

# Welcome and Introduction to all Recreational Programmes



## Welcome

It is a pleasure to welcome you and your child to Waitakere Gymnastics Club. We hope the information in this booklet is helpful. Please take the time to read through the booklet and familiarise your child with the club rules and environment.

## Contacts



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Olympic Park - 38 Portage Rd - New Lynn  
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**Manager:** Therese Irving  
Email: [manager@waitakeregymnastics.co.nz](mailto:manager@waitakeregymnastics.co.nz)

**Committee:**  
Chairperson: Therese Irving  
Treasurer: Andrea Barnes  
Secretary: Jillinda Kenyon  
Lou Bryant, Rebecca Kirk, Grace Misich.  
Leonard Mead, Tamara Thomson

## Our Mission Statement

*Waitakere Gymnastics is committed to the development, success and promotion of gymspports to the community.*

Waitakere Gymnastics club is pleased to offer comprehensive and well-organised gymnastics programmes for children and adults of any ability. This Club focuses keenly on gymnastics skills, with a balance of fun, challenge and progress. This club offers Pre-School, Recreational, Levels Competitive and Adult gymnastics classes. Every achievement of every gymnast is highly valued at Waitakere Gymnastics Club.

Waitakere Gymnastics Club has a warm and friendly environment. We aim for high standards in every aspect of Club operations; the equipment is of the best quality, our coaches are qualified and regularly given the opportunity to upgrade their qualifications. The facility is maintained to a high standard, the Gym is kept clean, and Committee is dedicated and our parent support is marvellous.

Our coaches are qualified, enthusiastic and work very hard to ensure progress is made by each gymnast at any level of participation. All coaches' train the gymnasts adhering strictly to the guidelines stated in the Waitakere Code of Conduct.

## Terminology

**WAG** Women's Artistic Gymnastics  
**MAG** Men's Artistic Gymnastics

## Management of the Club

The Club is an Incorporated Society governed by the Waitakere Gymnastics Committee. This group manages the finance, maintenance and fundraising aspects of the club. The Club Manager manages the day to day running of the gym staff and all programs on offer.

The office is run by our Office Administrator, Louise Wallace. Schedules and fee enquires can be directed to her via the club phone number or e-mail you can be assured that Louise will get back to you smartly.

## Communication

All information is generally sent out by email. It is very helpful if we have up to date contact details to ensure you are kept well informed.

Notices are also posted on Facebook, the Website and Newsletters.

There are also several notice boards in the foyer with class information, enrolment forms etc.

## Office Hours

Office is open Monday-Friday 9.00am – 4.00pm  
Saturday 9.00-12.30 for the first 3 weeks of term only.  
Please note the office is open later at the beginning of term time. If unattended please leave a voice message, Facebook message or send an email you will get a reply.

## On-Line Booking System

Recreational classes can be booked via our website. Payment is required at time of booking. Payment is made via POLipay. Payment secures place within the class.

## Booking via the Office

Classes can also be booked through the gym office. Payment can be made by Cash, Cheque, Eftpos or Internet Banking. We are unable to accept credit card payment.

## Fees

Programme Fees vary depending on the programme your child is enrolled in.

Please contact the office for details of fees and schedules. The Club fees policy is displayed in the foyer or from the office on request.

## Affiliation Fee

An Affiliation Fee is charged each term in addition to your child's programme fee, this is a license fee passed on to Gymnastics NZ by The Club for use of the gymnastics programs run by the club.

Gymnastics NZ affiliation covers the administration and development of the gymnastics programmes, coach and judge education and provides clubs with information and tools to help promoted and grow the sport.

## Enrolment Forms

Every member must complete an enrolment form on or before the first training session. A new enrolment form is required at the start of each year.

The information requested on the form includes contact information and special health issues; to conform to the club's health and safety policy it is imperative that forms are completed in full and returned to the office as soon as possible.

Forms are available from the office or from the notice board or via our website.

<https://www.waitakeregymnastics.co.nz/pages/waitakere-gymnastics-membership-application-form>

## Queries/Complaints

If you have any issues with any aspect of your child's training you need to contact the office or club manager. If required, an appointment can be made through the office or club manager for you to meet with your child's coach outside of training hours.

If you need any information or feel you need to make a complaint come to the office. The Club has a complaint procedure to deal with issues quickly and in a professional manner.

If you do not get the information you require or a satisfactory response from the office write a letter/email to the Club Manager.

The manager will respond as soon as possible with a reply. If issues are of a very serious nature it will be directed to the committee for discussion.

## Uniforms/Training gear

All clothing worn during training must be appropriate for the exercise eg: jeans, skirts or baggy clothing are not expectable.

**Girls:** Shorts and T-shirts, leotards or similar are worn by Preschool, Gymfun and Recreation classes. Competitive girls are expected to wear a training leotard or similar.

**Boys:** T-shirt and shorts.

Hair must be securely tied back off the gymnast's face, this includes boys if the hair is long. Please ensure your child's hair is tied up prior to class, it is not the coaches' responsibility. Hair ties **are not** available from the office so please bring them with you.

Every child needs to bring a clearly labelled water bottle to training. This can be stored in the cubby holes located inside the gym. Unclaimed drink bottles will be thrown out at the end of each week. Please make sure all clothing is labelled with their name.

## Gear Storage

A communal shelving unit is provided inside the gym for gymnasts to store all bags, shoes etc on. Please respect other gymnasts' property.

