



Nunawading Gymnastics and Sports Club Incorporated

ABN – 99 529 711 655

Club Handbook

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Table of Contents

| | |
|--|----|
| Table of Contents..... | 2 |
| Introduction | 3 |
| Why Gymnastics?? | 3 |
| Mission Statement | 3 |
| Our Club Personnel | 4 |
| Gymnastics Programs Pathway..... | 7 |
| Clubs Guidelines, Rules and Policies | 10 |
| Child Protection and Child Safe Environment..... | 12 |
| Club Membership and Registration | 12 |
| Fee and Refund Policy..... | 13 |
| Safety Guidelines and Rules..... | 16 |

Introduction

Welcome to Nunawading Gymnastics and Sports Club. We are a community based, non-profit organisation which was established in 1944 by local Policeman, Constable Bill Lucas and the club was known at the time as the 'Nunawading Youth Club'. Bill Lucas's motivation was to "keep the kids off the street and out of trouble".

NYC serviced the community by offering classes such as Judo and Gymnastics for boys and Baton Twirling, Gymnastics and Netball for the girls.

In Oct 1985 a new Nunawading Youth Club was officially opened – being funded by the local Council as well as the fundraising efforts by the club. The total amount invested in the refit was \$180,000.

The name change from Nunawading Youth Club to Nunawading Gymnastics & Sports Club Inc. was voted in on August 1998 and today NG&SC offers seven disciplines of Gymsports and is affiliated with Gymnastics Victoria and Gymnastics Australia.

Why Gymnastics??

Gymnastics offers many physical, emotional and intellectual stimuli, which aid and support a growing child. Our Club caters for all levels of ability and aspiration from toddler to high level competitive gymnastics.

Gymnastics activities promote strength, flexibility, balance and coordination providing an excellent grounding for many sports. The training environment also introduces goal setting, discipline, cooperation, teamwork, listening and comprehension skills, taking instruction and performing to an audience. It builds not only strength but lifelong skills.

Our Nunawading facility is a well-equipped gymnastics centre providing all apparatus, teaching aids and sprung floor to cater for the 7 disciplines of Gymnastics that we offer – Recreational Gymnastics (GFA); Gymstar Recreational and Competitive; Women's Artistic Gymnastics (WAG); Men's Artistic Gymnastics (MAG); Acrobatic Gymnastics (ACRO); Rhythmic Gymnastics (RG); and Tumbling. To compliment our competitive Gymsports streams we also offer Ballet which aids the development of artistry and poise, important for floor routines.

Mission Statement

Is to ensure that participants are able to achieve their own personal goals, be that recreational, development or competitive within the sport of gymnastics. This will be achieved through offering:

- *An inclusive and diverse gymnastic program that is well structured and encourages participation;*
- *Qualified, diverse and well supported coaching staff who encourage the gymnasts development and involvement;*
- *A family friendly club that fosters a culture of participation by all.*

Our Club Personnel

The Committee of Management

The Committee is elected by members who attend the Club's Annual General Meeting. The committee oversees the Club's business and financial strategies according to the Club's constitution and employs staff to carry out the day to day operations of the organisation. The Committee meet monthly to discuss all operational, programming, equipment issues and actions as well planning the social, fundraising and other events for each term. Any member of the gymnastics community can join the committee and will receive benefits and deductions as well as playing an important role in the overseeing of our Club's operations and strategic plans.

Club Manager

Our Club Manager manages all operations at NG&SC. This role ensures that practices by staff and members are carried out according to the Club's Policies and Procedures and that all departments run smoothly and efficiently. You can contact the Club Manager for all queries, accounts, club memberships, program information and feedback. This role is the link between the Club's activities and the Committee of Management, providing them with a monthly overview of day to day operations, coaching or member issues, financial requirements and issues, marketing and communications updates and news.

Club Manager – Jan Nance

Email: club@nunawadinggymnastics.org.au

Program Coordinator

The Program Coordinator manages and facilitates all NG&SC Gymnastics programs and internal events ensuring a high standard of coaching and programming. The Coordinator assists Coaches with their training and accreditation, organising Coaching courses and Coaches workshops promoting continual development and knowledge in Gymnastics. This role provides our members with information regarding class timetables, events, updates on gymnasts' progress, uniform requirements and competition scheduling.

