

LAUNCHPAD

TIME TO MOVE

Sporting Schools Provider Delivery Guide



Australian Government
Australian Sports Commission



Gymnastics
Australia

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1. Welcome to Sporting Schools

Thank you for joining the Gymnastics Australia provider network for Sporting Schools.

You're now part of a national initiative helping schools deliver fun, safe and inclusive gymnastics experiences to primary-aged students.

This delivery guide contains everything you need to get started and feel confident in your role.

2. What is Sporting Schools?

Sporting Schools is a national initiative funded by the Australian Government to help schools increase children's participation in sport and connect them with community sport opportunities.

It provides funding for primary schools (and select secondary schools) to deliver free, high-quality sporting programs during school hours. These programs are delivered by approved providers and align with the Australian Curriculum.

Gymnastics Australia is proud to be one of more than 30 National Sporting Organisations involved in Sporting Schools. Through this partnership, we ensure gymnastics is delivered in a safe, inclusive, and engaging way by qualified providers across the country.

Learn more: sportaus.gov.au/schools

3. What is LaunchPad?

LaunchPad is Gymnastics Australia's national participation program, designed to help children develop the fundamental movement skills they need to lead an active and healthy life.

In the context of Sporting Schools, LaunchPad provides the foundation for the delivery of gymnastics programs. It includes age-appropriate activities, lesson plans, and games that are inclusive, adaptable, and fun.

All gymnastics programs delivered through Sporting Schools must use LaunchPad resources, which are designed to:

- Support confident and consistent program delivery
- Align with curriculum goals and physical literacy outcomes
- Engage students of all abilities in fundamental movement

LaunchPad delivery streams include:

- LaunchPad Gymnastics: GymFun and GymSkills
- LaunchPad Aerobics: AeroFun and AeroSkills
- LaunchPad FreeG: FreeG and FreeG Kids

4. Delivery eligibility

To deliver LaunchPad programs as part of the Sporting Schools initiative, providers must meet the following eligibility criteria:

4.1 Provider requirements

- Be a current financial member of your State or Territory Gymnastics Association, as well as Gymnastics Australia
- Hold current insurance, ABN, and Working with Children Check (WWCC) or state equivalent
- Be registered as a Sporting Schools Provider on the [OfficialsHQ portal](#)
- List Gymnastics Australia as a delivery sport in your provider profile
- Only deliver Gymnastics Australia national programs using approved resources and materials
- Maintain up-to-date contact and delivery region information

4.2 Coach requirements

- Hold an active Gymnastics Australia coaching accreditation:
 - Minimum requirement: Fundamental Gymnastics Coach or Intermediate Coach
 - Beginner Coaches may deliver programs only under the direct supervision of a coach holding a minimum Fundamental or Intermediate accreditation and must have completed the GA Supervisor or Club Coach Educator course.
- Be registered on the [OfficialsHQ portal](#) as a coach
- Have a valid WWCC or equivalent
- Be linked to a registered club or program provider in [OfficialsHQ](#) and Gymnastics Online (GOL)

4.3 LaunchPad Aerobics program delivery

To deliver LaunchPad Aerobics as part of Sporting Schools:

- The club or program provider must have Aerobics listed as an offering on their GOL profile
- Coaches must hold an Intermediate Aerobics Coaching Accreditation, or higher

4.4 LaunchPad FreeG program delivery

To deliver LaunchPad FreeG as part of Sporting Schools:

- The club or program provider must have FreeG listed as an offering on their GOL profile
- Coaches must have attended the FreeG Intermediate Coach Workshop

If you are unsure whether your organisation or coaches meet the requirements to deliver a particular program stream, please contact the Participation Team at Gymnastics Australia for support.

5. Registering as a provider

To deliver gymnastics programs in Sporting Schools, clubs and program providers must be registered through the Sporting Schools portal, which is managed by the Australian Sports Commission (ASC) using a system called [OfficialsHQ](#).

[OfficialsHQ](#) is the national portal used by the ASC to manage bookings, provider and coach registrations, and all program delivery information across Sporting Schools.

While Gymnastics Australia has access to some booking data and provider information, we are limited in the level of direct support we can offer within the portal itself.

For most technical or access issues, you will need to contact the Sporting Schools support team directly.

