



WAVERLEY
Gymnastics Centre

Sports Science and Medicine Policy

August 2025

Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
1	WGC	July 2024	WGC Committee	20/08/2024	20/08/2025
2	WGC	August 2025	WGC CEO	13/08/2025	13/08/2027

Table of Contents

Authorisation.....	1
1. Purpose	2
2. Scope	2
3. Terms and Definitions.....	2
4. Recruitment Process	3
6. HP Support Program Consent Form	4
7. Supervision of SSM Treatment and Support Programs	4
8. Massage	6
9. Recovery and Wellness Room.....	6
10. Information Privacy.....	8
11. Withdrawing Consent and Obtaining Information	9
12. Breaches of this Policy and Supporting Procedures.....	9
13. Policy Review.....	10
14. Related Policies and Procedures	10
Version History.....	11

1. Purpose

Waverley Gymnastics Centre ('WGC') is committed to delivering sports science and medicine services to WGC gymnasts, to promote effective recovery and support in a cost-efficient and convenient way, whilst ensuring gymnast safety. The *Sports Science and Medicine Policy* ('this Policy') aims to:

- Demonstrate WGC's commitment to providing an environment where gymnast's safety, health and happiness is at the centre of the organisation
- Outline the responsibilities of SSM practitioners, specifically, supervision requirements
- Promote awareness and understanding amongst WGC staff, contractors and sub-contractors of prohibited physical contact with gymnasts
- Educate gymnasts, parents and/or guardians on how medical information is stored and shared, and how to provide and withdraw consent.

2. Scope

This Policy applies to all Sports Science and Medicine services offered by WGC at WGC facilities and applies to all individuals who use, deliver and administer such services including:

- Staff
- Contractors and sub-contractors, including sports medicine physicians and physiotherapists
- WGC members
- WGC gymnasts, including over and under 18 gymnasts

3. Terms and Definitions

Term	Meaning
AIS	Australian Institute of Sport
GA	Gymnastics Australia
Gymnast	Refers to an individual who participates in WGC's programs
Staff	Refers to any person who is employed by WGC (paid and unpaid).
SSM	Sports Science and Medicine
SSM Services	Refers to services related to sports science and medicine such as: <ul style="list-style-type: none">• Physiotherapy• Myotherapy• Nutrition• Performance Psychology• Mental Performance Psychology• Podiatry• Strength and Conditioning• Specialist Sports Physician

VIS	Victorian Institute of Sport
WGC	Waverley Gymnastics Centre

4. Recruitment Process

WGC adopts stringent recruitment and selection procedures to ensure only appropriate individuals are engaged to work with gymnasts.

As WGC SSM contracted practitioners are employed by an external service provider, the SSM practitioner and their place of employment must ensure and maintain specific accreditations.

Recruitment Process

All SSM practitioners are appropriately screened prior to treating WGC gymnasts. This includes WGC reviewing the following:

- relevant accreditations
- valid WWCC
- two reference checks
- national police check

All SSM practitioners must complete and sign the WGC Commitment to Child Wellbeing and WGC Child Safeguarding and Wellbeing Induction.

AIS/VIS SSM

It is the responsibility of the AIS and VIS to ensure all AIS and VIS SSM contracted practitioners are fully screened and meet all industry requirements.

The responsibility for the education and training of AIS/VIS SSM contracted professionals is assumed by the relevant institution that has provided the accreditation.

5. Additional Support Programs

Additional support programs (including Ballet, Pilates, Strength and Conditioning, Nutrition Workshops and Mental Fitness Training) are allocated to each squad depending on the gymnast's age and training hours.

These support programs are at no additional cost to families as these are included with tuition fees.

6. HP Support Program Consent Form

Under 18 Gymnasts

Prior to commencing treatment, WGC must receive a signed [HP Support Program Consent Form](#) from the gymnast's parent or guardian.

SSM treatment cannot occur if WGC has not received a signed HP Support Program consent form, or where forms are not co-signed by the gymnast's parent or guardian.

Over 18 Gymnasts

Prior to commencing treatment, WGC must receive a signed [HP Support Program Consent Form](#) from the gymnast. For gymnasts over the age of 18, consent forms do not have to be co-signed by the gymnast's parent or guardian to be accepted by WGC.

