



Warragul Gymnastics Club Inc

## Club Structure

### **Committee**

Warragul Gymnastics Club is overseen by an elected committee. Members of the Club are directly elected to specific executive roles with other particular tasks being assigned to committee members by general agreement within the elected committee. The executive consists of the President, Vice President, Treasurer, and Minutes Secretary.

The committee sets the direction and policy of the Club and oversees the staff employed by the Club in conjunction with the Manager.

### **Manager**

The Club Manager is responsible for the day to day running of the Club. The task of keeping the Club operating smoothly falls predominantly to the Club Manager. Core tasks include planning associated with classes, coaching and competitions; liaison between coaches, committee, community and Gymnastics Victoria; and monitoring the accreditation and compliance requirements of the Club. The Club Manager is required to work closely with the Administration Officer, the Senior Coaches, Judges and the Committee. The Club Manager reports to the Committee.

### **Administration Officer (if separate from Club Manager Role)**

The primary roles of the Administration Officer are book-keeping, office management, Club administration, and administrative assistance to the Committee. While required to work closely with the President, Treasurer and Club Manager, the Administration Officer takes direction from and reports to the Club Manager.

### **Senior Coaches**

Working closely with the Club Manager, the Senior Coaches are expected to undertake the planning associated with classes, coaching & competitions; show leadership to the coaches they supervise; and take responsibility for gymnast development and welfare. Senior coaching roles may be program specific or cover a number of programs depending on the number of gymnasts participating in each program. All Senior Coaches report to the Club Manager.

### **Coaches**

Working within the framework set out by their Senior Coach, Coaches are responsible for planning of classes for each group they coach (including the preparation of lesson plans), train and teach gymnasts, and provide motivation to gymnasts to help them achieve their best. Coaches are responsible for the safety of gymnasts in their care and are expected to show professionalism at all times. Coaches report to the Senior Coach of their program.

### **Assistant Coaches**

The primary role of an Assistant Coach is to help a Coach conduct training sessions. Assistant Coaches report to their Coach who will set the day to day activities

## Coach's Assistants

A Coach's Assistant would generally assist the Coach in supervising the gymnasts in the group. Activities would be set and explained to the gymnasts by the Coach who would then assign a sub-group or activity to the Coach's Assistant to supervise. While taking task direction from their Coach, Coach's Assistants are encouraged to discuss any issues with the Senior Coach of their Program, the Club Coordinator, or a member of the Committee.

## Judges

The Club is required to provide Judges at competitions where the Club enters a team of gymnasts. The Club's Judges fill this role within their qualifications and when they are available. Judges will be contacted by the Club Manager when Coaches wish to enter a team into a competition to determine their availability and coordinate their attendance. Judges are a vital element of the Club. Queries or concerns Judges may have should be directed to the Club Manager or a member of the Committee.

