



**MAROOCHY BEACH**  
GYMNASTICS

# COMPETITION HANDBOOK

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## 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 29<sup>th</sup> 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 21<sup>st</sup> April, 2018.

Maroochy Beach is the premier gymnastics Club on the Sunshine Coast and the largest Club in Queensland, boasting one of the best gymnasium facilities in the state. The Club has produced many successful gymnasts who have achieved remarkable results in Regional, State, National & International competition. Some of the Club's successful achievements in 2019 were:

### 2023 Australian Championships:

Joshua Killorancole	MAG Level 7 Open	1 <sup>st</sup> Pommel Horse
Dion Owen	MAG Level 7 Open	2 <sup>nd</sup> Pommel Horse
Xavier Powell	MAG Level 8 U/14	2 <sup>nd</sup> Parallel Bar & 3 <sup>rd</sup> Rings
Kobi Thompson	MAG Level 10	Individual athlete selection

### 2023 Queensland State Championships:

Thomas Dodunski	MAG Level 3 U/9	3 <sup>rd</sup> All Around
Alec Eagleston	MAG Level 3 U/9	4 <sup>th</sup> All Around
Shay Carberry	MAG Level 3 U/10	2 <sup>nd</sup> All Around
Lachlan Quarrell	MAG Level 3 Open	1 <sup>st</sup> All Around
Oliver Hanna	MAG Level 4 U/10	5 <sup>th</sup> All Around
Connor Jackson	MAG Level 4 U/11	4 <sup>th</sup> All Around
Cameron Torrie	MAG Level 4 U/11	3 <sup>rd</sup> All Around
Lachlan Engelhardt	MAG Level 5 U/11	2 <sup>nd</sup> All Around
Kyle Sanderson	MAG Level 5 Open	1 <sup>st</sup> All Around
Joshua Killorancole	MAG Level 7 Open	1 <sup>st</sup> All Around
Xavier Powell	MAG Level 8 U/14	2 <sup>nd</sup> All Around

Judith Hast	WAG Level 5 U/11	2 <sup>nd</sup> All Around
Anika Sudana	WAG Level 5 U/11	5 <sup>th</sup> All Around
Tirzah Davies	WAG Level 6 Open	4 <sup>th</sup> All Around



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

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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

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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

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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 meet on the second Monday of each month. All matters to be contributed to the general meeting must be in writing and addressed to "The Secretary".

### Administration & Office Hours

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The Office is attended during school terms as follows:

- Monday – Friday 9:00am – 12:00pm and 3.30pm – 5.00pm
- Saturday 8:00am – 11:30am

### Staff Accreditation

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- All staff employed at Maroochy Beach Gymnastics Club possess a current Working with Children card issued by the Queensland Blue Card Services.
- 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.

All of our coaching staff have attained 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.

## **COMPETITIVE PROGRAM**

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It is an honour to be selected for the Competitive Teams Program. Within this program, expectations are placed on the gymnast to work hard and improve their physical abilities and skills. Positions within the competitive team are offered on the understanding that the gymnast aspires to high levels of performance and fully meets the training and competition requirements of that team, the exception being gymnast illness; injury or in the event of an emergency.

It is important that each gymnast is allowed to grow and develop at his or her own pace. Allowing appropriate time to develop strong fundamentals and basic skills allows individual children to achieve ongoing improvement which in turn builds their confidence and competence.

When we consider each gymnast for competitive classes we factor in the following when we decide on group placement and training hours:

- A gymnast will be placed in a class that suits his/her social and gymnastics level of development, maximising their individual potential if correctly followed with determination, effort and persistence.
- A gymnast must work as a valued team member and be willing to have a go with appropriate attitude to the tasks asked of them
- A gymnast must demonstrate the ability to gain value for the hours they train through confidence, competence and consistency
- A gymnast must want to increase training hours and love their training before an upgrade occurs as this reinforces the points above
- A gymnast must benefit from increased training hours

Gymnasts can expect the dedication of their coach to the task of developing their gymnastic ability to their maximum potential. The programs put in place will give your child the best chance to maximise their individual potential & provide future life skills, if correctly followed with determination, effort and persistence.

