



shire
GYMNASTICS

SHIRE GYMNASTICS REC HANDBOOK

SHIRE GYMNASTICS REC HANDBOOK

Please note that there is a separate handbook for squad gymnasts

CONTENTS & WELCOME

CLUB INFORMATION (Page 5)

1. Club Contact Details
2. Mission, Vision and Values
3. Business Structure
4. Coaches and Accreditations
5. Location and Parking

CLASSES AND PATHWAYS (Page 8)

6. Kindy Gym and Littlies Combined
7. Rec Gym including Boys Rec, Teen Gym and Advanced Rec
8. MAG & WAG Competitive Squads
9. Adult Strength, Conditioning & Gymnastics Classes and Masters Gymnastics
10. School Sport Classes and Gymability
11. Various pathways at Shire Gymnastics
12. Private Sessions
13. Make up Classes

GYMNAST INFORMATION (Page 12)

14. Ordering Uniforms
15. Ordering Leotards
16. Accident/Injury Management

COMMUNICATION (Page 16)

17. Absences & Injuries
18. Communicating with Coaches
19. Communicating with other Gymnasts / Families

FEES AND PAYMENTS (Page 18)

20. How to pay
21. Registration and Insurance
22. Training Fees
23. Non-Payment of Fees
24. Cancellations and Refunds

AGREEMENTS AND CONSENT (Page 21)

25. Photo Consent
26. Agreement to Code of Behaviour
27. Acknowledgement of Club Policies
28. Acknowledgement of Gymnastics NSW Policies
29. Acceptance of Risk
30. Agreement to first aid being administered / ambulance being called

PROCEDURAL INFORMATION (Page 24)

31. Behaviour management
32. Child protection
33. Complaint handling
34. Drop Off and Pick Up
35. Evacuation
36. Injury Management and reporting (in gymnast section)
37. Phones and social media
38. Weather extremes

OTHER RESOURCES / CONTACT DETAILS (Page 27)

39. Gymnastics NSW and Gymnastics Australia
40. Complementary Services

WELCOME!

Dear Gymnasts and Families,

We are excited and grateful to have you as a valued member of the Shire Gymnastics community. We think it's pretty special here and we look forward to enjoying the year ahead with you.

If you are new to Shire Gymnastics, welcome! We are a thriving and growing club and we're passionate about co-creating a nurturing community that supports our people to thrive and achieve in gymnastics and in life. We offer a range of gymnastics programs from Kindy Gym to Advanced Rec to Level 10 competitive gymnastics, and many things in between!

If you are already a valued member of our community, you already know what we're about and we look forward to continually supporting your child to thrive and achieve!

The intention for this handbook is that it serves as a valuable reference for informing the members of our community about what we offer, the expectations we uphold, best ways of communicating with us, how to order uniforms, etc.

We are available to help you with any queries and support you through your gymnastics journey so don't hesitate to reach out to us. This handbook explains the best ways to do that and will hopefully answer some questions for you and make you feel like you understand a little more about our club and the sport of gymnastics – which is growing and diversifying every day!

Warm regards,
The Shire Gymnastics Team



CLUB INFORMATION

CLUB INFORMATION

1. CLUB CONTACT DETAILS

Shire Gymnastics is located at 92 Oak Road, Kirrawee NSW 2232

Our phone number is 02 9545 5500

Our web address is www.shiregymnastics.com.au – Registrations and bookings are available through the website.

Our email addresses are: info@shiregymnastics.com.au for general enquiries
mgmt@shiregymnastics.com.au for management
wag@shiregymnastics.com.au for WAG enquiries
mag@shiregymnastics.com.au for MAG enquiries

2. MISSION, VISION AND VALUES

OUR MISSION – We are a specialised gymnastics club offering WAG (Womens Artistic Gymnastics) and MAG (Mens Artistic Gymnastics) programs from Development to Nationals Level 10, we also offer recreational gymnastics including kindy gym, children’s, teen and adult gymnastics.

OUR VISION – We are co-creating a nurturing community that supports our people to thrive and achieve in gymnastics and in life.

OUR VALUES

- ~ **We care** about each other’s wellbeing and potential and we support, encourage and nurture each other to thrive and achieve.
- ~ **We communicate** consistently and positively with each other to co-create a sense of community, connection and belonging.
- ~ **Teamwork** is how we achieve the above.

3. BUSINESS STRUCTURE

Please see a diagram over the page outlining our business structure.

4. COACHES AND ACCREDITATIONS

All Shire Gymnastics Coaches are accredited in line with the Gymnastics Australia Coach Education Framework. This Framework takes coaches through a coaching progression from Fundamental Coach to Intermediate Coach, to Advanced Coach, to Advanced Silver Coach and then High Performance Coach.

We provide a Coach Club Educator and Coaches and Mentors to provide consistent and ongoing progression for our Coaches and therefore our Gymnasts.

Many of our Coaches are former Shire Gymnastics Gymnasts – we love to provide employment opportunities for our community where possible, providing ongoing opportunities for our people to achieve in gymnastics and in life.

5. LOCATION AND PARKING

Shire Gymnastics is a specialised gymnastics facility located at 92 Oak Road, Kirrawee NSW 2232. Our street has limited parking and we have only a small car park. Around the corner in Waratah Street there is often some parking.

Please allow some extra time prior to your session to park and walk a few minutes to our venue.

