



Coach Handbook

Version 1.1

October 2025

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Welcome to Bentleigh Calisthenics

Welcome to our club! We are proud to have been a club since 1955 and have many years of providing calisthenics classes to our community. At Bentleigh we pride ourselves in having a large, dedicated and passionate coaching team to assist in catering to all performers needs and abilities. We encourage all our coaching team to feel part of our wonderful community.

Our club is a not-for-profit, community club with a volunteer committee.

Google Drive

A Google Drive folder is available to all Bentleigh coaches and assistants with resources and forms that can be used by all coaches. Feel free to contribute anything here that the coaching team may also benefit from. [Bentleigh Calisthenics Coaches Google Drive](#)

Coach Appointments

Each year coaches are appointed for a 12 month contract. Bentleigh coaches will be asked in September/October to complete a coach preference form specifying what sections and positions you are interested in coaching in the next year. You will be notified by the committee if you have been appointed to a position(s) for the following year via email and provided with a letter of offer and 12 month contract.

Coaching at Another Club

The committee is supportive of coaches taking on positions at other calisthenics clubs, however, we would appreciate if Bentleigh is your first priority (ie. attend all Bentleigh classes, competitions and other club events). It is also a requirement that you inform the committee in writing of any other coaching appointments, both teams and solos. Please also inform the committee in writing if you are "filling in" or consulting at another club in a paid position. (For example, team picking or filling in for an absence).

Coach Qualifications & Requirements

- Development Coaching Qualification – ensure you keep up to date with professional development points.
- Current First aid training - HLTAID0011
- Child Safety yearly training as required by Calisthenics Victoria
- Working With Children Check (WWCC) or current teaching registration.

Acting as a Representative of the Club

There may be circumstances where coaches are required to act as representatives of the club, including meetings and social functions.

It is expected that in such circumstances all team members agree to behave in a manner which represents the professionalism of Bentleigh Calisthenics Club.

It is an expectation that you do not publicly criticise the club or try to poach students or coaches to move to other clubs.

Contacts

Coach Leadership Team

In 2026 the Coach Leadership Team (CLT) is made up of the following:

- Bianca Milosavljevic, Stacey Munforte, Kira Brown & Amy Carr

You should contact the CLT when you need assistance with classes, have issues with students or coaches you wish to talk through or escalate or have anything you wish to be raised at the monthly Committee meeting.

To contact the CLT please - send a message on Band as the first point of contact. If required a phone call/meet up in person can always be organised.

Committee

Bentleigh Calisthenics is a community committee run club where our committee and subcommittees are made up of volunteers. These dedicated volunteers are here to assist you when they can, feel free to speak to any committee member if you have any questions.

Position	Incumbent	Email
President	Alicia Lecky & Stephanie Millar	president.bentleighcalisthenics@gmail.com
Vice President	Lisa Donnelly & Michelle Postletwhaite	committee.bentleighcalisthenics@gmail.com
Secretary	Melinda Jackson-Sossi	secretary.bentleighcalisthenics@gmail.com
Assistant Secretaries	Kyla Field & Melanie Miles	
Treasurer	Amy Carr	treasurer.bentleighcal1@gmail.com
Assistant Treasurer	Andrea Fernandez & Jo-anne Doran	finance.bentleighcalisthenics@gmail.com
General Member (Wardrobe)	Lisa Carruthers & Kat Fonaris	
General Member (Medals)	Kellie Ryan & Gayle Carr	
General Member (Uniform)	Ermina Foley	
Coach Rep	Bianca Milosavljevic	

Timesheets & Pay

All coaches are required to complete a timesheet on the file shared by the committee by the **1st** of each month. Managing payments and invoicing is a significant amount of work for 2 volunteers so we ask that coaches ensure they have completed their timesheets by this date

as this gives families two weeks to pay their invoice ahead of coach payment. Coaches who do not complete their monthly timesheet by the 2nd of each month (especially in solo season) will have to wait to be paid in the next month's pay run.

The Team Up Calendar is used as a double check to record all studio hire and coach times. This applies to group classes as well as solos/duos, extra classes that are running, holiday programs and any extra additional classes that are running.

All coaching positions within the club are volunteer positions, they are reimbursed for their time as recorded in the Timesheets. The payments are not subject to PAYG or Superannuation.

At the start of the year, the Section Coach should set up the repeating calendar for their classes, including identifying any Assistant Coaches that are assigned to their classes.

