

Competitive Athlete Training Hours Policy

1. Policy Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

This policy outlines the requirements for athletes who need to train on modified hours from their group’s scheduled tuition training hours for the reasons outlined in this document.

This policy must be read in conjunction with the *NDGC Financial Policy*.

2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
2	31/01/2022	07/02/2022	Updated on new template, updated to a policy document and updated set hours requirements.
3	12/09/2023	12/09/2023	Addition of Administration fee for mid-year alterations.

3. Policy Scope

This policy applies to all NDGC competitive athletes.

4. Training Hours Requirements

Every competitive squad and level have scheduled hours and tuition fees as outlined in the *Competitive Squad Information Pack*. NDGC believe these hours are the ideal amount to have our athletes ready for competitions. Any less, may not allow the athlete to reach their full potential and it could be a safety risk allowing athletes to compete who are not fully prepared. NDGC also allocates coaches and club resources based on the squad commitments made by families at the outset of the competitive season beginning in November.

We do understand that there may be reasons during the year where athletes are required to train on modified hours. Approved reasons are as follows:

- Athletes in their final two years of senior school (Year 11 & Year 12)
- Athletes enrolled into tertiary studies (Tafe or University)
- Athletes working
- Athletes who are injured and have been requested to reduce their hours on medical advice from a Health Care Professional (*Section 8*).

Please note that for all reasons listed above (except for medical), a modification to training hours made after Squad Changeover (November) will attract a \$35 Administration Fee.

5. Eligibility for Modification to Scheduled Training Hours

NDGC will make every attempt to be accommodating to modified training requests and each request will be looked at on an individual basis. There are several factors we must consider when approving such requests:

- Will the athlete fall behind, or their progress be slowed if they move onto modified training (skill level, routine construction, physical conditioning or mental resilience)?
- Will the athlete miss any apparatus by moving to modified hours?
- Will the athlete be disruptive to fellow athletes and coaches?
- Will the athlete still be able to be competitive at competitions?
- Are expectations and goals of the athlete and coach aligned and match the hours of training?
- Length of time the athlete will be on modified hours.

5.1. Requests for modifications to scheduled hours may be denied for the following:

- Month to month changes due to other external sporting activities (e.g., summer hockey interfering with January training, or soccer games every third Saturday morning for three months).
- Not being able to get to training on time due to school (as during school holidays the athlete will be able to arrive on time).
- If no supporting evidence is provided with the request.
- If the request for modification to training hours has come directly from the parent to Administration, and not from the Gymsport Program Manager.
- If Administration are not informed of the request for modification to training hours by the Gymsport Program Manager.

6. Modified Training Hours Request Process

- Athletes and Parents wishing to train on modified hours, must communicate this firstly to the athletes' Coach. This is to ensure all the above is discussed (*Section 5*), and there is verbal agreement from both parties.
- After speaking with the athletes' Coach, a written request must be made to the Gymsport Program Manager. The Coach will also discuss this with the Gymsport Program Manager.
- All requests for modified training hours will be discussed on an individual basis and not all requests may be approved. If a request is denied, reasoning will be provided.
- Requests for modified training hours received after the 20th of the month, will not take effect until the month after next, as invoices will have already been sent for the next month (e.g.: If a request is approved on the 24th of January, changes will not take effect until the 1st of March).
- The Gymsport Program Manager must complete the Modification to training hours contract (*Appendix 2*) and all parties must sign this document.
- Once the contract is completed, the Gymsport Program Manager must inform Administration for invoicing purposes.

7. Reviews of Athletes on Modified Training Hours

Athletes will be continually reviewed whilst on modified hours to determine if the hours are sufficient to ensure the welfare and safety of the athletes. The Coach or Gymsport Program Manager may request a meeting at any time with the parent and athlete to discuss the athletes' progress. The Coach or Gymsport Program Manager may discuss increasing hours or transitioning to another stream/program (if applicable).

In the event the coach feels the athlete is disruptive to the group, the steps outlined in the *NDGC Gymnast Discipline Procedure* will be followed.

8. Modified Hours Due to Injury/Illness

At the request of a Health Care Professional (Doctor, Sports Doctor, Physiotherapist, Occupational Therapist etc), athletes may train on reduced hours whilst recovering from an injury or illness. All training modifications must be discussed with the Coach or Gymsport Program Manager, and requests of this nature must be accompanied by a medical certificate. The Gymsport Program Manager and parent will work together to devise a Return to Training plan. The Gymsport Program Manager must provide Administration with a copy of the medical certificate and training hours for the injured athlete.

9. Additions and Changes to Policy

Recommended changes to this policy may be submitted to NDGC Management for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

10. Confidentiality and Reporting

Breaches of this policy must be reported to NDGC Management within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.

11. Appendices

Appendix 1: Modification to Training Hours Contract

(To be completed by the Gymsport Program Manager)

Athlete name:	
Gymsport & Class/Squad details:	Normal training hours:

Modified Training Hours:	
Start date of contract:	Finish/review date of contract:
Notes/Schedule:	
Reason(s) for modified hours:	

Competitions/Events:

As the athlete, I, _____ have read and understand the information contained within the Competitive Athlete Training Hours Policy and agree to the above training days/times/hours and events that I am expected to fulfil.

Signature: _____ Date: _____

As the parent/guardian, I, have read and understand the information contained within the Competitive Athlete Training Hours Policy, and agree to the above training days/time/hours and events listed.

Signature: _____ Date: _____

<i>Gymsport Program Manager Signature</i>	<i>Administration signature</i>
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Policy title: Competitive Athlete Training Hours Policy

Responsible Officer/Department: Competitive Programs

Date of last review: September 2023

Date of next review: August 2024