### **Pre Squad to Level 3 Competitive Teams**

Gymnasts train between 1½ and 9 hours per week, developing and perfecting the basic skills and fundamentals of gymnastics. Strength, flexibility and shapes are the key components required in order to proceed in level difficulty, whilst attendance at competitions is secondary at this age and level.

### **Level 4 to 10 Junior and Senior Squads**

Gymnasts train between 10 to 20 hours per week, building on the fundamental and basic skills learnt previously, with the aim for representation at Regional, State and National competitions.

## **Progression within the Competitive Program**

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Gymnastics is an individual sport where children progress to their personal potential and ability. Gymnasts must execute skills safely and with correct technique prior to advancing to the next skill level. The time span to successfully accomplish this varies broadly from gymnast to gymnast and will be dependent upon the individual's strength & flexibility. Gymnasts' safety as well as the coaches' integrity is compromised if gymnasts progress to a level when they are not physically or mentally capable. Gymnasts progress to the next level as an individual & at the discretion of the Program Manager in liaison with the gymnast's coach.

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.

## What can gymnasts and parents expect from MBG?

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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 and persistence.

## Expectations of a gymnast and parent when joining a class

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To get the greatest benefit from training, gymnasts are expected to be punctual, polite and cooperative. Competition attendance is critical to the gymnast's ongoing improvement. Non-attendance at competitions recommended by the gymnast's coach will jeopardise the gymnast's position within the competitive program. Gymnast's performance may be assisted through adequate rest/sleep and a nutritious diet. Parents will assist coaches and staff by abiding by the Club's Rules.

## Communicating with Coaching Staff

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For the safety of all of our 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 and competition 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 Manager.

## Safety

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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.

## Assumption of Risk

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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.

## Fees and Membership:

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Tuition fees are reviewed on an annual basis by the Management Committee.

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: 

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

## Training Hours:

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Coaching staff determine gymnast's training hours based on individual ability and skill level.

Gymnasts are invoiced on a term basis as per the training hours assigned for their program level. No credit will be applied due to gymnast absence or inability to attend weekly training hours assigned for the class in which the student is enrolled. Substitute coaching staff or make-up class will be offered at the coaches' discretion, should a training session be cancelled.

Invoices for gymnasts training less than 6 hours per week are aligned with State School terms as determined by Education Queensland. Invoices are issued prior to the commencement of term and are due for payment in the first week of the term. Holiday training is not calculated within the Term account and therefore will attract an additional charge, based on the number of hours trained. Gymnasts must book and pay for Holiday Training in advance, as per due date advised.

Invoices for gymnasts training 6 or more hours per week are aligned with State School terms, as determined by Education Queensland, and include the ensuing holiday period. Invoices are issued prior to the commencement of term and are due for payment by the first week of the term. A flat fee is charged each term, based on the weekly training hours scheduled for the class. Gymnasts are invoiced for a total of 48 weeks, but receive 50 weeks of training. Term 1 encompasses the period 1<sup>st</sup> January, Term 1 block, plus the subsequent school holiday period. This accommodates any changes to training schedules during the year, due to competition, public holidays, coach absence or unforeseen events and changes etc. Terms 2, 3 and 4 encompass the school term plus the subsequent school holiday period. Gymnasts generally will be given a short break over Christmas – New Year period. The full term fee is payable - no credit or make-up will be applied due to gymnast's absence as the child's position in class is reserved during their absence.

Coaches are encouraged to offer comparable weekly training hours during holiday periods as per the regular term schedule, however variations may occur due to public holidays, competition and availability of coaching staff. Ultimately, the Holiday training schedule is at the coaches' discretion. Credit will not be applied where weekly training hours are reduced due to public holidays; competition; or other circumstance. Gymnasts are expected to attend Holiday Training and must notify their coach if they will be absent. The coach may, at their discretion, provide gymnasts annual leave from training. Annual leave may not necessarily be given in one block.