As the Studio Hire bookings are also made using this App, it is necessary that any additional classes, extensions or use of foyer for meetings are put into the calendar before the start of the month. It is recommended that immediately following each class the section coach updates any modifications such as early/late class start times, coach changes (eg. people away, extra help) as this can be difficult to recall at the end of the month. On the 1st of each month, coaches must check that the calendar accurately represents what happened, and notify the Treasurer that the calendar is ready.

Yearly Calendar - General Overview

Month	Event	Description
January		Check that your classes are set up in Team Up. Assist with promoting classes for 2025. (like and share on social media, assist with flyer distribution etc..)
February	Come N Try Classes	Ensure you support the club to promote the come n try classes.
March	Parent Meeting	Hold a parent meeting to welcome new families and to educate parents on the requirements of your section.
March	Team Selection	- Ensure that all students and parents are aware of the club <i>Team Selection Policy</i> - Request other coaches, Mentor Coach or Coach Leadership Team to assist with the selection panel.
April	Easter	- Ensure that all your team knows if there will be no class due to the Easter holidays. - Easter Raffle please assist with sourcing donations and encouraging ticket sales.
May	Competition dates released	Ensure that all your team are aware of all competition dates.
June	Hair & makeup	Ensure that students & parents are aware of hair and makeup requirements before dress rehearsal. It is recommended that this be done via both parent meetings and videos on groups.

Month	Event	Description
May/June	Camps	Day camps at the studio. Organise and book in TeamUp.
May/June	Dress Rehearsal	Ensure that your team knows the date, time, venue and what to bring for dress rehearsal.
July	Comps	Check that all your students and parents know the dates, times and venues for all competitions.
August	Comps	
September	Comps	Ensure that your team is aware of CV State Championships taking place often over these school holidays.
October	Comps	
October	Concert	Along with the costume rep ensure that all costumes, clubs, rods, shoes are collected from students.
December		Consider what costumes can be sold and organise with your wardrobe coordinator to advertise them. Speak to the Treasurer in regards to banking of monies.

It is recommended that you plan early in the year if there are going to be school holiday classes. The committee supports younger sections scheduling one (1) class off per school holidays in Term 1 & 2. *Please ensure that this is communicated to your team and the committee.*

Yearly Calendar

Club events are available to be viewed in the Team Up calendar, please also refer to our club website and social media.

Come N Try Students

Each year the club offers new students two (2) free come n try classes. Class reps will need to track the come n try students. The Secretary will email coaches a list of students who have registered to come n try, however you may also have some that just come on the day.

Once a come n try student has completed their two (2) free classes they must register with the club. Please keep the secretary updated with come n try registrations and attendance so they can be emailed the registration link

Attendance to class is not permitted until registration is received after the two (2) free Come n Trys for insurance with Calisthenics Victoria.

Team Lists

Coaches receive access to a list of all students in your relevant section on Revolutionise Sport. This includes medical history of students, parents that have Working with Children Checks, student's Calisthenics Victoria numbers and record of anyone who does not allow photos to be distributed of their child. All emergency numbers, medical history and medical

action plans (asthma, allergies etc) should be kept on hand both at class and competitions for easy access.

Refer to  [Revolutionise-officials-guide-V2.pdf](#)

Ensure that the club Information Privacy Policy is adhered to at all times, Coaches must ensure all member information is stored securely and only shared with class reps, other section coaches and committee members where necessary and is not to be shared with others without member consent.

Classes

Please ensure that you fulfil the following expectations regarding classes

- Arrive on time and ready for class
- Ensure that you are dressed appropriately for class
- Ensure that you start and finish your class on time.

Unqualified Coaches

Any coach in charge of a class must be a qualified Development Coach. Any members who do not hold this qualification or are not currently registered must not at any time be in charge of coaching a class without a qualified coach supervising and present in the room.

Coach Absences

Please ensure that you let the Coach Leadership Team know as soon as possible of any planned absences during the year. It is the responsibility of the absent coach to organise another coach to fill in for their absence and the CLT can help with this.

Extra Classes

Please refer to your team budget for the number of extra classes.

- Add your booking to Team Up.
- To get the most out of these classes please provide plenty of notice to your team and ensure that your class rep knows the dates and details so they can assist you with communicating to the team.

If you have used up all your extra class budget then please prepare a proposal and email it to the Treasurer.

Lost or Broken Equipment

Rod and club hire is included in student fees, if students lose or break rods or clubs please notify the Treasurer so that the student can be issued with an invoice to pay for the replacement equipment.

