



Counties Manukau Gymnastics & Pulman Recreation Centre

Competitive Gymnastics Handbook

GENERAL INFORMATION FOR
Women's Artistic Gymnastics (WAG)
Men's Artistic Gymnastics (MAG)
Rhythmic Gymnastics (RG)
Trampoline & Tumbling (TRA/TUM)

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1 Introduction

This handbook has been prepared to provide information for the families of gymnasts who have been selected to a competitive gymnastics squad. Gymnastics is a technical sport and being in a competitive squad requires a high level of commitment from the gymnasts and their families. We hope that this handbook will provide you with useful information.

2 Gymnastics in New Zealand

Counties Manukau Gymnastics Inc (CMG) is a gymnastics sports club:

- All of our gymnasts, coaches and officials are members of Counties Manukau Gymnastics Inc (“The Club”)
- Counties Manukau Gymnastics Inc is a member organisation of Gymnastics New Zealand (“GNZ”).
- GNZ is a New Zealand National Sports Organisation who have responsibilities to Sport NZ (Government Organisation) and Drug Free Sport New Zealand.
- GNZ are the New Zealand affiliated member to the Federation Internationale de Gymnastique (“FIG”).

3 Counties Manukau Gymnastics and the Pulman Recreation Centre

3.1 Structure

Counties Manukau Gymnastics was founded in 1973 and was formerly Manurewa Gymnastics Club Inc. and Counties Gymnastic Club Inc. The club operated from several different venues before coming together at the Pulman Recreation Centre (PRC) at Bruce Pulman Park in 2000. This was the culmination of many years of fundraising and planning.

The Pulman Recreation Centre (formally known as the Gymsport and Recreation Centre) was purpose built for gymnastics, trampolines and related activities. It is owned, operated and maintained by Bruce Pulman Park Trust. The PRC employs the coaching and support staff to deliver competitive gymnastics and recreational gymnastics programmes to CMG members as well as other participation programmes to the community.

The Club is operated voluntarily by parents of current and former gymnasts as well as other voluntary supporters. A large percentage of the freestanding gymnastics equipment inside the building is owned by the Club. This equipment has been purchased by the Club through fundraising and applications for community grants.

Everyone who participates in competitive gymnastics and recreational programmes at the PRC is a member of the Club and pays an annual club membership fee in addition to their training fees to the PRC.

All gymnasts pay an affiliation fee with Gymnastics New Zealand (GNZ).

Services to club members can include the following listed in the table:

	<ul style="list-style-type: none"> ● Hosts club competitions ● Organises club tours ● Hosts club prizegivings ● Grants financial assistance to gymnasts and officials attending club approved international competitions or representing NZ ● Financially supports training and professional development of coaches and judges ● Purchases gymnastics equipment ● Decides on and arranges competition uniforms ● Fundraises for equipment, coach development and athlete/official grants 	<p>Counties Manukau Gymnastics Inc</p>
	<ul style="list-style-type: none"> ● Programs, develops and delivers all training programmes ● Employs and manages all coaches ● Employs management and administrative staff ● Undertakes some administrative tasks on behalf of the club ● Manages the Pulman Recreation Centre (PRC) 	<p>Pulman Recreation Centre</p>

3.2 Counties Manukau Gymnastics

3.2.1 Governance

The Club is an Incorporated Society operating under a constitution. The Club's financial year ends on 31 December and our Annual General Meeting ("AGM") is held in March. It is advisable that a representative from each family attends the AGM.

The Club is operated by a Committee, which is voted annually at the AGM. The positions of president and vice-president are held for two years, with the elections for these positions being held in alternate years. Refer to Appendix 1 for a list of current committee members.

The Club committee meets once a month, usually on the first Monday of the month. Parents are encouraged to communicate any questions or issues to one of the committee members.

The Club uses sub committees to deal with such areas as organising fundraising, uniforms, social events, prize giving, assisting with competitions etc.

3.2.2 Hosting Competitions

Every year CMG hosts up to five competitions. Assistance is expected in the following areas: Equipment set up and set down, equipment personnel, awards ceremonies, administration, data input operators, front of house, music operators, providing food for the canteen, helping in the Canteen, etc. All competitive parents are expected to assist in some way at competitions. Usually once or twice per year is all that is required if everyone helps.

3.2.3 Fundraising

The Club undertakes a range of fundraising activities to support our members by:

- Making financial grants to gymnasts and officials selected to represent New Zealand at overseas competitions; and
- Purchasing equipment.

All parents are asked to participate in fundraising. The expectations increase as the gymnasts progress through the levels. A high level of involvement is expected from parents of gymnasts in high performance squads.

Our regular fundraisers include hosting and running competitions, special events, selling chocolates, raffles, entertainment books and other committee initiatives.

From time to time, gymnasts/groups travelling to formal or international events will fundraise to help with this. It is okay for this to be done under the Club's umbrella, but you must inform the committee and all funds must be kept separate from the Club's funds. Distribution of these funds would be the responsibility of the fundraising organiser not the Club.

3.2.4 Prizegiving

Each code has a mini prize-giving at the end of the year. This usually takes the form of a BBQ or fun event and includes the presentation of a range of awards.

The main club prizegiving is held near the end of Term 3 / start of Term 4 in each year. A range of "VIPs" are invited to assist the Club to acknowledge and celebrate the success of our gymnasts and officials over the year. The main club awards are presented at this awards ceremony which we combine with our display night. A highlight of the prizegiving is the "Parade of Champions", where all competitive squad members who have represented the Club/Region at Nationals or have represented New Zealand are presented and acknowledged to the audience.