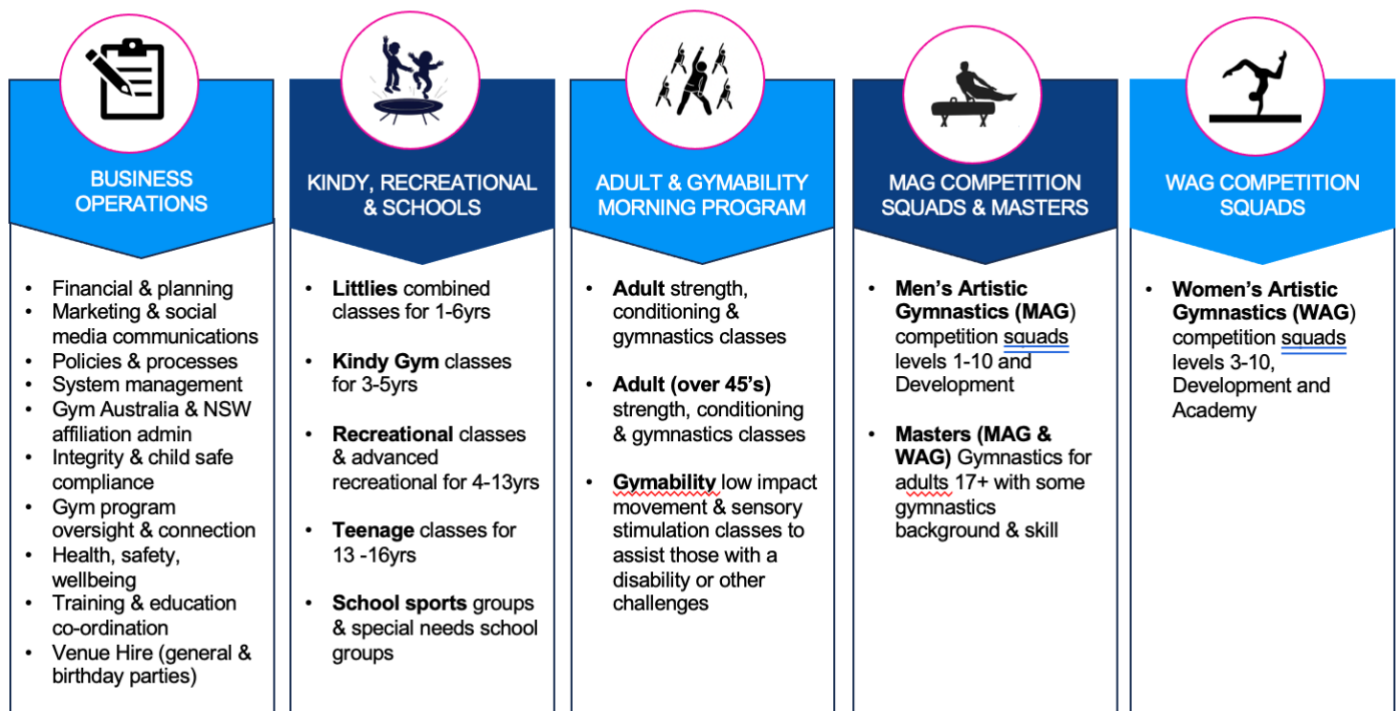
Regarding our small car park:

- ~ Please be aware of small children and pedestrian traffic when entering and exiting our car park.
- ~ We have a 5-minute parking limit to allow as many parents as possible to use our car park during our busy afternoons. There is no parking in the middle of the driveway, only against our side fences so that people can come and go.
- ~ Please do not block the driveway to drop off your child, or remain in your car in the carpark during your child's session.
- ~ Please do not park in neighbouring business's car parks, including Tynans and the Pool Warehouse.