## Building Maintenance/Equipment Levy

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This 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; building & contents insurance; 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

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Maroochy Beach Gymnastics Club is affiliated with Gymnastics Queensland [www.gymqld.org.au](http://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.

Registration with Gymnastics Queensland is compulsory and must be obtained prior to participating in classes. The registration is non-refundable however is transferable between other Gymnastics Australia affiliated clubs. Registration is 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.

## Annual Volunteer Levy

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A Volunteer Levy of \$156.00 per family will be applied at the commencement of the year to accounts where the competitive gymnast is training 6 or more hours per week; and \$81.00 per family for gymnasts training between 3 to 6 hours per week. If the gymnast’s training increases to three hours or more mid-year, their account will be invoiced a pro-rata Volunteer Levy, applicable from the date the gymnast’s hours exceed 3 hours per week.

Parents/Guardians of gymnasts may volunteer assistance at Club competitions; working bees; or events where the Club is contracted to supply volunteers. If any parent/guardians’ volunteer hours at Club events accumulate to 10 hours or more during the calendar year, the family will be reimbursed their Volunteer Levy in December of that year. Continuing gymnasts will have their account credited whilst gymnasts not enrolling for the subsequent year will receive a reimbursement. If the family ceases their involvement with Maroochy Beach Gymnastics Club during the calendar year, the Volunteer Levy reimbursement will be on a pro-rata basis.

Volunteers must sign in and out in the Register provided in the Club Office. Committee or staff members must sign as witness to have the volunteer hours authenticated.

## Family Discounts

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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 second enrolled sibling will receive 50% discount on the term levy and annual Club Membership/registration; whilst 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

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A reminder notice will be issued to members with an overdue account. If payment is not forthcoming after the issue of this notice, a phone call from the Club Administrator will be made.

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

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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.

Substitute coaching staff or make-up class will be offered at the coaches' discretion, should a training session be cancelled.

## Withdrawal from Competitive Program

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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/QGAI is non-refundable.

If the club discontinues a program, withdraws a position or request a member be removed from a program, the members' account will be given a pro rata credit or refund for the balance of fees.

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 that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policies will apply.

## Illness & Injury

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

Maroochy Beach Gymnastics Club has an Injury Policy. The full policy may be obtained from the office. The procedure is as follows:

1. Obtain medical certificates, x-rays, scans or other as requested by coach and medical physicians
2. Make an appointment to discuss with your child's coach and/or the Program Manager to discuss treatment and rehabilitation. The Program Manager may request to speak to the gymnast's specialist or physiotherapist.
3. A restructured training program will be designed, allowing the gymnast time to rehabilitate and continue with modified training.
4. Training hours will be determined by the Program Manager to accommodate the rehabilitation period, with fees adjusted accordingly.
5. A written Medical Clearance from the specialist/physiotherapist will be required when rehabilitation is complete.

Registered members suffering an injury whilst participating in an official gymnastics activity (including training, competition, displays, events or other sanctioned activities) may lodge a claim with Gymnastics Australia's affiliated sports insurer, who may cover Non-Medicare Medical Benefits

## Notification of changes to details

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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.](#)

## Changes to Coaching Staff

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While every attempt to give the gymnasts consistency in coaching staff the club reserves the rights to substitute in the event of coach absence; or change coaching staff without notification.

## Lost Property

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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.