Program Coordinator – Millie Bentley

Email: program@nunawadinggymnastics.org.au

Front Desk Receptionists

Our Front desk receptionists manage the front desk and member queries, between 4.00 to 6.15 from Monday to Friday. This role is responsible for providing up to date information on new memberships, class fees, class availability, holiday programs and Birthday Parties. At the front desk, you can purchase our Club training Leotards, Crop tops and shorts and Club T Shirts and Hoodies. See price list in Attachment 1.

For information on your child's progress it is recommended that you speak to the coach at the end of the session or speak to the front desk to organise a time to talk to our Program Coordinator or Club Manager.

Coaches

All our coaches hold Intermediate, Advanced or Advanced Silver accreditation achieved through the Gymnastics Australia's Education Framework. We also have a Traineeship program where we encourage our senior gymnasts to become trainee coaches. Once our trainees have reached the age of 15, have accrued trainee hours; we assist them to gain accreditation. Our philosophy is to nurture our young people from gymnast to coach from within the club. This ensures a consistent and positive club culture which promotes growth and achievement of our young people who believe in our Mission Statement.

Working with Children Certificate

All Staff, Committee members and volunteers are required to hold a valid WWC Certificate which is in compliance with Gymnastics Australia's Child mandate.

Fundraising

Fundraising is an important part of our operations. We raise funds to facilitate equipment purchases and club development. We aim to hold a fundraising event each term, it could be a Bulb Drive, Mothers and Father's Day raffles or at our Pop Up shop which supports our special internal events with baked treats and food for our spectators and participants. We also have one major fundraiser per year. If you would like to become involved with our sub committee or have any great ideas that you wish to share - please email club@nunawadinggymnastics.org.au.

On page 6 – see our **Program Pathway's**

Tumble Tots Kinder Gym (1-5 years)

GYMFUN Class (5-7 years)

RECREATIONAL (5-7 years, 8-11 years)

GYMSKILLS (ages 12+)

Foundation Programs / Non-competitive

| | |
|--------------------|--------------------|
| Gymstar Level 1 | Gymstar Level 2 |
|--------------------|--------------------|

| |
|-------------------------------|
| MAG Development Program |
|-------------------------------|

| |
|------------------------------|
| WAG Foundation Program |
|------------------------------|

| |
|-----------------------------------|
| Intermediate Tumbling Class |
|-----------------------------------|

Acro Development Program

| | | |
|-----------------|-----------------|--------------------|
| Acro Level 1 | Acro Level 2 | Acro Level 3/3A |
|-----------------|-----------------|--------------------|

| |
|-------------------------------|
| Advanced Tumbling Class |
|-------------------------------|

Advanced Gymstar Squad

| | | | | |
|--------------------|--------------------|--------------------|--------------------|---------------------|
| Gymstar Level 3 | Gymstar Level 4 | Gymstar Level 5 | Gymstar Level 6 | Gymstar Level 7+ |
|--------------------|--------------------|--------------------|--------------------|---------------------|

MAG Senior Squad

| | | | | |
|----------------|----------------|----------------|----------------|-----------------|
| MAG Level 3 | MAG Level 4 | MAG Level 5 | MAG Level 6 | MAG Level 7+ |
|----------------|----------------|----------------|----------------|-----------------|

WAG Senior Squad

| | | | |
|-------------|-------------|-------------|-------------|
| WAG Level 3 | WAG Level 4 | WAG Level 5 | WAG Level 6 |
|-------------|-------------|-------------|-------------|

Acro Senior Squad

| | | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Acro Level 4 | Acro Level 5 | Acro Level 6 | Acro Level 7 | Acro Level 8 | Acro Level 9 | Acro Level 10 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Rhythmic Junior Squad

| | |
|---------------------|---------------------|
| Rhythmic Level 1 | Rhythmic Level 2 |
|---------------------|---------------------|

Rhythmic Senior Squad

| | | |
|---------------------|---------------------|----------------------|
| Rhythmic Level 3 | Rhythmic Level 4 | Rhythmic Level 5+ |
|---------------------|---------------------|----------------------|

Ballet

Note: Ballet classes are offered to ALL competitive gymnasts as an additional program to enhance their Artistry in all disciplines of Gymnastics

