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2014

Competitive Handbook and Information Package

Welcome

We would like to welcome you and your child to the exciting discipline of Competitive Gymnastics. We are sure you will find it a rewarding experience. This handbook provides you with information on the Club's programs, services and expectations. If you require more information please contact our Club Administrator, Sally Chambers.

Cooroy Gymnastics Club Mission Statement

To encourage all participants to develop the skills required for gymnastics and to assist gymnasts to achieve their maximum potential through the implementation of great coaching techniques, participation in competitions, correct technical development and good club administration.

Cooroy Gymnastics Club Objects

The objects for which the club was established are:

- To provide the members with a safe, happy learning environment where health and fitness is fun
- To give members of all ages the opportunity to achieve their individual goals, from general, recreational gymnastics to high level competitive gymnastics
- To give the community access to a club where members of all ages and ability levels can attend classes, finding friendships and personal achievements, reaching goals through hard work and determination
- Giving members the right start, with fitness and attitude attributes benefitting them throughout their lives.

Our Coaches

All of our Coaches are fully accredited and are State and Nationally qualified in the disciplines they teach (or are in the process of gaining accreditation). Coaches who are in training are under the supervision of a qualified coach. Some of our coaches also hold tertiary qualifications. Accreditation procedures also require that coaches hold a current Senior First Aid certificate or equivalent and Positive Notice Blue Card (Working with Children Card). It is a requirement of employment with Cooroy Gymnastics that coaches participate in regular in-house training sessions as well as attend workshops and courses throughout the year. Many of our younger coaches possess high levels of up to date technical expertise in gymnastics as a result of many recent years of intensive training as competitors.

Our Committee

The club is run by a volunteer management committee elected at the AGM every year. There are 4 executive positions and 2 general positions. Anyone is welcome to become a part of the Committee at the AGM.

Our Program

Our Club offers numerous programs to suit a variety of ages, fitness and experience:

Non-Competitive Stream – this includes: Kindergym, Gym Fun, Team Classes and Schools Programs

Competitive Levels Stream - includes Women's Artistic Gymnastics (**WAG**), and Men's Artistic Gymnastics (**MAG**)

The following provides descriptions of each discipline and in particular what Cooroy Gymnastics has to offer.

Our Competitive Program

Competitive National Levels Streams

WAG – Women's Artistic Gymnastics

Tuition is designed for the more competitive and committed gymnast. Gymnasts compete on four apparatus: Vault, Bars, Beam and Floor. Gymnasts train under the Australian Gymnastics Federation scheme and progress through the levels. Their training times range between 2 and 12 hours per week over 1 – 4 days per week. Gymnasts in these programs are expected to attend all training sessions.

MAG – Men's Artistic

These classes are separate to our girls' programs. Tuition is designed for the more competitive and committed gymnast. Gymnasts compete on six apparatus: Pommel, High Bar, Parallel Bars, Floor, Vault and Rings. Gymnasts train under the Australian Gymnastics Federation scheme and progress through the levels. Gymnasts in these programs are expected to attend all training sessions.

PAD (Physical Ability Development) Testing

Cooroy tests the PAD of all our Squad gymnasts. Squad gymnasts are tested throughout the year. The PAD Test aims to measure each gymnast's physical readiness to successfully compete. While competition scores remain the best indicator of current gymnastics levels, the PAD score has been an accurate indicator of the future performance of gymnasts.

The test is broken into three components: skills, strength, and flexibility. The results of each testing session are analysed by coaches. The resulting data provides valuable insight into current fitness levels of our gymnasts, and is used by coaches to adapt and/or to modify the training program to accelerate learning and to address any weaknesses or imbalances that might develop into injury risks.

It is critical that gymnasts attend each PAD Test to ensure that we have the required data to ensure your gymnast's safety and optimal development.

