

# AEROBICS HANDBOOK

2025



## Important information

This Aerobic handbook provides important information about your child's enrolment in the Aerobic 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 Aerobics program is included in this handbook.

Your point of contact for Aerobic related questions is the **Aerobic Program Manager, Amy**  
**Email: [amy@btycgymnastics.org.au](mailto:amy@btycgymnastics.org.au)**



Enrolling in the Aerobic Program secures your place in the squad ongoing. Aerobics is open to all gymnasts, and will require an assessment once enrolled.

Gymnasts in Aerobics are required to compete throughout the year at various events. Once entered into a competition we cannot guarantee a refund from the event if you withdraw, as this is at the discretion of the event organiser.

If you do not wish to be entered in to a competition you must let the relevant program manager know by the specified cut off date on your competition calendar.

## EXPECTATION

### Communication

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

### Competition

- Minimum competition requirement

### Level & Testing

- Level testing x 2 per year
- 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.

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## Withdrawal/ changes to the Program

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

Any gymnast changes will need to complete the current calendar month, regardless of attendance, before having the class charge removed from their account.

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## 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 optional training available that you can book into and pay for at time of booking.

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## Attendance Expectations

Training sessions may be offered during the school holidays and the term. Training sessions during the holidays are different to term training, as we need to work around the other things happening in the gym over the holidays. Athletes are expected to attend all training sessions, and to notify the Program Manager if they are going to be absent.

**No make up classes will be offered in 2025** for squads. This decision has been made by management and committee due to the low attendance rates of make-up classes and high running costs. This will assist in keeping member fees as low as possible.





# Training Requirements

Aerobics classes can include any or all of the following:

- Structured Warm Up's
- Skill Specific
- 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. 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.

Level	Training Hours	Sessions
Recreational (Ages 5-9)	1 hour of training per week	1 session per week
Junior Aerobics Squad (Age 7 – 12)	1.5 hours training per week	1 session per week
Intermediate Yellow Squad (Age 7-10)	3 hours training per week	2 sessions per week
Intermediate Blue Squad (Age 9-15)	4 hours training per week	2 sessions per week
Senior Aerobics (Age 12+)	5 hours training per week	2 sessions per week

# Uniform

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## Junior Squads

- Encouraged to wear BTYC membership t-shirt
- Can wear gymnastics singlets, shorts, leggings, track pants, other t-shirts or a leotard
- Cannot wear crop tops, jeans, dress skirts board shorts or stockings
- All hair must be tied up off the face
- Must have suitable aerobics specific runners at all times, should the venue used for training or the coach, require it – Please consult with your Coach/Program Manager for the correct runners to purchase
- BTYC Jacket and Tracksuit pants for competition

## Senior Squads

Senior squads training uniform

- Any gymnastics leotard
- Any suitable sports singlet, compression top or crop top
- Any suitable shorts
- All hair must be tied up off the face
- Must have suitable aerobics specific runners at all times, should the venue used for training or the coach, require it – Please consult with your Coach/Program Manager for the correct runners to purchase
- BTYC Jacket and Tracksuit pants for competition

Senior athletes must have a suitable top (other than a crop top) available at all times, should a coach request that they wear one, for spotting or other gymnastic purposes.

No other clothing items are permitted.

# BTYC Buy and Sell Page

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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.

# Communication

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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. 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](mailto:jes@btycgymnastics.org.au)

# Social Media

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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