INVOLVED IN INTERCLUB, STATE AND/OR NATIONAL COMPETITIONS

Gymnastics Programs Pathway

Tumble Tots Kinder Gym

This program promotes a special time for children ages 18 months to preschool 5 year olds, with their parent/grownup, to play and have fun in a safe, stimulating, structured and multisensory environment. The equipment is set up with many inbuilt challenges which encourage the child to explore and experience differing types of movement, activities and interaction. Our kinder gym coaches are accredited for this age group and they work hard to provide a stimulating environment incorporating basic gymnastics skills by using motivational and fun circuits that encourage exploration, strength and confidence.

Gymnastics for All (Recreational) – Girls and Boys

Our GFA Recreational programs cater for both boys and girls from a beginner level. These programs aim to teach children fundamental gymnastics skills whilst developing important gross motor skills such as balance and coordination. These programs include a wide range of gymnastics based activities and incorporate aspects from a variety of gym sports including Men's & Women's Artistic Gymnastics, Acrobatic Gymnastics, Trampolining and Rhythmic Gymnastics. The diversity of Gfa programs provide each child with the opportunity to develop their sporting ability. As children develop their movement skills, we can begin to introduce activities that may be more specific to certain gym sports. GymSkills is for our older gymnasts age 12+ and offers to improve their fitness whilst learning basic skills. After participating in our Recreational programs, children will have the opportunity to increase their confidence and competence in movement; preparing them for a wide range of other sports and activities.

Gymstar Foundation/ Levels 3 – 10 Girls

Gymstar is the next step up from our Recreational programs. At the foundation level the gymnast has attained a variety of basic gymnastic skills and is ready for the next challenge. Gymstar Levels 3 and up provide recreational competitions which are enjoyable for gymnasts, coaches, judges and spectators. Gymstar provides the opportunity for participants to compete in a fun and fair environment. The emphasis is on the execution of skills and routines rather than difficulty. This program has been designed to be used within clubs as a complete program for girls, available for all, not just the talented few. It is recommended that the Gymstar program be used by gymnasts who train limited hours, gymnasts who prefer a less competitive environment or gymnasts who have limiting physical qualities. Training hours vary for the different levels of Gymstar.

Women's Artistic Gymnastics Men's Artistic Gymnastics Development

The foundation program forms the basis of the WAG/MAG Australian Levels Program and is a skill based program that includes the opportunity for every WAG/MAG gymnast to commence at the same starting point. This skill program is supported by the physical and skill testing program and has a competition focus.

WAG and MAG Levels 3-6

NG&SC offers the Australian Levels Program for levels 3-6. Your child must be invited in to these competition squads and are required to train between 4-10 hrs per week depending on the Level. This program is used Australia wide giving states the opportunity to compete against one another from level 4 and above. NG&SC specialises in level 3-6 program moulding and conditioning our gymnast to be strong, skilful and artistic Gymnasts, competing to the best of their ability. Gymnasts will be expected to compete in competitions. For further information about WAG & MAG, contact us or refer to the Gymnastic Australia website.

Acrobatics Gymnastics Development 1 – 3A

In this program the gymnasts train two hours per week learning the foundations of Acrobatic Gymnastics. This class offers trials at certain times of the year. The squad will enter approximately 2 – 3 competitions during the year.

Acrobatic Gymnastics Levels 4 - 10

Our Acrobatic Gymnastics is a competitive gymnastic discipline where partnerships of gymnasts work together and perform routines consisting of acrobatic moves, dance and tumbling, set to music. There are three types of routines; a 'balance' routine where the focus is on strength, poise and flexibility; a 'dynamic' routine which includes throws, somersaults and catches, and a 'combined' routine for levels 8 to 10 which includes elements from both balance and dynamic. Our gymnasts are invited into this program and train between 6 – 10 hours per week, entering 3 to 4 competitions per year. Please see the Acrobatic Gymnastics Handbook for further information.

Rhythmic Gymnastics (RG)

Rhythmic Gymnastics is a competition program where the gymnasts manipulate apparatus to music. The sport combines elements of ballet, gymnastics, theatrical dance, and apparatus manipulation. Athletes are scored on their leaps, balances, pivots, flexibility, apparatus handling, and artistic effect. We offer Levels 1 – 6 training from 1.5 hours to 2.5 hours per week. This is a competition based sport and as such the expectation is for all children to compete during the year.