## Term Dates

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2024 term dates are as follows:

- Term 1      Monday 22nd January – Thursday 28th March  
              \*Club is closed Australia Day public holiday Friday 26th January  
              \*Club is closed Good Friday 29th March & Easter Saturday 30th March
- Term 2      Monday 15th April – Saturday 22nd June  
              \*Club is closed ANZAC Day public holiday Thursday 25th April  
              \*Club is closed Labour Day Monday 6th May  
              \*Club is closed Sunshine Coast Show Day Friday 14th June
- Term 3      Monday 8th July – Saturday 14th September
- Term 4      Monday 30th September – Saturday 14th December  
              \*Club is closed Monarch's Official Birthday public holiday Monday 7th October

\*Competition squad gymnasts may train on public holidays at the discretion of their coach.

## School & Public Holidays

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The Club is open on pupil free days and Brisbane EKKa show day.

The Club is closed on public holidays



2024 DRAFT COMPETITION CALENDAR			
DATE	COMPETITION	LEVEL	LOCATION
MARCH			
2nd March	WAG Senior Invitational	Level 7 - 10	Premier - MORNINGSIDE
9th - 10th March	WAG SEQ Senior Regionals	Level 7 - 10	Premier - SOUTH BRISBANE
9th - 10th March	MAG SEQ Senior Regionals	Level 6 Opt - 10	Gold Coast
APRIL			
5th - 8th April	WAG Senior States	Level 7 - 10	Chandler
5th - 8th April	MAG Senior States	Level 6 Opt - 10	Chandler
MAY			
12th May	MAG Splitz Invitational	Level 1 - 6	Splitz, Sumner
18th - 19th May	WAG Delta Team Challenge	Level 4 - 6	Delta Kedron
26th May	MAG Albany Creek Invitational	Level 1 - 6	Albany Creek
JUNE			
1st - 2nd June	WAG Maroochy Invitational	Level 3 - 10	Maroochy Beach
8th - 9th June	MAG Maroochy Grand Prix	Levels 2 - 7	Maroochy Beach
16th June	Girls Maroochy Carnival	Recreational	Maroochy Beach
22nd - 27th June	WAG State Clubs	Levels 4 - 10	Caloundra
22nd - 27th June	MAG State Clubs	Levels 3 - 10	Caloundra
JULY			
7th July	MAG Skyline Slam	Level 2 - 6	Skyline, Southport
14th July	MAG Albany Creek Grand Prix	Level 1 - 6	Albany Creek
13th - 14th July	WAG Sunshine Classic	Levels 3 - 6	Woombye
20th - 21st July	WAG Sunshine Coast Regionals	Levels 3 - 6	Maroochy Beach
AUGUST			
4th August	MAG Sunshine Coast Regionals	Levels 2 - 6	Maroochy Beach
24th - 25th August	WAG 360 Invitational	Levels 3 - 6	Coorparoo
25th August	MAG Carson Junior Classic	Level 2 - 6	Skyline, Southport
SEPTEMBER			
8th September	Girls Maroochy Carnival	Recreational	Maroochy Beach
14th - 18th September	WAG Junior States	Levels 4 - 6	Chandler
14th - 18th September	MAG Junior States	Levels 3 - 6	Chandler
20th - 25th September	MAG National Clubs	Levels 3 - 10	Gold Coast
27th Sept - 6th October	WAG National Clubs	Levels 5 - 10	Gold Coast

This is a Draft calendar only, therefore competition dates & venues are subject to change.

This competition calendar only reflects major competitions & does not include all Invitational events gymnasts may attend throughout the year.

## COMPETITION FEES

Gymnasts are advised of competition venue and cost prior to all competitions. Nomination fee will vary depending on the level of competition. A compulsory levy is payable to cover coaches' travel and attendance expenses at in-house and external competition. Parents must remit competition entry payment on or before the closing day advised. Late payment for competition entry will not be accepted under any circumstance.

All competition registrations must be submitted through the Maroochy Beach Gymnastics administration office. Parents/guardians must not contact the host Club or organisation to register for competition.

Payment of Competition entry fees may be made by any of the payment methods listed under "Fees and Membership"

Competition session times are confirmed prior to the event. Should a gymnast not be able to compete in competition due to injury or illness, a Medical Certificate must be provided within 48 hours of the event date. Reimbursement of the competition entry fee is at the discretion of the host Club or the State or National organisation and is subject to an administration fee.