Competitions

Competitive performance is the outcome of successful training. Gymnasts will be entered in all available competitions for which they have qualified. Qualification is gained by:

- Being at the appropriate level or age for the competition.
- Having attended all training sessions, and shown gradual improvement in all training variables.
- Must attend all sessions 2 weeks prior to competition. If not able to attend these classes the Club must be notified.
- Having reached a MINIMUM standard in all skill & routine goal areas and physical conditioning.
- Demonstrating support of team mates in training and competition.
- Having ALL Membership Fees up to date and Term Fees paid or entered into a payment plan.
- Completing and delivering any nomination form and appropriate fee by the due date. A 25% admin fee will apply to any late entries.

At the commencement of 2014, a competition/event calendar will be available through the office. Due to the nature of the Gymnastics World these events may change and others might occur at short notice, Cooroy will endeavour to inform parents with the most amount of lead time as possible.

Competition Etiquette & Team Support

Gymnasts must check-in with their coach(es) 15 - 20 minutes before the start of warm-up, hair and/or make up ready (and leave time for your daughter to get into her leotard prior to meeting the coach). Once they have checked in with their coach, they must stay on the competition floor for the remainder of the competition. (Rules regulate that gymnasts may not leave the floor without permission of the Jury, nor have any contact with persons outside the Competition Arena.)

Gymnasts are expected to be polite, respectful, and supportive to all participants and officials. As a club we want to provide our competitors at competition with all the support possible. We ask that all girls attend other sessions and support their teammates at competition where possible.

Audience members are encouraged to cheer loudly and support their gymnasts. (Spectators are expected to behave in a way that exemplifies the Cooroy and sets a positive example for our children – see Spectator Code of Behaviour below) For safety reasons, audience members may not use any flash photography or attempt to attract the attention of a gymnast for any reason during the competition. Even if your gymnast is not competing at the moment, another gymnast's safety may be jeopardized

Notes on preparing for WAG Competitions

What to wear to the competition for Winter Months

- Hair to be neatly tied back and lacquered to stay put.
- Club Tracksuit Top and bottoms
- Club Polo shirt
- White socks

What to wear to the competition for Summer Months

- Hair to be neatly tied back and lacquered to stay put.
- Club Polo shirt
- White socks

What to wear when competing

- Competition Leotard (see below)

What to bring to competition

- Gym bag
- Guards/wristbands
- Water bottle
- Tape
- Vaseline/Paw paw
- Band aids
- Copy of your music
- Spare elastics/clips

COMPETITION LEOTARD (INSERT PICTURE)

Gymnasts in level 3+ will need to purchase the Girls Senior Competition Leotard from the Club, this must be order at least 4 weeks prior to competition. Please see Coaches to try on a sample size.

SQUAD TRAINING LEOTARD

Girls who are in the Senior Squad – which are all girls training 9 hours or above will need to purchase the Girls Squad Sleeveless Leotard from the Club. This leotard will be worn every Monday (Level 4) and Wednesday (Seniors) at training as well as PAD tests. This leotard is to be worn with PLAIN BLACK LYCRA bike pants. No velvet, diamantes, “names on bottom” pants to be worn with this uniform. Black ¾ Leggings or long leggings may be worn in winter.

LEVEL 7-10 PODIUM LEOTARD

Girls who are in our level 7-10 Program will need to purchase the Girls Podium Sleeveless Leotard. (SENIOR SQUAD TRAINING LEOTARD). This leotard will be worn at all competition warm-ups, podium trainings, and training camps. It is

to be worn with plain black lycra bike pants, plain black ¾ leggings or no bike pants, depending on the coach's instructions.

Notes on preparing for MAG Competitions

What to wear to the competition for Winter Months

- Club Tracksuit Top and bottoms
- Club Polo shirt
- White socks

What to wear to the competition for Summer Months

- Club Polo shirt
- White socks

What to wear when competing

- MAG Competition Leotard (ordered through the club)
- White Club shorts (Floor, Vault)
- White Club longs (Rings, High Bar, Pommel, Parallel Bars)
- White socks when wearing club longs.

