

GYMSTAR HANDBOOK 2025



Important information

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

Your point of contact for Gymstar related questions is the **Gymstar Program Manager, Bridget**
Email: bridget@btycgymnastics.org.au

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

While athletes are guaranteed a spot in the squad, continued placement is contingent upon maintaining consistent progression and successfully passing assessments and testing. Regular evaluations will ensure that each athlete meets the required standards. If an athlete fails to demonstrate the necessary progress or does not meet the assessment criteria, a performance plan will come into effect.

Athletes in Gymstar 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.

Enrolment into the Gymstar program is by invitation only.

EXPECTATION

Communication

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

Competitions

- Minimum 3 requirement

Level & Testing

- Level testing x 2 per year
- Internal 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 Gymstar program is required to give four weeks written notice.

If you are currently enrolled in two BTYC programs (for example, Gymstar and a Tumbling class) and you decide to withdraw from Gymstar, you only need to give 1 week's notice if you stay enrolled in the other program.

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





Training Inclusions

Gymstar classes can include any or all of the following:

- Structured Warm Up's - these can either be within their individual class, or sometimes classes can combine for their warm ups
- Skill and Apparatus Specific Training on all 6 competition apparatus (Vault, Bars, Beam, P-Bars, Rings, Floor) as well as trampoline training to assist their development
- Routine Practice & Development
- Strength & Conditioning
- Skill Assessments & Testing
- Flexibility Training or Appropriate Cool Down Activity

Squad/Training Structure

Athletes are allocated their level and therefore their classes based on their gymnastics ability. Higher level athletes train more hours each week. The 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.

The class that the athletes are allocated is the same class they will remain in the whole year, and so their training structure will also remain the same for the entire year. This is the set amount of hours each athlete will be allowed to train. If you wish for your child to do more hours per week, we encourage you look to additional BTYC Programs such as trampolining, tumbling, aerobics and team gym. You cannot train in two competitive squads.



Please see below the allocated training hours per week for our Gymstar athletes.

Level	Training Hours	Sessions
Shooting Stars	1.5hrs training per week	1 session per week
Level 2 Neutrons	2hrs training per week	1 session per week
Level 3 Neutrons	3hrs training per week	1 session per week
Level 4 Halos	3hrs training per week	1 session per week
Level 4 Titans	4hrs training per week	2 sessions per week
Level 5 Halos	4hrs training per week	2 sessions per week
Level 5 Titans	5hrs training per week	2 sessions per week
Level 6 Titans	6hrs training per week	2 sessions per week
Level 7+ Titans	7.5hrs training per week	3 sessions per week

Attendance Expectations



Gymnasts in the Gymstar Program have an 85% attendance requirement throughout the year. Athletes in the Gymstar Program have optional training sessions that you can book into and pay for during the holiday period. It is imperative that athletes attempt to attend as many classes as possible, as even two weeks out of the gym can lead to significant de-conditioning.

It is also important that athletes arrive at training on time, as the warm-up segment of training is a crucial part of injury prevention. Athletes who have not had adequate warm-up are more likely to injure themselves. This section of the class is also important for the focus of the athlete as it sets the tone for the entire training session. A disciplined team approach to warm-up will help generate a disciplined team approach to apparatus training.

As Gymstar is a competitive program, the expectation is that athletes must attend all allocated competitions as mentioned in the competition calendar.

Absences

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 Bridget, bridget@btycgymnastics.org.au or call the office on 9841 4773

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.

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.

Join the page and start buying and selling today. When selling please list item, price, photograph and postage cost if relevant.

Uniform



Please follow the Gymstar specific uniform policy as follows during training and competitions:

- Athletes are encouraged to wear the BTYC Gymstar T-Shirt to training sessions
 - This T-Shirt is compulsory to be worn at competitions
- Can wear any gymnastics leotard, along with gymnastics shorts if preferred.
- 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.
- Athletes cannot wear crop tops, stockings, skirts or jewellery/fitbits
- All hair must be tied up off the face

Below are all the uniform requirements for competition for different levels within the BTYC Gymstar Program:

Levels 2, 3, 4 Halos, 4 Titans, 5 Halos, 5 Titans

- BTYC Gymstar Level 2-5 Short Sleeve Competition Leotard
- BTYC Gymstar T-Shirt

Levels 6 Halos, 6 Titans, 7 Titans, 8 Titans

- BTYC Gymstar Level 6+ Long Sleeve Competition Leotard
- BTYC Gymstar T-Shirt

Gymstar competition leotards are purchased directly from CHALK, or from the BTYC Buy/Sell/Swap Facebook Page.

T-Shirts are ordered once per year through BTYC, so please keep an eye on your emails for information about when the order will be placed.



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 directly with Bridget as the 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