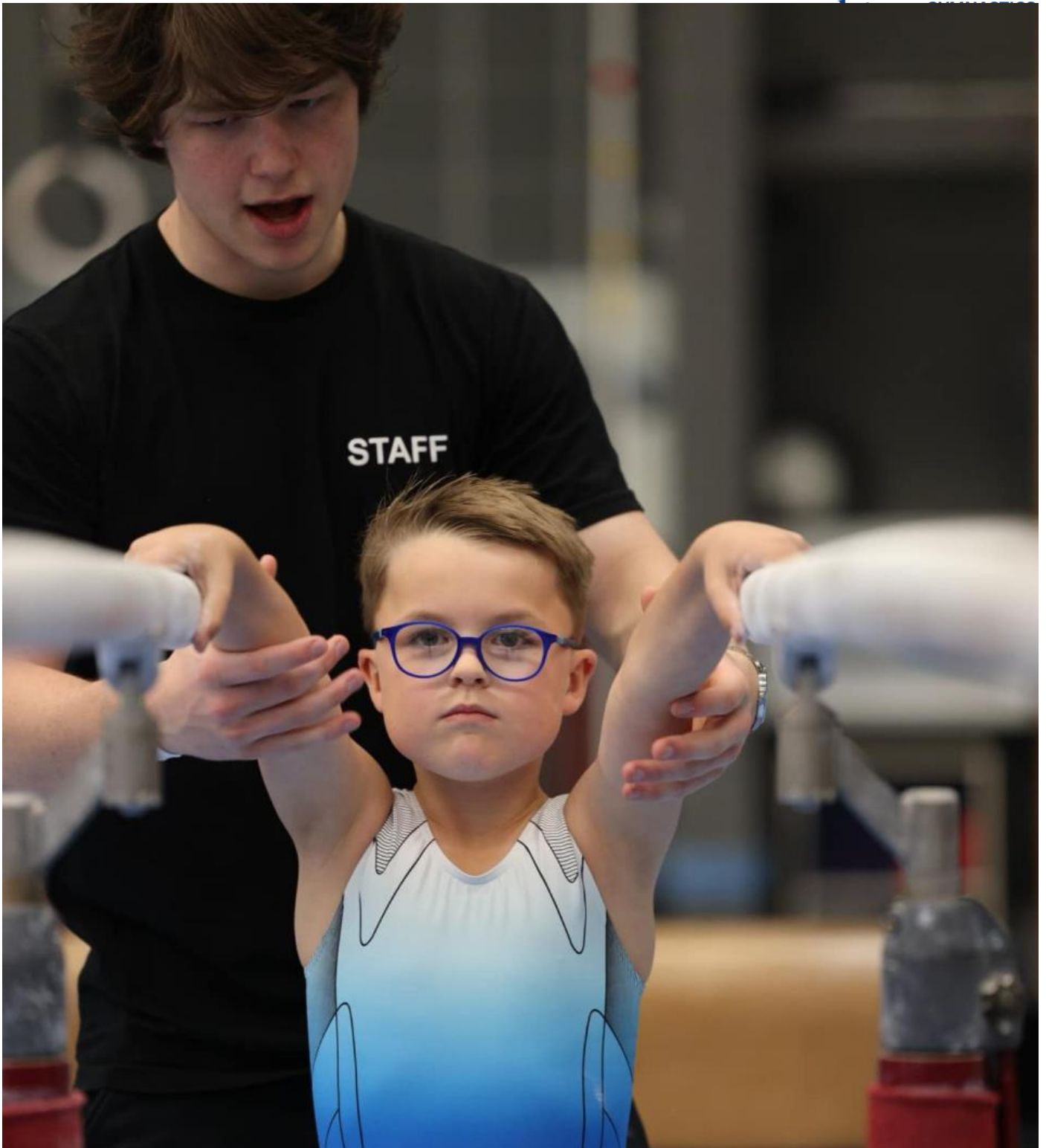
SHIRE GYMNASTICS BUSINESS STRUCTURE:

shire GYMNASTICS

Co-creating a nurturing community that supports our people to thrive and achieve in gymnastics and life



CORE VALUES: CARE, COMMUNICATION & TEAMWORK



CLASSES AND PATHWAYS

CLASSES AND PATHWAYS

6. KINDY GYM AND LITTLIES COMBINED

Kindy Gym is a fun class with a focus on fundamental gymnastics movement patterns that encourage and support your child's gymnastics skill development. Kindy Gym is a non-parent involved class for pre-schoolers between 3-5 years of age.

Littlies Combined is a less structured class (than Kindy Gym) with parent involvement. This class is suitable for bubs, toddlers and older children who may need more assistance or benefit from less structure. This class can also cater for parents who may like to bring more than one child to the same class but is also suitable for parents bringing one child.

Littlies Combined is also a fun class with a focus on fundamental gymnastics movement patterns.

7. REC GYM INCLUDING BOYS REC, TEEN GYM AND ADVANCED REC

Rec Gym is a fun recreational gymnastics class with a focus on coordination, strength and flexibility as these are key to the development of gymnastics skills.

Boys Rec Gym creates an opportunity for boys to train with other boys if they prefer. Boys are more than welcome to enrol in any of the Rec Gym classes.

Teen Gym is a fun class for teenagers who wish to enjoy gymnastics with similarly aged friends.

Advanced Rec Gym is an invitation only class for Rec Gymnasts who are progressing quickly and showing more advanced potential. This class can be used as a pathway through to our competitive gymnastics program, but this is not a required outcome.

8. MAG & WAG COMPETITIVE SQUADS

Shire Gymnastics offers a competitive program in the gymnastics sports Women's Artistic Gymnastics (WAG) and Men's Artistic Gymnastics (MAG). These are the sports that see women compete on the Floor, Bars, Beam and Vault, and men compete on the Floor, High Bar, Parallel Bars, Rings, Pommel and Vault.

If your child shows interest in competing in gymnastics, we offer a pathway for talented gymnasts and will assess their suitability for our competitive programs. Gymnasts coming from other clubs may also undergo an assessment to determine their suitability and competitive level. Our assessments involve an aged based skill, strength & flexibility test. Please note that a certain amount of natural ability and skill is required and not all children are approved for our competitive program.

9. ADULT STRENGTH, CONDITIONING & GYMNASTICS CLASSES AND MASTERS GYMNASTICS

Shire Gymnastics offers an early morning strength, conditioning and gymnastics class for adults. It's suitable for beginners to gymnastics and/or anyone wishing to improve their fitness. The strength and conditioning aspect provides a gentle full body workout and assists the participant to develop their gymnastics skills. These classes are coached by an accredited gymnastics coach with a background in cross fit and personal training, and they are the only class in the gym at their timeslot. One of the classes is for over 45's to support participant's comfort levels.

Masters Gymnastics offers gymnastics skill development to adults and young adults who've either previously done gymnastics or who have some gymnastics skills due to other training. This class includes relevant strength and conditioning and coaching from an Advanced Silver Coach. There is an opportunity for our Masters Gymnasts to represent Shire Gymnastics in relevant Gymnastics competitions should they wish, but this is not required. For gymnasts over 17 years of age.

