



Gymnastics

HOKITIKA

Gymnast & Parent Information Handbook

Updated: August 2024

Kia ora and welcome to Hokitika Gymnastics, thank you for joining our club.

This handbook is designed to provide you and your gymnast an insight to how things are run at the club, expectations of gymnasts, parents, coaches and committee and other helpful insights.

Hokitika Gymnastics was founded in 2013. We are an incorporated society and operate as a not for profit organisation.

Day to day running of coaching at the club is by a team of coaches who are volunteers, paid wages or coach in lieu of term fees. At a governance level the committee is comprised of volunteers, who oversee the mechanics of the club to keep it operational.

Our club operates from income derived from term fees, fundraising efforts and where possible from grants obtained through application and approval process.

Our biggest expenses are our building lease, wages, insurance, power, gear maintenance and upgrades. We also invest in the health and safety of our gymnasts by ensuring all our coaches have current first aid and participate in upskilling their coaching wherever possible.

HOKITIKA GYMNASTICS CONTACT INFORMATION

Hokitika Gymnastics is located behind Total Automotive on the corner of Revell & Hamilton streets, Hokitika. There is free parking on the street outside the club, please **don't park across the driveway** when dropping off or picking up gymnasts. There is an additional parking lot in behind the accomodation directly across the road from the club.

The best way to get hold of the club is via email:
hokitika.gymnastics@gmail.com

We have a public facebook page that has messaging capabilities as well as a private gym families only Facebook group, both of these are great places to ask questions and find answers quickly and easily.

Classes are run weekly across recreational grades from Gym Fun to Ruby as well as offering Play Gym and Tumbling. We coach the TOTs routines which are taught alongside other skills and elements throughout the year.

Classes run alongside the school term, except for Term 1 where due to variances in school start dates and public holidays we begin on the first full week.

The gym is unstaffed except for when classes are scheduled, though there is often a committee member at the gym during the week when sessions are on, however if you contact us we can arrange to meet you there.

The club is open to being hired by other community groups, we have had fitness classes, music groups and playcentre hire our space regularly and in the past. If you or a group you are involved with are interested in this, send the club an email to find out more.

COACHES & COMMITTEE

COACHES

Our coaching team is lead by Senior Coach - Samantha Rasmussen (Sammy), Keeley Stewart, Kim Griffiths, Jodie Thompson and Kadesh Blight.

We also have junior coaches Olivia Morrison, Charlotte Everest, Aisling O'Malley and Loren Cate who you will see helping out at various classes.

GOVERNANCE

Hokitika Gymnastics Club Inc is a Not for Profit Incorporated Society governed by the dedicated volunteer committee.

HOKITIKA GYMNASTICS COMMITTEE

President: Siobhan O'Malley

Treasurer: Natasja Joubert

Secretary: Helen Cate

Committee Members: Nikki Everest, Megan Tomlinson, Kim Griffiths, Rachel Gordon, Alisha Webster, Maggie Mitchell-Franklin and Rebecca Geary.

Our committee is always keen for more helpers to come on board so please dont hesitate to get in touch via hokitika.gymnastics@gmail.com if you would like to volunteer to help out the club in any capacity.

TERM FEES

As a community run not for profit organisation, we strive to keep our fees as low as possible. Like many businesses, and families in our community we are encountering ever increasing operational costs, and therefore review our offerings regularly. We're sure you will continue to find our rates for our high-quality gymnastics classes very competitive.

Term fees are billed ahead of each term commencing and are due per the invoice. Payment arrangements are accepted by notice of email to the club advising that this, term fees under arrangement are required to be paid off in full before the end of the term they relate to.

The club is closed on public holidays, and we do not offer make up classes for them, this is taken into consideration when setting term fees.

If a class cannot run for any reason, we will schedule a makeup session as soon as practicable.

BANK ACCOUNT INFORMATION:

Hokitika Gymnastics
12-3166-0036517-02

ROLLOVER OF ENROLMENT

Your child's enrolment will be automatically rolled over for the following term, unless you advise us otherwise. Please advise us before the current term ends. Our administration team will send a club wide reminder that the end of term is approaching and to email the club for any enrolment changes. Being advised of changes as soon as possible helps our team's planning.

JOINING PART WAY THROUGH THE TERM

For gymnasts joining one of our term class's part ways through the term your term fee will be reduced, calculated based on the number of weeks remaining in the term.

INJURIES/ILLNESS POLICY

In the event of a serious illness or injury that will prevent your child attending their class for 3 consecutive weeks or longer, we will credit the dollar value of the number of weeks missed due to the illness/injury, to your account for use in a future term, minus a one week administration fee. This credit will be applied to future invoices only, and is not available as a refund.

Please email hokitika.gymnastics@gmail.com to request this.

CHANGE OF MIND POLICY

If your child changes their mind and does not wish to start, or continue attending classes within 3 weeks of the term starting, we will offer a refund of the term fee, minus a one week administration fee.

If your circumstances change, or your child changes their mind, part way through the term (anytime after week 3), we cannot offer a refund due to this space being unavailable to be filled by anyone else.

CREDITS POLICY

We are proud to offer a generous credit policy, with credits available as detailed above for extended injury or illness, and in the past, Covid lockdowns. If you receive a credit for these above stated reasons, these credits are available for use against a future Hokitika Gymnastics invoice, but not available as a refund.

TE KIWAI FUNDING

There is funding available to children who meet Te Kawai criteria of \$300 per child in a 12 month period, this is usually best applied for at the beginning of each year when funding is at its highest. If you would like an invoice for this please email the club to arrange.

CANCELLED EVENTS

If you have made a payment for an event such as a competition entry fee, and the event is cancelled by the organiser, your payment will be credited to your account. However this payment for the cancelled event is available for a full refund on request, but this is a more involved process so we appreciate you only requesting refunds when necessary.

