

# Coaching Policy



# COACHING POLICY

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## 1. Introduction

The purpose of Gymnastics Ireland Coaching Policy is to give clear direction on all areas concerning coaching within the organisation. This policy applies to any member who has any involvement with coaching gymnastics and also to non-members who may attend elements of the coaching programme.

The Coaching Policy is part of Gymnastics Ireland Rules and Regulations.

Nothing in this policy will be contrary to FIG Rules.

## 2. Definitions within the Coaching Policy

**Assessment:** means practical or theoretical examination, which forms part of the Course.

**Fees:** means all fees owing to Gymnastics Ireland including without limit all tuition, Course material charges, examination and registration fees.

**Candidate:** means Coach, Teacher, Gymnast or other person whose application on any Workshop/Module/Course is accepted by Gymnastics Ireland.

**Sponsor:** means any employer and/or third party who have agreed with the Candidate and/or Gymnastics Ireland to pay the fees (or part of them).

**Workshop/Module/Course:** See the Coach Education Programme Cycle 4 (2017 – 2020) which highlights the various Workshops/Modules/Courses which are the programmes of study to be undertaken by the Candidate.

<http://gymnasticsireland.org/files/Coaching/Coaching%20Pathways/Coaching%20Programme%20Diagram%20and%20Info.pdf>

## 3. Coach Education Structure

### i. Coach Education Programme Cycle 4 (2017 – 2020)

To view Gymnastics Ireland Coach Education Programme (2017 - 2020), please refer to the link below

<http://gymnasticsireland.org/files/Coaching/Coaching%20Pathways/Coaching%20Programme%20Diagram%20and%20Info.pdf>

## ii. Membership Requirements

**Members** - Gymnastics Ireland members can apply for participation on any Gymnastics Ireland Workshop/Module/Course outlined in our current Coach Education Programme – click on the following link.

<http://gymnasticsireland.org/files/Coaching/Coaching%20Pathways/Coaching%20Programme%20Diagram%20and%20Info.pdf>

**Non Members** – Can apply for participation only on Workshops and Modules outlined in our current Coach Education Programme - click on the following link

<http://gymnasticsireland.org/files/Coaching/Coaching%20Pathways/Coaching%20Programme%20Diagram%20and%20Info.pdf>

(However becoming a member entitles you to participate on any coaching course).

If you would like to become a member please see our website

<http://www.gymnasticsireland.com/about/getting-involved>

## iii. Terms and Conditions - Coach Education Programme Cycle 4 (2017 – 2020)

Please read the following Terms and Conditions outlined in this Section carefully as an application to all Workshops/Modules/Courses with Gymnastics Ireland is deemed acceptance of them.

These Terms and Conditions will apply to all Workshops, Modules and Courses organised and delivered by the Education Department and will form the entire agreement between Gymnastics Ireland and the candidate in respect to all Workshops, Modules or Courses.

Any individual who wishes to undertake work with our young members must complete the Garda Vetting/AccessNI Vetting process and provide the club with the vetting disclosure letter/certificate.

For further details please refer to Garda vetting Policy:

<http://www.gymnasticsireland.com/structure-policy/garda-vetting>

For further details on AccessNI Vetting policy:

<http://www.gymnasticsireland.com/structure-policy/access-ni>

### **A). Insurance and Liability**

Gymnastics Ireland provides Public Liability cover to insure all Gymnastics Ireland sanctioned activities from club to national level. Gymnastics Ireland direct members are also provided with Personal Accident cover in respect of their participation in Gymnastics Ireland sanctioned activities. It is the responsibility of any non-member who is participating in a Workshop or Module with the permission of Gymnastics Ireland in any Gymnastics Ireland activity to ensure they personally are provided with whatever insurance covers they may feel are necessary.

### **B). Cancellation of Workshops, Modules and Courses by Gymnastics Ireland**

Gymnastics Ireland reserves the right to cancel or reschedule any Workshop/Module/Course at their discretion. In such cases candidates shall be offered a refund of the fees paid or a transfer to an alternative Workshop, Module or Course. In such cases Gymnastics Ireland's liability shall be restricted to reimbursement of any fees paid to them. In the event of a cancellation for a reason outside the control of Gymnastics Ireland, Gymnastics Ireland shall be under no obligation to provide any reimbursement. In the event of any reimbursement being made it shall be a gratuitous payment made without obligation or liability.

