



**Gymnastics**  
Australian Capital Territory

# **Event Policy**

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## Contents

Gymnastics ACT Event Policy .....	2
Introduction .....	2
Purpose .....	2
Disclaimer .....	2
Related Documents .....	2
<b>1. General Conditions of Event Entry .....</b>	<b>3</b>
1.1 GACT Child Safe Events – WWVP Checks .....	3
1.2 Eligibility to Compete .....	3
1.2 Publication of Events .....	3
1.3 Event Entry Deadlines .....	3
1.4 Fees and Payments.....	3
1.5 Late Fee.....	4
1.6 Late Entry Appeal .....	4
1.7 Entry Forms .....	4
1.8 Declined Entries.....	4
1.9 Transfers.....	4
1.10 Unregistered Athletes .....	4
1.11 Athlete Withdrawals .....	5
1.12 Event Cancellation or Postponement .....	5
<b>2. Athletes .....</b>	<b>6</b>
2.1 Athlete Accreditation and Registration .....	6
2.2 Code of Conduct.....	6
2.3 Competitor Attire.....	6
<b>3. Coaching at Events.....</b>	<b>6</b>
3.1 Accreditation and Registration.....	6
3.2 Code of Conduct.....	6
3.3 Competition/Event Attire .....	7
3.4 Beginner Coach .....	7
<b>4. Judging at Events .....</b>	<b>7</b>
4.1 Accreditation/Registration and Requirements to Supply Judges .....	7
4.2 Conditions.....	7
4.3 Penalty.....	7
4.4 Exemptions .....	8
4.5 Code of Conduct.....	8
4.6 Requirements of a Judge .....	8
4.6 Judges' Attire .....	8
<b>5. Level Testing.....</b>	<b>9</b>
Athletes must progress through the level system in accordance with the Gymnastics Australia gymnsport pathway and / or the Gymsport Technical Regulations – Part B.....	9
5.1 Level Testing within the club .....	9
5.2 Ordering Badges for testing within the club and at GACT events.....	9
5.3 Level Testing and Ordering Badges at GACT Events.....	9
<b>6. Event Jurisdiction.....</b>	<b>9</b>
<b>7. Affiliated Clubs Attendance at International Events .....</b>	<b>10</b>
<b>8. Relevant Policies &amp; Forms .....</b>	<b>10</b>

# Gymnastics ACT Event Policy

## Introduction

Welcome to the Gymnastics ACT (GACT) Event Policy. This policy provides key direction pertaining to all GACT co-ordinated and hosted events.

## Purpose

The purpose of the policy is to provide clubs and members with direction on all events that are coordinated and hosted by GACT.

## Disclaimer

Information in this policy is subject to change. GACT encourages all users to ensure the current version is viewed on the GACT website.

## Related Documents

FIG Code of Points for each Gymsport

Gymsport Technical Regulations

## **1. General Conditions of Event Entry**

### **1.1 GACT Child Safe Events – WWVP Checks**

To ensure the safety and protection of all children at GACT events, all coaches, judges, officials, administrators and volunteers working (either in a paid or volunteer capacity) at Gymnastics ACT affiliated clubs, GACT sanctioned events, and as part of GACT sanctioned teams must hold a current and valid Working with Vulnerable People (WWVP) card. If a volunteer, coach or judge is from interstate then they must hold a similar card that is issued in their state. It is a requirement at all GACT Events that all officials, coaches, judges and volunteers provide proof of WWVP card upon entry to the event and during the event when asked. A member of the event management team must witness the valid card / a photo of the card and the number is to be recorded on the official event sign in sheet upon entrance to the event.

### **1.2 Eligibility to Compete**

Only an Affiliated Club may enter or withdraw an athlete from a GACT Event.

Any athletes entering a GACT sanctioned event or competition must be a currently registered member of an Affiliated Club of Gymnastics Australia as shown in the National Database (Gymnastics Online/iMIS).

Athletes are required to be registered with Gymnastics Australia prior to the club submitting its entry form for the event. Athletes must be registered at the appropriate level prior to entry.

Athletes must meet the event criteria set by the relevant Gymsport Committee in the Gymsport Technical Regulations – Part B, including the event qualifying score.

All athletes must be accompanied by a currently registered coach. Coaches must be qualified at the appropriate level and in the relevant Gymsport they will be coaching at the event/s

### **1.2 Publication of Events**

Gymnastics ACT will publish all key details pertaining to Events on its website, including:

- Event dates and venues;
- Event entry closing dates;
- Event entry fees;
- Event Entry Forms.