What to bring to competition

- Gym bag
- Guards/wristbands
- Water bottle
- Tape
- Vaseline/Paw paw
- Band aids

Our Dress Code

Daily Training for Girls

For safety NO JEWELLERY for all gymnasts. Gymnasts are required to wear clothes they can move in. Eg Leotards, crop tops, bike pants, stretchy shorts, t-shirts and singlet tops. A tracksuit and socks may be worn for warm up during winter months. Long hair must be worn up and gymnasts must come to the Club already prepared for training. Gymnasts are not to wear clips in their hair as these can fall out in the pit and become a safety issue.

Daily Training for Boys

For safety NO JEWELLERY for all gymnasts. Gymnasts are required to wear clothes they can move in. Eg: bike pants/skins, stretchy shorts, t-shirts and singlet tops. A tracksuit and socks may be worn for warm up during winter months. Long hair must be tied up and gymnasts must come to the Club already prepared for training.

Unacceptable Attire:

Bikini crop tops, loose pants and shirts (girls) and skirts.

A Club Training Singlet for Gymnasts can be ordered via the GMD website, Please visit our website cooroygymnasticsclub.com.au open competition tab and visit uniform shop to take you directly to GMD website gmdirect.com.au for all items.

Competition

Gymnasts must wear the club uniform when at competitions. The club colours are black, teal and white.

How to Purchase a Uniform

Please make enquiries at the office for details and pricing of club leotards, shirts and tracksuits. Allow up to 4 weeks for new leotards and longs to be made. The first two weeks of each term any uniform orders can be made at the Office. The Office will make a bulk purchase on any orders through our supplier.

What costs can I expect to pay for the Competitive Program?

Each year parents of **Competitive Gymnasts** are required to pay an **Annual Membership and Registration Fee**. The Annual Registration & Membership fee includes Club Membership, Gymnastics Queensland Registration, Sports Insurance and some value added benefits. Membership and registration package is non-refundable. The Gymnastics Australia registration and sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and registration is valid from the date of payment until the end of December of that year.

Term fees are calculated annually and split into 4 equal amounts for each term. If teams are involved in holiday training these hours are incorporated into the term fees and are not an additional cost. Term tuition fees pay for your child's position in a class or team. Non-attendance does not qualify you for a refund or credit. Should you require to set up a payment plan at the Office please do so within the first week of each term.

As gymnasts progress and, if they choose to be involved in a competitive program, they will be eligible to enter in-house, inter-club, Regional, State and National Competitions.

Parents will be required to pay:

- Competition fees (non-refundable unless doctor's certificate is presented)
- Outfit for training and competition in the required Cooroy Gymnastic Club uniform
- Pay any travel costs associated with transporting children to training and competitions

· Choreography of routines for any WAG gymnasts competing Level 4 – 10
Gymnasts in the competitive program may also require additional training loops , hand guards, tape, etc. Parents will be advised when your child requires these items.

What if I miss a training session?

If gymnasts finish early or arrive late, this does not entitle a discount on fees as all club's costs are the same regardless of gymnasts leaving early/starting late or missing a session. Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time. Unless this is for a period of 3 weeks or more. Application for a credit or refund may be submitted in writing to the Treasurer if illness or injury extends 2 or more weeks. Any such claim must be accompanied by a medical certificate. In the case of injury, the athlete may need to pass a fitness test by their coach, prior to returning to training and be requested to produce a medical report to ensure gymnasts is rehabilitated correctly back into her training. If injury occurred during Training and a claim for insurance is being made this must be done in accordance with our injury procedure policy. Make-up classes can only be offered if there is space available in the relevant class.

Public Holidays/Pupil Free Days/School Holidays

The gym is closed on public holidays and part of school holidays depending on Gymnasts Level. Term fees have had public holidays and known class cancellations factored in to them for 2014. Some competitive squads train during public and school holidays. Training is still held on pupil free days. Saturday classes will have normal classes on the first Saturday of the school holidays throughout the year.