Communication

Communication and Social Media Policy

All coaches are expected to adhere to all requirements of the club Social Media and Communication Policies at all times. It is an expectation that coaches do not use the club social media or their own personal social media to

- Post inappropriate comments or images
- Exchange of messages or statements that are offensive, discriminatory, harassing, obscene, intimidating or threatening.
- Exchange confidential or sensitive information relating to individuals, other clubs or other community stakeholders.
- All posts (written, photos or videos) must be family friendly and positive.
- No statements that are misleading, false or likely to injury a person or the club's reputation or bring the club into disrepute.

Refer to the Social Media Policy and Communications Policy for more information.

Costuming

Costume Information

Please refer to this web page for more information and assistance regarding costumes.

[Costume Information](#)

Budgeting

Coaches will be sent their 2026 budget spreadsheet by the Secretary or Treasurer. This document is a shared one and is to be completed by the coach throughout the year to track spending and manage budgets.

Costume Budget Instructions

MONDAY TINIES COSTUME BUDGET SUMMARY				
Budget per student	\$80.00	Number of students	8	*ALL PURCHASES MUST BE APPROVED BY THE SECTION COACH BEFORE PURCHASE - Coaches please complete your "Budget Costumes" tab by 15th April - Add all purchases to the "Purchase Tracking" tab - Email all receipts for reimbursement to secretary.bentleighcalisthenics@gmail.com - The club has made bulk purchases of gems & glue please email Lisa Carruthers at lisa.m.p@hotmail.co.uk - Lisa will let you know the price so you can add these to your Purchase Tracking tab.
Total Costume Budget	\$640.00			
ESTIMATED BUDGET				
Estimated Spend	\$ -			
Estimated Remaining Budget	\$ 640.00			
ACTUAL BUDGET				
Total Spent	\$0.00			SECTION COACH: Alison Seamer & Michelle Simkhayeva ASSISTANT COACH: COSTUME COORDINATOR:
Remaning Budget	\$640.00			
Prop Budget	\$100.00			

- Change the number of students to how many students you have in your section to provide you with your actual budget.
- When you enter your estimated costs into Tab 2 *Budget Costumes* your *Estimated Spend* will be updated and your *Estimated Remaining Budget* will be calculated. Please complete your estimated budget by 15th April. This will assist you to plan your costumes for the year.
- Ensure you enter all expenditure in the *Purchase Tracking* tab. This will assist you to track your expenditure against your budget.

Reimbursement for Costume Expenses

1. Add your expenditure to your *Purchase Tracking* tab.
2. Send a copy of your receipt to finance.bentleighcalisthenics@gmail.com
3. Your reimbursement will be made on the 15th of each month.

Guidelines

Please ensure that you follow these guidelines:

- Before creating a new costume for your section, check to see if there is not something already suitable in our costume wardrobe. You may be able to redo a costume to keep within budget.
- Please liaise with sections above/below you to see if you can loan a costume for a year (if sizes are suitable)
- If a set is not large enough you may be able to make a few new ones to make the set bigger, it is not recommended that you make new sets less than 12 as it is difficult to reuse these.
- Check that other teams are not using the costumes you would like to use.
- Early in the year you will need to allocate some class time to try on costumes or for sewers to collect measurements etc.
- If you need costumes out of your budget please email the Treasurers with your required budget and justification for the new costumes.
- The club purchases the following items in bulk ab gems & gem glue.
- [Club costume database](#)

Costume Coordinators

Each section has volunteer costume coordinators, it is highly recommended that you have at least two (2) per section - depending on size.

The Costume Coordinators are not required to sew but you will liaise with them to help you create and source the costumes in time for competition season. We would recommend that you meet and discuss early in the year what your vision is for the season, and how they can assist you.

Competitions

Uniform requirements

Coaches, assistants, and helpers are required to wear Bentleigh Calisthenics uniform to every competition. This includes club leggings (or black pants/leggings), club t-shirt (or plain black top - no logos), club coach vest. Solo coaches are requested **not to** coach Bentleigh solo students in another club's uniform.

Coaches and assistants can purchase a subsidised coach's vest, please contact the committee via secretary.bentleighcalisthenics@gmail.com . If you have any questions regarding uniform, please contact the committee.

It is the responsibility of the coaches to ensure that all students are wearing the correct competition uniform to all competitions. Black slip on shoes are also encouraged.

