



Gymnastics
Western Australia

Gymnastics WA

Education Courses and Workshop Policy

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Controlling Body GWA Board



Department of
Sport and Recreation



Education Course and Workshop Policy

1. Policy Statement

Gymnastics Western Australia is committed to providing quality education opportunities. GWA provides coaching courses and workshops in all of the Gymsport disciplines and is a registered training provider with Gymnastics Australia.

2. Policy Coverage

The following guidelines apply to all Gymnastics Western Australia education courses and workshops. This policy applies to all candidates enrolling in a GWA education course or workshop.

3. Gymnastics Western Australia will:

- Publish all GWA education course dates in the GWA Calendar and on the GWA website.
- Publish all GWA education course closing dates in the GWA Calendar and on the GWA website.
- Any changes to the GWA Calendar will be published on the GWA website.
- Publish all GWA education course fees on the GWA website.
- Distribute all GWA Education Application Forms via the GWA website.

4. Entry Deadlines

- Applications must be received by GWA on or before the closing date. This is the Monday, 2 weeks prior to the event unless otherwise stated.
- Payment can be made via Credit Card, Cheque or Cash and must accompany all application forms and be received by GWA prior to close of business on the set closing date.
- Payment will be processed once the minimum number of applications have been received.
- No entries will be accepted after the closing date without a late fee.

5. Course Cancellations

- If GWA cancels the scheduled course or workshop, applicants will be given a full refund.

6. Late Fee

Any entries submitted to GWA after the closing date will only be accepted if:

- An additional \$15.00 per candidate is received.
- The entry forms and payment are received within 2 working days after the set closing date.
- There are places available in the course.

7. Extenuating Circumstances

Any entries submitted to GWA 3 working days after the closing date will only be accepted if:

- An additional \$30.00 per candidate is received.
- There is an extenuating circumstance provided in writing and approved by the Services & Development Manager or Executive Director
- There are places available in the course.

8. Education Application Forms

- They are on the relevant year form available on the GWA website.
- All details provided are accurate and complete.
- All handwriting is in BLOCK letters and is legible.
- Typed application forms are preferred.

9. Declined Entries

Forms will be returned if:

- They are incomplete.
- They are illegible.
- They are not received by the closing date or within 2 working days past the set closing date with a late fee.
- Correct payment is not received prior to or on the set closing date.
- Applicants may re-submit declined application forms; however they must be corrected and returned by close of business on the closing date to avoid a late fee.
- Forms returned after the closing date will only be accepted if they are:
 - accompanied by a late fee;
 - are received within 2 working days past the closing date; and
 - if there are places available on the course.
- Forms will only be accepted after this time if there are extenuating circumstances. Please refer to 5. Extenuating Circumstances.

10. Conditions of Entry

- To claim the member's rate you must be registered with GWA or GA as an athlete, coach or judge, be a member in training or a club delegate.
- To claim the concession rate you must be a current high school student.
- Depending on the course, you may be asked to participate in physical activity. If you are taking medication or have a physical ailment that may affect your participation then please seek medical advice prior to enrolment.
- Personal video cameras are NOT permitted during courses.
- It is your responsibility to sign the attendance roll at the beginning of each course or workshop you attend to ensure you receive allocated updating points. Updating points are allocated based on these attendance sheets, so it is vital that you sign in.
- GWA reserves the right to cancel workshops if the minimum number of participants is not reached or if circumstances out of our control apply.

11. Withdrawals

- Applicants wishing to apply for a refund are required to complete and submit an Education Withdrawal Form available from the GWA website.
- If an applicant is unable to attend the course or workshop and notifies GWA using the Education Withdrawal Form prior to the set closing date, a full refund will be given.
- If an applicant is unable to attend due to injury/illness, after the set closing date, the applicant may apply for a refund of the course fee, less a 30% administration fee with a minimum charge of \$10.00.
- Education Withdrawal Forms received by GWA will only be processed if it is accompanied by a medical certificate. Medical certificates will only be accepted from a Doctor of Medicine, Doctor of Chiropractic or a Physiotherapist.
- No Education Withdrawal Forms will be accepted after 14 days past the course date.

- All refunds will be provided to the applicant in the form it was paid.
- Non attendance at a course will not be eligible for a refund unless due to medical reasons in which case the above process is followed.

12. Other Information: Accreditation Courses

- Course fees do not include Gymnastics Australia's technical registration fee.
- Applications for coaching courses must name (and have gained permission) of a suitable supervisor (mentor) from within their club. Please call the Education Officer at GWA if you have any queries regarding mentor coaches.

13. Confidentially and Reporting

Gymnastics Western Australia's administration responsible for implementing this Policy will keep confidential, in line with the Privacy Policy, the names and details relating to complaints, unless disclosure is:

- necessary as part of the corrective process or
- required by law

12. Additions and Changes to Policy

Recommended changes to this policy may be submitted to Gymnastics Western Australia for consideration. Management will review the recommendations and forward to the GWA Board who have the authority to make any changes to this policy.

Should changes be accepted, the policy would be updated, dated, and circulated to members.

In addition, Gymnastics Western Australia is committed to ensuring all policies are up to date and reflect current times, therefore, reviews are undertaken annually.