Staff Absence

Training may be cancelled due to staff absence. Accounts will be adjusted accordingly for the cancelled class if a make-up class is not available. This adjustment will be applied to the term fees for the following term

INJURY MANAGEMENT PROCEDURE – COMPETITIVE SQUADS

Your child's safety and their injury-free participation in our programs is our paramount undertaking. However, competitive gymnastic performance places extraordinary demands on the gymnast, and the risk of injury cannot be eliminated. This being the case, the following injury management process is recommended:

What is the purpose of this Injury Management Procedure

- To minimise the extent of any initial damage and to limit inflammation, and promote healing
- Maintain or restore flexibility, strength, proprioception and overall physical condition during the healing phase – thus avoiding the "cycle of injury".
- To functionally rehabilitate the injured gymnast so as to hasten a return to performance
- Assess and correct any predisposing factors, attempting to reduce a likelihood of a recurrence.

When should a gymnast discuss an injury or incident with their coach?

- If the gymnast is ill or injured prior to training,
- A sudden onset of pain during training that immediately limits normal training,
- Any and every time a gymnast feels concerned about an incident or injury, or a current injury worsens, and
- Whenever pain interferes with normal training – this will normally be a "pain score" of 3/10 or greater. Remember – gymnasts MUST never train with increasing pain!

Injury Management – for the first 24-72 hours following injury

- Immobilise, or limit use of the injured part
- Institute the R.I.C.E. regime: REST, ICE, COMPRESSION, and ELEVATION.
- Ice = 15 mins of compressed ice over injury, while resting, every two (2) hours. Compress & Elevate = Compress the injured joint or area with a compression sleeve/bandage. For example, while sleeping, raise an injured ankle on a pillow, or keep the injured side raised by lying on the uninjured side.
- Avoid use of heat, heat rubs, vigorous massage and activity during this first 72 hours.
- An injury that limits functional training (i.e. gymnast cannot sprint run AND bear weight on arms) must be referred on to medical professionals immediately for a written diagnosis and written clearance before a return to training is allowed.

Recommended Sports Physician and Physiotherapist

To enable accurate injury diagnosis and effective injury management, we expect all members to make immediate appointments with a physician and physiotherapist. The club is in contact with professionals that are aware of the sport of gymnastics please speak with our office to obtain contact details.

Gymnastics Australia Insurance contacts – Parents contact the following office for insurance claim information and claim form. Sports Cover – claims hotline – 1300-134956. Claim forms will be mailed to your address or contact on-line and request a form (www.sportscover.com)

What can a Gymnast do to prevent injury?

- Complete all aspects of the annual training program – especially the safety & falls program
- Maintain vigorous health – drink lots of water, eliminate saturated fats from their diet, get plenty of sleep. Never train when ill (with a raised body temperature). Avoid any late nights prior to training sessions or competitions.
- Be at their highest possible fitness level at all times – ANY training break decreases fitness.
- Always complete stretching exercises on rest days – see your coach for an individual program.
- Stay focused and ON Task during each and every training session and competition

Our Club's Annual Events

Term Events

Term Events will be held at the end of Term 2 and Term 4. These events will allow the gymnasts to showcase or compete their routines and skills. The dates for these are in the 'events calendar'.

Display Matinee

This is the one afternoon the whole Club comes together to celebrate the success of our gymnasts throughout the year and to also let everyone see all of our gymnasts in action. Every class performs a routine and some of our top gymnasts perform their outstanding routines for that year. Friends and family are all welcome. **This year our Display is on Sunday 8th December at the Club.** Tickets for the event will be on sale through our office several weeks prior to the event.

