



NUNAWADING GYMNASTICS AND SPORTS CLUB INC.

SQUAD HANDBOOK

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1. Introduction

This handbook has been provided to advise NG&SC squad gymnasts and their families of essential information regarding competitions.

If you have any questions or require any further information, please contact our Pathways and Development Manager pdm@nunawadinggymnastics.org.au .

These squad classes differ from our recreational program (GfA – Gymnastics for All) as their ultimate objective is participating in competitions and achieving their level.

Squad classes offered at NG&SC are;

Gymnastics Australia Programs:

Acrobatic Gymnastics (ACR)

Women's Artistic Gymnastics (WAG)

Men's Artistic Gymnastics (MAG)

Rhythmic Gymnastics (RG)

Gymnastics Victoria Programs:

Gymstar

[Click Here](#) to view our Club Gymsport Pathway

Please ensure you have read our [NG&SC Club Handbook](#) before continuing.

2. General

2.1 Staff

NG&SC Gymnastics is a 'committee-run organisation'. The NG&SC Committee of Management meets once per month to look at the strategic and budgeting aspects of the Club. It is vital to maintain a strong Committee to ensure the successful running of our Club.

NG&SC is a 'Not for Profit' sporting Club, and as such, relies heavily on parent involvement and help in a variety of different areas throughout the year. You will receive regular e-mails advising of any assistance required with competitions or club events.

The following staff are responsible for day-to-day operations at NG&SC:

Program	Role	Name	E-Mail
ALL	Club Manager	Ishoa-Jade Cook	club@nunawadinggymnastics.org.au
ALL	Pathways and Development Manager (PDM)	Rachel McNally	pdm@nunawadinggymnastics.org.au
ALL	Program Assistant	Melissa Giannikos	program@nunawadinggymnastics.org.au
ACRO	Head Coach	Rachel McNally	Contact details available on request
WAG	Head Coach	Rachel McNally	Contact details available on request
Gymstar	Head Coach	Rachel McNally	Contact details available on request
RG	Head Coach	Lani De Jong	Contact details available on request
MAG	Head Coach	Rachel McNally	Contact details available on request

The primary contact point for all squad inquiries is the NG&SC Pathways and Development Manager – pdm@nunawadinggymnastics.org.au

2.2 Policies and Procedures

NG&SC has a number of Club Rules, Policies and Procedures that relate to squads and general operations. This information, along with other valuable information, can be viewed at NG&SC website: www.nunawadingymnastics.org.au/policies .

If the matter relates to Child Protection, and you feel the Pathways and Development Manager or Club Manager are not the first point of contact, you are able to directly contact the Member Protection Officer, or Gymnastics Victoria/ Gymnastics Australia directly.

Gymnastics Victoria
Phone – 03 9005 4700
Email – info@gymnasticsvictoria.org.au

Gymnastics Australia
Phone – 03 86989700
Email – ausgym@gymnastics.org.au

In the event that you wish to make a complaint, please speak with your gymnasts' coach, our Pathways and Development Manager or Club Manager. Options for further escalation can be outlined at this point, if needed in accordance with our [Grievances and Complaints Policy](#).

2.3 Payment of Squad Fees

All squad fees are to be paid through the Parent Portal. All competition entry fees, uniform purchase etc will also be charged through the Parent Portal. If you choose to withdraw from any competition that your gymnast has been entered into to, please refer to section 8.12 of the [Club Handbook](#).

2.4 Communication

A vital key to the success of any program at our Club is 'parents'. From the commencement of the term, we endeavour to establish effective methods of communication between the Club, Coaches and Parents. This helps to ensure a clear understanding of the Clubs program expectations, protocols, and policies.

Should you need to speak with your gymnast's Coach for any reason, please arrange a time either before or after a training session through the Pathways and Development Manager. Under no circumstances should the Coach be approached during a training session.

If you have any questions during your gymnast's training session, the staff member at the front desk or supervisor can assist you.