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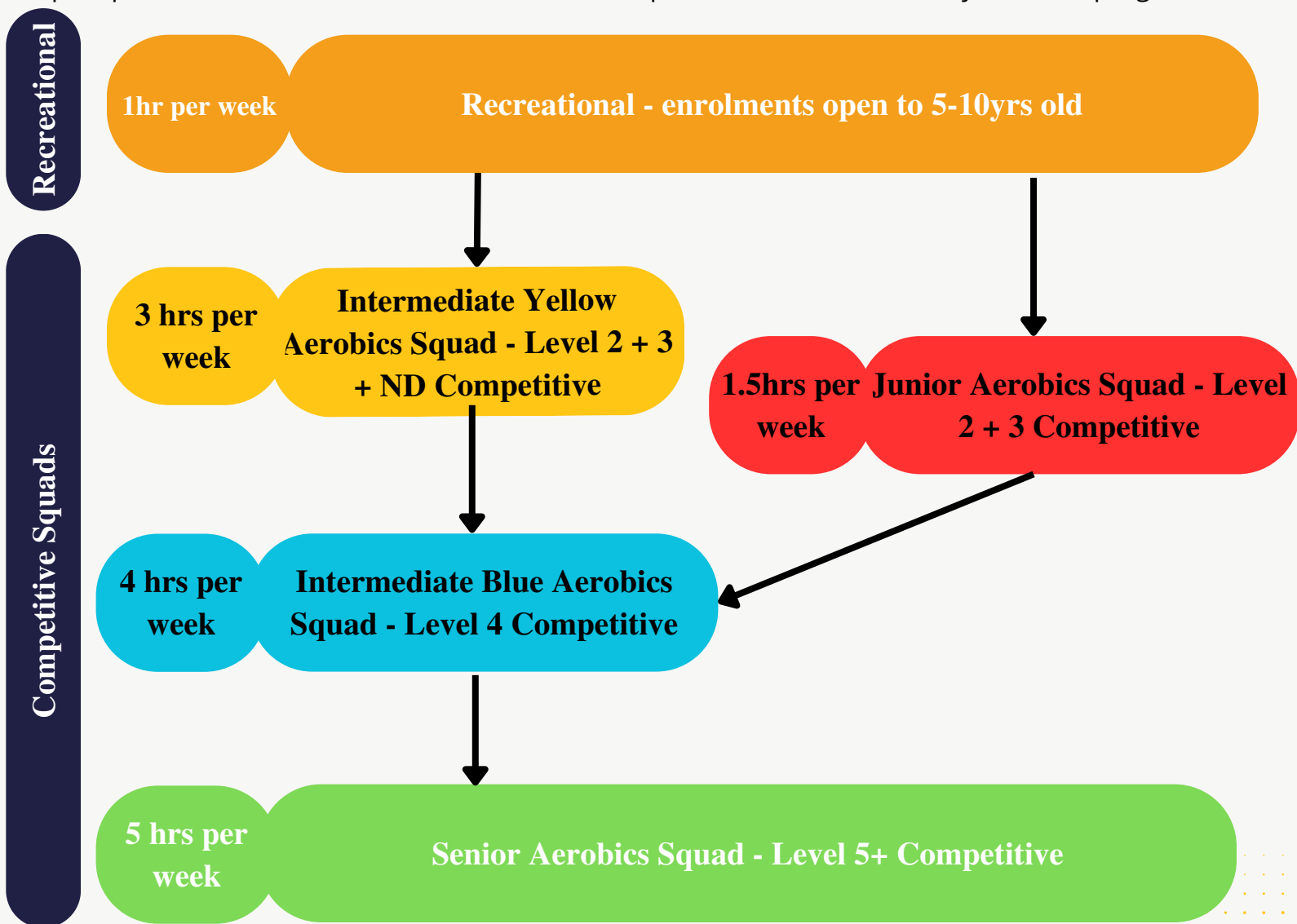
BTYC Gymnastics is an inclusive Club and will invite athletes with special needs into squads if they have the necessary skills to partake at that level. We also have a comprehensive asthma policy and anaphylaxis policy to ensure that all participants are catered for.

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 &/OR PROGRAMS?

All athletes will progress at a different pace, and children will not always progress one level each year like school. Children will have testing that takes place in class that will help both families and coaches understand how children are progressing and if they are ready for the next level. Coaches and Managers will use both testing and (if applicable) competition results to determine the most suitable squad placement for each athlete. Aerobics can help children move into many different programs.





