

YMCA Geelong –Gymnastics Coach Reimbursements and Judges Allowance Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 188-O	07/10/2025	07/10/2025	APPROVED

1. YMCA Geelong – YMCA Gymnastics Club Coach and Judge Policy

- This policy seeks to provide guidance for Club Coaches and Club Judges representing YMCA Geelong Gymnastics Club at sanctioned gymnastics competitions/events with respect to the reimbursement protocols for coaches and allowances for Club judges.

For clarity, Club Coaches are employed with employment contractors in the form of a Letter of Appointment and are classified in accordance with YMCA Geelong Enterprise Agreement 2024 for this role.

Club Judges are not classified in the YMCA Geelong Enterprise Agreement 2024 and are deemed club volunteers and will receive an allowance for assisting the Club fulfill its obligations under the affiliation requirements with Gymnastics Victoria.

This policy deals with both Gymnastics Coach Reimbursements and Judge Allowances.

The principle of the policy ensures that there is no double dipping for Y employees/volunteers to receive both a GV sanctioned honorarium, and a Y issued Judge allowance for Y Geelong hosted events, that is event hosted at a Y Geelong venue.

3. POLICY

COACH REIMBURSEMENTS

- When attending competitions for WAG, MAG, Trampoline, Gymstar, Cheerleading or any other gyms sport sanctioned competition coaches will be paid their normal pay rate as per the Y Geelong Enterprise Agreement 2024 -from start of the competition (on the floor) until the end of the competition as per work order.
- Travel Time Allowance for permanent employees only is as per Y Geelong Enterprise Agreement 2024 refer to Clause 38.1 B
- Vehicle allowance as per Y Geelong Enterprise Agreement 2024 refer to Clause 38.1 C
- Driving requirement is to be approved with the Centre Manager prior the competition.
- Accommodation- If a Coach attends a competition and is required to be there late evening (7pm; travel is more than 1hour and 30 minutes from Y and their athletes are competing in the first session the next morning, accommodation subsidy will be provided however this needs to be arranged through the Centre Manager in advance. Accommodation subsidy may also be available for –
 - Coaches required to attend a session that starts at 7am or
 - All accommodation is based on twin share and approved budget allocation for the accommodation as approved by the Centre Manager prior to accommodation being booked.
 - Any Coach that wishes to stay in single accommodation or at a more expensive accommodation will be required to cover the gap.

JUDGES ALLOWANCE

- 3.6** Judges technical membership will be covered by Y Geelong Gymnastics Club and the cost of the course to gain judging accreditation while they represent the Y at sanctioned events. The expectation is to receive this reimbursement of Technical Membership fees the qualified judge will complete a minimum of three judging sessions per year.
- 3.7** Y Geelong Gymnastics Club will provide Judges transport subsidy if they drive to a sanctioned event. \$40 allowance per day, carpooling in encouraged where possible.
- 3.8** Accommodation - Judges attending a competition and are required to be there late the night before and for the first session the next morning will be eligible for the accommodation subsidy which will be approved by the Centre Manager at the time of allocation of judging session prior to the event.
- 3.9** Accommodation subsidy will cover judges that are required to attend a session that starts at 7am and/or multiple sessions over more than one day however, must be arranged with the Centre Manager prior.
- 3.10** Judges will be paid a Judges honorarium from the event Hosts of the competition, Gymnastics Victoria will pay the Judges honorarium for State Pennant and events ran by Gymnastics Victoria such as trial, qualifying events and event finals such as Victorian Championships.
- 3.11** Judges for the Y Geelong Gymnastics Club will also receive an Allowance for Judging on behalf of the Club at a sanctioned event that will be dependent on the Judge's qualification, not the event. See Table 1 below.
- 3.12** Judges Invitational competitions or other hosted events. Event may include but not limited to Y Geelong Invitational, Metro West Championship, Secret Santa Classic) - are a fundraising event and Judges will not receive an honorarium however, Y Geelong Gymnastics Club Judge would still be entitled to an Allowance from our club if attending a sanctioned "Judges Invitational" event or hosted by Y Geelong.
- 3.13** Y Geelong Gymnastics Club will provide Judges for Control tests ran by our club and Gymsafe Championships events and the in-house Gymstar competition, Y Geelong will pay the Judges Allowance as outlined in Table 1.
- 3.14** Judges Allowance will be paid once the Centre Manager has lodged the claim form with the Payroll Officer.
- 3.15** Centre Manager will provide a Judges Allowance Summary report on a weekly basis to the Payroll officer with outlines the name of the Judge, Date of the sanctioned event, number of sessions Judged and Level of Judging as per the table below, and if Petrol Allowance is payable.
- 3.16** It will be the responsibility of the Y Geelong Gymnastics Club Judge to obtain independent tax advice on allowances paid.
- 3.17** Internal recreation events such as GymSafe Championships, GymStar Championship hosted at Y Geelong as part of the Rec Gymnastics Program are excluded from this Policy.