COMPETITION FEES

Hokitika Gymnastics reserves the right to add an additional fee to Competition Entry fees. The purpose of this additional fee is to go towards the additional costs the club incurs when taking a group of gymnasts to competition, such as travel, accommodation, and coaching time for coaches. This is usually a nominal amount of \$5 per gymnast.

Depending on numbers entered for away competitions we can hire local vans to carpool, while this costs the club the intention is to “sell a seat” to recoup some of the costs but still make the trip more affordable for gymnasts to head away.

TERM FEES AS AT 17 JUNE 2023

Class	Run time	Cost
Play Gym	45min	\$65
Gym Fun	45min	\$90
Grade 1, Grade 2	60min	\$100
Iron	60min	\$105
Bronze, Silver, Gold, Emerald, Ruby	90min	\$110
Tumbling	60min	\$105

GENERAL INFORMATION

Gymnasts are expected to come prepared to every session, this includes hair tied up away from face (low ponytail or braids is usually best and will impact the least on activity). A named full drink bottle and for those doing 90min classes a healthy snack.

Gymnasts need to be wearing clothing suitable for movement singlet, tights, leotard etc. please do not send children dressed in jeans, school uniforms, skirts or dresses and with no buckles on the clothing they are wearing. You can often pick up training leotards on trade me, or second-hand on our Facebook group.

Gymnasts are encouraged to participate in all aspects of their lesson, we use the term challenge by choice. If your child is having a day where they aren't wanting to participate that is OK, however if they are distracting other gymnasts they will be asked to sit out until they are ready to rejoin.

The club has other optional uniform pieces available to purchase at any time:

singlets

tracksuit jacket and pants (can be purchased separately)

gear bags

drink bottles

Gym hoodies - Gym hoodies do have a zip; these can be worn for warm up but not on the air track.

Singlets or Competition leotards are required for competitions & display squad events only.



COMPETITION INFORMATION

Choosing to compete in Gymnastics Competitions is always optional, but very beneficial and enjoyable for many children.

There are around 10 competitions that Hokitika Gymnastics attend each year at clubs in the Christchurch area, Blenheim, Nelson and Ashburton, we host our own competition at the end of Term 3 each year.

Away competitions are open to entry from any of our gymnasts depending on what grades are offered by the host club as some will only host from certain grades e.g. Iron. Gymnasts cannot enter competitions if they are under age 5.

We will endeavour to share a list of the year's competitions in term 1 so families can plan ahead as much as possible. Once entries are open, we then share this in the parent Facebook group, information shared is usually where the competition is and when, entry fee, grades open to enter and entry instructions.

During recent years entries to competitions have been high and late entries are becoming increasingly difficult to have included and if they are accepted there is an additional cost. It is recommended to register for competitions before the closing date.

If your child is registered for a competition and can no longer make it, you will still be charged the entry fee unless medical certificate is provided within 3 days of the event.

WHAT TO WEAR?

Gymnasts must wear a Competition Leotard and optional plain black bike shorts (for girls) or a Uniform Singlet and plain black shorts (for boys). Purchasing your own is recommended, we have limited stock at the club, and out of stock sizes have a six week wait time so please consider this when discussing competitions with your child. We have a very limited number of leotards that can be hired. Please contact the club via email to arrange a Leotard or Boys Competition Uniform.

HAIR STYLE/ACCESSORIES?

Hair needs to be tied up neatly, preferably in one or two french/dutch braids, and if using accessories tied with a black and or red hair tie or ribbons. Please bring a spare hair tie in case of a breakage. Hairspray and clips are usually essential to keeping hair in place.

Strictly no jewellery other than studs or sleeper earrings and no nail polish. Please make sure that feet and knees are clean.

TIMETABLE

This will come out a week or two before the event and be emailed and the Hokitika Competition will be posted to the Parents Group Facebook Page. We don't know the timetable any sooner so please keep the whole weekend free if the competition date spans a weekend.

COMPETITION FEES

Competition fees vary from host to host, and will also include a component towards our coaches costs. Late entries attract additional fees and are increasingly unavailable so it is recommended to enter as soon as possible.

DAY OF COMPETITION

On the day please arrive at least 15 mins before your child's competition session starts – before the posted warm up time. Some competitions may give a more specific timeframe for arriving. This gives them time to have a look around at where the apparatus is set up, use the bathroom, and settle into what might be a little bit scary and hopefully also an exciting environment, and yourself time to find a seat and perhaps grab a coffee and some raffle tickets.

Your gymnast is expected to arrive ready to compete in their club leotard or uniform, hair done, ready warm up with the rest of their group when called upon by the hosts. They must also conduct themselves with pride and good sportsmanship at all times.

Please note many competitions charge a small entry fee for spectators so bring some cash for this. At the posted warm up time, gymnasts will assemble on the main floor (or where directed) and will be directed through a warmup, and then they will be marshalled into their groups to move to their first apparatus.

We will have a coach who will go with the group making sure they are in their right order and adjusting equipment if needed. They usually get to do one warmup on each apparatus and then they compete. Once they have moved around all of the apparatus there will be a delay while the scores are being collated and certificates prepared. The prize giving will take place soon after. Parents are under no circumstances to go on the competition floor, approach judges or other competition personnel.

Please bring some warm layers for your gymnast, as different venues can be quite cold. Also bring a water bottle. There's often snacks and treats to purchase so your gymnast might want to bring some pocket money along.



We are very lucky to have regular ongoing support from many local businesses, check them out next time you're looking for a service or product!



Other Locals who support us:



HEMPRINO



paperplus



Hana Massage
hokitika



Other Locals who support us:



SKIN & BODY
♦ BY JASMIN ♦