## UNIFORM REQUIREMENTS

Competition uniforms may be ordered through the Club Office. The Club stock a small range of merchandise however it is the member's responsibility to ensure required items are ordered well in advance. The Club accepts no responsibility for lost or delayed delivery of ordered merchandise. Full payment is required prior to collection of order. No refunds or credit will be given for purchased merchandise.

### WAG Competitive Program: Development – Level 10

Hair must be secured, preferably in a bun. No jewelry to be worn.  
Competition hair to be styled as per [COMPETITION HAIR STYLE](#)

**Training attire:** Club tank Leotard; leotard or Crop top and bike pants.

#### Competition attire:

	Development – Level 3	LEVEL 4 - 6	LEVEL 7 - 10
Training Leotard	Optional	Optional	Club Tank Leotard
Competition leotard	Club Tank Leotard	Sylvia P Rita Leotard	Pink Mesmerise Leotard
Club Polo shirt	Navy	Navy	Navy and White
Club Tracksuit	Optional	Yes	Yes
Club Bag	Optional	Yes	Yes

### MAG Competitive Program: Development – Level 10

Hair must be neat, away from face and no jewelry to be worn.

**Training attire:** Leotard or singlet with shorts or Longs

#### Competition attire:

	Development	LEVEL 2 - 6	LEVEL 7 - 10
Club Shorts	Navy	Navy	Navy
Competition leotard	Club Singlet	Yes	Yes
Club Longs	Optional	Yes	Yes
Club Polo shirt	Optional	White	White
Club Tracksuit	Optional	Yes	Yes
Plain white socks	Yes	Yes	Yes
Club Bag	Optional	Yes	Yes

## Team Event Selection

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Maroochy Beach Gymnastics Club may nominate gymnasts to compete at team events, including MAG and WAG State and National Clubs.

The number of gymnasts per team is dependent upon the Gymsport Competition Regulations for the event. The number of gymnasts nominating will determine the number of teams entered in each division.

Team selection will be at the discretion of the Program Manager, in liaison with program coaches, taking into consideration respective gymnasts training attitude, commitment, performance and recent competition results.

## WAG Floor Music

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Music for WAG Level 7 – 10 gymnast floor routine will be at the discretion of the WAG Program Manager in consideration of suitability to the individual gymnast.

Gymnasts' floor routines will be choreographed by WAG coaching staff or by a professional dance instructor appointed by WAG coaching staff. There is a cost involved to choreograph and teach a gymnast's individual floor routine.

## Media

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All media representations must be arranged through the Administration Office in liaison with the MAG and/or WAG Program Manager and Management Committee.

## Sponsorship Policy for Competitive Gymnasts

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

The club will support fundraising efforts for gymnasts attending interstate or international competition providing monies raised contribute to expenses incurred for the gymnast to attend the competition.

Maroochy Beach Gymnastics Club may provide a once-off uniform fee subsidy to MAG and WAG athletes upon their initial competition as a Senior gymnast in a Gymnastics Queensland sanctioned event. To be eligible for the uniform subsidy, the gymnast must have been registered with Maroochy Beach Gymnastics Club in the previous year and as a Level 6 gymnast for a minimum of 12 months; compete on all apparatus in the competition and have not previously received the uniform fee subsidy.

Funding for National invitation-only clinics will be decided on an individual basis.

## Photography and Video Policy

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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 Office.

Coaching staff may use photography within training programs as a resource to assist in skill development. Coaches, Administration staff & Committee may photograph/film gymnasts during Club promotions & events however parent/guardian consent will be obtained prior to external-to-Club publication or display of any media imagery.