2.5 Discipline

NG&SC has a specific policy which outlines the process in the event that a gymnast breaches the Gymnast Code of Conduct. Consequences depend on the severity of the breach and will include, but are not limited to, the following:

- the gymnast's actions will be reported to the Pathways and Development Manager.
- the gymnast's parent/ guardian will be informed of the incident.
- the gymnast may be asked to sit out of class.
- issuing a warning, requiring verbal or written apology.
- a letter of reprimand from NG&SC.
- if the behaviour continues, the gymnast may be suspended for two weeks.
- counselling provided as required sourced through NG&SC.
- if there is no change of behaviour upon your return to class, membership will be cancelled, and no refund will be given on class fees.

NG&SC is a club that strongly values safety. Gymnasts should let their coach know if someone or something is troubling them. Please do not be afraid to report any incident to your coach or the Pathways and Development Manager who can help resolve issues.

Gymnasts and parent/s or guardian/s, must understand these rules and agree to behave in the manner of which is expected at NG&SC.

Also understand that if you do not comply with the rules of NG&SC then actions will be taken, which may include suspension from class or cancellation of membership.

Please read both the Gymnast Code of Conduct and the Parent / Guardian Code of Conduct provided as Appendix 1 and Appendix 2 at the end of this handbook.

[NG&SC Gymnast Code of Conduct](#)

[NG&SC Parent/ Guardian Code of Conduct](#)

2.6 General Training Expectations

Gymnasts are required to attend as many classes as possible to give themselves the best preparation to be competition ready.

If your gymnast has adjusted training hours, the gymnast will need to undergo an assessment by their Coach and Pathways and Development Manager to determine if they are ready to compete in competitions during the year.

Gymnasts are to come to training appropriately attired, i.e. leotard, t-shirt, shorts. NO jeans, dresses, or shoes. Bare feet required for gym and socks or tramp shoes for trampoline. Long hair must be tied back – Minimal hair pins or clips. No jewellery or items in pockets

Always bring a water bottle (two if necessary) and snacks as required.

Gymnasts will level up at least once per year if they have passed their current level at competition or level assessments.

2.7 Squad Structure

Gymnasts are normally of similar age, level, and training commitment. Any new gymnasts are assessed and placed as a trial in a squad best suited after discussions with the Pathways and Development Manager and Coach.

All existing gymnasts recreational and competitive are evaluated continuously throughout the year.

As a guide each squad will progress one level per year as per the Gymnastics Australia Levels Program.

Entry into a NG&SC Squad is by invitation only.

***All gymnasts progress at their own rate and it is not uncommon for a gymnast to repeat a level**

****Gymnasts who do not train the recommended training hours are less likely to see improvements or progress to the next level.**

2.8 Class Training Structure

- Warm Up
- Skill and Apparatus Specific Training
- Routine Practice and Development
- Strength and Conditioning
- Flexibility Training
- Cool Down

2.9 Holiday Training

During the School Holidays, it is highly recommended that all gymnasts if offered, participate in Holiday Training. Cost for holiday training is \$10 per hour. Training days and times usually align with current weekly training days and times where possible.

3. General Competition Information

Below is some general competition information across all GymSports, for more specific information in each individual Gymsport click for the links below;

[Acrobatic Gymnastics \(ACR\)](#)

[Men's Artistic Gymnastics \(MAG\)](#)

[Women's Artistic Gymnastics \(WAG\)](#)

[Rhythmic Gymnastics \(RG\)](#)

[Gymstar](#)

3.1 Coaches at Competitions

Coaches will meet gymnasts at the competition venue half an hour prior to their session warm up time. Coaches and gymnasts are expected to be in full club competition uniform including hair. Coaches are expected to engage with competition meetings and abide by the appropriate sportsman like etiquette at competitions. There is to be no communicating with gymnasts' parent/guardians during the competition, this can be done on arrival before competition or after presentation.

3.2 Competition Expectations

Gymnasts are provided with a full list of expected competitions for their level prior to the commencement of the competition season. Information is also provided before each competition on things such as arrival time, clothing, attendance etc.

3.3 Level Badges

We discuss in this document what is required to pass a level in the GymSports, but often there is a cost associated in receiving the Level Badge over and above the competition entry fee. This is set by Gymnastics Victoria and price range varies across all GymSports and levels of from \$35.00 upwards. The fee will be added you the Parent Portal once received from Gymnastics Victoria.

4. Competition Information

Gymnastics is also a very competitive sport of its own with opportunities for gymnasts to compete against each other and display their routines and skills in a supportive environment.