To be eligible for a Club Award a gymnast must have been a club member for the entire Competition Year. The competition year is defined as the period from the beginning of Term One to the last day of Nationals

3.2.5 Yearbook

Each year the Club produces a yearbook to record the Club's activities and celebrate the achievements of our members. We welcome any photos or other contributions to the Yearbook, which should be submitted through your code representative.

4 Fees

The fees for competitive gymnasts are invoiced by the Centre and comprise of:

- Training fee (paid to the Centre)
- GNZ affiliation fee (collected by the Centre on behalf of GNZ)
- Club membership fee (collected by the Centre on behalf of the Club)

Fees are due by the date on the invoice. Exclusion from training and competitions may take place if term fees have not been paid on time and no arrangement has been made with Centre Management. All fee concerns are to be discussed directly with the Centre office.

Competition Entry Fees are collected by the Club (via internet banking) and paid to the host Club (refer section 6.4). We would prefer that all competition fees are paid by internet banking into the club account, rather than being paid through the office. All competition fees must be paid by the due date. Non-payment of competition fees by the due date will deem the athlete ineligible to compete.

4.1 Training Fees

Training fees are paid to the Centre. Term training fees are dependent on the number of weekly training hours. A copy of the payment policy and price list is available from the Centre office. Special training during school holidays or on a public holiday will incur an additional cost.

4.2 GNZ Affiliation Fee

GNZ charges an affiliation fee for gymnasts. GNZ uses the fees collected to administer the sport and provides infrastructure of the sport in New Zealand including programme development, coach and judge training, club development and support, management of representatives in overseas competitions and structure of events. This fee enables gymnasts to compete in any of the competitions run in New Zealand by the member clubs; National Championships and to be eligible to represent GNZ at international FIG sanctioned events.

4.3 Club Membership Fee

The Club membership fee is for membership to Counties Manukau Gymnastics Inc. The fee for competitive members is slightly higher than that of recreational members, reflecting the additional administration and support involved in competitive programmes.

5 Communication

We understand that parents and gymnasts often have many questions about training or progress in gymnastics, payment of fees, concerns about injuries, etc. We request that parents do not directly approach the coaches on or off the floor with questions or communications. Please direct all communication and queries to the head coach of your particular code. Contact details are at the back of this handbook.

There are a variety of methods that the Club and Centre use for communication:

- The Club maintains a Facebook page at www.facebook.com/cmgymnastics
- Our club website is www.cmgymnastics.org.nz
- The Centre website at www.brucepulmanpark.com is regularly updated with information.
- The Centre sends out newsletters, where possible each term, to keep you up to date with events and activities.
- There are Club notice boards upstairs on the mezzanine floor.
- Code specific newsletters and various other club communications are sent to members via our Friendly Manager database.
- Emails from head coaches and/or code representatives regarding competitions, uniforms, coaching hours and any other general communication.

6 Competitions

6.1 Competitive Squads

Gymnasts are invited into the competitive squads. Sometimes this may be after a physical abilities test or try-out session, or it may be a direct approach from the head coach. The attributes being assessed are:

- Current physical ability and perceived potential
- Attitude and demeanour
- Work ethic
- Age
- Dedication or willingness to meet the demands of the programme

Parental support is also an important aspect of the gymnast's successful participation in a competitive squad.

Gymnasts are selected to enter competitions when they are physically ready to do so. Gymnastics is a technically demanding sport and it can take a long time to master the basic skills. It is not unusual for gymnasts to train for many months before entering their first competition.

6.2 Competition Structure

- Refer to Appendix 3 - WAG/MAG Competition Structure
- Refer to Appendix 4 - RG Competition Structure
- Refer to Appendix 5 - TRA/TUM Competition Structure

6.3 Competition Calendar

At the start of the year a preliminary decision is made about which competitions will be attended for that year. As the competitions are confirmed revised versions of the competition calendar will be circulated.

Additional competitions are sometimes added to in the calendar as the year progresses, for example to give the gymnasts additional competition practice or opportunities to qualify for Nationals.

Sometimes the Club will organise club tours to attend competitions in other parts of New Zealand or overseas. The gymnasts who are selected to participate in club tours will be determined on a case-by-case basis but are often restricted to specific competition levels/grades.

The Club is required to provide judges for any competitions that we enter. It is important to recognise that coaches and judges attending competitions with our gymnasts are doing so on a voluntary basis and they are sometimes taking on both roles.

6.4 Competition Entries and Withdrawals

Competition entries and payment are called for approximately 2 to 4 weeks before the competition, or as advised by the hosting club. It is preferred that entry fees are paid directly to the club via internet banking. The competition entry fee must be paid by the due date in order to be entered into the competition.

Entry fees are set by the Club hosting the competition and vary depending on the nature of the competition. Entry fees are typically between \$60 and \$100.

The entry fees are not refundable except in the event of illness or injury with a medical certificate. If your child is sick or injured and withdraws from a competition, a medical certificate needs to be provided prior to the start of competition and in most cases the entry fee will be refunded by the club running the competition. If you need to withdraw from competition, please contact the head coach as soon as possible.

IMPORTANT: When you receive an invite to a competition, you **must** either Accept or Decline on or before the closing date.

6.5 Competition Timetables

The timetable for each competition is generally completed after entries close. Timetables will be distributed as soon as we are notified by the organising committee of each competition.

