



BALC Gymnastics

2018 Program Guide

BALC Balance Play
BALC Monkey See, Monkey Do Gymnastics

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Introduction

Welcome to the BALC Gymnastics Program for 2018. This handbook will provide all necessary information to assist in enjoyment of the gymnastics experience.

Gymnastics is the nursery to all sports, with many gymnasts using their gymnastics knowledge and skills later in life to complement a variety of sports. The BALC Gymnastics program and coaches strive to bring out the best in each child by fostering a teamwork approach. The focus is on building participants confidence, coordination, creativity and self-discipline, with challenges and enjoyment along the way!

Program Information

The program is centred on providing children with the necessary progressions to develop the basic skills of gymnastics. Gymnastics encourages children to develop fundamental motor skills that are continually utilised in other sports across their lifetime.

The benefit of gymnastics is that it develops all fundamentals in a safely controlled environment, with the use of sprung floors and padded surfaces encouraging participants to test their boundaries. This allows them to learn from their mistakes whilst under the instruction of qualified coaching staff.

Gymnastics introduces participants to:

- Locomotor skills such as running, jumping, hopping, dodging, skipping, leaping and galloping through vault and floor activities.
- Balance skills on the balance beam and floor.
- Ball skills are developed through rhythmic and circus activities which are incorporated into stations on floor including catching, bouncing, throwing, and underarm roll.
- Gymnastics is also excellent for building strength and flexibility. From working arm and core strength on bars to leg strength on vault, gymnastics offers strengthening work for every part of a participant's body.

Process for New Families

New participants are invited to partake in a FREE trial of a gymnastics class, which enables the coaches to properly assess which class is most suitable. After trial class, the coach will speak to the parent/guardian to inform which class is appropriate for the participant to enrol into. Enrolments are taken with our Customer Service Team.

Please Note: Occasionally the coaches get busy and may require speaking to the parent/guardian in the Gymnastics Hall rather than in the upstairs viewing area. In this case, a laminated card will be sent with the participant to pass on to you.

2018 Dates

TERM	DATES	PUBLIC HOLIDAYS
1	Monday 29 January to Thursday 29 March	Labour Day: Monday 12 March Good Friday: Friday 30 March
2	Monday 16 April to Saturday 30 June	ANZAC Day: Wednesday 25 April Queen's Birthday: Monday 11 June
3	Monday 16 July to Saturday 22 September	
4	Monday 8 October to Saturday 22 December	Ballarat Show Day: TBC

All BALC Gymnastics coaches are accredited and annually registered with Gymnastics Australia. As required by law, all coaches also must hold a current Level 2 First Aid and CPR Certificate, Working with Children Check and obtain a Police Check prior to commencing work for the City of Ballarat.

Balance Play Program

BALANCE PLAY

Age: Walking – 5 years (Pre-school class)

Aim: To develop fundamental motor skills and self-confidence.

Please speak with our Customer Service or Gymnastics teams for current class times.

A Balance Play class runs for 45 minutes and follows the structure as outlined below:

Exploration time: This is the beginning of each Balance Play session and runs for approximately 15 minutes where children may explore the gym under the supervision of a carer.

Group time: The group congregates for a warm up activity and social interaction. Running for 7- 10 minutes it consists of an individual greeting for each child, warm up activities and stretching through songs.

Circuit: A circuit is demonstrated and explained by the coach as per the weekly theme, whereby children are then encouraged to complete the circuit under the supervision and guidance of the carer. Allocated time is 15 minutes.

Cool down: Coaches encourage the group to re-form for a cool down activity. Running for 3-5 minutes, the activity could be a song, story, parachute activity or another relaxation activity to cool and calm the children before departure.

Goodbyes and stickers: The Goodbye song indicates that it's time for the children to receive a participation sticker for their Balance Play certificate. Certificates remain at the Gymnastics Hall during the term and can be taken home on the last session once complete.



Goodbye song

Clap and Tap your hands to the beat and sing:

*“So long, farewell, to you my friends
Goodbye for now until we meet again.
So long, farewell, to you my friends
Goodbye for now until we meet again.*

*It's been great to play at gym together,
And now it's time to say goodbye.*

*Everybody waves.
So long, farewell, to you my friends
Goodbye for now until we meet again.....”
Finish with lots of waves and claps.*

ROLL GYM

Age Group: 4-6 years old

Please speak with our Customer Service or Gymnastics teams for current class times.