## Annual Awards

The gymnast must be enrolled for Term 4 of the calendar year to be eligible to receive any awards. The gymnast must be enrolled at Maroochy Beach Gymnastics Club on the date of the qualifying event to be eligible for Club Level Champion; State Representative; and Excellence Awards

**Volunteer Of The Year:** Voted by the Management Committee and awarded to a non-Committee individual or family who have significantly contributed voluntary assistance at Maroochy Beach Gymnastics.

**State Representative:** Awarded to MAG & WAG athlete/s selected and competed minimum of one apparatus at Australian Championships; Border Challenge and/or International Tour

**Excellence Award:** Awarded to MAG and WAG athletes who have attained individual 1<sup>st</sup> apparatus or All Around placing at Regional Championships; individual 1<sup>st</sup> – 3<sup>rd</sup> apparatus or All Around placing at Australian Championships; Border Challenge and/or Junior or Senior State Championships; team podium placing at Australian Championships or Border Challenge or Queensland Regional Challenge

**Rising star:** Each gymnast will have their highest 3 scores from all Sanctioned events that they have competed in that year, averaged out to give an overall score for the year. The second highest score will be awarded Club Level Champion in respective levels: MAG Level 3-10 & WAG Level 4-10 OR the Rising Star award may be decided at the Program Manager/s' discretion.

**Club Level Champion:** Each gymnast will have their highest 3 scores from all Sanctioned events that they have competed in that year, averaged out to give an overall score for the year. The highest score will be awarded Club Level Champion in respective levels: MAG Level 3-10 and WAG Level 4-10

**Gymnast of the Year:** Awarded to MAG and WAG Junior (Levels 4 – 6) and Senior (Levels 7 – 10) being the gymnast attaining the highest All Around or apparatus podium placing at State or Australian Gymnastics Championships and at discretion of Program Coordinator with consideration to scores for Under/Open divisions



## 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 Policy & Procedure Manual is available on request from the office.