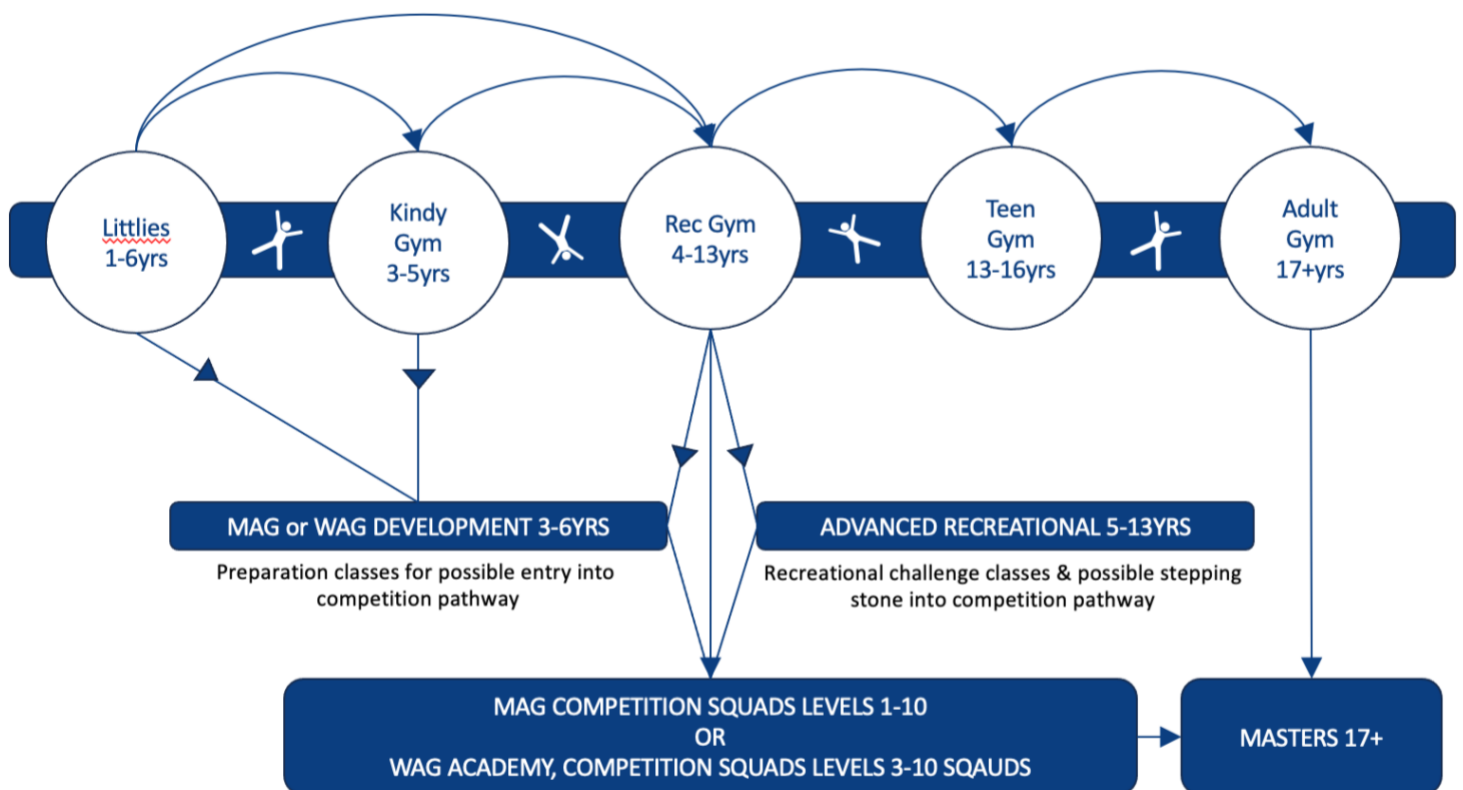
10. SCHOOL SPORT CLASSES AND GYMABILITY

Shire Gymnastics coaches various school groups who wish to offer gymnastics as a school sport.

We also offer Gymability sessions for individuals and small groups. These are a low-impact strength, balance and movement class for people with a disability, supported by their parent and/or carer who may join in too. This class includes circuits and coach guided explorative play in our fully equipped gym which provides a lot of sensory stimulation.

11. VARIOUS PATHWAYS AT SHIRE GYMNASTICS

Shire Gymnastics offers a range of classes that have been designed to provide our Gymnasts with ongoing opportunities for progression. We also pride ourselves on offering quality coaching with an individual approach in a small group environment. Whilst our classes follow a program, each Gymnast will be progressed in line with their own skill level and potential.



12. PRIVATE SESSIONS

We have many classes throughout the day and week which means the gym is rarely available for private sessions, hence they are not available by request. Coaches of squad gymnasts may arrange private sessions in extenuating circumstances; these will be initiated and arranged by the coach.

13. MAKE UP CLASSES

Make up classes are available twice per term for recreational gymnasts who miss a class. We do not offer credits, refunds, or invoice adjustments for non-attendance.



GYMNAST INFORMATION

GYMNAST INFORMATION

14. ORDERING UNIFORMS

Shire Gymnastics has a range of clothing and merchandise items that are available for purchase in our online shop. Please visit <https://portals.beauthentic.com.au/collections/shire-gymnastics> to view our items. Purchasing is through our online shop during designated ordering windows which will be announced via email. The upcoming ordering window will also be displayed in the shop banner.