Goals: A good introduction class for children to begin learning the basics of gymnastics skills e.g. a bunny hop handstand and a front support. It is expected that by the end of this level children are able to sit and listen to instructions, cooperate with other children and have a good understanding of correct behaviour and safety in the gymnastics environment. The drills and skills learnt in this program are used to develop the fundamental strength, shaping and basic skills of gymnastics. Eg. Straight Shape, Safety Landing, Forward Roll.



JUMP GYM (LEVELS 1 + 2)

Age Group: 6-9 years old

Please speak with our Customer Service or Gymnastics teams for current class times.

Goals: In Jump gymnastics classes children will put together the basic shapes and skills learnt in 'Roll' into drills that will assist with learning more advanced skills in 'Swing'. Eg. Star shape, Bunny hop over box, to Star shape is a drill for learning cartwheels. Cartwheel is a 'Swing' skill.



SWING GYM (1 HOUR + 2 HOUR CLASS OPTIONS)

Age Group: 8-12 years old

Please speak with our Customer Service or Gymnastics teams for current class times.

Goals: Swing Gym is about developing technique. In this class children will begin to perfect the skills they have worked on in earlier levels. They will start to further develop their strength and flexibility to help them perform skills easier. Children enrolled into Swing gymnastics classes are working on developing basic drills into real gymnastics skills. These include skills such as casting their body off the bar, jumps and landings on beams, swinging on high bars and developing cartwheels and handstands on the floor.



FLIP GYM (1 HOUR + 2 HOUR CLASS OPTIONS)



Age Group: 12-16 years

Please speak with our Customer Service or Gymnastics teams for current class times.

Goals: Flip Gym is a class designed specifically for children that are looking for a social class. It is designed for those entering the sport at an older age who do not have the basic skills that have been learnt in the earlier levels. Children in this level are not quite ready for Twist Gym but are too advanced for Swing Gym (struggling on particular apparatus).

'Flip' Gym goals will be specifically designed for your child's ability as this program is for older gymnasts who have perhaps missed out on some of the fundamental skills and drills normally learnt in the earlier 'Roll, Jump and Swing' levels.

TWIST GYM

Age Group: 7-16 years

Classes/Times: Please speak with our Customer Service or Gymnastics teams for current class times.

Goals: Twist Gym is a class designed specifically for children and teenagers that have passed the earlier 'Monkey See, Monkey Do' recreational levels and are almost ready to move into a competitive class or are ready and would like to just continue gymnastics as a recreational sport. Gymnasts in 'Twist' will have the opportunity to work through our 5 'Twist' levels: Tangerine, Lime, Aqua, Turquoise and Violet. There will be various skills learnt in each 'Twist' colour level, including – tumbling skills on floor: cartwheel roundoff's, saultos, handsprings, beam and bars advanced skills, mounts and dismounts on all apparatus, etc.



ACCESS ALL CLASS

Age Group: All ages. Any participant under the age of 5 years requires a carer. 1:6 Ratio.

Classes/Times: Each Monday from 4pm to 5pm.

Goals: An all-inclusive class that provides gymnastics skills to special needs gymnasts ranging from basic through to advanced.

Contact: Jenny Turnham on balcschoolsgymnastics@ballarat.vic.gov.au or 5330 4113.

ARRIVAL

Please ensure that participants arrive 5 minutes before training, as two coaches will collect participants from the viewing area prior to class. Warm up is a requirement of the class and it's important that all gymnasts participating are safely warmed up for the session.

It's understood that travel between commitments can be challenging and that sometimes being late is unavoidable. If this is the case please ensure that the coach is aware.

Classes finish 5 minutes prior to the hour to ensure a safe transition between classes.

TRIALING A NEW CLASS/STREAM

As BALC Gymnastics endeavours for each gymnast to reach their full potential, gymnasts may be identified as being more suitable for an alternate class. Moving class happens occasionally and can be due to factors including the gymnast struggling/exceeding in training load or skill level required, or to avoid boredom with the easier skill sets.