## Lost Property

There is a lost property box located in the foyer. Please check this at the end of each term; we get so much we take all lost property to a charity organisation every holidays.

## Health and Safety

The gym is a very hazardous place, there are a lot of uneven surfaces, moving children, apparatus etc. It is very important that all children listen carefully to all instructions and be aware of what is happening around them at all times.

No person is allowed on the Gym Floor except coaches, gymnasts (who are in that class) and office staff. Gymnasts are only allowed on the Floor when supervised by their Coach.

Please be on time to pick up your child, for your child's safety please ensure your child waits inside the foyer or upstairs **not outside the Gym**. It is not advisable for children to wait alone in the car park, there are often strangers wandering through in the park.

## Gymnastics Programs

At Waitakere Gymnastics, we cater to girls and boys recreational and competitive gymnasts.

Our coaches ensure our gymnasts are getting the best training options possible and each gymnast makes real progress. The structure of the gymnastics programme ensures fun, progress, challenges and consolidation of gymnastics skills. Children will be assessed throughout the year by the senior coaches and possibly moved to another group if the next stage of gym is needed.

The programs we offer focus on fundamental movement skills particularly in Pre-School and GymFun. Gymnastics specific skills become more prevalent in the Beginner, Intermediate and Advanced classes.

Philosophically, the structure of the gym programme credits youngsters with their keen desire to learn, acknowledges the need to progress and not remaining doing the same thing forever avoiding boredom for the gymnasts. The programme employs a true gymnastics base, so that gym skills are keenly focussed on and provides opportunities for every child to achieve.

When a child first enters Waitakere Gymnastics Club they are assessed to ensure they are enrolled in the correct class. This assessment is often based on the child's age to begin with.

Testing of strength, flexibility and explosive power takes place throughout the year when deemed necessary by coaches and may result in gymnasts changing programme.

Please ask at the office if you are unsure about the programme for your child, an appointment can be made through the office for you to meet with your child's coach if necessary.

## Children can follow the programmes below moving classes as skills develop:

<b>Preschool:</b>	General gymnastics skills 2-5 years
<b>Gym Fun:</b>	We run Kiwi Gym Fun Programme which includes strength, flexibility and explosive power skills in preparation for the next stage. 5-7 years
<b>Recreation:</b>	Improving skills learnt, developing new skills including strength, flexibility and explosive power skills in preparation for the next stage. Beginners to Advanced classes are available. 7+ years
<b>Competitive</b>	The Competitive programme is by invitation only, it is suitable for children who demonstrate a willingness and ability to train several hours per week.  All gymnasts are regularly assessed by the competitive coaching staff to see if they are physically capable of managing the requirements and skill set of the programme. 5+ years Invitation only
<b>Teens/Adults:</b>	For teenager/adults who would like to learn new or improve on their existing gymnastics skills. 16+ years
<b>Tumblers:</b>	For any gymnast who has the prerequisite skill set to learn tumbling. Some experience is necessary.
<b>Team Gym:</b>	A gym for all program for all ages and abilities. Synchronized gymnastics comprising of Floor routines, mini trampoline and vault.



## Interested in joining the committee or helping

The club is a non-profit organisation managed by a parent committee. Interested in joining the committee? There are many ways you can help support the committee not everything requires a huge commitment of time, please ask.

**Helping out** - During the year you will be required to help with various fundraising ventures and competitions. It is essential you help with these events, with parent support the club can keep the training fees for competitive gymnasts at a reasonable level.

**Working Bees** - we have up to two working bees a year to give the gym a good clean and tidy up. These are generally a couple of weeks prior to our club competitions. Sometimes this involves moving heavy equipment. You will be notified by notice or email of the dates for this year when they are set.

## School Competitions

Local Primary and Intermediate schools run school gymnastic competitions during Term 3 of each year. The schools compete at Zone competitions and many also attend Primary and Intermediate School Championships. We host some of these competitions at our club during the school term.

Children compete a range of different skills depending on their abilities. You do not need to be a competitive gymnast to enter the school competitions.

If your child is interested in representing their school contact your school's sports coordinator for more information.



**Dream \* Believe \* Achieve**



## Club Rules

**NOTE:** Many of the rules and procedures are in place for Health and Safety reasons. Please ensure gymnasts and parents closely observe them so our Gym is a safe environment for all.

### Please observe the following:

- No smoking in the Gym.
- No eating in the Gym.
- No mobile phones in the Gym.
- Gymnasts are only allowed on the Floor when supervised by their Coach.
- Parents or siblings are not allowed into the main gym.

You are welcome to leave your child during class time. Please be back on time for pick up.

### Gymnasts

- Be considerate of others training.
- Be aware of yourself and others training around you. When moving around the gym use the walkways around the apparatus.
- Always listen to instructions carefully to help prevent injury to yourself or others.
- Use the chalk sparingly and clean up any spills.
- All bags, shoes and gear need to be stored in the shelves provided during training time. Ensure all belongings are named.

## Complaints Procedure

Any gymnastics matter needs to firstly be discussed with the office or club manager.

If an issue is not resolved an appointment can be made to meet with your child's coach out of coaching hours.

Please do not approach the coaching staff during training times.

If you feel the matter has not been dealt with, or the matter concerns a Club operation matter, please email your comments or concerns to [manager@waitakeregymnastics.co.nz](mailto:manager@waitakeregymnastics.co.nz)

The Committee will address the issue at its next meeting. If urgent, the Committee will hold a special meeting and anything in writing will be responded to in writing.