### **1.3 Event Entry Deadlines**

Entries must be received by fax, email, mail or in person by GACT no later than the close of business, 5 pm on or before the closing date, being the Monday 4 weeks prior to the event unless otherwise stated.

If the set closing date is a public holiday, a late fee will not be charged if entries are received on the following business day.

### **1.4 Fees and Payments**

The competition entry fees are set by the GACT Board, documented as the 2022 GACT Fee Schedule “Gymnastics ACT Fees 2022” (available on the GACT website), and are to be adhered to by all disciplines without exception.

Payment is to be made upon invoice and must accompany all entries and be received by GACT prior to close of business (5pm) on the set closing date.

No entries will be accepted after the closing date without additional payment of a late fee.

Refund of entry fees will not be given unless a medical certificate or relevant documentation is provided to the Gymnastics ACT office within 30 days of the competition.

Clubs or individuals with any outstanding accounts will not be permitted to enter competitions until the situation has been rectified.

## 1.5 Late Fee

Entries received after the closing date will be charged a late fee.

Any entries submitted to GACT after the closing date will only be accepted if the additional fee is also received (please refer to the 2022 GACT Fee Schedule available on the GACT website).

Late entries will only be accepted if the numbers can be accommodated by the event.

No entries will be accepted for events 14 days after the closing date.

## 1.6 Late Entry Appeal

Any entries submitted to GACT 14 days after the closing date will only be accepted for extenuating circumstances. It is accepted that on occasion extenuating circumstances may need to be applied for.

To apply for extenuating circumstances, clubs must:

- Provide in writing to the GACT ([gymact@gymnastics.org.au](mailto:gymact@gymnastics.org.au)) details pertaining to the extenuating circumstance.
- Make payment per athlete of the entry fee plus late entry fee (please refer to the 2022 GACT Fee Schedule available on the GACT website)

All extenuating circumstances appeals will be reviewed on a case by case basis and will take into account whether there is room for the athlete(s) in the event.

The decision by GACT in regards to acceptance or non-acceptance of Late Entry Appeals is final and no further correspondence will be entered into.

## 1.7 Entry Forms

All entries are to be submitted electronically and on the official Gymnastics ACT entry form available on the GACT website. Entries that are not on the correct form will not be accepted.

All details provided are accurate and complete, including athletes' and officials' full names as shown in the National Database (Gymnastics Online/iMIS).

It is the club's responsibility to ensure all athletes and officials are registered with their club prior to submitting entries, and those officials' technical registrations will still be current on the day of the event.

Any changes to entries must be submitted to GACT, not directly to the Host Club. Any changes to entries must be submitted on a new entry form.

## 1.8 Declined Entries

Entry forms will be returned to the club if:

- The form is incomplete.
- Correct payment is not received prior to or on the set closing date.

Declined entries may be resubmitted prior to the event.

Resubmitted entries not submitted by the closing date will incur a late fee.

## 1.9 Transfers

All athlete transfers must be finalised and registered with the current club prior to the set closing date.

## 1.10 Unregistered Athletes

Clubs that submit competition entries with athletes who are not registered on Gymnastics Online (GOL) will be given 24 hours to rectify the registration of the unregistered athletes entered into the event.

For any extension beyond the 24 hours, the club will incur the late fee specified in the 2022 GACT Fee Schedule, available on the GACT website). Non-transferred athletes do not fall into this category.

### **1.11 Athlete Withdrawals**

If an athlete is unable to compete due to injury/illness for an event, the club may apply for a refund of the entry fee.

Refunds of entry fees will only be considered for unexpected injuries or illnesses, occurring before the event that prevented participation, on medical grounds, not including injuries or illnesses occurring at the event.

The refund will be the entry fee less a 20% administration fee.

Clubs wishing to apply for a refund are required to complete and submit an Event Entry Refund Form.

Refund requests received by GACT will only be processed if the request is accompanied by a medical certificate. Medical Certificates will only be accepted from a Doctor of Medicine, Registered Chiropractor or Physiotherapist.

No Event Entry Refund Forms will be accepted after 30 days past the event date.

All refunds will be made directly to the club.

#### ***Transport Failures***

- Refunds of entry fees will only be considered for unexpected conditions that prevent the participant attending at the event at the time and date specified in the work order. Production of appropriate documented evidence must be provided within 30 days of completion of the event. This would not include transport delays caused by heavy road traffic conditions. The refund would be the entry fee less a 20% administration fee.

#### ***Organisational Errors***

- Refunds of entry fees will only be considered if Gymnastic ACT or its agents fail to provide clear and timely information on the scheduled dates and times of competitions. The level of refund for this situation would be 100% of the entry fee.