### **C). Cancellation by the Candidate**

Once an application has been made, a candidate (or Sponsor) is liable for the fee regardless of whether they later decide to withdraw voluntarily from the Workshop, Module or Course. If a candidate cannot attend their chosen Workshop/Module/Course, notice of cancellation must be received by Gymnastics Ireland, in writing, whereupon a refund of Fees will be given in accordance with the cancellation charges outlined below. If written notice of cancellation is not received the candidate will be liable for the payment of all fees (consideration will be given to offering the candidate a transfer to another Workshop, Module and Course).

Cancellation charges:

- Up to 21 days prior to the Workshop/Module/Course start date – no charge.
- Less than 21 days, but at least 7 days prior to the Workshop/Module/Workshop start date – refund 50% of the Fee.
- Less than 7 days prior to the Workshop/Module/Course start date – 100% of the Fee is charged.

In addition to above candidates who cancel due to medical reasons at any stage prior to the Workshop/Module/Course start date must provide a Doctors Certificate to receive a full refund or transfer. Any reimbursement approved by Gymnastics Ireland will, wherever possible, be made within 30 days of the date of receipt of the application for such reimbursement.

All cancellations must be made in writing (letter or email) to Gymnastics Ireland. No refunds of fees will be permitted once a candidate has started a Workshop/Module/Course unless authorised by the Education Manager.

#### ***D). Copyright and Intellectual Property***

The copyright in all material provided by Gymnastics Ireland shall (unless expressly stated or otherwise) remain vested in Gymnastics Ireland and may not be reproduced without Gymnastics Ireland specific written consent. All intellectual property rights derived from any work created by a candidate during or as part of a Workshop/Module/Course shall and hereby vest in Gymnastics Ireland.

#### ***E). Data Protection and Personal Data***

When an individual provides personal information to Gymnastics Ireland, Gymnastics Ireland has a duty to keep this information private and safe by complying with the Data Protection Acts of 1988 & 2003 (Amendment Act).

Upon application to a Workshop/Module/Course, all candidates are consenting to Gymnastics Ireland collecting and processes information that may, because of its nature, be classified as Sensitive Personal Data. This data will be kept in a secure place that is only accessible to nominated individuals. Any candidate not wishing to provide the information as required on the application form will not be accepted onto a Workshop/Module/Course.

Gymnastics Ireland will not disclose information about candidates to any third party except appropriate bodies (i.e. Coaching Ireland).

Gymnastics Ireland makes every effort to keep candidates personal information secure and accurate. To assist with this candidates are expected to keep Gymnastics Ireland informed of any changes of address, contact details and/or relevant personal circumstances.

#### ***F) Eligibility***

Candidates must be at least 16 years old to apply for participation on a Workshop/Module/Course with Gymnastics Ireland. Candidates must be able to provide evidence that they meet any pre-requisite entry requirements and qualifications.

Coach certification for Gymnastics Ireland members who complete a Workshop/Module/Course will not be issued by Gymnastics Ireland until proof of:

- Compliance with Gymnastics Ireland Garda vetting (ROI) and AccessNI vetting (NI) requirements
- Completion of a Sport Ireland/SportNI Safeguarding Workshop (for members aged between 16 and 18, please contact GI regarding completing a Safeguarding Workshop).

#### ***G). Equal Opportunities***

Gymnastics Ireland is committed to promoting equality of opportunity for all its candidates to ensure that no-one is discriminated against on any of the following grounds outlined in legislation; gender, family status, sexual orientation, religion, age, disability, race, travelling community.

## **H). Payment Terms**

For Gymnastics Ireland members only - on line payments can be made at the time of booking by credit/laser card. Any Workshop/Module/Course candidate can make payments directly with the office (credit card, cash or cheque).

All Fees are due at time of application and should be made in Euro. Places will not be held without payment/booking received by Gymnastics Ireland office.

Fee reductions will only apply to Workshop, Modules and Courses where indicated on the Gymnastics Ireland website and where the candidate meets the criteria as laid down and evidence must be provided upon request e.g. Gymnastics Ireland affiliation.

In a situation where Gymnastics Ireland enters into an agreement with an external organisation to organise one of our Workshops, Modules or Courses (and delivered by Gymnastics Ireland) the external organisation will be fully responsible for the payment of all fees to Gymnastics Ireland.

Gymnastics Ireland reserves the right not to accept applications from Candidates where fees or other costs from previous Workshops/Modules/Courses remain outstanding until such time as all outstanding fees or other outstanding costs are paid. Where successful completion of a Workshop/Module/Course results in the award of a certificate, Gymnastics Ireland reserves the right to withhold the issue of certificates where fees or other monies are due to Gymnastics Ireland.

