

# PEARL COAST GYMNASTICS CLUB

Go for 2&5  
724

## PARENT / CARER INFORMATION



PEARL COAST  
GYMNASTICS CLUB

Updated 2024

# PARENT INFORMATION

## LOCATION

PCGC operates out of the Broome Senior High School – Gymnasium (69 Fredrick Street, Broome, WA, 6725). All drop off's/pickups must be done via the Kerr St entrance, there is also carparking available here should you want to watch your child. Once in the carpark, walk down the main entrance footpath (left hand side as you drive in), once you get to the end of the ramp, turn left and follow that path until you see our noticeboard (the gymnasium is on your left straight after you walk down the ramp). Parking in the dirt area near the PCGC Shed is reserved for our coaches.

## SPECTATORS

We encourage all parents to watch their child/ren for the first couple of lessons to ensure they have settled in. There are plenty of seats available inside the gymnasium for you to sit at. Please remember that no one is permitted on the floor at any time, unless they are a gymnast doing a class at that time. Gymnasts **MUST** wait on the seats inside the gymnasium until their class starts and their coach calls them over, playing on the equipment or outside (without supervision) is not permitted.

## WHAT TO BRING TO CLASS?

All your athlete will need to bring is a drink bottle. Gymnasts in older levels will need grips, etc, but coaches will let them know once they reach these levels

If you are bringing extra items, we highly recommend bringing a bag to contain it in, just to minimize the risk of your child losing anything.



# PARENT INFORMATION

## BEFORE YOUR CHILD'S CLASS

Please ensure your gymnast has arrived at the gymnasium at least ten (10) minutes prior to the start of their class. Your gymnast may utilize this time to go to the toilet, get a drink/fill up their drink bottle to minimize distractions during their class. Please note that coaches will not be able to monitor athletes who go outside prior to the start of their class, so please ensure you wait with them if they need to go to the toilet or get a drink from the drink fountain.

## AFTER YOUR CHILD'S CLASS

After your gymnast's class has finished and their coach has dismissed them, they are to sit down on the benches inside until the person collecting them has arrived. Gymnasts are not permitted outside for any reason, unless they are under supervision (either from the person collecting them, or a coach if the gymnast has asked them). Playing outside or on the equipment while waiting for collection is not permitted. Our coaches are unable to walk your child to the carpark so please arrange for another parent to walk them out, or come inside and collect them.



# PARENT INFORMATION

## STANDARD UNIFORM

We have a range of leotards, crops, shorts, t-shirts, and more on offer for all our members! Visit our online shop or pop down when our uniform shop is available!

At PCGC we do not insist gymnasts wear a uniform to class but we do have a strict dress code that must be followed. The dress code has been developed to ensure the safety and comfort of all gymnasts

- Your gymnast should wear a leotard or active wear (a crop top/slim-fitting singlet top with bike pants, leggings or sports shorts) to class
- Your gymnast's gym gear needs to be comfortable and appropriately modest
- Long hair must be tied back neatly in a bun or a plait, or male athletes may choose to tie it back, or have another way of keeping hair off their face – most coaches send gymnasts for a lap if they fix their hair during class
- Jewellery should be left at home (stud earrings are ok)

### **PLEASE DO NOT ALLOW YOUR GYMNAST TO WEAR:**

1. Uniforms or merchandise from organizations not affiliated with PCGC
2. Skirts, tutus, skorts or dancing dresses
3. Big, baggy t-shirts or shorts
4. School uniforms

For information about competition uniform requirements, please visit our Competition Handbook.

## PURCHASING UNIFORMS

PCGC has an online store for purchasing uniform items and other products PCGC has on offer for athletes, families and parents. The online store allows parents to purchase uniform items, which can then be picked up at the time provided in the collection email. To access the online shop, and see more information about our items on offer - Visit <https://shop.pearlcoastgymnastics.com.au>



# PARENT INFORMATION

## SAFETY, PARTICIPATION AND BEHAVIOR

PCGC would like to ensure athletes have the opportunity to participate in their classes with safety, confidence and enjoyment! Which is why we have adopted some policies:

- **Behavior Management Policy** – This document can be found under the ‘Policies’ tab, and provides comprehensive information regarding the expectations of athletes while at PCGC
- **Gymnastics Australia Member Protection Policy** – Can be found here: [Member Protection Policy.pdf \(gymnastics.org.au\)](#)
- **Gymnastics Australia Child Safeguarding Policy** – Can be found here: [Child Safeguarding Policy.pdf \(gymnastics.org.au\)](#)
- **Gymnastics Australia Code of Conduct** – Can be found here: [Codes of Behaviour \(gymnastics.org.au\)](#) and in the Member Protection Policy (listed above)
- **Participation** – PCGC requires athletes to always join in, try their hardest and participate during all activities. Coaches may speak to you/family if your child doesn’t participate in their class, or not seem to be enjoying themselves, this is simply to keep you updated on how your child is going



## GYMNASTS CODE OF CONDUCT

### Gymnasts should:

- Be friendly to other gymnasts in your class
- Respect other gymnasts, coaches and PCGC staff
- Listen to each other
- Use good manners
- Respect the rights and differences of others
- Speak up if they are worried, concerned or feel unsafe
- Care and respect the equipment
- Try their best at all times
- Follow instructions the first time