Gymnasts placed into a new class will be strictly on trial for a period of time before a meeting will be held between coach, parent and gymnast to determine if the new class is a more viable option for the gymnast.

TRAINING ATTIRE

It is important that gymnasts are dressed appropriately when attending classes as it is vital for the safety of both gymnast and coach. Where possible, gymnasts should wear close fitting athletic attire such as leotards, bike shorts, crop tops, singlets or leggings, shorts, tracksuit pants and tee-shirts etc. Any item of clothing with zips or metal buttons are not permitted.

All long hair should be tied back in a manner that won't interfere with the gymnast's training.

Gymnasts must remove all jewellery and watches prior to commencing training. Jewellery can get caught on equipment, potentially causing injury. Activities may also cause jewellery to break, or get lost in the foam pit.

GYMNASTIC HALL RULES

- All coach instructions must be adhered to at all times.
- Bare feet are required at all times. Shoes and socks must be removed before entering the Gymnastics Hall. No jewellery or watches are permitted.
- Long hair must be tied up at all times.
- For the safety of gymnasts and the equipment, no clothing with metal buttons, zips, or cords hanging out are permitted in the Gymnastics Hall.
- No food or drinks are to be taken into the Gymnastics Hall; please leave in the white pigeon holes or with parents/guardians upstairs in the viewing area.
- Drink bottles must be left in the white pigeon holes for drinks breaks during classes, and contain water only.

Carer guidelines

- Please remove child's shoes & socks at the beginning of each session.
- Children will not be permitted to participate without the attendance of a carer one on one. Carers must provide active supervision and be within ARM'S REACH of their child at all times. Never allow the child to play unsupervised as the carer is responsible for the safety of the child.
- It is expected that all carers will conduct themselves respectfully and monitor the child's behaviour. A carer may be asked to leave with the child if a coach considers behaviour dangerous, inappropriate or an infringement upon others.
- Mobile phones cannot be used in the Gymnastics Hall at any time (including use for photography and filming purposes) as per BALC centre policy.
- Balance Play classes are not playgroup sessions or mothers' group meetings; they are structured gymnastics classes for preschoolers and should be treated as such.
- Please wait quietly behind the gate in the hallway until the coach advises otherwise.
- All non-participating children must be under the supervision of another carer in the viewing area upstairs. Alternately, babies are permitted to be carried in a sling or harness where the carer's hands are free to help the participating child. The BALC Children's Centre offer crèche facilities for children 6 weeks of age & over, bookings are essential. Please note that children under the age of 10 are not permitted within BALC without adult supervision.
- Food and drink (apart from water in a drink bottle) are not to be consumed in the Gymnastics Hall.
- Nappies are not to be changed in the Gymnastics Hall. Family change facilities are available for use around the Centre. Please refer to signage outside the group change facilities for more information.

- Carers attempt to avoid communicating any anxieties. If worried, be ready to catch or support the child in an unobtrusive way or ask one of our coaches for assistance.
- Remain alert at all times in order to distract or remove the child from potentially dangerous situations.
- Allow the child to choose their own activities in the circuit and to progress at their own rate. Don't push/rush and allow plenty of time for the child to watch others.
- Please avoid crowding; if the favoured activity is in use, interest the child in another and return to it later.
- Sticker time indicates the end of class time. Parents are asked to leave the Gymnastics Hall after stickers are completed – this is not an indication of extra free play.
 - Please speak with the coach regarding any queries/concerns.

MEDIA INFORMATION

BALC Gymnastics has both a website and a Facebook page to enable parents/guardians to keep up to date with Centre information.

Website: www.ballarataquaticcentre.com/

Facebook Link: <https://www.facebook.com/BallarataquaticandLifestyleCentre>

BALC PHOTOGRAPHY POLICY

Using cameras and video cameras within the Centre (including the Gymnastics Hall) is conditional upon the following:

- Photography is permitted if the images are only of your child and prior consent has been obtained from BALC Management.
- Under no circumstances are cameras, video cameras and mobile phones to be used in the change rooms.
- You must have all relevant individuals consent to take and use images.
- It is illegal to broadcast or publish images without consent.