6.6 Travel Arrangements for Away Competitions

With the exception of formal tours, travel and accommodation is to be arranged by the parents/guardians. If a child under the age of 18 travels with a coach, an email to the Club is required. Email: admin@cmgymnastics.org.nz

6.7 Club Tours

Formal Club tours are intended to give the gymnasts the experience of travelling and staying together as a team. Families and other supporters who wish to attend these competitions are generally asked to travel and/or stay in separate accommodation. There is often only limited opportunity for contact with the gymnasts as they are expected to remain focussed on the competition. The day-to-day care of the gymnasts while on a club tour is managed by chaperone(s), who are appointed by the Club and the head coach. Expressions of interest are called for parents interested in being

chaperones. Chaperones will be police vetted to ensure the safeguarding of our athletes.

Informal club tours are more relaxed and individual gymnasts and families are responsible for organising their own travel and accommodation.

6.8 Officials Levies

Costs for officials (coaches/judges) when travelling out of Auckland (whether formal or informal) are spread across the gymnasts by way of a levy. For domestic competitions, outside of Auckland, the levy is capped at \$120 for each gymnast and the Club makes up the difference out of raised funds. This will be invoiced after the costs have been finalised.

For Auckland competitions, the levy is a flat \$20 on top of the competition entry to help the club recover coaches costs of fuel, food allowance etc. The Auckland levy will be included in the competition entry when it is sent out for you to enter.

The levy for international tours is not capped.

6.9 Competition Etiquette

When representing the club or the region, there is a certain level of behaviour expected while at competitions. Even though this is an individual sport, it is important to remember that you are also part of a team. It is important to respect each other by supporting and encouraging them to do their best. Gymnasts are often competing against their friends which is more reason to wish them the best in their performance.

If you have any questions/concerns at competition, please speak to the coach after the competition, not during the competition. Do not approach competition officials/judges directly, only coaches and managers should approach competition officials.

6.10 NZ National Championships

NZ National Championships is the highlight of the competition calendar for Intermediate and Senior athletes. "Nationals" is a competition between provinces. The Gymsport Manukau team is drawn from all Clubs within the greater Manukau region.

The Gymsport Manukau team has its own competition uniform in the regional colours of teal, orange, and black.

Nationals is a four-day event and when out of Auckland may be treated as a formal tour. We encourage gymnasts to stay for the entire duration, wherever possible, to support the team. More detailed information is provided to eligible gymnasts closer to the time.

7 Uniforms

Club uniforms are required for all competitions as well as some club events. The Club uniform comprises a club tracksuit (Black Aurora club jacket and plain black track pants) as well as designer leotards, unitards, pants, etc depending on the code and level. Refer to appendix 2-4 for code specific requirements. There are also optional club t-shirts and backpacks available to purchase.

Uniforms are available through the Centre office. As delivery can take up to eight weeks to arrive, orders are generally placed at the beginning of the year. Notices will be emailed out by head coaches and/or code representatives to call for uniform orders.

Second-hand uniforms can be bought and sold through the Centre office.

There is generally a representative from the club in the office on Wednesday evenings who specialises in uniforms.

8 Information for Gymnasts

8.1 Lockers & Personal Gear

The lockers (storage cubicles) around the gym are allocated to gymnasts/codes. Senior gymnasts who have been allocated an individual cubicle are asked to provide a lidded box for the storage of their gear. Gymnasts who have been allocated shared cubicles are requested to empty these after each training session. All gymnasts are responsible for keeping the locker areas clean and tidy.

Please ensure that no valuables are kept in the changing room or lockers. We have security measures in place to restrict access by members of the public, however there are large numbers of people participating in programmes at the gym, so it is not possible to guarantee the security of personal items in the building.

Gymnasts must have their own weights, hand guards (if used), wristbands, socks/shoes (for trampoline), gloves and loops (“curlies”). All gear must be clearly named. If you are looking for lost property, please call at the office.

Gymnasts who require taping must provide their own tape and scissors. Senior gymnasts are asked to bring a small first aid kit.

8.2 Punctuality

Gymnasts should be on time for their class, ready to train. Prior to start time, gymnasts must stay off the equipment.

8.3 Training Attire

Hair should be pulled up away from the face. Very long hair should be arranged in a way to not interfere when the gymnast is upside down. Watches and jewellery are not acceptable, small stud earrings are permitted. There should be no zips, buckles, buttons or anything that may get caught on training equipment.

We do not have a club training leotard, however gymnasts are expected to wear tidy gymnastics attire. Individual coaches may have a preference for leotards and will advise the gymnasts accordingly. A small selection of reasonably priced training leotards are available for sale at the office.

8.4 Injuries and/or Illness

GNZ Qualified Coaches are first aid qualified and will deal with any injuries that occur during training. If an athlete hurts/injures themselves during training or at competitions, it is important that they tell their coach immediately to be assessed.

If a gymnast has medical treatment for sickness or injury it is important that a copy of the report from the doctor or physio should be emailed to the Head Coach.

Gymnasts who are sick are not expected to attend training.

Gymnasts who have infectious diseases (chicken pox, measles, etc) must not come to the gym while they are contagious. Any open cuts or blisters must be securely covered at all times while within the gym environment. It is a good idea to keep a few plasters in the gymnast's bag.

8.5 SafeSport Practices

Counties Manukau Gymnastics alongside Pulman Recreation Centre are strong supporters of safe sport practices. We have worked with Sport NZ and Safeguarding Children to implement best practice within our club and facility.

We have three Safeguarding Leads in the Centre:

- Jen Barkhuizen (Centre Manager)
- Linda Geirsdottir (Reception, Admin)

All coaches complete relevant coach training, first aid training, child protection training and are police vetted. All of this as part of our dedication to providing a safe environment for our gymnasts and their families.

