

MAG HANDBOOK

2024



Important information

This MAG handbook provides important information about your child's enrolment in the MAG program at BTYC Gymnastics and the conditions of participation. This document is subject to change and will be communicated to you via email when any changes occur. Everything you need to know about the MAG program is included in this handbook.

Your point of contact for MAG related questions is the **MAG Program Manager, Ross.**

Email: ross@btycgymnastics.org.au

Enrolling in the MAG Program secures your place in the squad ongoing.

All squad athletes are required to compete unless otherwise stated by the squad coach or MAG Head Coach.

Enrolment into the MAG program is by invitation only.

EXPECTATION

Communication

- Parent coach meetings
- Gymnast reports
- Start of year information meeting
- Newsletter x 1 per term

Competition

- Minimum competition requirement

Level & Testing

- Skill testing as required
- Level testing
- Competition practice

Social

- Social Activity 2 per year



Tuition and Payment

Autopay

For payments of fees, BTYC has the option of direct debit from a bank account or a credit card. This is BTYC's preferred method of payment. We use the services of Integrapay along with our current banking institution Westpac and payment gateway provider PayWay so you can be assured of security of your payment details in line with legislation.

On the 15th of every month, the monthly class charge will be added to your iClass account and on the 1st of the following month through our Autopay system; we will withdraw funds from your nominated bank account or charge your credit card for the total amount outstanding on your statement. For this Autopayment to occur, we require you to input and save your nominated payment details into your account on the iClass Customer Portal or contact the office for assistance on 9841 4773.

Withdrawal From the Program

Any gymnast who chooses to withdraw from the MAG program are required to give four weeks written notice.

Any gymnast who chooses to withdraw from an 'Optional' session will need to complete the current calendar month, regardless of attendance, before having the Optional class charge removed from their account.

School and Public Holidays

BTYC Gymnastics does not operate during public holidays. You will not be charged for classes that fall on these days.

During School holidays, there is compulsory training for all MAG Gymnasts. A holiday training schedule will be emailed to all families.



Training Requirements

MAG classes can include any or all of the following:

- Structured Warm Up's
- Skill and Apparatus Specific Training on all 6 competition apparatus
- Routine Practice & Development
- Strength & Conditioning
- Assessments & Testing
- Flexibility Training or Appropriate Cool Down Activity



Squad Structure

Athletes are in classes based on their gymnastics ability and then by age. Higher level athletes train more hours each week. The minimum training hours expectation for each group is specific to what BTYC coaching staff deem to be the best structure for safe and competent skill display at competition for that specific level of gymnastics.

Please note: all athletes must bring a drink bottle with water to all sessions.

Level	Training Hours	Sessions
Foundation	6 + hours training per week	2 session per week
Beginner	6 + hours training per week	2 session per week
Junior	9 + hours training per week	3 session per week
Intermediate	10.5+ hours training per week	3 sessions per week
Senior	12+ hours training per week	3 sessions per week
High Performance	20+ <u>Hours</u> training per week	<u>Individualised training plan</u>

Attendance Expectations

Gymnasts in the MAG Program must meet a 85% attendance requirement throughout the year. Athletes in the MAG Program have scheduled training during the holiday period. Athletes must attend training during these holiday periods as part of their training calendar.

Athletes must also arrive 5 minutes before the start of class as "Line up" (The beginning of class where the Coach addresses the athletes and run through the plan for the session) happens at the start of class. If a class starts at 5pm, they must be lined up down on the floor at 5pm sharp.

Uniform

BTYC has uniform policies, specific to each Gymsport and Squad within that Gymsport. It is important that these policies are followed to ensure athlete and coach safety during training hours.

MAG Uniform Policies and requirements:

Foundation, Beginner, Junior, Intermediate, Senior and High Performance gymnasts:

- Can wear any appropriate gymnastics leotard, along with gymnastics shorts or longs.
- During warm up on colder days, or when seen appropriate by a coach, are also permitted to wear a BTYC Hoodie on top of their leotard. This must then be removed when full training begins.
- Only senior athletes are permitted to train topless. If going topless, they must have a suitable top available to wear, should their coach request that they wear one for any purpose.
- All Junior, Intermediate, ADS and Future High-Performance squads will be expected to arrive at Saturday training only, wearing the official BTYC Leotard, Shorts and Longs. All other training days, BTYC's official training uniform is optional.
- Gymnasts who have state/national team training attire can wear this on Saturdays.
- All long hair must be tied up appropriately when in training.
- Jewelry and watches must not be worn on the gym floor and are encouraged to be left at home. BTYC takes no responsibility for lost or stolen jewelry, watches or other belongings.