In addition, Gymnastics Ireland reserves the right to terminate a candidate's right to continue on a course where fees are outstanding and where any agreed instalment payment defaults.

Gymnastics Ireland may take legal action for the recovery of monies due and in such circumstances Gymnastics Ireland reserves the right to recover the cost of such action in addition to the outstanding monies.

Where a candidate fails an assessment or fails to attend an assessment, which forms part of the course, a charge will be made for any further assessment/s.

All prices in respect of Workshops/Modules/Course fees are correct at time of going to press. In the event of an increase candidates will be notified accordingly and those not wishing to pursue courses at the increased fee must notify Gymnastics Ireland in writing, within seven days of receiving notice of the increase and shall reimburse all monies already paid.

### **Workshop – Module - Course Fees include:**

- Certificates of Attendance and/or Award (as applicable), upon completion
- May include Resource Material (see below) \*
- Accommodation for residential Coaching Courses (Level 3 & upwards)

### **Workshop – Module - Course Fees do not include:**

- Personal Accident Insurance for non members
- Travel expenses
- Replacement Log Books, Certificates or study/resource materials



- Re-examination Fees
- Stationery and materials

**\* NB: For some workshops/modules/courses resources may be not be included in the attendance fee and be subject to an additional charge.**

### ***J). Rights and Obligations of Gymnastics Ireland***

Gymnastics Ireland shall use its reasonable endeavours to provide the candidate with an education service which may, where appropriate, include a programme of study; classes, tutorials and relevant learning support intended to prepare the candidate for examinations and qualifications.

Gymnastics Ireland reserves the right to make alterations to Workshops/Modules/Courses, tutors, fees or venues without prior notice provided such alterations shall not substantially affect the Workshop/Module/Course content or qualification and such alterations shall, at best, only entitle the candidate to reimbursement of any course fees paid.

Gymnastics Ireland reserves the right to dismiss any candidate at any time for behaviour, which is deemed to be unprofessional, inappropriate or disruptive to other candidates. No Fees will be refundable for any candidate dismissed under this section.

Gymnastics Ireland reserves the right to dismiss any candidate at any time for cheating in Assessments, assisting others to cheat, falsification of Log Books and plagiarism. No Fees will be refundable for any candidate dismissed under this section.

### ***K. Rights and Obligations of the Candidate***

Candidates shall meet and comply with the requirements and/or standards set out in these Terms and Conditions. Gymnastics Ireland reserves the right to suspend and/or exclude (at its discretion) any candidate failing to meet such standards and/or requirements, including:

- Complying with all reasonable requests of Gymnastics Ireland staff and tutors.
- Behaving in a manner which does not cause injury or damage to other persons in particular to the property of Gymnastics Ireland, its staff, candidates or visitors and does not impede or prevent the provision of the Workshop/Module/Course or any other Workshop/Module/Course or otherwise harm the standing and reputation of Gymnastics Ireland
- Attending all schedule course dates and examinations. In the case of illness it is the responsibility of the candidate to inform the relevant course organiser, tutor, assessor or staff member and may be asked to provide a Doctor's Certificate. 100% attendance is expected from candidates.
- Notifying Gymnastics Ireland of any specific requirements and/or special needs in advance of any Workshop/Module/Course.
- Undertaking to complete the Workshop/Module/Course and all the assessments within the appropriate validation period e.g. 12 or 24 months (as appropriate) from the date of enrolment.

Candidates must satisfy themselves that the particular Workshop/Module/Course they have chosen meets their requirements before commencing.

### ***1). Health and Safety***

Candidates need to take personal responsibility for the safety and health of themselves and others; to observe safe standards of behaviour and dress code and to familiarise themselves with the safety requirements of the Workshop/Module/Course and its venue. Candidates should not interfere with equipment or materials provided without supervision or authorisation.

Candidates are responsible for monitoring their own health and medical conditions. Any Candidate requiring extra support due to a medical condition is required to declare this prior to the start of the Workshop/Module/Course.

## **(iv) Examination - Complaints and Appeals Process**

### **Examination Scores**

Candidate wishing to appeal an assessment result must do so within 14 days of receiving the disputed assessment decision and are advised to keep copies of all documents relating to the appeal.

#### **Stage 1 – Informal**

The appeal should be made, in the first instance, to the assessor who made the original assessment decision. At this stage, a verbal appeal is acceptable, although the candidate is recommended to put the appeal in writing using the Candidate Appeals Form provided. The assessor should explain his/her rationale for the decision that is being disputed. The assessor is required to record an overview of the appeal and the outcome of the discussion and forward this to the Education Manager to retain.

