

# WAG HANDBOOK

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## 2025



## Important information

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

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

**Email: [ross@btycgymnastics.org.au](mailto:ross@btycgymnastics.org.au)**



Enrolment into the WAG program is by invitation only and requires an assessment to be performed by our WAG Head Coach. Assessments cannot always be guaranteed, depending on the time of year and competition season. **Please contact Sally if you would like to organise a WAG Squad assessment [sally@btycgymnastics.org.au](mailto:sally@btycgymnastics.org.au)**

## EXPECTATION

### Communication

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

### Competition

- Gymnasts in the WAG Program are expected to compete

### Level & Testing

- Skill testing as required
- Level testing
- Competition practice

### Social

- Social Activity 2 per year



# Tuition and Payment

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## 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 From the Program

Any gymnast who chooses to withdraw from the WAG 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.

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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 compulsory training for all WAG Gymnasts (usually 1 week on, 1 week off). A holiday training schedule will be emailed to all families. It is appreciated if you can plan family holidays in the scheduled weeks off as much as possible. There will be no training on Saturdays over the school holiday period.

# Training Requirements

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WAG classes can include any or all of the following:

- Structured Warm Up's
- Skill and Apparatus Specific Training on all 4 competition apparatus
- Routine Practice & Development
- Strength & Conditioning
- Assessments & Testing
- Flexibility Training or Appropriate Cool Down Activity

## Squad Structure

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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. Gymnasts in the WAG Program must commit to all training sessions.

Development Squads are for gymnasts that demonstrate the ability and potential to achieve at the highest levels in gymnastics. They are very committed to their training, often cutting into school time, and they have the opportunity to trial for State Development Squads and State Teams.

All WAG Squads are by selection and invitation only.

## Attendance Expectations

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Gymnasts in the WAG Program have an 85% attendance requirement for training and competitions throughout the year. Athletes in the WAG Program have scheduled training 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.

Athletes are expected to attend all scheduled training sessions required to maintain their squad placement. If an athlete is unable to meet the required hours, a meeting with the Program Manager must be scheduled to discuss the situation. During this meeting, the athlete's training hours will be reassessed, and the reasons for the reduced attendance will be reviewed. This process ensures that each athlete's development remains on track and that any adjustments to their training plan are made in alignment with their goals and the squad's standards.

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.

# Absences

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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

**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.

# Uniform

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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.

## **WAG Uniform Policies and requirements:**

.Foundation, Beginner, Junior, Intermediate, Senior and Development gymnasts:

- Can wear any appropriate gymnastics leotard, along with gymnastics shorts if preferred.
- On colder days, gymnasts are encouraged to wear long compression leggings and/or long sleeve compression tops.
- ***During Term 1 and 4 ONLY, gymnasts are permitted to wear crop top & shorts. In Term 2 & 3 leotards must be worn - no crop tops.***
- Senior athletes only are permitted to wear any suitable sports singlet provided it is tight fitting.
- On Saturdays only, all WAG gymnasts are expected to wear their BTYC Training leotard appropriate to their training squad. Alternatively gymnasts can wear State/National Team uniform if they own said uniform.

# WAG Squad Uniform Specifics

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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 each WAG Squad.

## WAG Foundation & Junior

- "BTYC WAG Foundation/Junior **Training** Leotard"

## WAG Junior

- "BTYC WAG Foundation/Junior **Training** leotard"
- "BTYC WAG Junior/Intermediate/Senior **Competition** leotard"
- BTYC Tracksuit jacket and Pants

## WAG Intermediate + Senior

- "BTYC WAG Intermediate/Senior **Training** leotard"
- "BTYC WAG Junior/intermediate/senior **Competition** leotard"
- BTYC Tracksuit jacket and Pants

## WAG Level 10/Future International/Junior International/Senior International

- "BTYC WAG Level 10+ **Training** Leotard" \*new in 2025
- "BTYC WAG Intermediate/Senior **Training** leotard" \*Senior Development only
- "BTYC WAG Level 10+ **Competition** Leotard" \*new in 2025
- BTYC Tracksuit jacket and Pants

# 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 and families 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.

# WAG Pathways & Level Progression

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All athletes will progress at different pace, and children will not always progress one level each year like school. 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, an alternative more appropriate class/program will be recommended.

## FOUNDATION

This is a non-competitive Squad designed to teach the fundamentals of the sport and prepare athletes for competitive squads



## JUNIOR SQUADS

Gymnasts in this program train 2-3 sessions per week and competes in ALP level 2 or 3.



## JUNIOR DEVELOPMENT SQUAD

Athletes selected for this squad train for 15-20 hours per week and compete in Level 5-7.



## INTERMEDIATE DEVELOPMENT SQUAD

Athletes in this program generally train for 20 hours per week and compete in ALP Level 7 & 8.



## SENIOR DEVELOPMENT SQUAD

Athletes in this program generally train 20+ hours per week and compete in ALP Level 9, 10 and International Levels.



## INTERMEDIATE SQUADS

Athletes in Intermediate Squads train 3 times per week and compete in ALP Levels 4-6 or 7 with compulsory routines.



## SENIOR SQUAD

Athletes in Senior Squad train 4 times per week and compete in ALP Levels 7/8-10 with optional routines.





# COMPETITIONS

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## WHICH APPARATUS DO THEY COMPETE ON IN COMPETITIONS?

- Vault
- Uneven Bar
- Beam
- Floor

In a competition, athletes compete on all four apparatus in order, starting at the one shown on the competition work order.

Competition work orders are sent to the program manager around 1-2 weeks prior to a competition commencing. The program manager won't know any specifics surround timings etc. until they receive the work order. This will be sent out to the appropriate families once made available.

## WHAT DO ATHLETES TAKE TO A COMPETITION?

- A named drink bottle containing water (no soft drink allowed on the floor)
- WAG leotard appropriate to level and Full Club Tracksuit (jacket, pants and white socks)
- 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

A competition/events calendar will be published to families in the early stages of each new year. The Senior season is first (Levels 8+, typically February-April) followed by the Junior Season (Levels 1-7, typically June-October). The calendar will give information such as events, dates, prices and who the event is for, however all of this information is subject to change during the year. WAG athletes 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 into a competition you must let the relevant program manager know by the specified cut-off date on your competition calendar.

# COMPETITIONS

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## WHERE & WHEN WILL WAG ATHLETES COMPETE?

Competitions are held in gymnastics Clubs around Victoria. They run for approximately 3 hours 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 competition season, teams are selected randomly ***with the exception of Regional, State and National title competitions.*** The teams for these competitions are selected using scores from previous competitions to ensure the strongest possible combination of athletes. Typically, apparatus scores are favoured over all around scores as this provides the strongest results.

Team selection is not necessarily indicative of an athletes' overall ability or potential, rather a snapshot in time. These teams are decided by the coaches and are often aided by the opinion of accredited judges we have within the club.

*Whilst it can be difficult for young athletes to miss out on a particular team selection, the selection decisions are final and should not be questioned further.*

## 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.



# Gymnast Code Of Conduct

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

- Show respect to all other athletes, staff and equipment
- 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 Policy

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:

- LEVEL 1: Issuing a warning, requiring verbal or written apology, sitting out of class for a period of time.
- LEVEL 2: A formal warning &/or meeting with the Program Manager and Head Coach.
- LEVEL 3: A formal meeting with General Manager &/or Committee representative which may result in suspension &/or expulsion 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)

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