8.6 Physiotherapy and Sports Medicine

A physiotherapy clinic is available at the BPP Arena. Gymnasts should make a booking directly with the Physio Rehab Group. It is a parents/guardians responsibility to inform the Head Coach of any rehab programmes.

9 Codes of Conduct for Athletes and Parents/Guardians

Competitive gymnastics requires natural physical and mental ability. It also requires a high level of commitment from both the athlete and parents/guardian. Gymnasts train harder and for longer hours than most competitive sportspeople, which is particularly remarkable given the age at which this level of commitment is required. However, the results can be equally rewarding both for the gymnasts and their families.

This code of conduct has been developed jointly by the Club and the Centre to set out the expectations for athletes and parents/guardians who are selected to the competitive programme. We ask that all parents sign to acknowledge that these expectations have been read and understood. Gymnasts over 16 years old are also expected to sign that they understand the code of conduct for athletes. By participating in the competitive programme and paying fees, parents are bound by the rules of the Centre, including this Code.

9.1 Code of conduct for athletes

Congratulations on your selection into the competitive gymnastics programme! We hope that this will be the start of a long and enjoyable gymnastics journey. In order to get the best from your gymnastics, we expect you to:

1. Attend training on time and ready to work
2. Wear appropriate attire and ensure long hair is tied back
3. Respect your coach and follow their instructions
4. Respect your teammates and other gymnasts
5. Let your coach know if you are injured or feel sick
6. Do not go onto the floor until the training session starts and leave the floor when your session ends
7. Store your belongings tidily in the lockers provided
8. Make sure you have all your gear and that it is clearly named
9. Do not take food or drink onto the floor
10. Always thank your coach at the end of class
11. Do not leave class until you have been dismissed by your coach
12. Respect competition etiquette

9.2 Code of conduct for parents/guardians

As a parent or guardian, you play an important role in your child's gymnastics and you can have a tremendous impact on your child's own experiences. In supporting your child with their gymnastics, we expect you to:

- 1. Let the office know before training commences if your child will be absent or late, unless there are extenuating circumstances.**

If your child will be absent from training, please phone the PRC office prior to the start of training or inform your head coach. The same applies for gymnasts who will be arriving late for class or need to leave prior to the training session finish time.

- 2. Acknowledge and respect the coach's advice in relation to your child's training and raise any questions with them in a constructive manner.**

This includes letting your child's coach determine the training programme, such as what skills to work on and what is the appropriate competition level, setting goals, additional training requirements. You have entrusted your gymnast into the care of the coach, so they need to be allowed to do their job. The Head Coach is in regular consultation with all coaches in the gym around hours, training etc. for all groups.

Parents are asked not to approach the coaches directly, but to direct any questions to the respective head coach. If needed, concerns can be progressed to the Centre Manager. All concerns should be conducted in a productive, professional manner with the expressed intention of finding a solution or seeking to understand the reasons related to the issue.

- 3. Not seek external training, except with the permission of the Head Coach and the Club.**

As gymnastics is a very demanding and technical sport, the coach needs to be aware of your child's sports and other activities outside the gym. Each athlete is evaluated by the coaches and the programme is adjusted to their ability. It is therefore very important that you do not seek external training without first discussing it with your child's head coach. Incorrect personal training and deviations from a gymnast's personal programme can set back their training. It also exposes the athlete to potential confusion and the possibility of serious injury. For this reason, coaches may decline requests for personal training.

- 4. Endeavour to support the Club in fundraising activities and running competitions.**

The Club cannot operate without volunteers to help with fundraising and running competitions. The money we raise goes directly back to the gymnasts by way of equipment purchases and travel grants for gymnasts selected to represent New Zealand and the region.

- 5. Be a positive role model for your child and encourage good sportsmanship by showing respect and demonstrating positive support for all gymnasts, officials, coaches and spectators, both at training and at competitions.**

Be supportive, cheer and act in an appropriate manner at competitions, including not approaching gymnasts or judges during the competition. If you have strong

emotions about your child's performance, try to suppress them and remain positive and upbeat. After a competition, help your child to see that their performance was successful whether they won or not. Remind them to focus on the hard work they have put into their training and the improvements they have made, and not necessarily the results.

Please be mindful that if there are any personal opinions you may have around coaches/athletes, your comments should be directed to the head coach. Refrain from comparing your child's performance with another child in the group or from another coaches' group. Be aware that discussions on the mezzanine floor can be clearly heard downstairs. Talk and gossip amongst parents can be destructive and is often unqualified. Please refrain from comments that are not correct and just rumours and direct any queries to the respective head coach.

6. Enter your child in competitions as directed by the coach and ensure they arrive ready and on time on competition day

Competition entry forms will be circulated prior to each competition. Please ensure that these forms are completed and handed in and that payments are made by the due date. Help your child be as prepared as possible on the day by making sure you are aware of the requirements for uniforms, hair, where you are going and what time you need to be there. Arriving prepared and with plenty of time will help your gymnast perform at their best.

7. Respect the impact your presence can have on your child's training and behave considerately when viewing training from the mezzanine floor

From years of experience, we have found that viewing a child's training on a frequent basis is generally disruptive to their learning and can markedly hinder their training performance and discipline. We recommend that viewing is restricted to occasional visits to see a new skill (although we understand that this is not practical for parents who live some distance from the gym). It can be distracting for both gymnasts and coaches training on the apparatus close to the mezzanine floor when parents are talking or when children are playing. Never attempt to speak to the gymnasts whilst they are training as this is distracting and dangerous.