# COMPETITIONS

It is expected that all squad athletes enter all competitions throughout the year. The type of competition and the level at which the athlete competes is determined by the Program Manager and coaching team.

## WHAT DO ATHLETES TAKE TO A COMPETITION?

- A drink bottle containing water (no soft drink allowed on the floor)
- Small clean snack (i.e., sandwich, fruit, or muesli bar – please limit lollies and chocolate)
- Aerobics competitive leotard, shimmer tights and BTYC tracksuit
- Plain white socks, with white runners (proper aerobics shoes preferred)
- BTYC Tracksuit Jacket and Pants
- Small bag to keep belongings in

## COMPETITION DATES / COSTS

Comp calendars are usually finalised by early February and will be available for all members to see, some competition dates can change based on availability, this will be communicated to family as early as possible.

Competition season can run from around June through to November. Athletes and families are informed about which competitions they will compete at through the competition calendar at the start of the year. Some competitions aren't released at the start of the year, so may be added to the calendar at a later date. If this is the case, it will be communicated to families. Competitions can cost around \$60+ depending on your level, and how many events you are entering per competition (subject to change).

## WHERE & WHEN WILL AEROBICS ATHLETES COMPETE?

Competitions are held in clubs around Melbourne, and they will run for approximately 3-4 hours. If athletes enter more than one event, they may have more than one session in a day. Schedules for events will be emailed to families when they are received, usually between 1-2 weeks prior to an event.





# 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 jewellery, 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
- 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;
- a letter of reprimand from BTYC Gymnastics Club Inc.;
- counseling from the Program Manager or General Manager; and / or
- removal / suspension from the Club.



# Expectations for Parents

## Parent Code Of Conduct

ALL parents/guardians 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 or BTYC staff. It is the sole responsibility of the Coach to direct children during training, with the exception of Kinder gym 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 / guardians 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 Kinder gym 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.
- For queries and concerns contact your child's relevant program manager via their BTYC email. Contact through staff's private social media, or personal mobile numbers, is strictly forbidden.
- Abide by the Gym Rules and policies 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)



# Expectations for Parents

## Parent Code Of Conduct

### TRAINING VIEWING POLICY

BTYC Gymnastics allows parents, guardians, and other spectators to view squad training sessions. Individual rights will be reviewed if BTYC Gymnastics encounters ANY of the following:

- Athletes being distracted by parents/guardians (coaching from the sidelines or over-monitoring behavior) which may lead to serious safety issues. (lapses in athlete concentration can lead to athletes endangering themselves, or others, whilst doing skills)
- Parents/guardians bickering, spreading rumors, or gossiping.
- Parent/guardians behavior that hinders coaches from effectively fulfilling their responsibilities as BTYC staff members.
- Parents interfering with the running of a session, class, or competition.

Any face-to-face discussions with coaches should be pre-arranged. Urgent concerns must not be raised during training sessions and requested after class finishes. Coaches will not always be available if they are coaching back-to-back classes. In these instances, you will be referred to the office.

### DISCIPLINE

In the event of a parent or guardian breaching the Parent Code of Conduct, the following consequences will occur depending on the severity, and if the conduct is repeated. The consequences will include but are not limited to the following:

- Issuing a verbal or written warning regarding the breach
- Removal from the viewing area for a period of time, (ranging from 1-4 weeks) at the discretion of the General manager.
- Suspension of the parent from the club
- In extreme circumstances, your athlete may also be asked to leave the club

# 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, Aerobics and Gymstar.

The Squad Levy will be invoiced early term 1 2025 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 NOW 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	Anna Bubb	accounts@btycgymnastics.org.au
	Customer Service representatives	Patricia Lew Ebony Mactier Brett Tomsett Melody Ulbrick	admin@btycgymnastics.org.au
MAG	MAG Program Manager	Ross Donaldson	ross@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 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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**Don't forget to  
follow and like us  
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Instagram**