CHANGE OF DETAILS

For many reasons it's important that contact details remain constantly updated with the Customer Service team.

MAKE-UP LESSONS

Due to large class numbers, make up lessons are only available in our Balance Play classes. Make up sessions are available for when regular sessions are unable to be attended. These sessions can be done at any time during the term; however, they do not carry over into the next term as accumulated credit sessions.

If the child is sick over several consecutive weeks, please obtain a medical certificate from your General Practitioner and request a Credit Application Form from the Customer Service Team. Refunds will not be given for unattended Balance Play sessions.

HEAT POLICY

Please note that where the forecast is predicted to be 36 degrees or greater on any training day class will be cancelled (except for Balance Play). Parents/guardians will be informed of any cancellations the day prior to the scheduled lesson via group SMS and email. BALC Gymnastics will endeavour to reschedule the class to a suitable time, however if this is not possible a credit will be issued to each effected account.

Where the temperature outside rises above 36 degrees during the gymnasts training session (or before their scheduled class time) the class will be cancelled and the gymnasts sent home.

TOILET POLICY

It is BALC policy that children under the age of 10 cannot be in the Centre without being accompanied by a person aged 16 or over. Therefore, if your child is under the age of 10 and is required to use the toilet during class the supervising guardian will be required to take them.

Due to this, the parent/guardian of any gymnast under 10 years and participating in a ONE HOUR session MUST remain in the Centre for the duration of their class, preferably in the upstairs viewing area.

For children **under the age of 10** and participating in a session in a TWO HOUR session the coach will organize scheduled toilet breaks and accompany the whole group to the toilet.

For participating children **over the age of 10**, a supervising guardian is not required to remain in the Centre.

To avoid disruption during class please ensure that each participant uses the toilet BEFORE class begins.

END OF YEAR DISPLAY

All gymnasts enrolled in 2 hour classes are given the opportunity to participate in the BALC Gymnastics end of year display, in a group routine developed by the coach. The display is a great way to show off skills learnt throughout the year, and awards will be given by coaches. Further details will be provided closer to the date in Term 4.

VIEWING TRAINING SESSIONS

It's highly recommended that for any gymnast under the age of 10 years participating in a 1 hour lesson that parents/guardians remain in the gymnastics viewing area. This is due to the toilet policy outlined on the previous page. Although not required by policy, it remains recommended that parents/guardians of gymnasts under the age of 10 years participating in a 2 hour lesson also remain within the Centre.

LOST PROPERTY

The lost property box is located at the entrance to the Gymnastics Hall at the end of the white pigeon holes. If items are not in the box please speak with a coach for further assistance.

MEDICAL CONDITIONS

For the safety of all gymnasts, it's important that all medical conditions and/or injuries are disclosed when enrolling in the program. A form is provided at enrolment stage and is required to be returned to the gymnastics coaches completed.

FEES

Gymnastics Victoria Registration

An annual registration fee is required to be paid to Gymnastics Victoria to cover the gymnast under insurance. Any claims should be forwarded to Gymnastics Victoria on 9005 4700.

- Recreational Gymnasts: TBA

Fee Payments

Please speak with our Customer Service team regarding payment options and comparisons for the gymnastics program.

Refunds/Credits

Please speak with our Customer Service team for all credit and refund enquires. It is essential for any claims regarding injury or illness to be accompanied by a medical certificate.

BEHAVIOURAL EXPECTATIONS

All gymnasts are to follow these behavioural expectations:

- Gymnasts are to be courteous at all times to other gymnasts and coaches;
- Gymnasts are required to follow all instructions given by coaches and if they are not sure of the instruction they should ask for further information;
- Gymnasts should not climb over, jump on or use any equipment unless told to do so by coaches;
- Gymnasts are not to swing on the rings at any time;
- Gymnasts are not to jump into the pit or throw any foam from the pit unless instructed to do so by their coach;

- Gymnasts are required to sit quietly in tuck shape and listen to all instructions by coaching staff
- Prior to class, gymnasts, parents and guardians are required to wait in the upstairs viewing area; coaches will collect the gymnasts at the beginning of their lessons and return them after their lesson;
- When walking through the Centre under the care of coaching staff gymnasts are requested to quietly and calmly follow coaches in straight lines to ensure other centre patrons and staff are not inconvenienced.