Please ensure children on the mezzanine floor are always supervised. Do not allow them to play near the glass balustrade, drop anything down onto the gym floor, or run on the mezzanine floor. We request that food is consumed away from the edge to avoid falling onto the gym floor.

8. Inform the coach if your child has an injury or an ailment that may affect his/her training or competition performance. Seek further professional treatment if necessary.

PRC Coaches are first aid qualified and will deal with any injuries that occur during training. Injured gymnasts are generally expected to be at training for a portion of the scheduled time. The coach will advise you on how long the gymnast should stay at training or whether they need to come at all. Gymnasts who are sick are not expected to attend training. Gymnasts who have infectious diseases (chicken pox, measles etc) must not come to the gym while they are contagious. Any open cuts or blisters must always be securely covered within the gym environment. If a gymnast has medical treatment for sickness or injury it is important that a copy of the report from the Doctor or Physio is emailed to the PRC or handed into the Customer Service Centre.

- 9. Do not video or photograph anyone else's child at training or competitions without the permission of their parent or guardian**

9.3 Code of conduct for coaches/officials

As a coach or official, we play an important role in your child's gymnastics and we can have a tremendous impact on your child's experiences. In supporting your child with their gymnastics, we are expected to abide all Centre and Club policies.

9.4 Breaches of code of conduct

If an athlete or parent/guardian breaches this code of conduct:

- a) The Centre Manager or Head Coach will warn that athlete or their parent/guardian that they are in breach of their responsibilities and, if necessary, arrange for a meeting with that gymnast and their parent/guardian to discuss further action (which may include removal from the team/club).
- b) Should the athlete or their parent/guardian be dissatisfied with the decision of the Programme Manager or Head Coach, then the matter should be addressed to the Centre Manager in the first instance. If necessary, the Centre Manager will arrange for a meeting with the athlete, their parent/guardian and the Club President (or their delegate).

Appendix 1 – Concerns/Issues Policy

1.0 Rationale

Concerns/Issues will be dealt with promptly in a fair and consistent manner in accordance with the relevant policies and codes of conduct.

The following policy outlines the steps that will be taken to address Concerns/Issues and resolve concerns within the Bruce Pulman Park Recreation Centre & Counties Manukau Gymnastics

2.0 Purpose

1. To provide a procedure for Concerns/Issues to be communicated to the appropriate person
2. To ensure that Concerns/Issues are investigated fairly and in a timely manner
3. To make sure that Concerns/Issues are, wherever possible, resolved
4. To maintain confidentiality and the rights of the individuals involved

3.0 Application and Scope

- 3.1 Depending on the nature of the Concerns/Issues, this policy should be read in conjunction with the Club Code of Conduct.
- 3.2 No formal action will be taken on vexatious Concerns/Issues or Concerns/Issues that lack a reasonable level of evidence-based support.
- 3.3 A complainant must be able to demonstrate that the Concerns/Issues is based upon evidence that the complainant honestly and reasonably believes to be substantially true.
- 3.4 Those responsible for resolving Concerns/Issues under this policy must take all reasonable steps to ensure that the complainant treated with fairness, integrity and respect.
- 3.5 Committee and/or Club members involved in the consideration and resolution of a Concerns/Issues must remain impartial and follow the procedures outlined in this policy.

4.0 Concerns/Issues Procedure

4.1 Informal Resolution

- 4.1.1 Before making a formal written Concerns/Issues, the complainant/or caregiver is encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant staff member or volunteer who is most directly associated with the matter.

- 4.1.2 The individual with whom a concern is raised is expected to deal with the matter in an open and professional manner, and to take reasonable and prompt action to try to resolve it informally.
- 4.1.3 The complainant may feel uncomfortable to approach the staff member or volunteer directly, and therefore may seek the support of the Centre Manager, Head Coach or Committee Member to handle the situation informally.
- 4.1.4 If it is deemed inappropriate or the informal process does not satisfactorily resolve the Concerns/Issues, the formal Concerns/Issues process may need to be followed.

4.2 Formal Concerns/Issues Process

- 4.2.1 Where it has not been possible or is not appropriate to resolve a concern/Concerns/Issues informally, a formal Concerns/Issues may be made.
- 4.2.2 A Concerns/Issues must be received by the Centre Manager in writing as soon as is practicable following the incident that has led to the Concerns/Issues. (Template Concerns/Issues form to be made available.)
- 4.2.3 A Concerns/Issues should be concise and specific. Only include key details, dates and substantiated evidence that are relevant to the Concerns/Issues.
- 4.2.4 When a Concerns/Issues is received this must be immediately referred to the CEO. This must then be referred to the designated Club Concerns/Issues Officer (CCO), or in lieu of this or in the case of conflict of interest to an agreed and appropriately qualified investigating individual who will act as the Concerns/Issues Review Officer. The Centre Manager / CCO are responsible for ensuring that the correct procedures are followed in a timely manner.
- 4.2.5 The Centre Manager / CCO will be documenting the Concerns/Issues process throughout and will communicate with all parties regarding what and how this information will be shared.
- 4.2.6 The Centre Manager / CCO will conduct an investigation into the Concerns/Issues and determine the most appropriate course of action to take place. The following steps highlight the tools available to seek resolution:
- **Mediation**
The Centre Manager / CCO can seek cooperation and agreement from both parties to enter mediation. If agreed, it is up to the Centre to identify and appoint an independent mediator which is approved by both parties.

