.
17. Mobile phones are NOT to be brought into the gymnasium during class.