All coaches are expected to ensure that they are firm and consistent when disciplining gymnasts and enforcing the Discipline Policy. Coaches will implement the following procedures when a gymnast's behaviour requires action:

1. The gymnast will be informed that they have received their first warning. The gymnast will be made aware of the reasons for this warning.
2. If the gymnast continues the inappropriate behaviour they will be advised that they have received their second warning. The gymnast will be removed from the class for 5 (five) minutes. The gymnast will be made aware of the reasons behind their second warning. The gymnast will be seated in an area where they are safe and the coach can see them.
3. If the gymnast continues with the inappropriate behaviour the coach will give the gymnast their third warning and remove the gymnast from the class for 10 (ten) minutes. The gymnast will be made aware of the reasons behind the coaches' actions and reminded of the consequences in breaking the rules a third time. The gymnast will be seated in an area where they are safe and the coach can see them.
4. If the coach is required to speak with the gymnast for a fourth time, the gymnast will be removed from the class for the remainder of the class. The gymnast will be seated in a safe supervised area. At the conclusion of the class the coach will speak with the parent or guardian of the gymnast regarding the gymnast behaviour.

COMMUNICATION

Coaches are generally available 5-10 minutes before the start and at the end of class to discuss any questions that parents may have. However, parents are asked to consider that many coaches work long hours and do not leave long discussions for coaches when they finish their class. This can be arranged at an alternate time.

In addition, please note that once training has commenced coaches are no longer able to discuss questions as coaches are required to be supervising and coaching gymnasts at all times. It's expected that parents speak to coaches in a respectful and positive manner at all times.

Gymnasts enrolled in levels Roll to Twist receive regular feedback postcards outlining how the gymnast is progressing. All gymnasts in the “Monkey See, Monkey Do” program are also provided with Progress Reports at the end of Term 2 and Term 4. These reports can be viewed at any time by contacting the Gymnastics Leadership Team on 5330 4113 or balcschoolgymnastics@ballarat.vic.gov.au or by approaching the Supervisor on the night.

GRIEVANCES

Please see below options for parents who wish to express any grievances/issues:

- Obtain a feedback form from the BALC Customer Service Team.
- Arrange an appointment with a member of the Gymnastics Leadership Team on 5330 4113 or via email on balcschoolgymnastics@ballarat.vic.gov.au

EXCLUSION POLICY

To protect gymnasts, staff and volunteers we encourage gymnasts to remain at home if any of the following symptoms outlined in the School Exclusion Table as follows:

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Chicken Pox	Until fully recovered or a least 1 week after the eruption first appears	Not excluded
Conjunctivitis (Acute infections)	Until discharge from eyes has stopped	Not excluded
Diphtheria	Until receipt of medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by the medical officer of health or health officer of the department and shown to be clear of infection
Giardiasis (diarrhoea)	Until diarrhoea has stopped	Not excluded
Hepatitis A (infectious hepatitis)	(Until a receipt of a medical certificate of recovery from infection, or until symptoms disappear	Not excluded
Hepatitis B	Until recovery from acute attack	Not excluded
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with moisture-proof dressing	Not excluded
Leprosy	Until receipt of medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last-occurring case, unless they are immunised within 72 hours of first contact
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours

Mumps	Until fully recovered	Not excluded
Pediculosis (Head Lice)	Until appropriate treatment has begun	Not excluded
Pertussis (Whooping cough)	Until two weeks after the onset of the illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if they have not had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has begun	Not excluded
Rotavirus (Diarrhoea)	Until diarrhoea has stopped	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has begun	Not excluded
Shigella (Diarrhoea)	Until diarrhoea has stopped	Not excluded
Streptococcal infection, including Scarlet Fever	Until receipt of medical certificate from recovery of infection	Not excluded
Trachoma	Until appropriate treatment has begun	Not excluded
Tuberculosis	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the medical Officer of Health or a health officer of the Department considers exclusion to be necessary