Break Up

This year our break up will be held on **Saturday 14th December**. Gymnasts will be notified of the venue and times etc. sometime during 4th term. Our end of year awards are distributed at this event

Our Committee Meetings

Management Committee Meetings

Meetings are held on the last Saturday of every month and are for the management committee only to attend. If you have an issue that you would like addressed you have several options;

1. Write or email a letter to the management committee
2. Attend a general committee meeting.

The management committee aims to have at least 2 general meetings per year. Dates and times will be advised.

Ordinary Membership of the Gymnastics Club Inc

One parent of enrolled gymnasts is recognized as an ordinary member of the club. Membership will entitle you to the following;

1. A vote at the AGM (Annual General Meeting).
2. A vote at general meetings.
3. Allows you to nominate for a position on the management committee.

Fundraising

Fundraising is an important function of the Club. Funds raised are used to purchase new equipment, repair and maintain our current facilities. Additional fundraising activities may be organised from time to time by gymnasts or groups who are travelling to State, National and International competitions or any other specific purchase or occasion.

Communication

Coaches of competitive disciplines are encouraged to hold group parent meetings to discuss issues like calendar, goals, expectations etc. at the beginning of each term.

If you wish to speak with one of our staff members at any other time regarding your child's gymnastic program, please do so either before or after classes. Do not interrupt the Coaches once lessons have commenced. If you are unable to speak with them at these times, please leave a message at the office or email your query to the club and it will be passed on for them to contact you.

Newsletters

Newsletters will be issued each term.

Facebook Page

Cooroy Gymnastics Club has its own Facebook page which keeps our members up to date. Please visit us on Facebook and 'like' our page to keep updated

COOROY GYMNASTICS CLUB CODES OF BEHAVIOUR

Participants' Code of Behaviour

1. Shoes are not be worn on the gymnastics floor
2. Gymnasts must always have their hair tied back, suitable clothing and no jewellery.
3. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
4. Do not tolerate acts of aggression or bullying.
5. Respect the talent, potential and development of fellow participants and competitors.
6. Care for and respect the equipment provided to you as part of your program.
7. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
8. At all times avoid intimate relationships with your coach. Respect the personal space of others.
9. Conduct yourself in a professional manner relating to language, temper and punctuality.
10. Maintain high personal behaviour standards at all times.
11. Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision.
12. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
13. Cooperate with coaches and staff in the development of programs to adequately prepare you for the competition at the highest level.
14. Show concern and caution towards others who may be sick or injured.
15. Be a positive role model.
16. Understand the repercussion if you breach, or are aware of any breaches of this code of behaviour.

Coaches and Staff Code of Behaviour

As an employee or volunteer of the Cooroy Gymnastics Club, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Gymnastics Australia, Gymnastics Queensland, an affiliated club or the Cooroy Gymnastics Club in your role as a coach or Volunteer appointed by the Cooroy Gym:

1. Do not tolerate acts of aggression.
2. Provide feedback to participants in a manner sensitive to their needs. Avoid overly negative feedback.
3. Recognise participants' rights to consult with the other coaches and advisors. Cooperate fully with other specialists (for example sports scientists, doctors and physiotherapists).
4. Treat all participants fairly within the context of their sporting activities, regardless of gender, race, place of origin, culture, athletic potential, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
5. Encourage and facilitate participants' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the participants in decisions that affect them.
7. Encourage participants to respect one another and to expect respect for their worth as individuals
8. Ensure that the tasks and/or training set are suitable for age, experience, ability and physical and psychological conditions of the participants.
9. Ensure any physical contact with participants is appropriate to the situation and necessary for the participant's skill development.
10. Be acutely aware of the power that you as a coach develop with your participants in the coaching relationship and avoid any sexual intimacy with them that could develop as a result.
11. Avoid situations with your participants that could be construed as compromising.
12. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
13. Do not exploit any coaching relationships to further personal, political or business interests at the expense of the best interest of your participants.
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
15. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and spirit of the rules.
16. Be honest and ensure that qualifications are not misrepresented.

