



Parent/Carer Information

Updated January 2021

Welcome!

Thanks for your interest in Pearl Coast Gymnastics Club!

Pearl Coast Gymnastics Club Inc. is a not for profit, gymnastics organisation run entirely by parents and volunteers. We are a member of the North West Regional Gymnastics Association (NWRGA) and are affiliated with Gymnastics WA.

Is PCGC A Drop & Go Organisation, Or Do Parents And Carers Need To Get Involved?

To be honest, a bit of both. On a day-to-day basis, drop and go. To be compliant with OSH regulations and our GA Affiliation, only accredited coaches (or those working towards becoming accredited coaches) are to be on the gym floor while classes are running. However, parental assistance is required for pack up at the end of each lesson and we need as many hands as possible on the club committee, at competitions and at fundraising events.

The club would love to hear from anybody interested in becoming an accredited coach. You don't need a gymnastics background. Most of our adult coaches are parents who have stepped up to coaching roles.

Registering For Gymnastics Classes

To register for competitive gymnastics (WAG/MAG) or recreational gymnastics (Gym Fun) classes, gymnasts must be turning 5 in the calendar year or older. To register for Tumbling or FreeG gymnasts must have already turned 7.

Head to the club website and click on the "How Do I Start" page. Full descriptions on the different streams of gymnastics available at the club can be found on that page.

Once we receive your registration form we will add your gymnast to our database and then contact you via email let you know what classes we can offer.

The club email account isn't monitored full time, but we do aim to respond to all enquiries within 10 days. If you are worried you've been overlooked send us an email to follow up.

Please don't just turn up at the gym expecting to be able to put your child into a class. Most of our classes are full with waiting lists and we don't have admin space or a computer at the gym. Anybody is welcome to come down and have a look at the gym, but we aren't able to accommodate walk in registrations.

Communicating With The Club

All club correspondence is sent via email. The club Facebook page is handy for reminders and announcements, but the club prefers not to do business via Facebook as comments on posts and PMs are easily missed.

PCGC does not have a club phone. If a coach chooses to give you their personal phone number please don't pass the number on to others.

Parents/carers are welcome to speak to staff before or after class, but long conversations with coaches during class time are discouraged.

Before each term commences each class will be sent a "Welcome to Term #" email containing relevant information including term dates and NO GO Days. Please take the time to read this email and make a note of any information or relevant dates that impact your gymnast's class.

Gymnastics Fees

GA Affiliation/Membership – payable annually within the first three weeks of commencing with the club. Is passed on to the state association and includes athlete insurance. Affiliation fees change every year depending on how many insurance claims were made the year before.

Set Up Levy – payable once per term by each gymnast. Covers the cost of outsourcing the daily set up of the gym (this used to be a job for parents).

Term Fees – fees for gymnastics tuition. Fees vary each term depending on the length of term and the number of NO GO Days.

Next Term Deposit/Holding Fee – towards the end of terms 1, 2 & 3 all enrolled gymnasts will be invoiced a \$50 deposit or holding fee for the following term. Deposits are non-refundable and non-transferable. Deposits are deducted from the next fee invoice.

Additional costs you may incur include competition/clinic entry fees and additional training sessions before competitions. PCGC does not factor these costs into term fees as not all gymnasts are given the opportunity to participate in competitions or clinics.

Cancellation Policy

Pearl Coast Gymnastics Club does not offer “trial” registrations. All registrations are final until the end of the calendar year or until withdrawn in writing by a parent or guardian.

Any gymnast (new or returning) who cancels their registration within the first three weeks of term will have their fees adjusted to reflect only the term set up levy and tuition for the classes available during the period of registration (even if the gymnast did not attend all classes). After week three, gymnasts are considered to have committed to the term and full payment of term fees will be expected.

PCGC does not offer make up classes, credits, or refunds unless a class is cancelled by the club (which does happen from time to time, usually due to a coach being unwell). Do not pay your invoice straight away if you gymnast isn't certain about continuing.

To avoid paying for unused lessons let the club know immediately if you gymnast decides not to continue in their class.

The PCGC Committee will consider issuing a credit to gymnasts withdrawn from class on medical grounds or compassionate grounds due to extreme personal circumstances. Applications must be made in writing to the club committee and be accompanied by a medical certificate, or an explanation as to why a medical certificate was unable to be obtained. Admin staff do not have the authority to issue credits without permission from the club committee.

Invoices

Invoices are generated using MYOB AccountRight and sent via email. To view your invoice, click on the PDF attached to the email.

Methods of payment include:

- MYOB Paydirect (click the link on the invoice).
- Direct Deposit using your Customer ID as a reference.
- Cash payments directly into the club bank account at Bank West using your Customer ID as a reference.

Please do not bring cash for payment of invoices into the gym as it is too easily lost. PCGC only accepts cash payments when immediate exchange of goods/services is possible (e.g. at a uniform shop).