APPARATUS FOR EACH GYMSPORT

| KG,GF,REC,GS | GYMSTAR | WAG | MAG | ACRO | RHYTHMIC |
|----------------|---------|-------|--------|--------------|----------|
| Floor | Floor | Beam | Pommel | Sprung Floor | Hoops |
| Bars and Rings | Bars | Bars | P Bars | Each other | Ribbons |
| Beam | Beam | Vault | Vault | | Balls |
| Tramp | Tramp | Floor | Floor | | Clubs |
| Pommel | | | Rings | | Floor |

Advanced Tumbling - Recreational

This program is designed for the Advanced Gymnasts who are able to perform floor skills at an advanced level. Moves includes Round offs, Layouts and back handspring. The apparatus used is floor, long track trampoline and Trampettes. This class is only available to the more experienced gymnasts over the age of 14.

Ballet (Gymerina's)

This is a specialised ballet program created to strengthen and enhance gymnastic technique utilising skills from Ballet. This class is recommended for the following competitive squads WAG, Gymstar and Rhythmic.

Uniforms

The Club offers all recreational and competitive leotards, crop tops and shorts, hoodies and polos; which are available for purchase from reception.

Competition Uniform – all competitors in all levels of MAG, WAG, ACRO, Gymstar (comp) and Rhythmic will be required to perform in a custom made leotard – further details are available in each Gymsport's competition handbook – available from our reception.

- Levels 1-3 are required to purchase a club polo (and supply black tracksuit pants or leggings) for Competition
- Levels 4 and above are required to purchase the Club tracksuit for Competition
- Personalised NG&SC sports bags are available to order for all levels.



NG&SC training leotard
Available for all classes
Price is \$35.00 (inc GST)



NG&SC Competition Leotard
Price and style vary dependent on
Program

Clubs Guidelines, Rules and Policies

Photography and Filming

It is strictly prohibited to take photos and videos of children in the gym without permission from the parent and Club. Pre-arranged photos can be organised – conditions apply.

Leaving the Coaching to Coaches

Our Coaches are highly accredited, having spent many hours, weeks, months and years gaining their accreditations. They also spend additional time each year updating their knowledge by attending workshops and other educational events. They are required to meet the educational standards set by Gymnastics Australia by progressing their skills and knowledge base each year of membership. As such, they are well prepared and qualified professionals and appreciate being left to do their job without interference.

If you have any concerns regarding a Coaches training methods or behaviour please discuss this with our Program Coordinator or Club Manager.

Member Contact or Other details

Please notify the office of any updated email address or telephone contact details as well as medical or disability information which may be significant to training and to the club. All potentially serious medical conditions require an action plan. Please supply us with a copy of the Medical Action Plan, so that we are prepared for any emergency.

Illness, Injury & Special Circumstances

Gymnasts may be required to produce a medical certificate confirming their fitness for classes or their general health status prior to being permitted to participate. Please do not bring sick children or siblings to the gym. The Club reserves the right to refuse entry to any persons who show signs of illness. Any persons attending class that have a pre-existing injury or special needs please notify the Program Coordinator and Coach prior to class time.

Punctuality

Please arrive at least 5 minutes prior to commencement to your child's class. This will ensure that your child will be ready to go when the warm up commences. Warming up is an essential part of the class and children running late may be refused entry, due to safety and risk of injury. Please call reception and let us know if you are running late.

Dropping Off and Picking up Gymnasts

Parents are requested to come into the foyer to drop off and pick up their children. Please remind your children to wait inside and please be on time to pick them up. If you are going to be late to pick up or drop off, please contact the office and advise your expected arrival time. A fee may apply if your child is left in our care outside their class time. If you arrange for someone else to collect your child, please notify the office. If there is a specific person/s not permitted to pick up your child, please notify the office via email. Please ensure you park in designated places only and adhere to the 5km/h speed limit.

Communications with our Members

We will communicate with you via various means such as email – for invoicing and queries; SMS Alerts – notifying cancellation of classes or safety issues that concern the club; and via our Electronic newsletter. So it is essential that we have your up-to-date contact details.