SSM treatment cannot occur if WGC has not received a signed HP Support Program.

7. Supervision of SSM Treatment and Support Programs

Physiotherapy, Myotherapy, or Massage Treatment

During all physiotherapy, myotherapy or massage conducted at WGC, the below supervision must take place.

Parent or Guardian

WGC recommends a parent/guardian of gymnasts (u18) attends medical treatments.

In the absence of the gymnast's parent/guardian, the following process should be implemented:

Additional Health Practitioner

In this instance, the WGC physiotherapist must organise a second health practitioner (i.e. physiotherapist) to be present in the Medical Room during treatments for gymnasts who are under 18.

Note, the second practitioner can be treating another gymnast in the same room, with the curtain drawn.

If an additional practitioner is not available, then a student physiotherapist on placement is sufficient to attend the treatment. The student physiotherapist should be an adult, 18 years and above, and hold a valid WWCC.

Note, WGC physiotherapists must check the under 18 gymnast's SSM consent form prior to treatment, to ensure the gymnast and parent or guardian has consented to a student physiotherapist being present during treatment.

In the absence of a second practitioner or student being available, or consent for a student physiotherapist is not provided, the following process should be implemented:

Additional WGC Staff Member

If available, WGC are to provide an additional staff member to be present in the Medical Room i.e. set up at the desk space (next to the right-side treatment space).

In the absence of a WGC additional staff member being available, the following processes should be implemented:

Treatment Inside of the WGC gym

If a parent or guardian, additional practitioner, a student physiotherapist, or a WGC staff member are not available to attend the treatment, the treatment should occur on the squad gym floor, fully clothed (*where there is at least one other coach present*).

*In the absence of another coach on the gym floor, and none of the above options are available at the time of appointment, **the appointment is to be cancelled.***

Strength and Conditioning

Strength and Conditioning (S&C) sessions may take place in the following areas and supervision:

- In the Oakleigh Recreation Centre gym, in the presence of at least one Monash Gym instructor or administrator, and WGC S&C Contractor.
- In the WGC gym, in the line of sight of at least one other WGC coach or WGC staff member and WGC S&C Contractor.

S&C sessions may take place without a parent, guardian or WGC coach present.

Mental Fitness Training or Psychology Sessions

WGC understands the sensitive and confidential nature of Mindset Training or Psychology sessions and aim to ensure gymnasts are comfortable and confident in having such discussions.

To protect gymnast confidentiality whilst ensuring their safety, Mindset Training or Psychology sessions are to be conducted in the following settings on gymnast discretion:

- Within the ORC café, where there is at least one ORC cafe staff attendant or ORC gym staff attendant present.
- Within the WGC gym on the gym floor or any other area the gymnast selects that is in the line of sight of other WGC coaches and gymnasts.

Other SSM treatment

For all other SSM treatment, the SSM practitioner should follow the same supervision process for physiotherapy, myotherapy and massage.

8. Massage

Massage of gymnasts can only be delivered by appropriately qualified SSM practitioners and to be conducted within the scope of their practice and qualifications.

WGC coaches and other WGC staff are not permitted under any circumstances to massage gymnasts whilst participating in WGC programs, representing WGC at external competitions or events, or when representing national or international teams.

9. Recovery and Wellness Room

Access

Development 1, National 1, Limited and International 1 and 2 squads are permitted to utilise the recovery and wellness room.

Usage is generally determined by the number of weekly hours trained, age of gymnasts and the recovery needs of each squad. Gymnasts in Development 2 squads and below are not permitted to use the recovery room unless specifically recommended and authorised by the High-Performance Manager and Head Coach.

International 1 (school aged), International 2, National 1 and Development 1 may have access to the recovery and wellness room as part of training for up to 1 – 2 sessions per fortnight as facilitated by their coach.

International 1 (school graduates) may have access to the Recovery and Wellness room for up to 3 – 4 sessions per week as facilitated by their coach.

Limited squad may have access during up to four of the school holiday periods as part of training as facilitated by their coach.