- **Judicial Hearing**

A judicial panel of up to three people (including at least one external to the Club) is appointed. It is the panel's responsibility to set a date, time and place for the judicial hearing to occur. This should be as soon as possible. The arrangements need to be provided to all parties in writing prior to the hearing, including the process that will be followed and how any reporting will be shared afterwards. For more serious or sensitive Concerns/Issues, a representative of the panel will investigate and report back to the committee with recommendations before a decision is made. The result of the hearing could involve disciplinary sanctions including suspension or termination of membership, or referral to an external authority for further investigation.

- **Referral to External Agency**

Following the investigation, or earlier should this be appropriate, allegations which are deemed as very serious and requiring urgent action may be referred to the appropriate agency. These can include but are not limited to the NZ Police, Oranga Tamariki and anti-discrimination agencies.

- **Escalate to Gymnastics New Zealand (NSO)**

In the case that the Concerns/Issues is more serious than initially recognised, or the Concerns/Issues cannot be resolved at Club level, the Club can contact the relevant Regional Relationship Manager at Gymnastics New Zealand for further support. Depending on the nature of the Concerns/Issues, this may be an automatic requirement as referenced by Gymnastics NZ Judicial Regulations.

5.0 Resolution of Concerns/Issues

- 5.1** Informal Concerns/Issues must be handled and resolved in a timely manner. If a resolution cannot be reached, the Concerns/Issues should be escalated to the formal Concerns/Issues procedure.
- 5.2** Formal Concerns/Issues that are handled internally; the Centre Manager / CCO must make a decision in relation to the Concerns/Issues, and notify all parties concerned, in writing, within 30 days.
- 5.3** Concerns/Issues that are handled externally fall under the jurisdiction of the respective agencies to progress as deemed appropriate.
- 5.4** Following the resolution of the Concerns/Issues, the Centre / Club Committee may review its policies and must communicate any changes to Club Members and personnel.

6.0 Confidentiality

- 6.1** All processes, findings and decisions under this policy must remain strictly confidential to the parties, staff and external agencies directly involved.
- 6.2** The Centre Manager / CCO will be responsible for ensuring that formal Concerns/Issues processes are fully documented and retained in a confidential file within the Centre records.

Appendix 2 - Key Contacts:

CMG Committee April 2023 – March 2024

Club email: admin@cmgymnastics.org.nz

Club website: www.cmygymnastics.org.nz

Position	Name	Email
President	Kieran Quinn	president@cmgymnastics.org.nz
Vice President	Robyn Daniel	vice-president@cmgymnastics.org.nz
Treasurer	Carole Petrie Joy Laker	treasurer@cmgymnastics.org.nz
Secretary	Debra Quinn	admin@cmgymnastics.org.nz
WAG Rep	Jessica Pirie	artistic@cmgymnastics.org.nz
MAG Rep	Stacey Ingram	artistic@cmgymnastics.org.nz
RG Rep	Tracey Redhead	tracey.redhead@brucepulmanpark.com
TRA Rep	Jessica Pennington	trampoline@cmgymnastics.org.nz
TUM Rep	Jill Vivian	tumbling@cmgymnastics.org.nz
GFA Rep	Joanne Cleary	gymforall@cmgymnzstics.org.nz
Committee Member	Linda Geirsdottir	

Pulman Recreation Centre (PRC) Contacts

Name	Role	Email
Jen Barkhuizen	Centre Manager	jen.barkhuizen@brucepulmanpark.com
Adrian Coman	WAG/MAG/TUM Head Coach	adrian.coman@brucepulmanpark.com
Tracey Redhead	RG Head Coach	tracey.redhead@brucepulmanpark.com
Alison Payne	TRA Head Coach	alison.payne@brucepulmanpark.com
Diane Cunningham	GFA Programme Coordinator	gfa@brucepulmanpark.com
	Reception	gymnsport@brucepulmanpark.com

Appendix 3 – WAG/MAG Competition Structure

Competition Format

Gymnasts should attend competitions in correct competition attire (see uniform requirements in handbook).

STEP/Level 1 – 6 gymnasts will get a general warm-up. Warm ups are approximately 30 minutes before the competition starts, these times will most likely be shown on the competition timetable.

STEP/Level 7 and upward gymnasts will get a 30-minute general warm up and a 1 hour apparatus warm up. Some competitions may have a warm-up compete format.

At the end of the warmup, gymnasts will be marshalled and led out to start the competition.

Timetable

Timetables for competitions will be distributed once the entries have been finalised.

Please ensure you are at the venue well before your start time as sessions may start half an hour to 1 hour before their scheduled time with the exception of the first session of the day. This time will be specified on the timetable.

Coaching

When our gymnasts are warming up/competing, you should expect a coach to be present with them, this may not necessarily be their normal coach, as more than one session could be running at the same time with two different age groups, or the coach could be judging.

Team Selection

For artistic gymnastics, a team consists of a minimum of three, maximum of four gymnasts. The three highest scores on each apparatus are added together to get the final team score.

The coaches will select teams prior to competition. Selections will consider recent training, previous competition results, competition readiness etc. It is important to remember that entries go in several weeks before the competition and the competitive programme will be based on the teams at the time of entry – these can change right up to the day of competition.

Team selection may also consider apparatus specialists, which in the coaches' opinion will make a difference to the team total score.

The head coach reserves the right to change the team selection for competitions at any stage and selection as at their sole discretion.