Administrative & Payment Related Issues

In the first instance, such issues should be directed to the Club Manager. If the matter is not resolved to your satisfaction then you may contact the President or Secretary of the Committee of Management. Contact details are available at the front desk.

Coaching Related Issues

In the first instance, such matters should be brought to the attention of the Program Coordinator. If the matter is not resolved to your satisfaction then you may contact the Club Manager to express your concerns. No complaint or request will be considered unless the correct grievance procedure is followed.

NG&SC Club Member Protection Policy

NG&SC have an independent Member Protection Information Officer (MPIO) available for providing information about a member's rights, responsibilities and options when making a complaint or raising a concern. There is a policy in place to ensure that members are provided with a safe and respectful sporting environment, free from harassment and abuse.

This is an essential part of our organisation's proactive and preventative approach to tackling any inappropriate behaviour. The management of the organisation is committed to ensuring that everyone associated with NG&SC complies with this policy at all times. The full policy can be obtained at our front desk.

Member Protection Office – Sharon Currie (contact details will be provided by the club upon request).

Child Protection and Child Safe Environment

The Victorian Government has introduced compulsory minimum standards that apply to all organisations that provide services for children. These standards help to protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry.

These Standards apply to sporting organisations from 1 January 2017.

Gymnastics Victoria has set standards and policies that all affiliated clubs must comply with to ensure that our young people are protected from child abuse and anything that compromises their health and wellbeing. Nunawading Gymnastics & Sports Club is responsible for the care and protection of children under 18 and for reporting information about child abuse.

We are a Child Friendly sport and organisation with a number of important policies that are in place as a part of our commitment to promoting child safety and protecting children. Please visit our website for further information on our Policies – www.nunawadinggymnastics.org.au.

Club Membership and Registration

Upon joining NG&SC you will receive:

- A copy of the Club Handbook which contains comprehensive information of our programs; and Club Guidelines, giving brief summaries of our Club's Policies;
- Our Club's Code of Conduct - for Gymnasts to read, sign and return;
- Our Photography and filming permission form - to read, sign and return;
- Our Medical or Pre existing Injury form – to read, sign and return;
- Membership Sign up form and Registration Card – to fully complete, sign and return.

Our Club membership fees include: Class Fees, Gymnastics Victoria Registration (which provides Insurance coverage along with discounts to retail outlets and GV events) and a Club Levy. The Class fees and GV registration are non-refundable. The Gymnastics Victoria registration is transferable between clubs but not from one gymnast to another. It is a valid from the date of payment until the 31st of December of that calendar year. A 5% family fee discount applies for the 2nd and subsequent children from the same immediate family. Class fees and Club Levy are charged by term and invoices and fees must be paid upon your child's enrolment in a class. All questions regarding fee amounts should be directed to the office by email – club@nunawadinggymnastics.org.au.

For each new term, we base our invoicing on the understanding that our gymnasts will return. This process is designed to ensure your position is secure and that rolls and fees are prepared on that basis. If you are not returning, we would appreciate an email to let us know as well as providing some feedback for the decision. Term Fees are payable within 14 days from date of invoice for current members. The payment date will be clearly marked on the invoice. For fees that are not received by the due date, further action will be considered by the Committee of Management.

Fee and Refund Policy

Invoicing, Fee Structure, Other Charges

- All members are invoiced before the commencement of each term for class fees and other charges.
- Our payment terms are 14 days from date of invoice and the payment due date is marked clearly on the invoice.
- New member invoices are required to be paid prior to the commencement of the first paid lesson.
- At the beginning of each calendar year all members are charged the Gymnastics Victoria Registration fee. This charge includes Personal Injury Insurance Cover as well as membership benefits and special discounts from Gymnastics Victoria.
- All families are charged our Maintenance Levy which is charged by term. This levy is refundable upon attending our working bees, which are held once a term.
- If joining during the term, class fees and Maintenance Levy are charged on a pro rata basis. The Gymnastics Victoria registration fee is charged in full for Terms 1 and 2 but then discounted for Terms 3 and Terms 4.
- KinderGym and Recreational class fees are calculated based on an hourly rate and the number of weeks in the term (excluding public holidays). The higher the number of hours that a gymnast trains the lower the hourly rate. (refer NG&SC Fee Schedule)
- Competitive Gymnasts are invoiced an hourly rate based on the number of hours trained each week. The hourly rate reduces as the number of hours trained increases. This is to take into account the high number of hours that squads are expected to train. (refer NG&SC Fee Schedule)
- All other charges such as uniform purchases, competition entries, private lessons, holiday training, holiday programs and birthday parties are required on receipt of invoice or as arranged with the Club Manager.