Support site: [Sporting Schools Help Centre](#)

5.1 Steps to register as a provider

1. Visit the [OfficialsHQ](#) Sporting Schools portal
2. Select “Register as a Provider” and complete your organisation’s details, including:
 - Organisation name and contact details
 - ABN
 - Current insurance certificate
 - Working with Children Check (WWCC) or equivalent for relevant staff
3. Add Gymnastics Australia as a delivery sport in your provider profile
4. Nominate your delivery regions and update them as needed

For help with this process: [Registration & Access – Support Guides](#)

Once submitted, your application will be reviewed and approved, making you an Endorsed Provider under Gymnastics Australia. You will receive a confirmation email once your account has been activated.

5.2 Ongoing requirements

- Always keep your provider information current
- Update your profile if your staff, insurance, or accreditations change
- Maintain your affiliation with Gymnastics Australia and your State or Territory Association

6. Registering as a coach

All coaches delivering gymnastics programs through Sporting Schools must be registered in the [OfficialsHQ](#) portal and meet Gymnastics Australia’s eligibility requirements. This ensures bookings are accurate and only appropriately accredited coaches are assigned to sessions.

6.1 Steps to register as a coach

- Visit the [OfficialsHQ](#) Sporting Schools portal
- Select “Register as a Coach” and follow the prompts
- Complete your coach profile with:
 - Full contact details
 - Your Gymnastics Australia coach accreditation
 - Valid Working with Children Check (WWCC) or equivalent
 - Link yourself to the correct club or provider organisation
 - Add Gymnastics Australia as one of your delivery sports
- For help with this process: [Coaches – Support Guide](#)

6.2 Ongoing requirements

- Maintain an active coaching accreditation with Gymnastics Australia
- Keep your WWCC or equivalent up to date
- Ensure your contact details and provider linkage in OfficialsHQ remain current
- Complete any required accreditations or certifications needed for specific programs such as FreeG or Aerobics

Only coaches who are fully registered and appear on the provider’s booking in [OfficialsHQ](#) will be recognised for program delivery and compliance purposes.

7. Gymnastics Australia’s role and responsibilities

Gymnastics Australia plays an active role in ensuring gymnastics programs delivered through Sporting Schools are high quality, safe, and consistent with national standards. Our involvement helps ensure that both providers and schools have the support they need throughout the process.

While bookings are managed through the [OfficialsHQ](#) portal, and overseen by the ASC, Gymnastics Australia provides program-specific oversight, support, and administration.

7.1 When a school nominates a provider

1. The school selects a provider through [OfficialsHQ](#) and submits a booking request
2. The provider accepts or declines the request
3. Gymnastics Australia’s responsibilities:
 - Monitor bookings and ensure compliance with eligibility and accreditation requirements
 - Support providers and schools if action is needed to confirm or amend a booking
 - Issue the \$198 (incl. GST) administration fee invoice to the school
 - Provide access to LaunchPad resources or teacher training to schools, if included

7.2 When a school does not nominate a provider

1. The school submits a booking request
2. Gymnastics Australia’s responsibilities:
 - Identify and assign a suitable provider from the local the area

- Facilitate introductions and support the booking process through to confirmation
- Invoice the school the \$198 (incl. GST) administration fee once the booking is confirmed
- Provide access to LaunchPad resources or teacher training to schools, if included

7.3 Ongoing oversight and quality assurance

Throughout all bookings, Gymnastics Australia:

- Reviews each program to ensure it is delivered by appropriately accredited coaches
- Supports communication between schools and providers when needed
- Ensures program integrity by aligning with LaunchPad and Gymnastics Australia's coaching standards
- Offers advice, resources, and clarification where required

If schools or providers encounter issues within the [OfficialsHQ](#) portal (e.g. login problems, access errors, or registration issues), they should contact the Sporting Schools Help Centre for technical assistance.

8. Provider's role and responsibilities

As an endorsed gymnastics Sporting Schools provider, you play a key role in ensuring a positive, safe and high-quality experience for schools and students.

Your responsibilities extend beyond program delivery and include managing bookings, communication, and compliance with program standards.

8.1 Booking management

This support article from Sporting Schools will help with the booking management process.

[Click here to access.](#)

Additional provider support articles can be found [here](#).

Below are a few extra tips to help:

- Login regularly to the [OfficialsHQ](#) portal to manage booking requests
- Set bookings to confirmed promptly using the School Bookings > Booking Management section

- Click the arrows icon to set status as pending or confirmed:



Confirming bookings ensures schools access their Sporting Schools grant funding.