Uniforms

Below are the uniform requirements for WAG/MAG:

- **Junior Girls (STEPS 1 - 3)** - Red GK Leotard
- **Intermediate Girls (STEPS 4-6)** - Red and Black Tick Tock Leotard
- **Senior Women (STEPS 7 and upwards)** - Red & Black Quatro Leotard
- **Junior Boys** – White, Red & Black GK Unitard with black gym shorts
- **Intermediate and Senior Men (Level 4 and up)** – Black, Red & White GK Unitard with black gym shorts. In addition, white gym longs are required for Level 6 and up.
- ALL gymnasts are required to wear the club jacket with black pants.
- White club t-shirt.
- Plain white ankle socks (no visible markings)
- Hair should be tidy and kept off faces. The coach will advise their preference of style.
- No jewellery.
- Any tape or supports/braces must be skin coloured.
- Female gymnasts may also wear black fitted shorts over top of their competition leotard. There must be NO visible branding on them, however the club name is permitted.
- No underwear should be seen. Nude coloured underwear is preferable.

Club uniform is to be worn while representing Counties Manukau Gymnastics (CMG).
Wear this with pride!

National Qualification & Selection

WAG STEP 5 and above have qualifying scores that need to be reached for them to be eligible to be selected by the province to compete at the Gymnastics NZ National Championships, currently held in October. MAG Level 4 are eligible to be selected to attend Nationals, there is no qualification requirement for levels 4-6, however level 7+ have qualification requirements. However, this is at the discretion of the Head Coach.

It is not compulsory for selected gymnasts to attend Nationals. The Head Coach will be able to advise on qualification requirements.

Appendix 4 – RG Competition Structure

Competition Levels

Entry to the Counties Manukau Gymnastics Competitive Rhythmic programme is by invitation.

Levels 1 – 10 - New Zealand offers competitive levels from Level 1 to Level 10. These levels are designed to be ability, as opposed to age based, therefore there are no age restrictions within levels.

International Levels - These are based on the age the gymnast is turning within that competition year, as well as ability. Invitation into the International stream is at the Head Coach's discretion.

Stage 1 – max turning 7 (not offered at New Zealand National Championships)

Stage 2 – min turning 7 and max turning 9 (not offered at New Zealand National Championships)

Stage 3 – min turning 9 and max turning 11

Stage 4 – min turning 10 and max turning 12

Junior International – min turning 13 and maximum turning 15

Senior International – min turning 16

Levels Unders and Overs - At some competitions the Junior levels are divided into Unders and Overs. This is usually done when there is a large number of girls participating within the Level AND there is a large age difference amongst the girls. It is not compulsory for competition organisers to run separate age divisions. Each competition organiser decides whether or not they want to divide these Levels and what age split they would like to have. The prize-givings are then also conducted separately based on Unders and Overs.

Groups

We recognise seven group levels within New Zealand, starting from Grade I through to Grade VII. Each Group has two showings per competition. For Grade I to Grade V the group can be composed of four or five gymnasts per showing and Grade VI and Grade VII must be composed of 5 gymnasts per showing. The Groups may have reserves. For all Groups the group is awarded for the combined total of showing one and two. In Term 4 of each year we request expressions of interest in the group programme for the following year and the coaches will allocate interested gymnasts to appropriate groups, numbers at each level permitting.

Competition Entries

Each gymnast will receive entry information (sent via Friendly Manager through the club), depending on their eligibility to enter a competition. Some competitions are dedicated to Level 1 through to Level 4, whereas others might be only dedicated to Levels 5 and above. The entry form will have all the details available regarding the event as well as payment method. All competitions have an entry fee which must be paid by the due date for entry. A refund is usually at the discretion of the competition organisers.

Timetables

Timetables are usually sent out within the week of the competition and this will have the day (Saturday or Sunday) and the session time of each Level. Based on the timetable you will be able to plan your day accordingly. We usually expect our gymnasts to be at the venue at least an hour to 1 ½ hours BEFORE their scheduled session starts, as they will need the time to warm up. All gymnasts need to arrive at the venue in their club tracksuit, with the proper clothing for warming up (training clothes), their hair neatly done in a bun, and have ALL their gear with them, which includes leotards.

After the general warm up, each session also receives approximately 10 minutes on the competition floor. During this time the gymnasts get a feel for the floor, as well as where the judges are located and their floor directions. We understand that some sessions run longer than others based on the number of gymnasts competing, but we do expect our gymnasts to stay on for prize giving, and that white socks need to be worn with their tracksuit when attending the prize giving.

Coaching

When our gymnasts are warming up/competing, you should expect a coach to be with them. This may not necessarily be their normal coach as it depends on the availability of the coach, and many of our coaches are also judges. We ask that parents/caregivers drop their gymnast off at the dedicated warm up area, but not hang around or try to communicate with them during the competition, as this proves to be a distraction for both the gymnast and coach. The coach will release the gymnasts at the end of their session.

National Qualification & Selection

Gymnasts (from Level 5 and above) must achieve a qualifying score at a qualifying competition to compete at the National Gymnastics Championships. Gymnasts must also be in the top 20 in the country to qualify. This usually affects Levels 5 to 7. It is not compulsory for gymnasts to attend Nationals, and not everyone qualifies.

Uniforms

As mentioned above, all competitive gymnasts need to wear a club tracksuit. We do not have a club competition leotard so it is the responsibility of the gymnast and parent to organise their own.

There are a wide variety of options in terms of leotards, however some regulations apply:

- **Neckline** - must not be indecent, examples of possible necklines are high neck/collar, v, round or sweetheart neckline.
- **Back** - must NOT drop below the shoulder blades. Again the shape is optional, including a keyhole effect.
- **Leg line** - must not be indecent and must NOT be cut too high or too narrowly across the crotch area. It should be cut in a way that it doesn't ride up at the back during routines. An all in one "catsuit" (leotard with long tights) is allowed, but the tights should cover the whole leg to the ankle.