COMPETITION UNIFORM



Competition uniform for students

Signing in and out requirements for children

- Ensure that under 18's must be in the care of another adult and you, and the class rep must know who is responsible for their care. Parents should be encouraged to leave their mobile number on the sign in sheet if they need to be contacted.
- If you need to stay back with a child under 18 at the end of a competition please email the committee to let them know the circumstances as it is the policy of the club to charge a late fee to the parents to cover your time.

First Aid

- First aid backpacks must be brought to each competition, coaches should also have the class list with emergency contact details and medical information. You can request a copy of this from your class rep.
- Ensure that if any incident occurs that an Incident Report is completed

Trophies

Any reserve aggregate or aggregate trophies are the property of Bentleigh Calisthenics and we ask that coaches bring these to the Studios and place them on the trophy cabinets so they can be displayed for all members.

DLPs

You will find a DLP folder on the coach google drive that has numerous images that can be used by coaches. A great site that can be used free of charge for your images is vecteezy. We appreciate it if you can also help your fellow coaches by placing any images/videos you source into the shared folder for future use.

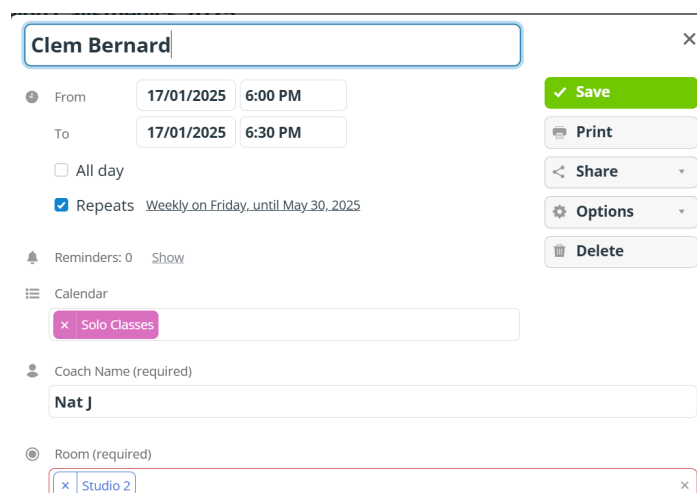
[DLP shared folder](#)

Solo Coaching

The committee attempts to make it as easy and rewarding for all coaches coaching Bentleigh solo students. Some points to please consider:

- Please complete your timesheet by the **1st of each month** - this gives our committee volunteers time to invoice the soloists so that they can pay before the club reimburses you on the 15th. If a soloist does not pay the club then the club is out of pocket. If you complete your timesheet before the 1st please let us know.

- The club promotes all solo coaches to the membership base and asks the members interested in solos the next year to complete a form with their 3 preferences for solo coach.
- The club collects the following levies from the solo student at the time of registration for a solo coach
 - **\$20 Admin levy (per item)** - this is a levy to contribute to the cost and time of our volunteers for the solo coach allocation process and the monthly invoicing and coach payment service
 - **\$60 (per item) Choreography and music levy** - this fee is collected at registration and distributed to the solo coach for each item they are coaching.
- If a solo student contacts you directly and you agree to coach them without them participating in the solo coach registration and allocation process then as a coach you are not eligible to receive reimbursement from the club or receive the choreography and music levy unless you organise yourself. You are then responsible for collecting all monies from the soloist.
- The committee supports coaches who wish to coach non-Bentleigh students, however, you will be responsible for collection of reimbursement from these students.
- If attending solo competitions with Bentleigh soloists please wear your Bentleigh coach uniform.
- It is the coach's responsibility to ensure Team Up (studio bookings) is accurate and kept up to date.
 - Enter each solo session separately as this makes it easier for our volunteers to track



The screenshot shows a web form for booking a class. At the top, there is a search bar containing 'Clem Bernard'. Below this, the form is divided into several sections:

- Date and Time:** 'From' is set to 17/01/2025 at 6:00 PM, and 'To' is set to 17/01/2025 at 6:30 PM.
- Frequency:** There is an option for 'All day' (unchecked) and a 'Repeats' section set to 'Weekly on Friday, until May 30, 2025' (checked).
- Reminders:** A bell icon indicates 'Reminders: 0' with a 'Show' link.
- Calendar:** A calendar icon is followed by a search bar containing 'Solo Classes'.
- Coach Name:** A field labeled 'Coach Name (required)' contains the text 'Nat J'.
- Room:** A field labeled 'Room (required)' contains the text 'Studio 2'.

