



**WAVERLEY**  
**Gymnastics Centre**

**SQUAD LOCKER ROOM POLICY**

**August 2025**

## Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
2	Waverley Gymnastics Centre	10.2023	WGC Committee	03.10.2023	03.10.2025
3	Waverley Gymnastics Centre	08.2025	WGC Committee	20.08.2025	20.08.2027

## 1. Purpose

The purpose of this Policy is to ensure the locker room is a safe and inclusive environment for gymnasts in Level 7 and above, as well as maintain the high quality and cleanliness of the shared space for the enjoyment of gymnasts. These gymnasts are provided with a shared locker space, bathroom and changeroom facilities, which is accessible only through a pin-code locked door, and approved staff card access.

## 2. Scope

This policy applies to all individuals who conduct work for, or are connected to WGC in a paid or unpaid capacity including:

- WGC Committee
- WGC Staff
- Spectators
- Members
- WGC Gymnasts

## 3. Locker Room Access

Locker room access is restricted to ALP Level 7 and above gymnasts.

The squad locker room door is armed with a pin code activated lock at all times and can be opened by entering the correct pin code. This code is provided to ALP Level 7 and above gymnasts only. The code changes quarterly and is communicated with gymnasts.

To ensure safeguarding, gymnasts must not share the pin code with any other individual.

The following individuals cannot enter the squad locker room:

- WGC Committee members
- WGC Staff (*unless a female staff member accompanied by another female WGC staff member, and announce themselves prior to entering the locker room*)
- Spectators
- Members
- Other WGC gymnasts under Level 7 or who are not approved to access the locker room

If WGC staff require access to the squad locker room, they must be always accompanied by another WGC staff member and announce themselves prior to entering the locker room.

## 4. Usage Rules

1. Gymnasts who are not assigned a locker are not permitted to enter the squad locker room.
2. Gymnasts can only access the locker with their name and number and are not allowed to access any other gymnast's locker (even with their permission).
3. Gymnasts cannot share lockers or use an unassigned locker.
4. All lockers are to be locked by a keypad lock and must always remain locked.
5. Gymnasts cannot put any stickers or other adhesive materials (e.g. tape, blu-tack, stickers) on the outside or inside of the lockers.
6. Perishable food is not to be kept inside lockers.
7. Gymnasts must not leave their personal items outside of their locker (e.g. socks) and must keep their locker area clean and tidy.
8. Parents, siblings or other adults are not permitted to enter the squad locker room. *If parent assistance is required for any reason, please contact reception or use the general changeroom located further along the hallway.*
9. Gymnasts must adhere to the Child Safe Code of Conduct, WGC and GA Social Media Policy, and Gymnast Commitment Statement when using their phone in the changerooms.
10. Gymnasts must not take photos or videos inside the changeroom area and bathroom facilities.
11. Gymnasts must not use language or behave in a way which may be perceived as inappropriate, offensive, or hurtful.
12. Gymnasts must report any incidents (including negative behaviour or language, broken lockers, missing items, breach of this Policy) to the High-Performance Manager or the Child Safeguarding and Wellbeing Manager immediately.
13. Gymnasts are required to sign the WGC Squad Locker Room agreement to have locker privileges.

## 5. Breaches of Policy and Supporting Procedures

WGC responds promptly to any breach of this Policy. The response will be managed in a fair, unbiased, and supportive manner. WGC will consider the nature of the breach, and any previous breaches, and may take any of the following actions:

- Facilitate mediation between gymnasts (where appropriate)
- Provide specific education on the breach and relevant parts of the policy (where appropriate)
- A formal warning which may result in disciplinary action if the behaviour is repeated
- Disciplinary action which may include, but is not limited to, suspension or removal from the locker room either temporarily or permanently.

## 6. Signing Page

To ensure the squad locker room remains a safe and inclusive environment for Level 7 and above gymnasts and maintain the high quality and cleanliness of the locker room, gymnasts must sign the below to access the squad locker room.

I, \_\_\_\_\_, of \_\_\_\_\_,  
**(Gymnast Full Name)**                      **(Gymnast's Squad)**

agree to follow the WGC Squad Locker Room Policy and ask a WGC staff member or my parent/guardian to explain anything I do not understand.

I agree to the following usage rules and understand if I break one of these rules, I may forfeit my privilege to access the squad locker room :

1. Gymnasts who are not assigned a locker are not permitted to enter the squad locker room.
2. Gymnasts can only access the locker with their name and number, and are not allowed to access any other gymnasts locker (even with their permission).
3. Gymnasts cannot share lockers or use an unassigned locker.
4. All lockers are to be locked by a keypad lock and must always remain locked.
5. Gymnasts cannot put any stickers or other adhesive materials (e.g. tape, blu-tack, stickers) on the outside or inside of the lockers.
6. Perishable food is not to be kept inside lockers.
7. Gymnasts must not leave their personal items outside of their locker (e.g. socks) and must keep their locker area clean and tidy.
8. Parents, siblings or other adults are not permitted to enter the squad locker room. *If parent assistance is required for any reason, please contact reception or use the general changeroom located further along the hallway.*
9. Gymnasts must adhere to the Child Safe Code of Conduct, WGC and GA Social Media Policy, and Gymnast Commitment Statement when using their phone in the changerooms.
10. Gymnasts must not take photos or videos inside the changeroom area and bathroom facilities.
11. Gymnasts must not use language or behave in a way which may be perceived as inappropriate, offensive, or hurtful.
12. Gymnasts must report any incidents (including negative behaviour or language, broken lockers, missing items, breach of this Policy) to the High-Performance Manager or the Child Safeguarding and Wellbeing Manager immediately.
13. Gymnasts are required to sign the WGC Squad Locker Room agreement to have locker privileges.

**Gymnast Signature** \_\_\_\_\_ **Date** / / 20

## 7. Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

- [Change Room and Toilet Policy](#)
- [Child Safe Code of Conduct](#)
- [Social Media Policy](#)
- [Athlete Commitment Statement](#)

## 8. Version History

Version	Date Amended	Author	Change Details
2	12.09.2024	Olivia Gatsios	<ul style="list-style-type: none"><li>• Updated formatting</li><li>• Included document control and updated information</li></ul>
3	July 2025	Olivia Gatsios/Tanya Hart	<ul style="list-style-type: none"><li>• Updated formatting</li><li>• Included signature and date on signing page</li><li>• Updated phone usage rule</li><li>• Included rule on appropriate language and reporting</li></ul>