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

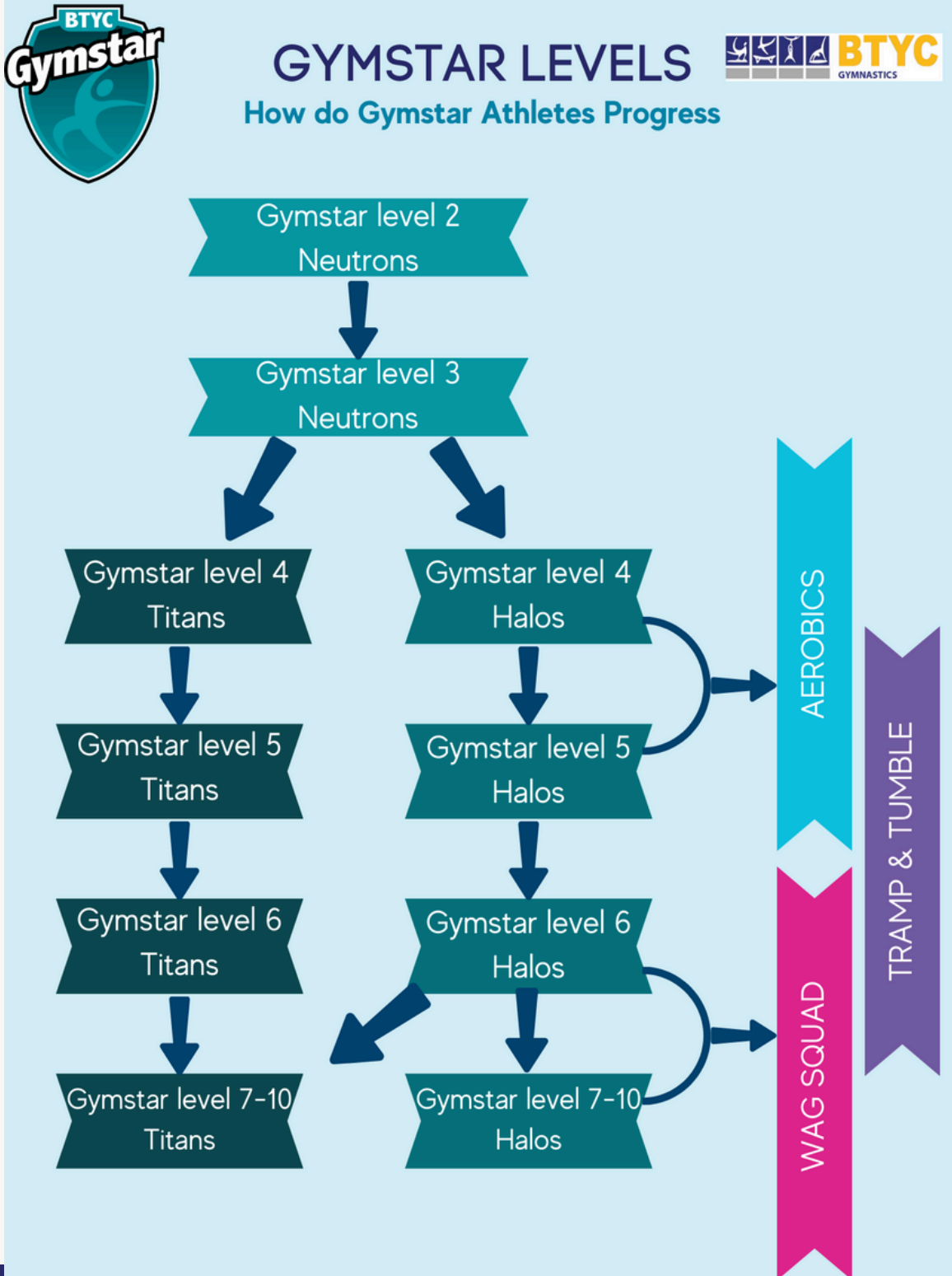
BTYC Gymnastics is an inclusive Club and will invite athletes with special needs into squads if they have the necessary skills to partake at that level. We also have a comprehensive asthma policy and anaphylaxis policy to ensure that all participants are catered for.

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 &/OR PROGRAMS?

All athletes will progress at different pace, and children will not always progress one level each year like school. Gymnasts in the Gymstar Program will work through the development skills list throughout the year. Gymnasts are allocated their level through these skills, competition skills and results, work ethic, areas of struggle and improvement. .



COMPETITIONS

WHICH APPARATUS DO THEY COMPETE ON IN COMPETITIONS?

- Vault
- Uneven Bar
- Beam
- Floor
- P-Bars
- Rings



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)
- Gymstar leotard appropriate to level and BTYC Gymstar T-Shirt
- Small bag to keep belongings in
- Hair brush and hair ties/clips

Please leave shoes with parents before the competition starts

Additional support items. Eg. Grips, strapping tape



COMPETITION DATES / COSTS

Comp calendars are usually finalized by late March and will be available for all members to see. Some competition dates can change based on availability; this will be communicated to families as early as possible.

Competitions start in Term 3, around July or August and usually run through until end of October. Athletes and families are informed about which competitions they will compete at but are required to do a minimum of 3 or 4 per year (depending on level).

COMPETITIONS

COMPETITION COSTS

Competitions can cost between \$80-\$120 depending on your level (subject to change). All athletes are entered into all relevant competitions around the time of the calendar being sent to families, so any withdrawals afterwards will not receive a full refund from Gymnastics Victoria.

All competitions also have a spectator entry fee, which is usually communicated to families in the Competition Information Breakdown sent when the workorder is sent out.

WHERE & WHEN WILL GYMSTAR ATHLETES COMPETE?

Competitions are held in gymnastics Clubs around Melbourne. They are almost always on a Sunday, however can sometimes be on a Saturday or Monday (during school holidays only) and run for approximately three to four hours. Schedules for events will be emailed to families when they are received, usually between 1-2 weeks prior to an event. There is no way of knowing the specific time before this, so we ask all families to block out the whole day as a precaution.

HOW ARE TEAMS SELECTED?

During the competition season, teams are selected at random by BTYC staff, within each eligible level. All attempts are made to ensure children have equal and fair opportunities to be part of different teams throughout their competition season.

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 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 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 / 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 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.
- 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

SQUAD 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 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. This year we 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 Guttman	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	Ross Donaldson	ross@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
-

Don't forget to follow and like us on Facebook and Instagram