There are many options for competitions across the GymSports. At NG&SC we focus on the Gymstar, WAG, MAG, Acrobatic and Rhythmic Gymnastics.

Levels 1-2 are the introductory levels, and the gymnasts are awarded ribbons/ certificates on how they perform their skills on each apparatus. Skills are judged normally in a connected routine however the focus is on the skill performance and not the routine.

Levels 3-6 are where the gymnasts begin to demonstrate nominated skills in a prescribed/compulsory routine and are scored not only on skills but their routines and performance. They are awarded a score and marks are deducted for every error. Gymnastics is a sport judged on skill execution and bent knees, feet, legs, arms, incorrect positions all receive a deduction from the starting score.

Levels 7 and up are our Senior Levels and the gymnasts create their own routine with skills of varied difficulty. Deductions apply for execution and additional points are awarded for more difficult skills.

[Click Here](#) to view our Competition Calendar

Gymnastics Competitions are a fantastic opportunity for gymnasts to:

1. Solidify their skills into a routine, learn and understand the connection between skills which will benefit them in higher levels.
2. Start to learn and perfect performance elements.
3. Build confidence performing in front of an audience.
4. Gain feedback on their performance and better their best.
5. Qualify for state level representation at Level 4 and above (gymnsport dependent).
6. Observe the performance of other clubs and gymnasts.

Competition attendance is highly recommended for all levels. Gymnastics is a tough sport and competitions provide a great internal motivator for the gymnasts.

4.1 What happens at a Competition

- Arrive to the competition venue as per coach's instructions (allow extra time for any traffic and finding a carpark at the venue).
- We understand circumstances like traffic can happen, if a gymnast is not at the venue to participate at the assigned warm-up time they may not be allowed to compete.
- In the venue, please bring your gymnast to your NG&SC coach. You are then free to find a seat to watch the competition if spectators are permitted for that competition.
- Gymnasts meet as a group prior to warmup and enter the floor together.
- They walk on and as a group start warmup which is typically 15-25 minutes depending on level (this can vary between GymSports and the type of competition the gymnast is participating in).
- A march on and opening presentation occurs on the main floor where the clubs are introduced, and present/salute then move to their first apparatus or routine rotation.
- Gymnasts undertake a quick warmup at each of the apparatus and then compete their routines/skills (gymnsport dependent).
- The gymnasts' skills and routines are judged and depending on level are either awarded a ribbon or a score. Scores are flashed on boards or digitally to the audience. Gymnasts then move to their next rotation (if required).
- At the end of the competition gymnasts again march to the main floor for presentations and awards. Medals are typically given for the top places across the apparatus and for the overall highest score.
- During the competition from warm-up to end of presentations your gymnast will be with the coach and is not allowed to go back and forth to you.
- If there is a medical incident, then the competition manager will come and get you and take you to your gymnast.
- On conclusion of competition the coaches will bring your gymnast back to you.

4.2 Competition Travel and Accommodation

Travel and accommodation (where required) is at the expense of parents. On occasion we will be able to arrange group discounts, however this is not always the case.

We know gymnastics is expensive, please consider being part of our committee who makes an amazing difference to the cost of attending these competitions. Please contact us if you wish to be part of our committee.

4.3 Competitions - What to Wear and Bring

- Competitions are performed in the club competition leotard as specified by the club for each level.
- Hair should be neat and tied up so as not to interfere with skills
- A water bottle
- A bag. NG&SC offer 3 different styles of bags – [Click Here](#) to view
- Something to snack on during rotations. A muesli bar, fruit etc.
- Any strapping, hand grips/guards that may be used in training
- Extra Hair ties
- The nominated club polo to wear before and after competition and between performances. [Click Here](#) to view
- In winter – a tracksuit to wear before and after the competition.

4.4 Competition Uniform Requirements

Our club uniform is compulsory for gymnasts who compete in competitions for the club. Information on our Competition Uniform can be found on our website [Club Shop](#) . You can find current gym and training wear stock on our Parent Portal -> Club Shop.

Leotard designs do vary between levels so please check with us which leotard is required ahead of purchasing.

Club Management will place bulk orders in the leadup to the competition season. Should you order an incorrect size you will still be required to purchase the item. Please allow approximately 8 weeks for delivery of uniforms.