Please see the ordering information on page 14 which outlines which items are suitable for your child. Samples are available in some sizes should you wish to try on prior to purchase.

Please note that recreational gymnasts are not required to train in a particular uniform, but are more than welcome to do so. Our rec training gear is comfortable and of high quality.

15. ORDERING LEOTARDS

Shire Gymnastics has a leotard range that has been designed especially for us in collaboration with Sylvia P. Our Pink Pia leotards are for competition use only however our Pink Mystique leotard and shorts are suitable for training.

Please see the ordering information on page 15 which outlines which items are suitable for your child. Other Sylvia P leotards are available in various sizes should you wish to try sizing prior to purchase.

Please note that recreational gymnasts are not required to train in a leotard, but are more than welcome to do so. Our leotards are comfortable and of high quality.

16. ACCIDENT/INJURY MANAGEMENT

If an accident occurs in the gym and/or if a Gymnast is injured in the gym, our staff should complete an Accident/Injury report/form. If for any reason the coach is unaware of the accident/injury or has underestimated the seriousness of an accident/injury, the Gymnast must advise their coach so that we can complete the form. This information is essential for several reasons; so that we can inform parents and/or any practitioners about what happened, so that we can improve anything that may be unsafe in our environment and/or lacking in our supervision, and so that we have the information that may be required by Gymnastics NSW, Gymnastics Australia or the insurance company.

Introducing our collection of uniforms and merchandise and our online shop!

MAG gymnasts, WAG gymnasts, REC gymnasts, parents and siblings are all welcome to buy from the shop. We'd love to see you at the gym and at competitions in a Shire shirt/hoodie!

Go to <https://portals.beauthentic.com.au/collections/shire-gymnastics>

You can scroll through all items or use the 'Collections' labels to see the following:

T-Shirts & Singlets | Jumpers & Jackets | Training Gear | Squad / Competition Gear | Accessories

All prices are shown in the shop. All prices include GST.

**What MUST I buy for competitions?**

- MAG gymnasts in Levels 1+ must buy the competition tracksuit and a navy competition t-shirt with white logo (name/squad optional on right chest) prior to 2025 competitions.
- WAG gymnasts in Levels 3+ must buy the competition tracksuit and a navy competition t-shirt with white logo (name/squad optional on right chest) prior to 2025 competitions.
- WAG Levels 1-2 will compete 'in-house' so the tracksuit is not required. WAG & MAG development gymnasts / REC gymnasts do not compete so also don't require the tracksuit.

What will my child be required to train in?*

- All MAG gymnasts may train in the current MAG training gear (still a/v for purchase) or the singlet in our shop. New training shorts will be available in 2025.
- WAG gymnasts may train in the navy training gear in the shop or in the pink mystique leotard / shorts. Saturdays will remain a 'mufti' leotard day.

How and when do I order?

- Uniforms and merchandise (but not leotards) will be ordered from our online shop, the link is above. Payments will be taken online as part of the ordering process.
- We will announce ordering windows regularly throughout the year. One opens today, 16th November, and closes at midday on Friday 22nd November. Delivery will be prior to Christmas.
- Some shop items allow you to choose the logo colour (navy, white, blue, pink) and customise the garment with a name, or the word squad (in the same colour as the logo).
- Orders will be delivered in bulk to Shire Gymnastics and you can pick them up from here.
- Please direct any ordering enquiries to wag@shiregymnastics.com.au (for MAG, WAG & REC)

* We will delay the expectation for gymnasts to have the above training gear until July 2025.

** The puffer jacket, knitted top, leggings and extra support crop are only available in adult sizes. These will still fit some gymnasts and are also great options for parents - feel free to write Cheersquad in the customise field!

Introducing our collection of WAG leotards for 2025 onwards, and the process for ordering the appropriate leotard for your child...

Which leotard do I need to buy and how much will it cost?

Level 5+ will wear our 3/4 sleeve Pink Pia leotard with heavy crystal embellishment (A)
This costs \$355 and includes a matching scrunchie

Levels 3-4 will wear our sleeveless Pink Pia leotard with silver sequin embellishment (B)
This costs \$95 and includes a matching scrunchie

WAG Academy and WAG Development will wear our Pink Mystique leotard which is the shimmering fabric (C). This costs \$65 and includes a matching scrunchie



Other Items:

Pink Shorts (D) are available as a training / warm up option for all WAG gymnasts, these cost \$45. They are available in either lycra or mystique (shimmery), please specify which one your ordering. Extra pink scrunchies (in both lycra and mystique fabric) are available for \$10 each (E)

When and how do I order?

- Sylvia P will still make our WAG leos, however the ordering process will now be direct with us using our WAG email - wag@shiregymnastics.com.au
- Orders will be placed by transferring full payment to our bank account (name as reference) and then emailing us your bank receipt with your order (leotard name and size) and gymnast's name.
- Sizing is as per the leotards we currently wear, if you wish to try a different size we can help you find someone with that size leotard.
- We will announce ordering windows throughout the year.

Account Name: Shire Gymnastics Trust | BSB: 062 164 | Account Number: 1058 7476



COMMUNICATION

COMMUNICATION

17. ABSENCES & INJURIES

Where possible, we appreciate being advised when Rec gymnasts are unable to attend their class. This helps our coaches to plan any adjustments to sessions and helps us to accommodate make up sessions. Make up sessions are available twice per term for recreational gymnasts who miss a class. We do not offer credits, refunds, or invoice adjustments for non-attendance.