- Click the cog button to reassign the booking to Gymnastics Australia if it

cannot be fulfilled:



Please avoid cancelling bookings, as Gymnastics Australia may be able to reassign them to another provider or work with schools to have a teacher delivered program.

8.2 Communication with schools

- Before confirming a booking, reach out to the school contact to:

- Confirm session dates and times
 - Discuss student needs or space/equipment available
 - Ensure expectations are clear on both sides
- Maintain professional and timely communication throughout

8.3 Delivery expectations

- Deliver the program using Gymnastics Australia's approved LaunchPad resources
- Adapt activities to suit the students' needs, age, and ability levels
- Prioritise fun, safety, and engagement, aligning with a philosophy of movement through fun, fitness, friendship and fundamentals
- Ensure coaches are appropriately accredited and appear on the booking

8.4 Portal updates and reporting

- Keep your provider and coach details up to date in [OfficialsHQ](#)
- Ensure all required post-program reporting is completed if requested

9. Gymnastics Australia administration fee

In addition to your program delivery fee, Gymnastics Australia charges schools a flat \$198 (including GST) administration fee for each confirmed Sporting Schools gymnastics program. This fee is limited to one (1) per school, per term.

This fee is charged by Gymnastics Australia directly to the school and is separate from what you quote and invoice for your services. Invoices are prepared and sent to schools within 14 working days of the booking confirmation.

9.1 What the administration fee covers

The \$198 fee supports the management and quality assurance of all gymnastics programs delivered through Sporting Schools. It covers:

- Program booking support and coordination
- Quality checks to ensure coaches and programs meet Gymnastics Australia's standards
- School access to LaunchPad resources and teacher training (if applicable)
- Ongoing support for both schools and providers

9.2 What providers need to know

- You must quote your delivery fee directly to the school. This is the amount you will charge for coaching hours and any travel or equipment costs.
- Do not include the \$198 fee in your quote or invoice.
Gymnastics Australia will issue a separate invoice to the school for the \$198 fee once the booking is confirmed.
- You are responsible for invoicing the school directly for your program delivery fee. Gymnastics Australia does not do this on your behalf.
- If a school has multiple bookings with the same provider in the same term, they will only be charged one administration fee for that term.

If a school has questions about the administration fee, they can contact Gymnastics Australia directly for more information.

10. Program delivery tips

Delivering a high-quality, engaging gymnastics program is at the heart of your role as a Sporting Schools provider. These tips will help ensure your sessions are safe, inclusive, and enjoyable for all students, while also meeting the expectations of both the school and Gymnastics Australia.

10.1 Before the program

- Confirm logistics early: Contact the school to confirm dates, times, location, class sizes, and any specific student needs.
- Know your space: Ask about the physical space and available equipment, and plan accordingly.
- Review your program: Use Gymnastics Australia's LaunchPad resources and ensure your activities are age-appropriate and aligned with your accreditation.
- Check the [Sporting Schools Help Centre](#) for booking management process steps.

10.2 On the day

- Arrive at the agreed time to set up and be ready to greet school staff
- Wear appropriate coaching attire
- Introduce yourself to the school contact and classroom teacher before each session
- Be flexible and inclusive — adapt your activities for students of all abilities, and maintain a positive, encouraging tone
- Follow all safety protocols as outlined in your coaching accreditation and club policies

10.3 After the program

- Pack down promptly and leave the space clean and tidy
- Thank the school staff and check if they have any feedback or questions

Delivering fun, safe, and inclusive sessions helps build a positive reputation for both your club and the sport. Schools that have a great experience are more likely to rebook and recommend your services.

11. Resources & support

Gymnastics Australia is committed to supporting you in delivering high-quality programs that are fun, safe, and inclusive. As a registered provider, you have access to a range of resources to help you plan and deliver your sessions with confidence.

11.1 LaunchPad program resources

These lesson plans and activity cards are specifically designed for Sporting Schools delivery and align with the Australian Curriculum and physical literacy outcomes.

- LaunchPad Gymnastics Lesson Plans
- LaunchPad Aerobics Lesson Plans
- FreeG Kids Lesson Plans & Activity Cards

These resources were sent with your welcome email, are available in the Resource Library and are also available to purchase via the GA Shop.

11.2 Need help?

For questions about the booking portal, registration, or technical issues, contact the ASC [Sporting Schools Help Centre](#)

For gymnastics-specific questions or support with delivery, contact the Participation Team at Gymnastics Australia:

Email: sportingschools@gymnastics.org.au

Phone: 03 8698 9700 (Dial 5)