### **1.12 Event Cancellation or Postponement**

GACT may cancel an event for due cause, including insufficient number of athlete entries to make the event viable or unavailability of the venue.

A decision regarding cancellation due to insufficient athlete entries will be made within three (3) days from the close of entries and those athletes who have entered will be notified within two (2) further days.

If an event is cancelled due to insufficient number of athletes 100% of each entry fee will be refunded.

If an event is cancelled due to unavailability of the venue entrants will be notified as soon as possible and 100% of each entry fee will be refunded.

If an event is postponed due to unavailability of the venue, entries will still be active for the revised event date. Athletes may apply for an entry fee refund if they are unable to attend on the revised date. The refund would be 100%.

## **2. Athletes**

### **2.1 Athlete Accreditation and Registration**

As per the rules outlined in General Conditions of Entry.

### **2.2 Code of Conduct**

Athletes must adhere to the Participants Code of Ethics as outlined in the Member Protection Policy Part B.

Furthermore, athletes are required to:

- Ensure that they know the rules under which they are competing and act accordingly.
- Present themselves to the judges at the start and end of the exercise. If the necessity arises to leave the competition floor, athletes must notify the Floor Manager.

The competition must not be delayed through the Athlete's absence.

### **2.3 Competitor Attire**

Athletes must wear the correct attire according to the rules and regulations set by their Gymsport Technical Committees and/or outlined in the FIG Code of Points.

Athletes not correctly attired may not be allowed to take part in the competition.

## **3. Coaching at Events**

### **3.1 Accreditation and Registration**

All coaches must be currently registered as a Technical Member with Gymnastics Australia at the time of the event.

Coaches must be qualified at the appropriate level and in the relevant Gymsport they will be coaching at the event/s.

Unregistered/unaccredited coaches are not permitted on the competition floor. Unregistered coaches who have been previously registered in past years cannot go on the competition floor as a coach.

If there is not an accredited coach on the floor with a squad/group, the club athletes will not be able to participate in the event.

### **3.2 Code of Conduct**

Coaches must adhere to requirements of the relevant FIG Code of Points and the Coaches Code of Ethics as outlined in the Member Protection Policy Part B.

The following further requirements apply at GACT Events.

- Coaches must be aware of the rules pertaining to the competition. Reference to the FIG Code of Points and the respective Technical Regulations should be made.
- Coaches are responsible for training their team members in gymnastic etiquette to behave with sportsmanship and co-operation during the competition. Coaches must not use mobile phones on the floor during the competition. Special circumstances requiring a phone should be discussed with the Floor Manager prior to the start of the session.
- Coaches must not eat on the competition or warm up floor area.
- Coaches may not bring tea, coffee or fizzy drinks onto the competition or warm up floor area.

### **3.3 Competition/Event Attire**

All coaches at the event are required to be in full club uniform, including sports shoes. Bike pants, singlets, crop tops, jeans, board shorts, hard shoes and bare feet are not appropriate. Incorrect attire will result in the coach being asked to leave the floor.

### **3.4 Beginner Coach**

In accordance with GA Coaching Education Accreditation Guidelines, Beginner Coaches cannot be considered a coach for competition purposes.

A Mentor / Supervising Coach must be on the competition floor with the Beginner Coach and their squad at all times.

## **4. Judging at Events**

### **4.1 Accreditation/Registration and Requirements to Supply Judges**

All clubs entering GACT events will be required to nominate and supply a specified number of judges according to the gymsport and dependent on the number of athletes entered into the event. Clubs which have athletes in a session who later withdraw are still required to provide the required judges for that session. These will be included on the Entry Form. Refer to the relevant Gymsport Technical Regulations Part B for the supply requirement numbers.

Judges supplied must be qualified at the appropriate level for the event/s entered.

### **4.2 Conditions**

All judges must be registered with Gymnastics Australia at the time of entry and on the day of the event.

Unregistered/unaccredited judges are not permitted on the competition floor.

Judges must register for each session. Judges can only represent one club at any one competition session.

Although judges must be nominated for each session they have athletes in, there will be times where not all the judges will be required.

When there are multiple sessions where a competition (same level and age group) goes over more than one session, the judge must judge all sessions.

Double Panel sessions (when two competitions are run simultaneously) - each competition is run as a separate competition and clubs are to provide the correct number of judges for both competitions.

GACT will view all extenuating circumstances on a case by case basis.

Some judges are available and are willing to judge for other clubs (some compensation for their expenses is recommended). Requests for the use of a club's judge initially should be made to the club and the club reserves the right to charge accordingly for services.