18. COMMUNICATING WITH COACHES

Please note that our 'gym floor' including all apparatus is a Gymnast only area. It is not safe for siblings, parents or caregivers to be in these areas or to talk with Gymnasts/Coaches during sessions.

Parents of Rec Gymnasts are invited to ask any questions at our front desk or via phone/email. Where a coaches' input may be required, this will be arranged by staff.

19. COMMUNICATING WITH OTHER GYMNASTS / FAMILIES

It is a strict requirement of Shire Gymnastics that any communication with other gymnasts and their families is positive, encouraging and supportive, and/or to coordinate gymnastics related logistics. No gymnast or parent is to communicate with another gymnast or parent in a way that is critical or disparaging; this is not in line with our vision or our values.



FEES AND PAYMENTS

FEES AND PAYMENTS

20. HOW TO PAY

For Rec Gymnasts, payments will be made online when booking classes. Where anything out of the ordinary occurs, invoices may be sent via our Customer Relationship Management (CRM) system. This includes registration fees, training fees, competition levies, event fees, etc. After you have registered as a Member of Shire Gymnastics you will have a log in for our system and will be able to see any fees owing, fees paid, etc.

Our preferred payment method is Stripe because it's the preferred method of our CRM, it communicates seamlessly with Xero, and it accepts credit cards, debit cards and other popular payment methods. Stripe fees will be automatically added to all Stripe payments. Should you not wish to pay via Stripe you may electronically transfer the specified amount to our bank account:

Shire Gymnastics Trust | BSB 062-164 | Account Number 10587476

21. REGISTRATION AND INSURANCE

Registration occurs per term for Recreational Gymnasts. It includes providing required information, acknowledging agreements and paying the Athlete Membership Fee.

The Athlete Membership Fee is compulsory and includes affiliation with Gymnastics NSW and Gymnastics Australia, club administrative requirements and insurances. Gymnasts are not insured if this fee is unpaid, and will therefore be ineligible to train or compete.

The Athlete Membership Fee is not refundable under any circumstance and cannot be transferred to another member but is transferable to another affiliated club on the condition that your fees at Shire Gymnastics have been paid in full.

22. TRAINING FEES

For Rec Gymnasts, classes will be booked in 10-week blocks in line with school terms and the invoice for training fees will be in line with this. This invoice will also include the abovementioned Athlete Membership Fee, which we charge quarterly for Rec Gymnasts.

23. NON-PAYMENT OF FEES

Shire Gymnastics reserves the right to charge a late payment fee for any payments that are not paid by the due date. If charged, this will be an additional invoice for 5% of the original invoice. Additionally, you may be asked to keep your child from training until outstanding amounts are settled.

A third-party debt collector or the small claims court may be used if an invoice remains outstanding after 90 days, including when the member has withdrawn or been removed from the program.

24. CANCELLATIONS AND REFUNDS

Shire Gymnastics endeavours to make fees as affordable as possible, however please note that gymnastics clubs are generally low-profit businesses that demand high rent, costly insurances and expensive equipment. In an effort to maintain our high coaching standards and small group offerings, we must operate on a no fee alterations / no refund policy.

As such, NO credits or refunds will be considered for the following:

- ~ Non-attendance
- ~ Family Holidays
- ~ Competitions & clinics on a training day
- ~ Membership termination or suspension (by you or us)
- ~ Illness or injury*

*When a gymnast is injured we require a training plan from the physiotherapist or other specialist, listing detail about the injury and exercises that the gymnast can and can't do. This supports us in keeping the gymnast in the gym and maintaining skills and conditioning whilst prioritising recovery.



AGREEMENTS AND CONSENT

AGREEMENTS AND CONSENT

25. PHOTO CONSENT

During the registration process you will be asked if you give permission for photography / video to be used internally and/or externally in the present or future, with or without naming. This is for the purpose of resources including training material, marketing and social media platforms, Instagram, Facebook and our website. Please ensure that you tick the appropriate box.

26. AGREEMENT TO CODE OF BEHAVIOUR

During the registration process you will be asked to agree to and uphold our Shire Gymnastics Code of Behaviour. This code upholds certain expectations relating to behaviour and communication. Agreeing to and upholding our Code of Behaviour is a condition of membership and disciplinary procedures will be applied for any breaches of our Code of Behaviour. Please read the Code of Behaviour on page 23.

27. ACKNOWLEDGEMENT OF CLUB POLICIES

During the registration process you will be asked to acknowledge that there are a wide range of policies that Shire Gymnastics members are bound by. Our policies are all touched on in this document but will also be made available to our members via our website. Please take the time to familiarise yourself with our club policies.

28. ACKNOWLEDGEMENT OF GYMNASTICS NSW POLICIES

During the registration process you will be asked to acknowledge that as a Shire Gymnastics member you are also an affiliate of Gymnastics NSW and Gymnastics Australia and as such are bound by their policies. Their policies are available at <https://gymnsw.org.au> and <https://www.gymnastics.org.au>. Please take the time to familiarise yourself with Gymnastics NSW and Gymnastics Australia policies.

29. ACCEPTANCE OF RISK

Activities held at Shire Gymnastics can be dangerous and carry risk of harm including, and without limitation, obvious risks and inherent risks as defined in the civil liability act 2002 (NSW). These activities include, but are not limited to running, jumping, vaulting, rolling, flipping & tumbling, trampolining, swinging, balancing and climbing.