Parents Code of Behaviour

As a parent of a participant in any activity held by Gymnastics Australia, Gymnastics Queensland, an affiliated club or the Cooroy Gymnastics Club you must meet the following requirements in regard to your conduct during any such activity or event:

1. Parents/Guardians must not bring their child/children to gymnastics if they are ill or contagious.
2. All gymnasts must be dropped off and picked up inside the gymnasium.
3. Registration and fees must be paid in full within 3 weeks of the term, or your child/children will not be allowed on the gymnastics floor. Note that a late fee will be issued.
4. If you are seen to be a distraction to the gymnasts, staff can and will ask you to exit the premises for the safety of the gymnasts.
5. If parents/guardians would like to approach a coach, this must be done before or after the class.
6. The Head Coach/Gym Supervisor and management committee have the right to deny participation when appropriate.
7. All those involved within the Cooroy Gymnastics club **MUST** abide by all club rules.
8. Respect the rights, dignity and worth of others.
9. Remember that your child participates in sport for their own enjoyment, not yours.
10. Focus on your child's efforts and performance rather than winning or losing.
11. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
12. Show appreciation for good performance by all participants, including opposing participants.
13. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
14. Respect officials' decisions and teach children to do likewise.
15. Do not physically or verbally abuse or harass anyone associated with the sport ie participant, volunteer, coach, judge etc.
16. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
17. Be a positive role model.
18. Allow fellow parents the respect they deserve in their viewing or involvement in their child's participation.
19. Be aware of the repercussions that any breaches of this code of behaviour may incur.
20. Photography:
In-house during normal training times is not permitted unless with prior approval from office
Competition – please refer to venues rules

Spectator Code of Behaviour

As a spectator of any activity held or sanctioned by Gymnastics Australia, Gymnastics Queensland, an affiliated club or the Cooroy Gymnastics Club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. If you are seen to be a distraction to the gymnasts, staff can and will ask you to exit the premises for the safety of the gymnasts.
2. Respect the rights, dignity and worth of others.
3. Focus on the participant's efforts and performance rather than winning or losing.
4. Never ridicule or yell at participants for making a mistake or losing a competition.
5. Show appreciation for good performance by all participants, including opposing participants.
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach participants to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport ie participant, volunteer, coach, judge etc.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Check on the appropriate club or state bodies' policy on photography of participants before taking photos.
12. All fellow spectators the respect they deserve in their viewing of the class/event
13. Be aware of the repercussions that any breaches of this code of behaviour may incur.
14. Photography:
In-house during normal training times is not permitted unless with prior approval from office
Competition – please refer to venues rules

Our Club's Policies & Procedures

Cooroy Gymnastic Club has numerous policies relating to our members. A copy of these policies and procedures are available for perusal in the office or on our www.cooroygymnasticsclub.com

Privacy

Cooroy Gymnastics is committed to providing you with the highest levels of membership service in line with the Privacy Statement that can be found on the Gymnastics Australia web site. Cooroy Gymnastics does not sell or supply lists containing customer information to any individuals or companies. Our customers must however be aware the enrolment/registration process in accordance with the conditions as indicated in the above statement includes the recording of gymnast information with the Australian Gymnastic Association. Cooroy Gymnastics will not disclose the contact phone numbers and details of any of the gymnasts or gymnast's parents/guardians unless permitted to do so by those gymnast's parents/guardians.

Cooroy Gymnastics will from time to time take candid and posed photographs and video that will include gymnasts in the gym and surrounds. Some of these photos and videos may be used in various newsletter, videos, newspapers and brochures. If you do not want photographs to be taken that include you or your children, **Cooroy Gymnastic must be advised in writing.**

Document Disclaimer

Every effort has been made to ensure that the information contained in this document is as accurate and precise as possible. This document may contain errors and typographical errors, if any of these cause concern or misinformation we apologise. Please inform Cooroy Gymnastics of any mistakes and errors and wherever possible we will rectify