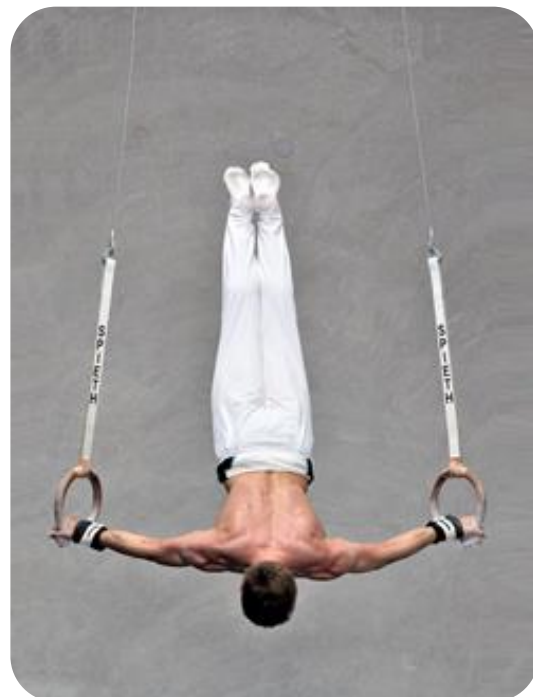
### Evacuation Procedure

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

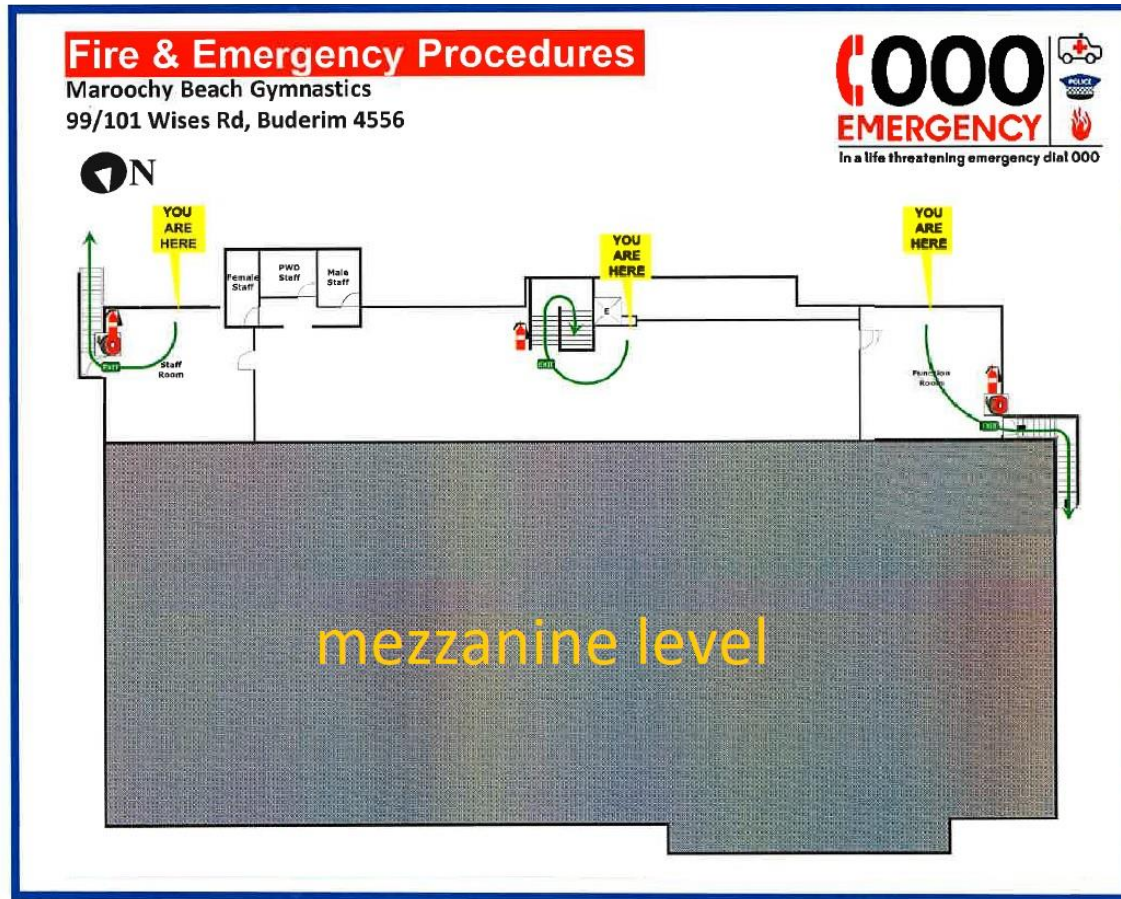
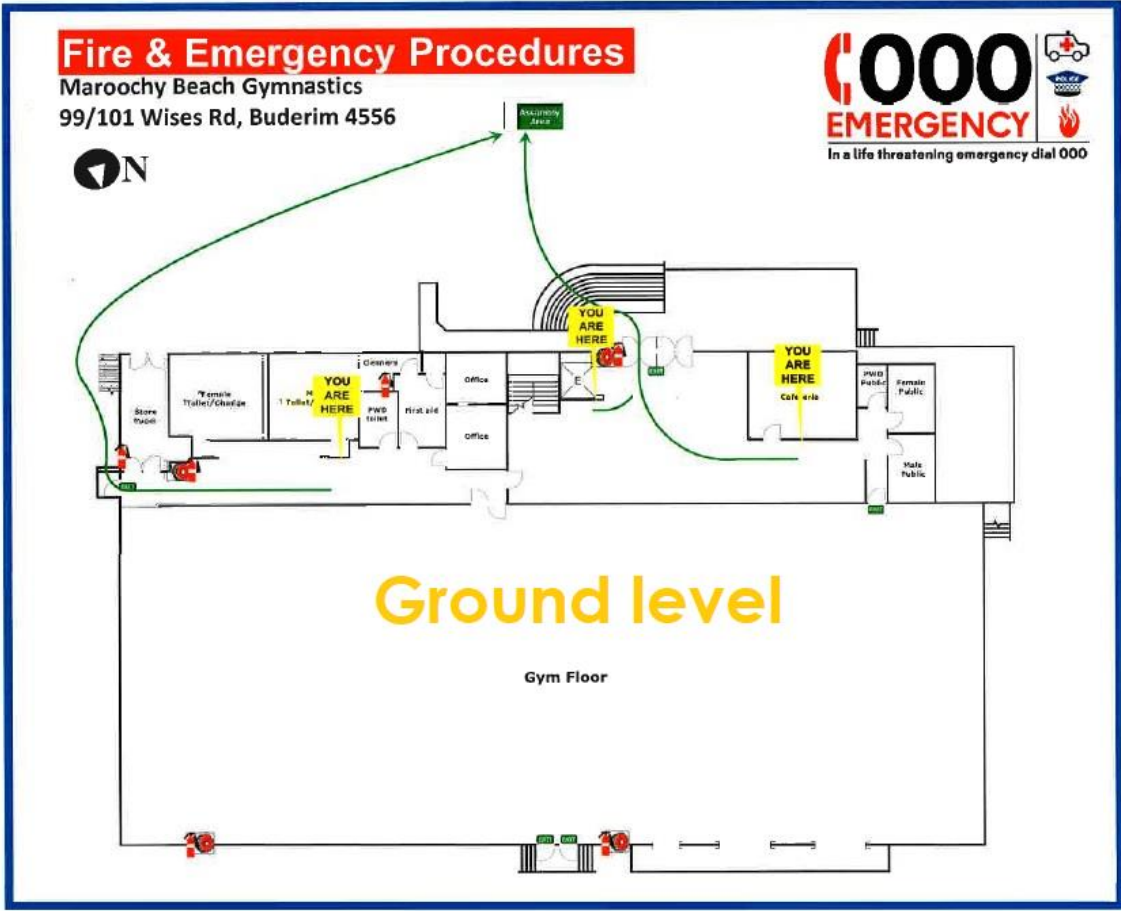
- adjacent to the lift – ground level
- adjacent to the Café – ground level
- adjacent to the eastern ambulant toilet – ground level
- adjacent to the lift – mezzanine level