#### **Stage 2**

If a Candidate remains dissatisfied with the assessment decision and wish to challenge the outcome of Stage 1, then they are required to appeal/complain in writing to Gymnastics Ireland through the Gymnastics Ireland Complaints & Disciplinary Rules and Procedures.

Full details of this procedure are outlined on <http://www.gymnasticsireland.com/structure-policy/complaints-and-discipline>

Candidates are required to provide as much information as possible regarding the disputed assessment decision.

In the unlikely event that candidates exhaust this procedure and remain dissatisfied with the decision made by Gymnastics Ireland, they may take their complaint to Just Sport Ireland (JSI). JSI facilitates the resolution of sports-related disputes through arbitration or mediation in an efficient, cost-effective and fair manner.

## **(V) Malpractice Statement**

Gymnastics Ireland is committed to pursuing the highest standards of honesty/integrity and the elimination of malpractice in the management of our organisation, and aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice. Candidates or any individual must report allegations to Gymnastics Ireland Education Manager.

Instances of malpractice that may be committed by personnel or candidates include:

- committing plagiarism by copying and passing off the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source
- failing to comply with the assessor's or Gymnastics Ireland instructions
- misusing assessment material
- impersonating other candidates by pretending to be someone else, in order to produce the work for another, or arranging for another to take one's place in an assessment
- fabricating and/or altering results and/or evidence, documents and/or certificates
- using unauthorised material in relation to the requirements of supervised assessment
- behaving in such a way as to undermine the integrity of the assessment.

Personnel and/or candidates who commit malpractice and who fail to comply with the guidance on regulations for assessment will lead Gymnastics Ireland to withhold the candidates' results. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by any individual may result in the imposition of sanctions/penalties by Gymnastics Ireland through the Complaints & Discipline Rule and Procedures.

## **(VI) Foreign Coaches**

Gymnastics Ireland gets requests on a regular basis to validate and recognise awards gained from overseas authorities. We operate a system of conversion and mapping of overseas awards to our current coaching programme. In order to do this, whoever is seeking to employ an overseas coach, must carry out the normal safe recruitment procedures similar to any individual who wishes to undertake work with our young members. Such individuals should comply with the following:

- Obtain Gymnastics Ireland membership
- Compliance with Gymnastics Ireland Garda vetting (ROI) and AccessNI vetting (NI) requirements
- Completion of Sport Ireland or SportNI Safeguarding Workshop
- 2 separate letters of support, indicating suitability to work with children
- Copies of certificates and awards (translated into English by an official translator where necessary)
- Curriculum Vitae, showing all relevant coaching experience
- List of skills coached as part of their coach qualification

All relevant paperwork needs to be sent to the Education Manager.

## **(VII) Qualification Transfer Matrix – The transfer between current qualifications across all disciplines**

Cycle 4 (2017 – 2020)      **Appendix 1**

### **(VIII) Coaching Qualification Criteria and Competition Entry**

Gymnastic activities involve an inherent risk and in the desire to protect the candidates and ensure their safety and well-being, Gymnastics Ireland requires the following criteria to be implemented:

- Coaches with any qualifications below a GymSTART Level 2 or discipline specific Level 2 qualification must work under the direct supervision of a Level 2 or above Coach and cannot operate unsupervised.
- Coaches should only work in the discipline specific areas in which they are qualified and only to the level to which they are qualified.
- It is a Gymnastics Ireland requirement that the coach designing and directing specific coaching programme holds a minimum of a Level 2 qualification in the specific disciplines being offered.
- For coaching at higher levels of performance, the coach must hold a level of qualification appropriate to the level of performance to be undertaken in that particular discipline of the sport.
- Gymnastics Ireland will endeavour to ensure that coaches are safe to undertake the coaching of candidates within their knowledge and competency according to current best practice.
- In a competition or other Gymnastics Ireland event, the coach must possess a current qualification according to the following criteria:

***GymSTART Level 1 & 2 Qualifications:***

***A coach with a GymSTART Level 1 & 2 qualification can enter the competition floor for any of three disciplines listed below. Level 1 coaches must be under the strict supervision of a GymSTART Level 2 Coach OR a discipline specific Level 2 Coach or above:***

***\*Coaches and gymnasts must be competent at the level of competition they have entered.***

**Acrobatics:** Competition – Grade 1 + 2

**Rhythmic:** Competition - Novice 1 + 2

**Multi Discipline Events & Women's: Floor & Vault:** Competition - Level 1, 2, 3, + 4

**Floor & Vault: Men's: Competition - Levels 1 + 2 only**

**Note:** Coaches must have a minimum Level 2 discipline specific award for Trampolining to attend any level of trampoline competition.