MAG Squad Uniform Specifics

All BTYC leotards are purchased via <https://chalkgymwear.com/collections/btyc-gymnastics>.

All BTYC tracksuits are purchased via the BTYC front office or 2nd hand from the BTYC Buy and Sell page on FaceBook..

BTYC Front office has sizing kits, provided by Chalk Gymwear, to try on leotards before ordering. Please speak to the front office if you would like to try on leotards before purchasing.

Below are the uniform requirements for the MAG Squads. Generally, Foundations, Beginners, juniors and Intermediates will fall under the "junior season", however please speak to a coach/program manager if you wish to double check requirements for your gymnast.

MAG Junior Season athletes (Levels 1-4)

- "BTYC MAG NAVY Training Leotard" **OR** "BTYC MAG WHITE Training Leotard"
- "BTYC MAG Shorts" (Navy or white)
- "BTYC JNR MAG Junior/Intermediate Competition Leotard"" with NAVY Shorts (only required if competing)
- BTYC Tracksuit jacket and Pants

MAG Senior Season athletes (Level 5+)

- "BTYC MAG Senior Competition Leotard"
- BTYC MAG Shorts (White)
- BTYC Tracksuit jacket and Pants

BTYC Buy and Sell Page

The Facebook page is a place where BTYC members can sell, buy and swap their unwanted gymnastics clothing and equipment. Search BTYC Gymnastics Buy and Sell on Facebook, to request membership to this group.



Absences and Make up classes

If you know you are going to be absent, we appreciate being informed so we can plan for the class appropriately. To notify of an absence please email Ross, ross@btycgymnastics.org.au or call the office on 9841 4773

If classes are missed during the term, up to two make up classes for up to two missed classes can be booked in over the schools holidays.

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 Club program expectations, protocols and policies. To achieve this, we hold meetings each year with squads and their Coach to ensure that families are well informed and able to be part of each athlete's learning experience at BTYC.

Should you need to meet with your Coach, please arrange a time either before or after a training session. Under no circumstances should the Coach be approached during a training session.

BTYC has a policy to deal with the handling of complaints. In the event that you wish to make a complaint, please speak with your child's Coach in the first instance. If the matter is unable to be resolved, or it's not appropriate to speak with the Coach, the matter should be raised with the relevant Program Manager or Head Coach. Options for further escalation can be outlined at this point, if needed to the General Manager.

If the matter relates to Child Safety, please contact the office on 9841 4773 to be directed to our Child Safety Champions. For Member Protection Information please contact Jes Larsen, who can be contacted at jes@btycgymnastics.org.au

Social Media

BTYC Gymnastics understands that many gymnasts may have access to social media/social networking platforms. When used in the correct manner these platforms can facilitate connections between gymnasts when outside of the gym. This can be beneficial to the growth of friendships and the social connection of a group.

BTYC Gymnastics has a zero tolerance for bullying within our facility and our expectation is that this policy continues from inside the gym to the online platform. Any allegations of online bullying between BTYC gymnasts will be taken seriously and all involved parties will be contacted by BTYC staff so that a resolution may be reached. Any cyber bullying from one BTYC gymnast to another may result in disciplinary action. In extreme cases they may include suspended or expelled from the club.