- **Skirts** - effective 1st January 2009 there are only 2 rules; the skirt must NOT fall under the pelvic area of the leotard, and the skirt must fall back on the hips of the gymnast. A tutu style skirt is NOT allowed.
- **Leotard** - must be skin tight so that the judges can evaluate the correct position of every part of the body. The bottom of the leotard must be of non-transparent material up to the hip bones. Leotard design and fabric is not restricted but if you are uncertain please speak with your coach as failure to conform to the dress regulations can result in point deductions at a competition.

Gymnasts' hair needs to be tightly pulled back into a neat bun, and all fly away hair sprayed and clipped down. Makeup is certainly not a requirement and is completely up to the gymnast and parent. Face paint is not permitted.

Apparatus

Rhythmic gymnasts use rope, hoop, ball, clubs and ribbon. Depending on the gymnast's Level, they will have one or multiple apparatus. The club has sufficient equipment for our younger members to use, however gymnasts are welcome to obtain their own.

Please ask your daughter's coach which apparatus they will need for the competition season. All gymnasts will need to have their apparatus with them for a competition. If they are part of a group, the coach will either take the apparatus with them to the competition, or the gymnasts will often have turns taking the apparatus.

Appendix 5 – TRA/TUM Competition Structure

Competition Levels

Age Groups - The group they compete in is based on the age they are on the 31st December in the competition year.

- **8 and under** – turning 8 and under
- **10 and under** – turning 9 or 10
- **11-12** – turning 11 or 12
- **13-14** – turning 13-14
- **15-16** – turning 15-16
- **17+** - turning 17 or over

International Levels – Gymnasts may be selected to join an international level based on their skill level.

- **Sub-Junior International** – turning 13-14
- **Junior International** – turning 15 or over
- **Senior International** – turning 17 or over with high skill level

Competition Format

Please ensure you are at the venue well before your start time as sessions may start ½ to 1 hour before their scheduled time, except for the first session of the day. Gymnasts should attend competitions in correct competition attire as per the club handbook.

Warmup

Depending on the competition, gymnasts will have either a general warmup or a session warmup. This is when they take turns on the equipment to prepare for competition. Warmups are generally 30 minutes, these will generally be shown separately on the competition timetable. Please speak to the head coach or club representation if you are unsure.

Following warmup, athletes will be marshalled and will then be allowed a 1-2 touch warmup (depending on the competition), where they can practice their 1-2 routines/passes.

Preliminary Competition Round

Depending on the number of athletes in each age group there may be more than one flight. There is generally a start list, which will list the order in which they compete as well as any flight information. Gymnasts will all compete the first round of competition as follows:

- **Trampoline (TRA)** - they will perform a “set” routine (everyone in the age group does the same routine) and a “voluntary” routine (the routine that the coach and gymnast put together based on their skill level)
- **Synchronised Trampoline (SYN)** – pairs will perform one routine (there are no “set” routines)

- **Double Mini Trampoline (DMT)** – they will perform two passes (there are no “set” routines)
- **Tumbling (TUM)** – they will perform two passes (there are set requirements depending on age group/level)

All gymnasts are judged and the top eight competitors in each age group/level go through to finals.

Final Round

Finals are generally held straight after the preliminary competition and only include the top eight qualifiers from the preliminary round.

- **Trampoline (TRA)** - they will perform a “voluntary” routine
- **Synchronised Trampoline (SYN)** – pairs will perform one routine
- **Double Mini Trampoline (DMT)** – they will perform two passes
- **Tumbling (TUM)** – they will perform one pass

Scores are added to the preliminary scores to determine the final placings. Once all results are checked and placings are confirmed, they will run prizegiving, generally only those getting placings will be called up for prize-giving, however, some presentations involve the top eight competitors, so it is a good idea to hang around.

Coaching

When our gymnasts are warming up/competing, you should expect a coach to be present with them, this may not necessarily be their normal coach, as more than one session could be running at the same time with two different age groups, or their normal coach could be judging or not available.

Uniforms

Below are the uniform requirements for TRA/TUM:

- **Junior Girls (aged 14 and under)** – Red GK Leotard
- **All Women International and Aged 15 and over** – Black and Red Chalk Leotard
- **All Male athletes** – White/Red/Black unitard with black shorts. White longs can be worn for trampoline
- ALL gymnasts are required to wear the club jacket with plain black pants.
- TRA/DMT gymnasts MUST wear PLAIN white ankle socks (no visible markings) when competing
- Optional TRA/DMT/TUM shoes (speak to Alison (TRA) or Adrian (TUM) regarding purchasing options).
- Hair should be tidy and off their faces
- No jewellery or glitter
- Any tape or supports/braces must be skin coloured.

- Female gymnasts may also wear black fitted shorts over top of their competition leotard. There must be NO visible branding on them, however the club name is permitted.
- No underwear should be seen. Nude coloured underwear is preferable.

Club uniform is to be worn while representing Counties Manukau Gymnastics (CMG).
Wear this with pride!

National Qualification & Selection

Each age group/level has qualifying scores that need to be reached for them to be eligible to compete at the Gymnastics NZ National Championships, generally held in October each year.

It is not compulsory for gymnasts to attend Nationals, and not everyone qualifies, however this is a good way for them to strive for improvement during the year.

The head coach will be able to advise on qualification requirements.