**Discipline Specific Level 1 Qualifications:**

***A coach with a discipline specific Level 1 qualification can only enter the competition floor for that specific discipline. Level 1 coaches must be under the strict supervision of a GymSTART Level 2 coach OR a discipline specific Level 2 Coach or above:***

***\*Coaches and gymnasts must be competent at the level of competition they have entered.***

**Acrobatics:** Competition – Grade 1 + 2

**Rhythmic:** Competition - Novice 1 + 2

**Multi Discipline Events & Women's: Floor & Vault:** Competition - Level 1, 2, 3, + 4

**Floor & Vault: Men's: Competition - Levels 1 + 2 only**

**Note:** Coaches must have a minimum Level 2 discipline specific award for Trampolining to attend any level of trampoline competition.

### **Discipline Specific Level 2 Qualifications:**

***A coach with a discipline specific Level 2 qualification can enter the competition floor for that specific discipline. This is applicable to All Competitions***

**Note:** Coaches must have a minimum Level 2 discipline specific award for Trampoline to attend any level of trampoline competition

**Note:** From January 2018 a Level 3 Coaching Qualification is required for FIG National Championships in all disciplines

When submitting entries for a Gymnastics Ireland event clubs must ensure that the coaches attending to the candidates are qualified to the level of the candidates' performance. The practice of supervising candidates working above the level of the coach's qualification cannot be condoned.

Coaches have a duty of care towards their performers and have responsibility to ensure that they are both qualified and competent to teach at the appropriate level, as well as ensuring that the candidate is adequately prepared, physically and psychologically, for performing their routines in a competition situation.

For team events a second nominated coach (Level 1 or above) may be accredited to be present in the competition arena to assist with the pastoral care of the gymnasts, moving equipment (springboards, mats etc), adjusting apparatus and holding up gymnast numbers. The second coach may not coach the gymnasts unless they fulfil the requirement of holding a recognised qualification suitable to the level of moves being performed.

If it is found that a club is in breach of these policies Gymnastics Ireland reserves the right to reject an entry on the grounds of gymnast safety or, if discovered post performance, to disqualify the competitor and remove their score from the official results.

### **(IX) Selection for FIG Academy Coaching Courses**

Any coach applying to attend an official FIG Academy Coaching Course outside of the Republic of Ireland must be nominated and approved by both the Gymnastics Ireland Education Manager and the Performance and Technical Manager.

## Appendix 1 - Discipline Transfer Matrix Cycle 4 (2017 – 2020)

Cycle 4					
I want to transfer into Tumbling:					
I currently have a qualification at:	L1	L2	L3	L4	L5
In GymSTART so I can attend TUM course at:	L2	L2	XX	XX	XX
In MAG	L2	L2	L2	L3	L4
In WAG	L2	L2	L2	L3	L4
In ACRO	L1	L2	L2	L3	L4
In TEAM	L1	L1	L2	L3	L4
In RG	L1	L1	L1	L1	L1
In TRA	L1	L1	L1	L1	L1
In AER	L1	L1	L1	L1	L1
In PRE	L1	L1	L1	L1	XX

Cycle 4					
I want to transfer into Rhythmic Gymnastics:					
I currently have a qualification at:	L1	L2	L3	L4	L5
In GYMStart so I can attend RG course at:	L1	L2	L1	L1	XX
In MAG	L1	L1	L1	L1	L1
In WAG	L1	L1	L1	L1	L1
In ACRO	L1	L1	L1	L1	L1
In TEAM	L1	L1	L1	L1	L1
In TUM	L1	L1	L1	L1	L1
In TRA	L1	L1	L1	L1	L1
In PRE	L1	L1	L1	L1	XX
In AER	L1	L1	L1	L1	L1

Cycle 4					
<b>I want to transfer into Acrobatic Gymnastics:</b>					
<b>I currently have a qualification at:</b>	L1	L2	L3	L4	L5
<b>In GYMStart so I can attend ACRO course at:</b>	L2	L2	xx	xx	XX
<b>In MAG</b>	L1	L1	L1	L1	L1
<b>In WAG</b>	L1	L1	L1	L1	L1
<b>In TUM</b>	L1	L1	L1	L1	L1
<b>In TEAM</b>	L1	L1	L1	L1	L1
<b>In RG</b>	L1	L1	L1	L1	L1
<b>In TRA</b>	L1	L1	L1	L1	L1
<b>In AER</b>	L1	L1	L1	L1	L1
<b>In PRE</b>	L1	L1	L1	L1	XX