On the right side of the form, there are several action buttons: a green 'Save' button, a 'Print' button, a 'Share' button with a dropdown arrow, an 'Options' button with a dropdown arrow, and a 'Delete' button.

- If your class is cancelled or moved please update the calendar ASAP so that someone else can use the studio space. This also assists our volunteers when they have external enquiries.

- Please only book a studio for the time you are charging the student. For example, if you are having a 45 minute class only book the studio for 45 mins not 60 mins.
- [Link to Team Up calendar](#)
- If a student does not give adequate notice of a class cancellation (2 hours) you are able to charge the student for this class & studio time. Please add a note on your timesheet.

Solo Coach Allocation Process

Once the closing date of submissions for solo coaches has been completed the Secretary will:

1. The Secretary accesses the RevSport event submissions and downloads all submissions.
2. The secretary collates all first preferences for all coaches.
3. The secretary emails each coach with a list of students, items and grading who have selected them as 1st preference, with a date deadline to respond with which students they are accepting to coach solos.
4. Once all responses have been received from coaches, the Secretary collates all students that need 2nd preference coaches.
5. The Secretary emails coaches with students who have selected them as 2nd preference and a deadline to respond with which students they are accepting to coach solos. Repeat if 3rd preferences are required.
6. If there are any students who have not received their 1st, 2nd or 3rd preference, then the Secretary emails a list of still available soloists (4th preference) to coaches who:
 - a. Have no solo students
 - b. Who are not at capacity for solos (as per their submission)
7. Coaches then email back to the Secretary (within a given deadline) a list of students who they are available to coach from the 4th preference list.
8. The Secretary will then email the available 4th preference coaches to the student/parent who then can select their 4th preference of coach from their personalised list. The secretary will give a deadline for the reply from the soloist/parent.
9. Once all students have been allocated a solo coach then all soloists (or their parents if under 18) are emailed by the Secretary with their solo coach name. Solo coach is cc'd into this email.

Studio

Cleaning roster

A monthly rotating roster will be created at the start of the year for each section. Each section can manage their roster as they wish - you may wish to do it yourself or have your own roster within your section allocated to parents. Additionally please ensure that the studio is clean of any rubbish and the kitchen clean at the end of each of your classes ready for the next section.

Any property left behind is to be placed in the lost property tub located in the foyer.

Ensure that any equipment or costumes that have been used during your class have been returned to the wardrobe and hung up.

Parking

Coaches can park in front of both studios. Driveways are not to be parked on or in front of. Please let your team know that this is not acceptable.

Coaching Timesheets Instructions

1. Open the Google Sheet link that has been forwarded to you. This is your own personal timesheet, once this is updated the volunteer Treasurers can view to complete your reimbursement.

Note: You do not need to download, as this is a “live” document.

2. Select the “Month” tab located at the bottom of the Google Sheet. Each month has its own timesheet.
3. Complete the timesheet for any team, solo, privates or pupil skills time to be reimbursed for.
 - a. Include the full name of the soloist or the private student (s) as these students need to be invoiced by the club.
 - b. Select “WALTER ST” or “EXTERNAL” from the *Location column* so that soloists/privates can be invoiced for studio hire.
 - c. If a student is just hiring the studio select **STUDIO HIRE ONLY** from the *Type column*.
 - d. Your reimbursement is automatically calculated.
4. Once your timesheet is completed for the month please add **COMPLETED**

Monthly timesheets need to be completed by the **1st of each month** for reimbursement on the 15th. This allows time for soloists/privates to be invoiced and make payment for coach reimbursement.

Please note coaches are not reimbursed for the following activities:

- *Attending solo concert*
- *Attending solo competitions*
- *Attending end of year concert*
- *Attending presentation day*

- Attending social activities

You can locate your timesheet at

<https://drive.google.com/drive/folders/1Aljig5reUZv8lgHdp8xjk0eqda9cvy7J?usp=sharing>

Please ensure that you also keep Team Up (Studio Booking system) up to date.

<https://teamup.com/ksjxn9x9yshdj8wenh>

Solo Coach Timesheets

Solo coaches need to complete timesheets at least monthly, however it is really helpful if you can do this weekly to assist with the club's cash flow. The club is often "out of pocket" as the coaches are paid monthly however the soloist may not pay their invoice for many months. *It is a requirement that solo/private timesheets are completed by the 1st of the month to allow time for the club volunteers to invoice the student and for them to have time to pay so coaches can be reimbursed.*

REMEMBER TO

- Select SOLO/DUO/TRIO from the dropdown of the **SECTION** column.
- Please add BOTH the given name and surname to the **SOLOIST NAME OR PUPIL SKILL CLASS** column. This helps with invoicing the correct person.
- If you are co-coaching please add your co-coach's name in the **NOTE TO TREASURER** column.