### **4.3 Penalty**

Penalties will be applied if the minimum judge requirements are not met.

A penalty per judge per session will be imposed on a Club for not supplying judges for a competition. Note if there are 2 sessions, for a particular level, 2 penalties will apply (please refer to the 2022 GACT Fee Schedule available on the GACT website)

Penalties must be paid to GACT prior to the commencement of the next competition.



#### 4.4 Exemptions

There will be a grace period of 2 years exempting new Clubs from the requirement to provide judges at competitions. However, such clubs must have a judge in the education system to claim that exemption.

Any existing club taking on a new Gymsport will have a grace period of 2 years exempting the club from the requirement to provide judges at competitions from their first year of competition in that new Gymsport however; clubs must have a judge in the education system to claim that exemption.

#### 4.5 Code of Conduct

Judges officiating at GACT events must adhere to the Judges Code of Ethics as outlined in the Member Protection Policy Part B. Furthermore, they are required to:

- Effectively communicate with competition personnel.
- March on at each event (if requested) and should line up when directed by the Floor Manager.
- Not leave the floor area during the competition without permission.
- Judges must wait for the commencement of presentations before leaving the competition arena.
- Not eat at the Judging table (unless food is supplied).

#### 4.6 Requirements of a Judge

Judges must:

- Understand the technical rules pertaining to their level of accreditation.
- Encourage the education of competition protocol to gymnasts and coaches.
- Accurately and consistently evaluate the routines as presented in competition by objectively applying the current rules and regulations.
- Foster the sport of gymnastics throughout ACT.
- Complete and submit all competition paperwork as required
- Review routines prior to major competitions and provide feedback to coaches and gymnasts.
- Conscientiously update judging knowledge through:
  - Participation in workshops, clinics and courses;
  - Observing training at the appropriate level;
  - Consultation with club coaches;
  - Actively officiating.

#### 4.6 Judges' Attire

All judges must adhere to the relevant Gymsport judges' dress code. Judges not complying with this code may be refused entry onto the competition arena.

## 5. Level Testing

Athletes must progress through the level system in accordance with the Gymnastics Australia gymspport pathway and / or the Gymspport Technical Regulations – Part B.

### 5.1 Level Testing within the club

Level Testing within the club occurs for the following Gymsports:

- MAG Level 0 - 2
- WAG Level 1 - 4
- RG Level 1 - 2 at Club Invitational Events where judges from invited clubs are present
- TRP Level 1 - 4

### 5.2 Ordering Badges for testing within the club and at GACT events.

Beginning 2022 Clubs can purchase all badges for in club levels testing from the Gymnastics Australia Online store. These are no longer to be ordered through GACT.

### 5.3 Level Testing and Ordering Badges at GACT Events

Level Testing at GACT events occurs for the following Gymsports:

- MAG
  - Level 3-10
  - Testing for the appropriate level must be nominated clearly on the GACT entry form, there is no additional payment required at this time
- WAG
  - Level 5 - 10
  - Testing for the appropriate level must be nominated clearly on the GACT entry form, there is no additional payment required at this time
- TRP
  - Level 1-10
- RG
  - Level 3-10
  - Testing for the appropriate level must be nominated clearly on the GACT entry form, there is no additional payment required at this time

Starting 2022, All badges are to be ordered by clubs from the Gymnastics Australia online store. Badges are then to be handed out in club after a testing event. Qualifying scores as set out in the Technical regulations for that gymspport are applicable.

## 6. Event Jurisdiction

The overall event time competition management is the responsibility of the respective Gymspport Committee members in attendance, including any application of the Technical Regulations or the GACT Event Policy and GACT Event Procedures.

The judging of official competitions of GACT is the responsibility of the Gymspport Committee Judging Coordinator (or their nominated representative) in attendance.

In those cases, which are not foreseen in the Technical Regulations, such as:

- Unforeseen problems arise during the event; or
- The existing Technical Regulations do not provide for them; or
- An immediate solution is required;

Then it rests with the respective Gymspport Committee to take responsibility and to decide the matter.

## 7. Affiliated Clubs Attendance at International Events

Any affiliated club seeking to participate at a competition, display or event internationally must obtain sanction from GACT through the relevant Gymsport Committee. The Gymsport Committee and GACT management will seek Gymnastics Australia endorsement.

## 8. Relevant Policies & Forms

Relevant policies and forms can be found on the GACT website at this [LINK](#) including:

- Gymsport Technical Regulations;
- Event Procedures;
- Event Entry Form;
- Event Entry Refund Form;
- Injury Report Form;
- Post Event Report Form;

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