Cycle 4					
<b>I want to transfer into Team Gym:</b>					
<b>I currently have a qualification at:</b>	L1	L2	L3	L4	L5
<b>In GYMStart so I can attend TEAM course at:</b>	L1	L2	xx	xx	XX
<b>In MAG</b>	L2	L2	L3	L3	L3
<b>In WAG</b>	L2	L2	L3	L3	L3
<b>In ACRO</b>	L1	L1	L1	L1	L1
<b>In TUM</b>	L2	L2	L3	L3	L3
<b>In RG</b>	L1	L1	L1	L1	L1
<b>In TRA</b>	L1	L1	L1	L1	L1
<b>In AER</b>	L1	L1	L1	L1	L1
<b>In PRE</b>	L1	L1	L1	L1	XX



Cycle 4					
<b>I want to transfer to Men's Artistic Gym:</b>					
<b>I currently have a qualification at:</b>	L1	L2	L3	L4	L5
<b>In GYMStart so I can attend MAG course at:</b>	L1	L1	xx	xx	XX
<b>In ACRO</b>	L1	L1	L1	L1	L1
<b>In WAG</b>	L2	L2	L2	L2	L2
<b>In TUM</b>	L1	L1	L1	L1	L1
<b>In TEAM</b>	L1	L1	L1	L1	L1
<b>In RG</b>	L1	L1	L1	L1	L1
<b>In TRA</b>	L1	L1	L1	L1	L1
<b>In AER</b>	L1	L1	L1	L1	L1
<b>In PRE</b>	L1	L1	L1	L1	XX

Cycle 4					
<b>I want to transfer into Women's Artistic Gym:</b>					
<b>I currently have a qualification at:</b>	L1	L2	L3	L4	L5
<b>In GYMStart so I can attend WAG course at:</b>	L2	L2	L2	L2	XX
<b>In MAG</b>	L2	L2	L2	L3	L3
<b>In RG</b>	L1	L1	L1	L1	L1
<b>In ACRO</b>	L1	L1	L1	L1	L1
<b>In TEAM</b>	L1	L1	L1	L1	L1
<b>In TUM</b>	L1	L1	L1	L1	L1
<b>In TRA</b>	L1	L1	L1	L1	L1
<b>In AER</b>	L1	L1	L1	L1	L1
<b>In PRE</b>	L1	L1	L1	L1	XX

Cycle 4					
I want to transfer to Preschool Gymnastics:					
I currently have a qualification at:	L1	L2	L3	L4	L5
In GYMStart so I can attend PRE course at:	L1	L1	L1	L1	XX
In MAG	L1	L1	L1	L1	L1
In WAG	L1	L1	L1	L1	L1
In ACRO	L1	L1	L1	L1	L1
In TEAM	L1	L1	L1	L1	L1
In TUM	L1	L1	L1	L1	L1
In TRA	L1	L1	L1	L1	L1
In AER	L1	L1	L1	L1	L1
In RG	L1	L1	L1	L1	L1

Cycle 4					
I want to transfer to Aerobic Gymnastics:					
I currently have a qualification at:	L1	L2	L3	L4	L5
In GYMStart so I can attend AER course at:	L1	L1	L2	L2	XX
In MAG	L1	L1	L2	L2	L3
In WAG	L1	L1	L2	L2	L3
In ACRO	L1	L1	L2	L2	L3
In TEAM	L1	L1	L2	L2	L3
In RG	L1	L1	L1	L1	L1
In TRA	L1	L1	L1	L1	L1
In TUM	L1	L1	L1	L1	L1
In PRE	L1	L1	L1	L1	XX

Cycle 4					
I want to transfer to Trampoline Gym:					
I currently have a qualification at:	L1	L2	L3	L4	L5
In GYMSTART so I can attend TRA course at:	L1	L1	XX	XX	XX
In MAG	L1	L1	L1	L1	L1
In WAG	L1	L1	L1	L1	L1
In ACRO	L1	L1	L1	L1	L1
In TEAM	L1	L1	L1	L1	L1
In TUM	L1	L1	L1	L1	L1
In PRE	L1	L1	L1	L1	XX
In AER	L1	L1	L1	L1	L1
In RG	L1	L1	L1	L1	L1