Medical Conditions

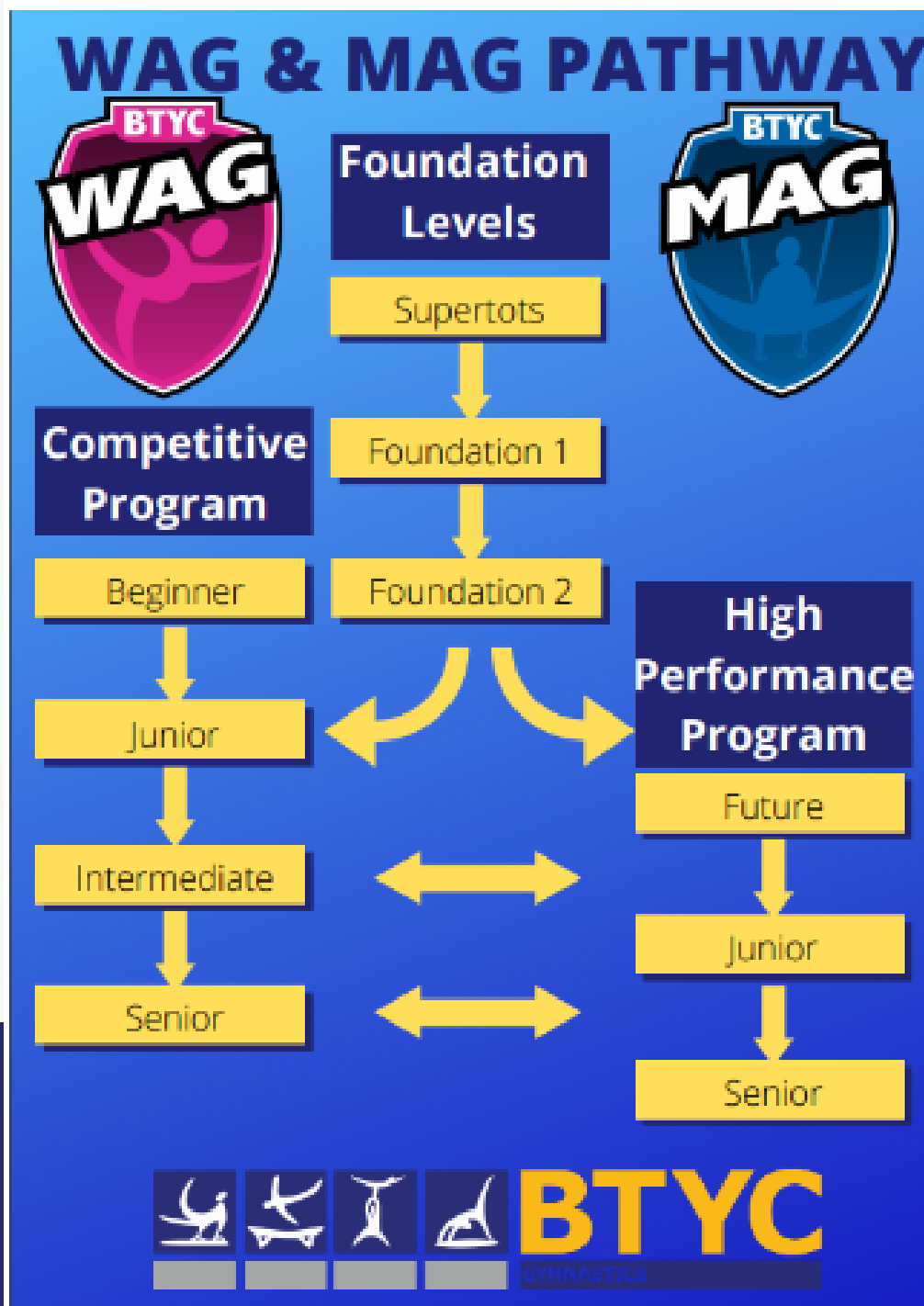
BTYC Gymnastics is an inclusive Club and will invite athletes with special needs into squads if they have the necessary skills to partake at that level. We also have a comprehensive asthma policy and anaphylaxis policy to ensure that all participants are catered for.

It is essential that families advise the Club of any medical conditions prior to commencing training.

Any athlete who requires medical attention for an injury obtained within or outside of the Club, is required to supply a medical certificate and documentation from their medical practitioner regarding activities that can and cannot be completed by the athlete. BTYC are accommodating of athletes who are carrying injuries, and are happy to modify programs within guidelines by a medical practitioner.

HOW & WHEN DO ATHLETES MOVE FROM SQUADS AND/OR PROGRAMS?

All athletes will progress at a different pace, and children will not always progress one level each year like school. Gymnasts in the MAG Program will work through the development skills list throughout the year. Gymnasts will develop at their own rate through this testing. Gymnasts will be tested prior to the competition season to determine their level for that year. Gymnasts will need to achieve a satisfactory score at the testing to compete each level.