Please note: solo coaches are not reimbursed for attendance at competitions.

January 2024										\$ 43.75			
DAY	DATE	TYPE	POSITION	SECTION	SOLOIST NAME OR PUPIL SKILL CLASS	LOCATION	TIME FROM	TIME TO	Total Hours	Pay Rate	Total Pay	NOTE TO TREASURER	
					Pis add a separate line for each soloist								
THURSDAY	2	CLASS	ASSISTANT COACH	MASTERS		WALT	8:00 PM	10:00 PM	2	\$ 14.00	\$ 28.00	if you are solo co-coaching please	
MONDAY	3	CLASS	SOLO COACH	SOLO/DUO/T...	JANE SMITH	WALT	3:00 PM	4:00 PM	1	\$ 25.00	\$ 25.00		
MONDAY	3	CLASS	SOLO COACH	SOLO/DUO/T...	BETTY BROWN & SUZIE SMITH	WALT	4:00 PM	4:30 PM	0.5	\$ 25.00	\$ 12.50		
MONDAY	3	CLASS	SOLO CO-COACH	SOLO/DUO/T...	LOUISE JOHNSON	WALT	4:30 PM	5:00 PM	0.5	\$ 12.50	\$ 6.25	CO COACH FANNY BROWN	
SELECT A		SELECT TY		SELECT A SE						\$ -	\$ -		

Non-Bentleigh Soloists

A non-Bentleigh soloist is those performers not registered to perform with a Bentleigh team in 2025. This includes Bentleigh coaches who are performing as part of another club's team.

If you are coaching a soloist who is not a Bentleigh club member, ensure that your studio booking is in Team Up. <https://teamup.com/ksjxn9x9yshdj8wenh>

- You need to organise payment for coaching hours directly (you will not be paid through the club).
- If a non-Bentleigh student is using the studio then:
 1. Select **STUDIO HIRE ONLY** from the TYPE column.
 2. Add them to your timesheet (full name) and highlight their name in **ORANGE**.
 3. In brackets after their name add the number of hours they used the studio.
 4. Do not add any coaching hours (in the TOTAL HOURS column).

A	B	C	D	E	F	G	H	I	J	K	L
January 2024											\$
DAY	DATE	TYPE	POSITION	SECTION	SOLOIST NAME OR PUPIL SKILL CLASS	LOCATION	TIME FROM	TIME TO	Total Hours	Pay Rate	Total Pay
THURSDAY	2	CLASS	ASSISTANT COACH	MASTERS		WALT...	8:00 PM	10:00 PM	2	\$ 14.00	\$ 28.00
MONDAY		STUDIO HI...	SOLO COACH	SOLO/DUO/T...	Betty SMITH (1 hr)	WALT...				\$ -	\$ -
SELECT A ...		CLASS		SELECT A SE...						\$ -	\$ -

Bentleigh Coach using Studio

If you are a coach and using the studio for your own personal use, for example practicing your solo, please complete your timesheet so that the Treasurers can invoice you. Ensure that you enter your time in Team Up > [Link to Team Up](#)

1. Select **STUDIO HIRE ONLY** from the TYPE column.
2. Add your name to your timesheet (full name) and highlight name in **ORANGE**.
3. In brackets after their name add the number of hours you used the studio.
4. Do not add any coaching hours (in the TOTAL HOURS column).

Additional Responsibilities of Coaches

Coaches at Bentleigh are required to contribute to club events by putting their name down to help organise one event per year such as: Solo Concert, Dress Rehearsal, Camp, CaliExams Program Coordination, Annual Concert

Resources

- www.bentleighcalisthenics.com – Member section password: bettertogether
- Professional Development Policy – available from club website
- Financial Management Policy – available from club website
- Solo Coaching Policy – available from club website
- Team Selection Policy – available from club website
- Bentleigh Calisthenics Admin Facebook group - <https://www.facebook.com/groups/bentleighccadmin>

Club Rap

Yo! We are from Bentleigh

We wear the black and blue

And if you want to join us

You can be a winner too

BBBBBBBBBBBBBBBBB Bentleigh

Did you get it? No!

BBBBBBBBBBBBBBBBB Bentleigh YO!