During the registration process you will be asked to acknowledge these risks and state that you understand and accept these risks upon entering the facility, and as a part of general participation by you and/or on behalf of your child or the child for which you are guardian.

30. AGREEMENT TO FIRST AID BEING ADMINISTERED / AMBULANCE BEING CALLED

There may be times that we need to administer first aid to you or your family members due to injury or illness. All of our coaches are required to have current first aid certificates. During the registration process you will be asked to consent to coaches and Shire Gymnastics staff providing simple first aid for all minor injuries.

In the event of any potentially significant injuries we will call an ambulance. Parents / Guardians will be notified immediately afterwards. Please note that these services will be at parent / guardian expense.

Shire Gymnastics Code of Behaviour & Behaviour Management

The Shire Gymnastics code of behaviour is designed to ensure all our interactions with each other are positive, respectful, and professional and when followed provide a fun, encouraging and safe environment in which our gymnasts can develop and excel.

The code of behaviour applies to everyone involved with Shire Gymnastics, Gymnasts, Parents / Guardians, Coaches, Judges, all Staff, Volunteers and Guests and overlaps but does not replace the Gymnastics NSW Codes of Behaviour. The behaviours must be displayed when involved, coaching, participating in or attending activities at our venue or those held in the club's name or as a representative of our club at other venues.

The Gymnastics NSW role specific codes of behaviour (General, Gymnast, Parent, Coach and Official) should also be read and applied. They can be located on the Gymnastics NSW website: <https://www.gymnsw.org.au/policies>

Expected and required behaviour, attitude, and respect for others:

1. Be kind, respectful, friendly, positive, and professional toward all others involved in our club, other clubs, and gymnastics in general. Have open and honest conversations that results in positive experiences for all.
2. Respect the rights, dignity and worth of every person regardless of gender, ability, race, culture, or religion.
3. Show appreciation and respect for all volunteers, coaches, judges, and administrators regardless of club and extend that respect to all parents, spectators, and gymnasts.
4. Always present yourself in an appropriate manner, ready to train, compete, coach, support, or work.
5. Wear correct attire / uniform and be proud of representing Shire Gymnastics in any role.
6. Be a positive role model adding to the positive culture of our community. Know that other people are watching and potentially learning from your behaviour and communication.
7. Always respect the educated professional's opinion and the decisions of coaches / officials. Make all appeals through formal processes & respect the final decisions.
8. Be a fair winner and good loser. Follow all event rules, including photography policy and gymnast only areas.
9. Never interrupt a squad's training session or call out to the floor or across the floor (This does not limit coaches' communication with each other on the floor)
10. Respect the area and equipment you use, train or coach in / on.
11. If you notice behaviour or hazards which could harm or endanger someone, please let management know.
12. Refrain from prohibited conduct - Bullying, abuse, harassment, sexual misconduct, unlawful discrimination.
13. Refrain from negative language, communication or action that may hurt someone's feelings, reflect poorly on yourself or Shire Gymnastics or may cause offense. Never ridicule a child for making a mistake or losing.
14. Always maintain confidentiality. Do not disclose personal information about any Shire Gymnastics members.
15. Do not participate in or 'be' in any online or social media conversations about Shire Gymnastics members or others. Avoid identifying yourself, your club or location on personal social media platforms, be mindful of what's in the background (including music) or on uniforms when posting photos or video. Photos/videos of you / your child performing skills in the gym are acceptable but do not post on behalf of others.
16. No mobile phones are to be used during training or breaks.
17. Show appreciation for everyone's skills regardless of level, team, club, or outcome.
18. Remember children participate in gymnastics for their own enjoyment, not anyone else's. Appreciate and focus on effort, performance, learning and enjoyment rather than winning or losing.
19. As a coach or gymnast always give your best at training and competitions. Be motivated, committed, supportive and compassionate, work equally hard for yourself and the team.
20. Follow the instructions of the coach or management. Please question any instructions in a respectful manner.
21. Be kind to yourself. Avoid comparing yourself to others and recognise that everyone is on their own journey.
22. Understand the repercussions should you breach Shire Gymnastics and its governing body's codes & policies.

Any behaviour not in line with the code of conduct may result in suspension, or cancelation of Shire Gymnastics membership or position.



PROCEDURAL INFORMATION

PROCEDURAL INFORMATION

31. BEHAVIOUR MANAGEMENT

When delivering gymnastics to many children in the gym at the same time, it is important that we uphold certain behaviour expectations, as outlined in our Code of Behaviour. When a gymnast's behaviour is out of line with our Code of Behaviour our coaches will follow a process to manage such behaviour in a way that is calm and respectful to everyone in the gym.

Firstly, coaches will show some extra care by checking in with any gymnasts who are out of character or not in line with our Code of Behaviour. If they need to take a moment away from the group they'll be invited to get a drink, take a moment in the fresh air, etc. If any disrespectful or disruptive behaviour is ongoing, the coach will speak to child about the impact their behaviour is having, and if coach needs to continue stopping the session they will advise the gymnast that a parent will be called for any early pick up.

This process is designed to be in everyone's best interests. Gymnastics is a demanding sport and good, safe training requires a gymnast's focus.

32. CHILD PROTECTION

Shire Gymnastics takes child protection very seriously and complies with all relevant legislation and best practice, such as the Office of the Children's Guardian Working with Children Check, the Council of Australian Governments' National Principles for Child Safe Organisations and Sport Integrity Australia's Safeguarding in Sport practices.