### Gymnasts should not:

- Bully each other
- Use bad words or actions that are disrespectful
- Yell or shout at other gymnasts or coaches
- Physically hurt another child i.e hitting, kicking, smacking, punching, biting
- Use inappropriate language
- Touch other people's belongings without their permission
- Enter PCGC storerooms or office without coach supervision



# PARENT INFORMATION

## CLUB COMMUNICATION

PCGC mainly uses our club Facebook page, Parent Portal and e-mails to communicate with families. For urgent matter's, we may contact you by phone or SMS (e.g class cancellation). It is highly encouraged that all parents follow our club Facebook page (or check it every two days) and check your email's daily to ensure important information is not missed. We also primarily use our Parent Portal to keep everyone in the loop - Resources, timetables, updates, news and more! We recommend you enable push notifications for the PCGC Parent Portal to be notified of any new updates. Accessed at [portal.pearlcoastgymnastics.com.au](http://portal.pearlcoastgymnastics.com.au)

## COMPETITIONS

All athletes enrolled and attending a competitive class (WAG or MAG) will be able to participate in at least one competition per year. PCGC usually hosts an in-house competition, which provides the opportunity for athletes to compete, without feeling too much pressure. Registrations for ALL competitions is required, however this will be distributed to you closer to the date of the competitions. Some athletes may also be invited to compete at State events, interstate events and other regional event, however this is usually dependent on scores, performance, behavior, etc. For more information about competition, please refer to our competition handbook.



# PARENT INFORMATION

## PARENT PORTAL

The parent portal allows parents and guardians to access their child's information, update their child's information, complete forms (competition entry forms, event forms, etc), enroll new athletes, keep up to date with the latest club news and access important resources. The portal can be accessed via this link:  
<https://portal.pearlcoastgymnastics.com.au> When creating an account for the PCGC Parent Portal, please ensure the details match the guardian details on your athletes profile. PCGC is committed to keeping our athletes information protected and secured, and we may ask for identification to prove who you are.

***Please Note: The primary and secondary guardians listed on your child's enrolment forms are the only people who can access your child's information***

## ATTENDANCE

As PCGC has many athletes wanting to enroll, and often classes reaching capacity quite fast, PCGC will reach out to parents if their child has not attended 2/3 lessons in a row (without reason). To ensure your child's spot is secured, please either email us or use the PCGC Parent Portal to submit an attendance note with a reason for your child's absence - We don't mind why your not here, as long as your coming back!





# PARENT INFORMATION

## PAYMENT

PCGC will invoice you around the start of term (for competitive classes), via Myob (sent to your email address provided on your enrolment form). Invoices are sent according to our Term Fees, which can be found on our Parent Portal. As our admin team are not full time, and have other jobs, commitments, etc, sometimes we aren't able to get your invoice to you prior to the start of term. In this case, your invoice due date will be updated, otherwise all invoices are due in Week 1 of term. If you would like to request a payment plan, please contact us via our 'Contact Us' form, or via email ([admin@pearlcoastgymnastics.com.au](mailto:admin@pearlcoastgymnastics.com.au)), alternatively you may apply for a payment plan in the PCGC Parent Portal. In accordance with Gymnastics Australia policies, all athletes must pay an affiliation fee, which covers insurance and allows the athlete to compete at competitions (should they be enrolled in a competitive class), the cost of the fee is provided on our Term fees document, available via our parent portal. Overdue invoices may result in termination, suspension or other amendments to your child's enrolment with PCGC, in accordance with Pearl Coast Gymnastics Clubs Fee and Refund Policy. Competitive programs will take a \$50 deposit to secure your spot at the time of registration, this is non-refundable for any reason, and will be deducted from your invoice. Gym Fun fees are taken on the registration form, all future term fees will be paid online. Parents can reenroll their child into Gym Fun using our Parent Portal.

## CONTACTING US

As PCGC is a not-for profit, we aren't able to provide a full-time reception service. Throughout the term, we may offer temporary reception services with a member of our admin team, but these are not guaranteed

Otherwise, we can be contacted via the following:

- Email: [admin@pearlcoastgymnastics.com.au](mailto:admin@pearlcoastgymnastics.com.au)
- Phone: 08 9129 4202
- Via our 'Contact Us' form on our website
- Live Chat feature on our website and parent portal (subject to staff availability)

We prohibit speaking to coaches while they are coaching, as this takes their eyes and ears off their participants, and coaches do not have access to participant information (unless in an emergency) or the ability to answer admin questions. If it is something about your child, you are more than welcome to chat to the coach after class (injury, going on holidays, class questions). Please do not approach coaches during class time, or while they are coaching

# PARENT INFORMATION

## CONCERNS, COMPLAINTS OR FEEDBACK

All complaints, feedback, bullying, issues with class and/or issues with other participants in your child's class **MUST** be reported in writing to [admin@pearlcoastgymnastics.com.au](mailto:admin@pearlcoastgymnastics.com.au) where they can be passed onto our Head Coach and/or committee for investigation. Please do not approach coaches regarding any of the above concerns, unless it is urgent and occurred during that session.

## CHILD SAFETY

At Pearl Coast Gymnastics Club we are committed to providing a supportive environment free from abuse and our club operates under strict child safeguarding policies. Our staff hold current and valid advanced first aid certifications and Working with Children's Checks, and are fully trained in-house and by Gymnastics Australia in child safety practices. For additional information please speak with one of our staff members.

## NEED MORE INFO?

Visit our website for more information:

<https://pearlcoastgymnastics.com.au>

Or get in touch with us today!





PEARL COAST  
GYMNASTICS CLUB