All gymnasts and supervising WGC staff must complete the Recovery and Wellness Room Induction prior to use or supervision.

Supervision

Over 18 gymnasts in National 1 and International 1 and 2 are permitted to use the massage chair without supervision, provided the gymnast has:

- Completed the Recovery and Wellness Room Induction.
- Booked to use the room through the booking process (signed by their coach).
- Notified their coach/es of the booking time at time of booking as well as 30 min prior to usage.

If an over 18 gymnast is using the recovery and wellness room at the same time as an under 18 gymnast(s), they must be supervised by a WGC staff member during the entirety of the session.

Gymnasts under 18 must be supervised by a WGC staff member who has completed the Recovery and Wellness Room Induction when using amenities. If there are 2 or less gymnasts using the recovery

room, the supervising WGC staff member must leave the door open during the entire session and remain in line of sight of it.

The HP Manager and/or senior coaches may, in some circumstances, recommend additional massage chair use outside of regular training hours to an under 18 gymnast from a permitted squad (following the standard booking requirements).

In this instance, the gymnast's parent or guardian will be required to supervise this usage (and must have completed the recovery room induction).

Usage

Hot/Cold Tubs

Prior to using the hot/cold tubs, gymnasts must:

- Use the toilet
- Change into appropriate attire (e.g. one-piece bathers for full submersion)
- Remove strapping, tape and Band-Aids
- Take a drink bottle (no glass)
- Bring a towel to the recovery room
- Follow the required protocols for use of the hot/cold tubs and massage chair

Gymnasts must not:

- Put their head under water
- Use the hot/cold tub if they have a cold, virus, diarrhea, open wound, or heart condition.
- Change the hot water temperature

Please see link to recommended hot/cold plunge usage.

Massage Chair

Massage chair use should not exceed a maximum of 30 minutes per session; however, gymnasts in squads below International 1 (school graduates) will use on a 15-minute cycle to allow for more gymnasts to receive massage in a session.

For fairness, coaches rotate the gymnasts using the massage chairs across their session times.

Gymnasts prior to using the massage chair, gymnasts must:

- Ensure they are properly dry if they have used the hot/cold tub prior
- Shower and properly dry off before use (if they have trained beforehand)
- Wear leggings and either a long sleeve top or WGC provided long gloves.

After using the massage chair, gymnasts must:

- Wipe the massage chair with provided wipes
- Put the gloves in the 'used gloves' container

Ice Machine

The ice machine is to be used for the hot/cold tub only and must not be used for other purposes. The lid must be kept closed when not being used.

Cleaning and tidiness

Gymnasts and supervising coaches must ensure all belongings are removed from the recovery room and amenities after their session.

After hot/cold plunge use, gymnasts must empty the water and rinse the pool with the handheld shower head after use.

After massage chair use, gymnasts must wipe the chair down (including leg and arm inserts) with WGC provided wipes.

Bookings

Gymnasts from permitted squads that wish to use the recovery and wellness room outside of their allocated squad times must book as per the booking process via their coach or the High-Performance Manager.

A gymnast who is over 18 can make a booking by writing their name on an available time slot, using the clip board located in the Office on the HP whiteboard. This must be signed off by a senior coach or High-Performance coach to be a valid booking. A gymnast must communicate this booking time to their coach/es and remind them 30 minutes prior to booking.

All other bookings will be made on the squad's behalf by the High-Performance Manager and/or their coach.

10. Information Privacy

Gymnast medical information is stored by WGC in accordance with WGC's *Records Storage Procedure* and legislative requirements.

Gymnast medical information will not be released to third parties unless required by law, or if a release is deemed necessary by WGC in the following circumstances:

- If a gymnast is selected to be a National or State squad member.
- If a gymnast is selected and participates in National Championships.
- If a gymnast is selected and participates in State Championships or State Trials.

In the above circumstances, gymnast medical information will be provided to either Gymnastics Australia, or Victoria (whichever body is most appropriate) and their appointed medical practitioners to ensure the health and safety of WGC gymnasts.