COMPETITIONS

WHICH APPARATUS DO THEY COMPETE ON IN COMPETITIONS?

- Floor
- Pommel
- Rings
- Vault
- Parallel Bars
- High Bar

In a competition, athletes compete on all six apparatus in order, starting at the one shown on the Rotation Schedule, which is published 1 – 2 weeks before an event and given out to show start times etc.

WHAT DO ATHLETES TAKE TO A COMPETITION?

- A drink bottle containing water (no soft drink allowed on the floor)
- MAG leotard, shorts and longs appropriate to level and Full Club Tracksuit (jacket, pants and white socks)
- Small bag to keep belongings in
- Snacks such as muesli bars or lollies to have throughout the competition.
- Additional support items. Eg. Grips, strapping tape

Please leave shoes with parents before the competition starts.

COMPETITION DATES / COSTS

Competitions for Senior Athletes (Lvs. 5-10/SNR) usually run from around February to May and then Junior Athletes (Lvs. 1-4) from around July to October. Athletes and families are informed about which competitions they will compete at when the competition calendar is released. All gymnasts will be entered into competitions unless the Program Manager or Head Coach has spoken to you, or you have contacted the Program Manager. There is a late entry fee and withdrawal fee which is passed on to us by Gymnastics Victoria. These fees are passed on to families as relevant. Competitions can cost between \$90-\$130 depending on your level (subject to change).

COMPETITIONS

WHERE & WHEN WILL MAG ATHLETES COMPETE?

Competitions are held in gymnastics Clubs around Victoria. They run for approximately 3 and a half hours for Juniors and 5 hours for Seniors on either Saturday or Sunday. Schedules for events will be emailed to families when they are received, usually between 1-2 weeks prior to an event.

HOW ARE TEAMS SELECTED?

During the competition season, for club invitationals teams are selected at random by BTYC, within each eligible level. For any Gymnastics Victoria, Gymnastics Australia, Interstate or international competitions gymnasts are split into ranked teams. Tier 1 team athletes will be chosen based on past competition experience from that year, using Apparatus and All Around scores. Additionally, the Program Manager and Coaches may use performance at training and internal testing to support team selection.

ARE THERE OTHER EVENTS THAT ATHLETES HAVE TO PARTICIPATE IN?

Throughout the year, BTYC will offer a range of social events. All social events are not compulsory but highly encouraged as they are great team bonding events. All are invoiced separately, and you need to book in to participate.





Expectations for gymnasts

Gymnasts Code Of Conduct

ALL gymnasts training at BTYC Gymnastics are required to abide by the following Code of Conduct:

- Come to training appropriately attired, (See BTYC uniform policies). Long hair must be tied back. No hair pins or clips. No jewelry, watches or items in pockets
- Bring your own drink bottle. Do not consume drinks other than water on the floor area.
- Listen and fulfill your Coach's instructions to the best of your ability.
- Always show respect to your coach and coaching team, fellow athletes and BTYC equipment.
- 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.
- 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, injuries or illnesses your child may have, using the child's medical section in the customer portal and if it is a new injury, discussing with the coach before the start of a training session.
- Do not enter the gym area or go on equipment under any circumstances unless supervised by your Coach in a class.
- Follow BTYC uniform policy for official events.

Discipline

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

- issuing a warning, requiring verbal or written apology.
- Sitting out (being sent out of class to sit upstairs) for a period of time.
- Being sent home requiring written apology to return to class.
- A formal warning: A letter of reprimand from BTYC Gymnastics Club Inc. for being sent home on more than one occasion.
- removal / suspension from the Club.



Expectations for Parents

Parent Code Of Conduct

SQUAD TRAINING VIEWING POLICY

BTYC Gymnastics allows parents to view squad training sessions. This may be reviewed should we encounter any of the following:

- athletes being distracted by parents (coaching from the sidelines or over-monitoring behavior)
- lack of athlete concentration that can lead to athletes endangering themselves whilst doing skills

ALL parents who have gymnasts training at BTYC Gymnastics are required to abide by the following Code of Conduct:

- Encourage children to participate, do not force them
- Focus on the child's efforts and performance, rather than medals and scores
- Encourage children to always play according to the rules
- Remember that children learn best by example - appreciate good performances of other athletes
- Respect Officials' decision and teach children to do likewise
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Do not make comments about, or verbally abuse other children. It is the sole responsibility of the Coach to direct children during training, with the exception of Kindergym parent assisted classes
- Ensure as a parent / guardian you make your child aware of the Gymnast Code of Conduct and abide by this Code
- Athletes and parents / carers must wait upstairs before and after classes. No child is to wait for parents in foyer or outside the gym
- 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
- Abide by the Gym Rules at all times
- Abide by the Manningham DISC rules and regulations, including appropriate use of the car park (i.e. no double parking near entrance, no parking in turning circle)

SQUAD DUTY REQUIREMENTS

BTYC requires the involvement of all squad families to ensure that the club can host competitions at BTYC. As part of that process, BTYC levy a nominal amount to all squad members to assist with the cost of hosting and staffing competitions.

This levy applies to all squad members from all disciplines –Men’s Artistic Gymnastics (MAG), Women’s Artistic Gymnastics (WAG), Trampoline and Tumbling and Gymstar.

The Squad Levy will be invoiced early term 1 2024 at \$50 per required shift and will be credited to your account after the duty is completed at an event. Non-attendance of a scheduled squad duty will also result in the forfeit of your squad duty levy.

Program	Duty Commitment	Total Levy
Men’ Gymnastics (MAG)	4 shifts per squad athlete	\$200
Women’s Gymnastics (WAG)	4 shifts per squad athlete	\$200
Gymstar	2 shifts per squad athlete	\$100
Aerobics	2 shifts per squad athlete	\$100
Trampoline and Tumbling	2 shifts per squad athlete	\$100
MAG foundation	1 shift per squad athlete	\$50
WAG foundation	1 shift per squad athlete	\$50

Please note: There is a maximum of 8 duties per family

It is **COMPULSORY** for all family members aged 18 and over, to carry a working with children check card with them when assisting at competitions. BTYC staff will be handing out volunteer lanyards in which you must place your card in, while volunteering.

Families will be able to log on to a web-based program called SignUp Genius and select their squad duty shifts, for competitions hosted at BTYC. Invitations to sign ups will be sent to the main account email (the same email your account is sent to) for each roster.

There are a variety of duties required at the competitions including:

- Set up
- Door Attendant
- Canteen assistant
- BBQ assistant
- Athlete helper
- Judges hospitality
- Scorer
- Pack up

Signature of Employee

General Information

Committee

BTYC Gymnastics is a 'committee-run organisation'. The BTYC 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. The Committee aims to have at least one parent representative from each Program on the Committee at all times.

If you are interested in joining the committee, please speak with either the General Manager or Club President.

BTYC Gymnastics 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 and notices advising of any assistance sought with competitions, Club activities etc.

Staff

Program	Role	Name	E-Mail
Office	General Manager	Jes Larsen	jes@btycgymnastics.org.au
	Office Manager/Assistant General Manager	Susie Guttmann	susie@btycgymnastics.org.au
	Accounts Manager	Debra Tomsett	accounts@btycgymnastics.org.au
	Customer Service representatives	Patricia Lew Ebony Mactier Brett Tomsett	admin@btycgymnastics.org.au
MAG	MAG Program Manager	Ross Donaldson	lrross@btycgymnastics.org.au
WAG	WAG Program Manager	Ross Donaldson	ross@btycgymnastics.org.au
Gymstar	Gymstar Program Manager	Bridget O'Donnell	bridget@btycgymnastics.org.au
TRP & TUM	Trampoline & Tumbling Program Manager	Jordan Mitilineos-Janicke	jordan@btycgymnastics.org.au
AERO	Aerobics Program Manager	Amy Channon	amy@btycgymnastics.org.au

General Information

POLICIES & PROCEDURES

BTYC Gymnastics 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 the BTYC Gymnastics website.

CHILD SAFETY

BTYC Gymnastics is committed to the safety, wellbeing and empowerment of all children and young people accessing our programs and services, including indigenous children, those from culturally and linguistically diverse backgrounds and children and adults with disability. The following policies and reporting are available on our website.

- Child Safety and child friendly policy
- Child Protection statement
- Child safety requirement policy
- Report a child safe concern



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and like us on Facebook
and Instagram**