4.5 Event Entry Costs

In order to effectively organise all internal and external events, there are strict closing dates. Please be sure to read your communications and adhere to the dates provided. If an event is not full after the closing date, the Pathways and Development Manager may in some cases be in a position to accept late entries from a waiting list.

4.6 Competition Refund Policy

Competition entry fees are governed and set by Gymnastics Victoria and Gymnastics Australia and will assess refunds according to their policies. Refunds may be considered in the event of an injury or illness, and which can be supported by a valid medical certificate. Upon confirmation of eligibility to a refund we will deduct any expenses incurred by the club on your behalf which cannot be recovered. We ask that parents be familiar with GV/ GA's refund policy.

5. Competition Etiquette

In regards to competition there is a standard of etiquette and rules in which coaches, gymnasts and parents/guardians must comply with. These are:

1. Gymnasts and parents/guardians need to arrive at competitions at the time requested by their coach. If circumstances arise where you could be late please ring and notify the coach and the coach will notify the host venue.
2. Sportsmanship attitude and mannerisms are to be brought on the day, respectful to other gymnasts, judges, coaches and officials. Supporting and cheering for other clubs is important sportsmanship.
3. There is to be no communication between gymnasts and spectators, parent/guardian during the competition. This can lead to an automatic disqualification of the gymnast. If the parent/guardian needs to speak with the gymnast, they need to ask the coach beforehand and the coach must ask permission from the floor manager or head judge to leave the competition floor.
4. If gymnasts need to go to the toilet, they must ask their coach for permission to go to the toilet. It can lead to disqualification if they do not ask their coach. This forms part of the Gymnastics Australia Child Protection Policies.
5. Gymnast must be in full club uniform otherwise they cannot compete on the day.
6. No jewellery or wrist bands are to be worn unless permission is given by their coach prior to competition date.
7. Gymnasts MUST present to the judges before and after a routine.
8. Gymnasts must not talk to judges during the competition.
9. Gymnasts must start the routine within 30 secs of presenting to the judges.
10. If gymnasts fall on bars, they have 30 secs to resume the routine and 10 seconds to resume on beam.
11. If parents want to bring a camera, please do not have it on flash. Please be aware at some competitions camera style restrictions apply – no extended lenses.

Please make sure that all parents/guardians and Nunawading spectators maintain the appropriate sportsmanlike behaviour at competitions. We are all there to support the gymnast - not put them down.

6. Levels Progression Process

Each gymnast is continually assessed throughout the year on the progression and refinement of their skills. This is done with in-house competitions, external competitions and within class time depending on the level.

6.1 In-house Competitions

The Stick It Comp is a NG&SC internal competition that is held early in our calendar year. All gymsports and levels are invited to attend this competition. During this competition our coaches work with qualified judges to analyse how each gymnast has progressed in the year so far and if they are safe to compete externally if the level permits.

The Awesome “Spooky” Competition is a NG&SC internal competition that is held later in our calendar year. All Junior levels in each gymsports are invited to attend this competition. This competition is a LAT (Level Award Test) event where qualified judges provide scores and feedback for each gymnast's routines. NG&SC uses a banded scoring system to provide all gymnasts with either a bronze, silver or gold metal depending on their scores from the event.

6.2 External Competitions

We aim to attend a number of external competitions depending on the level of the gymnast. This is outlined further in the Gymsport specific Handbooks.

Gymnastics is a sport where all gymnasts have their own strengths and weaknesses heading into the competitions and therefore all gymnasts will receive varying scores depending on how they performed on the day. At competitions all judges assess skills in routines slightly differently and therefore a gymnast may receive slightly different scores at each competition for a routine that is very similar to previous competitions. Along with this each gymnast has good or not so good days at competition which could alter their score from what the coach was expecting to see when they were at training.

For Gymsports where Gymnasts are placed into teams, NG&SC aims to ensure team allocation is as even as possible in both numbers of gymnasts and average individual scores. However, it is important to note that it is impossible to know exactly what will occur at each competition.

Depending on the level and Gymsport of the gymnast, a passing score may need to be achieved at a LAT competition throughout the competition season. These passing scores are outlined by Gymnastics Australia and therefore NG&SC has no ability to alter these required scores for a gymnast. Once a gymnast has achieved a passing score at an LAT competition, NG&SC will submit this information to Gymnastics Victoria and the gymnast will receive a level badge to acknowledge their achievement.