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 Managers
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 Manager
7. Any injuries sustained during evacuation must be reported and treated by 1<sup>st</sup> aid staff/coach



# EMERGENCY EVACUATION PLAN





## Member Protection Information Officer

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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.

## Complaints Handling Procedure

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### Procedural Steps

1. All matters brought to the attention of the complaints officer should be in writing via email [admin@maroochybeachgymnastics.com.au](mailto:admin@maroochybeachgymnastics.com.au), 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

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### 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 jewellery 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

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- 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.

## TRAVEL, COMPETITION AND CLUB OUTINGS

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- 4.1 While travelling to and from competitions, conduct yourself in a respectable manner.
- 4.2 Coaches will determine accommodation, meal arrangements and excursions when gymnasts travel away as a team.



- 4.3 Conduct yourself responsibly at the competition venue and on excursions with the club.
- 4.4 Wear club uniform on the competition floor.
- 4.5 Do not leave the competition arena without gaining permission from the Head Judge.
- 4.6 Do not communicate with any parents, siblings or spectators during competition as you may incur a deduction on your overall score or disqualification from the competition.
- 4.7 Attend the presentation ceremony in full club uniform.
- 4.8 Respect the decision of judges and officials.
- 4.9 Make an effort to attend the competitions and support fellow gymnasts in other levels.



## 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 Manager 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 Manager 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 Manager; 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 Manager.
  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 Manager & 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 & 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 & keep noise to a minimum.



## COACHES' CODE OF CONDUCT

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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 Managers.
9. Program Managers and/or Coordinators are responsible for preparing lesson plans for all classes.
10. Program Managers and/or 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. Mobile phones are NOT to be brought into the gymnasium during class.
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.