Table 1: YMCA Geelong Gymnastics Club Judges Allowance

YMCA Geelong Gymnastics Club Judges Allowance (SCHEDULE Effective 3 September 2024)								
Competition Types	Tier 1 & 2 Competition s/ Invitational Competition s/ Club Events 2 hour session	2.5 hrs Session	Tier 1 & 2 Competitions / Invitational Competitions / Club Events 3 hour session	3.5hr Session	Tier 1 & 2 Competitions / Invitational Competitions / Club Events 4 hour session	Gymstar 2 hour session	Gymstar 3 hour session	Gymstar 4 hour session
WAG/MAG Levels 1-2 Judge Qualification Required not required	\$60.00	\$75.00	\$90.00	\$105	\$120.50			
WAG/MAG Levels 1-2 Judge Qualification Required is Beginner or above	\$60.00	\$75.00	\$90.00	\$105	\$120.50			
WAG/MAG Levels 3-4 Judge Qualification Required is intermediate or above	\$64.50	\$80.62	\$96.00	\$112	\$129.00	\$64.50	\$96.00	\$129.00
WAG/MAG Levels 5-6 Judge Qualification Required is Intermediate or above	\$64.50	\$80.00	\$96.00	\$112	\$129.00			
WAG/MAG Levels 7-10 Judge Qualification Required is Advanced or above	\$70.00	\$87.00	\$106.00	\$123.00	\$141.50			
Future/Junior/Senior International Judge Qualification Required is Advanced Silver or above-	\$72.00	\$90.00	\$108.00	\$126.00	\$144.00			

4. Definitions

Allowance –

Volunteers can be paid in cash, given non-cash benefits or given a combination of both cash and non-cash benefits. These payments have various descriptions, including honorariums, reimbursements and allowances.

Coach Reimbursement / Judge Allowance Acceptance Offer

I,, have read, understood and accept this Coach Reimbursement and Judges Allowance Policy which relates to my role as a Y Geelong Gymnastics Club Coach or Judge.

.....
Coach/Judge Signed

.....
Dated

.....
Centre Manager Signed

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Coaches/Judges	<ul style="list-style-type: none"> Adhering to Policy as outlined
Head Coach/ Centre Manager	<ul style="list-style-type: none"> Reviewing the relevant policy every 3 years and as required to reflect best industry practice and ensure that the policy is implemented.

6. MONITORING, EVALUATION AND REVIEW

Y Geelong actively monitors the procedures to ensure it is appropriate for the business needs, meets legislative and compliance requirements. Serious breaches may result in counselling, suspension or termination of employment. This policy will be reviewed on a three-year cycle and as required.

7. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- YMCA Geelong Staff Agreements and Employment Contracts

Approved by: Chief Executive Officer

Meeting number and date: 12/09/2024

Effective date: 03/09/2024

Review date: 03.09.2027

Policy Owner: Paul Barbagallo

Contact Details policy owner: Paul Barbagallo Centre Manager Ph: 5223 2714 E:geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	17.06.2015	Renae Lamaro	Drafted Policy and Presented to GMT for Approval – Approved CEO
V2	25.10.2017	Shona Eland	Inserted Clause 2.11, 2.12,3,4,5.
V3	03.09.2024	Shona Eland	Updated Clauses COACHES REIMBURSEMENTS 3.1 –YG EA2024 3.2 -Travel time Allowance 3.3-Vehilce Allowance 3.4-Driving approval 3.5-Accommodation Subsidy JUDGES ALLOWANCE 3.6- Change to Y Geelong Gymnastics Club 3.7- Update rate to \$40 3.8- Change to Centre Manager 3.10- Insert Table 1 3.11- Added YMCA Geelong Gymnastics Club allowance 4. Definitions
V4	07/10/2025	Paul Barbagallo	Clause 2: added “The principle of the policy ensures that there is no double dipping for Y employees/volunteers to receive both a GV sanctioned honorarium, and a Y issued Judge allowance for Y Geelong hosted events, that is event hosted at a Y Geelong venue”. Clause 3.17 Internal recreational events such as GymSafe Championships, GymStar Championship hosted at Y Geelong as part of the Rec Gymnastics Program are excluded from this Policy. Table 1- added 2.5hrs and 3.5hrs rates to the table.

Shona Eland

Shona Eland
Chief Executive Officer
 Date:07/10/2025