If individual gymnasts have not achieved a passing score within the planned competition season, an additional competition may be organised to give the effected gymnasts one further opportunity to pass their level. The entire squad will be invited to this additional competition, regardless of passing or not. The information and entry process for the additional competition will have a relatively short notice period.

6.3 In Class Assessments

If at any point in the year a gymnasts coach or the Pathways and Development Manager has concerns with a gymnast's progress, the coach and Pathways and Development Manager will arrange a progress meeting with the parent/ guardian and gymnast. The outcome of this meeting may include altering skill outcomes, training hours, skills in routines, completing a non-competitive year, etc.

All gymnasts will go through in-class assessments during term 4 to determine whether or not the gymnast has progressed enough throughout the year to compete in the next level the following year. Throughout this process coaches will be in constant communication with parents/ guardians. Final calls will be made in regard to levelling 3 weeks prior to the end of term 4 classes.

Appendix 1 – Gymnast Code of Conduct

ALL gymnasts training at NG&SC are required to abide by the following Code of Conduct:

- Come to training appropriately attired, i.e., leotard, t-shirt, shorts. NO jeans, dresses, or shoes. Bare feet required for gym and socks or tramp shoes for trampoline. Long hair must be tied back – Minimal hair pins or clips. No jewellery or items in pockets.
- Bring your own drink bottle. Do not consume drinks other than water on the floor area
- Listen and fulfil your Coach's instructions to the best of your ability.
- Do not argue with an Official or Coach. If you need clarification, approach your Coach, or have your parent approach the Official / Coach after the competition / training session and ask for clarification.
- Be a good sport - applaud all good performances from every gymnast.
- Participate for your own enjoyment and do your best, not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Do not use bad language (swearing) under any circumstances.
- Stay with your Coach and squad at all times and seek permission from your Coach to leave the group, e.g., to go to the toilet.
- Be safety conscious and look where you are going. No running. Look before walking in front of other equipment, e.g., vault.
- Disclose any specific medical conditions you may have via the registration form filled in each year, or before the start of a training session if it is a new injury.
- Report any injuries or illnesses to your Coach.
- Do not enter the gym area or go on equipment under any circumstances unless supervised by your Coach in a class.
- When participating/ competing for the Club internally or externally, wear the correct Uniform.
- Show respect to, and acknowledge opponents and Officials, e.g., shake hands, wish other gymnasts' good luck and thank the Judges / Officials / Coaches.
- Cooperate with your Coach, team, and opponents - without them, there would be no competition.
- Support your teammates and the gymnasts from other Clubs.
- Enjoy your training!

Appendix 2 – Parent / Carer Code of Conduct

ALL parents/carers who have gymnasts training at NG&SC are required to abide by the following Code of Conduct:

- Remember that gymnasts participate in gymnastics for their enjoyment, not yours.
- Encourage gymnasts to participate, do not force them.
- Focus on the gymnast's effort and performance, rather than medals and scores.
- Encourage gymnasts to always play according to the rules.
- Never ridicule or yell at a gymnast for making a mistake or not completing a skill.
- Remember that gymnasts learn best by example - appreciate good performances of other gymnasts.
- Respect Officials' decision and teach gymnasts to do likewise.
- Show appreciation for Coaches, Judges and Officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background, or religion.
- Do not make comments about, or verbally abuse another gymnast. **It is the sole responsibility of the Coach to direct gymnast during training**, with the exception of Kindergym classes where parents/guardians assist with their gymnast.
- Ensure as a parent/guardian you make your gymnast aware of the Gymnast Code of Conduct and abide by this Code.
- Gymnasts and parents/guardians must wait on seating provided before and after classes. No gymnast is to play on the floor or equipment while waiting before/during classes. Nor should any gymnast wait outside the gym whilst waiting for collection.
- Ensure you keep non-participating gymnast quiet and respect the classes in progress and the other parents viewing.
- Ensure that siblings of participating members (especially during Kindergym classes) do not play in the gym area even if they are supervised by an adult. They are not covered by insurance if they are not registered members being supervised by a Coach.
- Always abide by the Gym Rules.
- Do not take food or drink (other than water) into the gymnastics area.