Levels (WAG/MAG Only)

At PCGC WAG and MAG classes are not named after levels for several reasons including:

- Less pressure on gymnasts to compete at a certain level.
- More flexibility to coach to the ability of the class, which may change as the year progresses.
- The club not being a big enough club to have a coach/class dedicated to each different level.

WAG/MAG gymnasts are placed in groups with other kids of a similar age and ability. Kids who are not a good fit for their class will be offered places in other classes.

New gymnasts are welcome to register for WAG/MAG. We have classes for all abilities.

Try to encourage your gymnast not to get too hung up on their class name as class names have no reflection on the ability/level of the gymnasts in the class.

What To Wear

The club does not insist gymnasts wear a uniform to class, but a strict dress code must be followed. The dress code has been developed to ensure the safety and comfort of all coaches and gymnasts.

Your gymnast should wear a leotard or active wear (a crop top/slim-fitting singlet top or t-shirt with bike pants, leggings or sports shorts) to class.

Long hair must be tied back neatly in a bun or a plait and jewellery should be left at home (stud earrings are ok).

Please do not allow your gymnast to wear:

- Uniforms or merchandise from organisations not affiliated with PCGC (please don't promote our competitors while participating in gymnastics classes).
- Skirts, tutus, skorts or dancing dresses including skirted leotards.
- Big, baggy t-shirts or shorts.
- School uniforms.

Arriving At The Gym

PCGC operates out of the Broome Senior High School gymnasium on Frederick Street. Club members are to park in the school car park off Kerr Street near the Residential College.

Please use the side door to the gym, near the drink fountains rather than the foyer door as gym families gathering in the foyer is distracting for BSHS staff working in the PE office.

Until further notice we are required to collect the contact details of anybody aged 16 years and over who enters the premises. If you come further than the door, please use the registry or scan in with your phone.

Gymnasts should arrive about 5-10 minutes before their class starts and need to sit on the bench until the class is called onto the floor by a coach (usually their coach but sometimes other coaches start the warm up). Gymnasts are not to come onto the floor or use gymnastics equipment before class.

Gymnasts should be encouraged to go to the toilet before class. Toilets are located outside the gym so older gymnasts are required to go to the toilet in pairs and younger gymnasts need to be taken to the toilet by a coach. Constant toilet breaks are disruptive to classes and coaches prefer to avoid them where possible.

During Class

During class time we prefer parents/carers drop and go. Lots of spectators in the gym can be a distraction and (this is REALLY important) the more bodies we have in the gym, the less effective our aircon is.

If you would prefer to stay and watch the lesson please do so from the spectator area. Unless you are assisting with pack up, please don't come on to the floor and please don't allow any children in your care to interrupt classes or use any gymnastics equipment, even equipment that doesn't look like it's being used.

Children who are not participating in classes must not be left unsupervised in the gym. If you arrange for a friend or relative to drop off or pick up your gymnast on your behalf, please ensure that they are aware of the spectator boundaries.

After Class

PCGC is a set up/pack up gym - full gym set up and pack up is required each day. On Friday evenings some equipment can be left out but there is still plenty to be put away.

The additional ten minutes timetabled at the end of each class is time dedicated to pack up. Fees are not charged for pack up time.

Unless there is an emergency, gymnasts are not to leave class until pack up is complete, the coach has formally dismissed the class and the gymnasts have been sent to the bench area.

Please do not remove a gymnast from class early without informing the coach. During class time coaches are responsible for your gymnast's whereabouts and doing so may cause panic.

Parental assistance with pack up is greatly appreciated. Pack up is much faster and more efficient when there are extra adults involved, even if the adults are just helping keep the kids on task.

After class is finished and gymnasts have been dismissed, they are to wait INSIDE the gym until collected. Gymnasts are not to run up to the carpark without an adult.

If your gymnast is in the last class of the evening, and you have time to wait, we'd really appreciate extra adults staying with the staff while the gym is locked, walking with the coaches up to the carpark and parking in the cul de sac until the gate is locked and the coach is safely back in her car.

Lost Property

Over the course of the term, PCGC accumulates an impressive collection of water bottles and thongs. The lost property crate is brought out each day and placed by the door. Please regularly check the lost property crate for items your gymnast may have lost. Unclaimed lost property will be donated to charity at the end of each term.

Broome Senior High School (BSHS)

PCGC is a tenant of BSHS. Our lease includes the gym area only and comes with strict conditions.

We are not allowed to:

- Enter any of the classrooms/high school stockrooms attached to the gym or wander off into the school grounds (including the staff toilet).
- Use PE equipment that may have been left out.
- Open any gates other than the gate to the Kerr Street car park.

Additionally, we ask that club members:

- Are respectful towards school property and considerate of those who may be working late while gymnastics classes are running.
- Do not speed in the carpark or park anybody in.
- Do not litter.
- Do not eat or drink in the gym (water is fine).

Thanks very much for taking the time to read this booklet.
We look forward to meeting you soon.