33. COMPLAINT HANDLING

If any of our families feel the need to make a complaint, we request that an email is sent to mgmt@shiregymnastics.com.au with as much information as possible so that we can best understand and handle the complaint. After acknowledging receipt of the email we will then take some time to have any relevant conversations and determine the best course of action. Please note that whilst we make every effort to be discreet, the person being complained about may become aware of a complaint... If this is not an option for you please be clear about that and we will discuss with you the more limited ways that we might be able to take action. To finalise a complaint process, Management will make a decision about the best way to move forward and will communicate this with the relevant parties.

34. DROP OFF AND PICK UP (AS DESCRIBED IN ITEM 5 – REPEATED FOR IMPORTANCE)

We are committed to providing a safe environment for you and your participating child. We are situated in a very busy area and have a small carpark. Please allow some extra time prior to your session to park and walk a few minutes to our venue.

If using our small car park:

- ~ Please be aware of small children and pedestrian traffic when entering and exiting our car park.
- ~ We have a 5-minute parking limit to allow as many parents as possible to use our car park during our busy afternoons. There is no parking in the middle of the driveway, only against our side fences so that people can come and go.
- ~ Please do not block the driveway to drop off your child, or remain in your car in the carpark during your child's session.
- ~ Please do not park in neighbouring business's car parks, including Tynans and the Pool Warehouse.

When dropping off or picking up please park your car in a safe place and escort your child/ren to our drop off and pick up point which is our fenced front reception area. Please arrive five minutes early to drop off and please stay with them until class begins as we are unable to supervise children prior to class. After classes children will remain within our fenced frontage supervised by shire gymnastics staff until a parent or guardian has arrived to pick them up. If you are running late or there is someone other than usual picking up your child please notify the office.

35. EVACUATION

Shire Gymnastics will evacuate gymnasts if necessary, through our exit doors to the front of the car park or further if required. Our coaches are familiar with our evacuation process and our small group coaching approach means that each coach can easily manage their group should this situation arise.

36. INJURY MANAGEMENT AND REPORTING (AS DESCRIBED IN ITEM 20 – REPEATED FOR IMPORTANCE)

If an accident occurs in the gym and/or if a Gymnast is injured in the gym, our staff should complete an Accident/Injury report/form. If for any reason the coach is unaware of the accident/injury or has underestimated the seriousness of an accident/injury, the Gymnast must advise their coach so that we can complete the form. This information is essential for several reasons; so that we can inform parents and/or any practitioners about what happened, so that we can improve anything that may be unsafe in our environment and/or lacking in our supervision, and so that we have the information that may be required by Gymnastics NSW, Gymnastics Australia or the insurance company.

37. PHONES AND SOCIAL MEDIA (AS DESCRIBED IN ITEM 17 – REPEATED FOR IMPORTANCE)

PHONES – Please leave phones at home when coming to training. If any phones are brought to training they must stay 'Off and Away'. This policy is a way to keep phones out of sight and out of mind, to create a safe and respectful training environment and to reduce distractions.

If gymnasts use their phones inappropriately during their session the coach will move the phone to a location that is inaccessible until the end of the session. As such, if there is a need for a gymnast to have access to their phone please communicate with the coach prior to the session.

SOCIAL MEDIA – We do not encourage the use of social media as it can create misunderstandings and disharmony within groups. Any social media posting or contributing to chat groups relating to Shire Gymnastics must be in line with our values or squad positions may be at risk.

In line with our 'Off and Away' phone policy, gymnasts are not to create any TikTok's or engage in any similar filming of themselves or each other.

38. WEATHER EXTREMES

Shire Gymnastics has a facility that is fitted with air conditioning and large fans, so we are able to continue through most weather conditions. During hot weather we do increase drink breaks and reduce the intensity of sessions. Still, there may be weather extremes in which we need to cancel sessions for the safety and wellbeing of our gymnasts. This is most likely when temperatures exceed 35°C. When this occurs it will be communicated to all gymnasts affected by email or other communication method commonly used by the coach.

shire

GYMNASTICS



**OTHER RESOURCES/
CONTACT DETAILS**

OTHER RESOURCES / CONTACT DETAILS

39. GYMNASTICS NSW & GYMNASTICS AUSTRALIA

These organisations are the bodies that we and you are affiliated to, in order to be able to be registered and insured, and to compete in sanctioned gymnastics competitions. Their websites contain a lot of relevant information. They are:

<https://www.gymnsw.org.au>

<https://www.gymnastics.org.au>

Also, this website is where competition results are posted following competitions.

<https://www.gymnasticsnsw.org.au>

40. COMPLEMENTARY SERVICES

Shire Gymnastics has close relationships with some local practitioners who support our business and gymnasts in the way of advice, collaboration and offering relevant services.

Physio Focus is a Physiotherapist Clinic in Gymea, they provide specialised assessment and treatment of a range of injuries. They pride themselves on providing a hands on approach backed with the latest evidence based practices, and they are very thorough with the individualised advice they give our coaches to support us in looking after our gymnasts.

Learn more about Physio Focus at <https://www.physiofocus.com.au>

Capable Kids are a multidisciplinary paediatric practice based in Engadine, made up of Speech Pathologists, Occupational Therapists, Behavioural Therapists and Educational Consultants who specialise in learning and development for children and young adults aged from 0-18 years.

Learn more about Capable Kids at <https://capablekids.com.au>