Gymnast medical information may also be released to third parties if a gymnast becomes ill or injured prior to an event they were registered to compete in, for the purpose of obtaining a refund from Gymnastics Australia, Gymnastics Victoria, or the relevant gymnastics event organizer.

Communication of Physiotherapy Reports

Physiotherapy reports will be sent to families and the relevant WGC personnel via email including (but not limited to) the gymnast's personal coach and HP Manager by any of the following:

- WGC administration staff or Office Manager
- WGC HP Manager
- WGC Physiotherapists

AMS Gymnastics Australia Categorised Gymnasts

WGC physiotherapists will provide results and follow up communication directly to the gymnast's relevant coach, parent or guardian, WGC high performance personnel and/or Gymnastics Australia/AIS personnel (where appropriate) through the AMS for categorised gymnasts.

AMS categorised gymnast's information is accessible by the WGC Head Coach, the gymnast's WGC personal coach, Gymnastics Australia/AIS personnel.

Non-Categorised Gymnasts

WGC physiotherapists will provide results and follow up communication directly to the gymnast's relevant coach, parent or guardian, and relevant WGC high performance personnel.

11. Withdrawing Consent and Obtaining Information

A gymnast and/or parent or guardian may withdraw their consent at any time, by providing WGC written notification.

A gymnast and/or parent or guardian may request access to their medical information provided to WGC within the scope of their SSM treatment.

A gymnast and/or parent or guardian may request WGC to amend any information that is inaccurate, incomplete, misleading or outdated by written notification.

12. Breaches of this Policy and Supporting Procedures

Breaches of this Policy include (but are not limited to):

- SSM practitioners breaching WGC's *Child Safe Policy* and WGC's *Child Safe Code of Conduct* (specifically, engaging in inappropriate or unnecessary physical contact of any kind)
- SSM practitioners treating under 18 gymnasts alone
- SSM practitioners not complying with WGC's supervision requirements or taking place in areas not listed under WGC's supervision requirements
- SSM practitioners treating under and over 18 gymnasts prior to receiving a signed SSM consent form
- Non-permitted WGC staff or other individuals providing treatment, massage or stretching to gymnasts

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 may take any of the following actions:

- Provide specific education and training with emphasis on the relevant component of this Policy or supporting procedure that was the subject of the breach
- Impose restrictions on the duties of the person involved in the breach such as a ban or suspension from WGC facilities
- Provide closer supervision of a staff member or contractor or sub-contractor
- Conduct a review of current policies and procedures, with updates and developments adopted if necessary.

A breach of this Policy may lead to disciplinary action in accordance WGC's disciplinary procedures. Disciplinary action may include, but is not limited to, the suspension or termination of employment.

The details of the breach will be documented, recorded, and kept confidential in accordance with WGC's Child Safe Complaint's Handling Procedure.

WGC, WGC staff, sand committee members have obligations to comply with GA's Safeguarding Children and Young People Policy. Breaches of GA's policy is dealt with in accordance with GA's Complaints, Disputes and Discipline Policy.

13. Policy Review

This Policy is reviewed by the Child Safeguarding and Wellbeing Manager and High-Performance Manager (with support from the Director) bi-annually, or earlier as required in accordance with legislative and/or regulatory updates. Any significant changes or significant amendments that could alter the interpretation of this Policy are to be reviewed and approved by the Committee.

14. Related Policies and Procedures

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

- [Child Safety and Wellbeing Policy](#)
- [Child Safe Code of Conduct](#)
- [Child Safe Complaints Handling Procedure](#)
- [Gymnastics Australia Safeguarding Children and Young People Policy](#)
- [Gymnastics Australia Complaints, Disputes and Discipline Policy](#)
- [Recruitment and Screening Procedure](#)

Version History

Version	Date Amended	Author	Change Details
2	10/04/2025	Olivia Gatsios	<ul style="list-style-type: none">• Added Recovery and Wellness Room Process as Annexure 1
3	13/08/2025	Olivia Gatsios	<ul style="list-style-type: none">• Removed Bounce (replaced with WGC physiotherapists)• Removed hiring through Bounce• Added information sharing for non AMS categorised athletes• Added information communication sharing• Added heading 5 – Additional Support Programs• Moved