Late or Failure to Pay

- For all families with outstanding fees from two weeks into a new term, a statement will be sent requesting payment be made within 7 days.
- If payment is not made within 7 days of receiving a statement, the family will be contacted and advised that the gymnast(s) will be unable to continue with classes until full payment is made. In some situations a payment plan may be negotiated.
- Those families with overdue fees in excess of 30 days outstanding, will be sent a formal letter from the Committee of Management, stating that unless the outstanding fees are settled in full, the family's details will be passed onto a third party for debt collection.
- In the event that an overdue account is referred to a debt collection agency, the family will not only be liable for the terms fees but also for all costs incurred by the debt collection agency.
- Competitive gymnasts with outstanding fees will not be permitted to compete at competitions until such time that fees have been paid.

Refund Guidelines

Refunds and/or credits may be granted in some of the following situations:

- Where a gymnast has been ill or injured and is absent from class for more than two weeks and can provide a valid medical certificate for the period they were absent.
- If you wish to terminate your membership you will need to provide the club two weeks written notice before the termination date. If not there will be a two week cancellation fee charged. All future unattended classes will be refunded by direct credit.
- We only refund class fees when terminating a membership. The Gymnastics Victoria registration and Club Levy fees are not refundable.
- We do not give a refund or credit for missed classes due to holidays or other events. Your fees secure the position in the class.
- If a gymnast does miss a class, there may be an opportunity for a makeup lesson, but this is providing that the same program has a spot in a class at another time during the week. Please call our Program Coordinator to discuss.

Refunds and Other Types of Charges

In house competition entry costs, holiday programs, holiday training, birthday parties are non-refundable except in the case of injury or illness. In this case a refund will be considered upon receipt of a valid medical certificate dated on the event date.

External competitions entry costs – a partial refund may be considered by the hosting venue if the entrant is ill or injured but only if a valid medical certificate can be provided. Withdrawing from competitions may also incur an administration charge by NG&SC where the entrant is not ill or injured but is withdrawing due to any other reasons other than injury or illness.

Terminating Your Membership

If you decide to discontinue your child's membership with NG&SC; please advise us via email -club@nunawadinggymnastics.org.au.

A two week cancellation fee will be applied, and a refund on your remaining account balance will be available.

Competitions and Other Events

Event Entry Costs

In order to effectively organise all internal and external events, there are strict closing dates. Please be sure to read your communications and adhere to the dates provided. If an event is not full after the closing date, the program co-ordinator may in some cases, be in a position to accept late entries from a waiting list.

Competition Refund Policy

Competition entry fees are governed and set by Gymnastics Victoria and Gymnastics Australia and will assess refunds according to their policies. Refunds may be considered in the event of an injury or illness and which can be supported by a valid medical certificate. Upon confirmation of eligibility to a refund we will deduct any expenses incurred by the club on your behalf which cannot be recovered. We ask that parents be familiar with Gymnastics Victoria's refund policy.

Coaching Staff Changes

On occasions, your child's regular Coach may be unavailable to take their class. While we do our best to remain consistent, we reserve the right to change coaching staff from time to time. Usually we follow up planned long absences with a note to the class. Coaches are usually either high school or university students and take time off to study for exams.

Progress through the Recreational Curriculum

Gymnasts in recreational classes work through our Club's progressive and developmental curriculum. All recreational classes are assessed each term on their progress and a report is handed out or emailed at the end of the term. We reserve the right to place gymnasts in the program we believe is the most suitable for their skill level and maturity. We ask parents to be mindful that this is always done with the child's best interest in mind.

Selection to Competition Teams or Squads

Our senior coaching staffs always keep an eye out for suitably talented children for our competition programs. Our Program coordinator will approach the parent to discuss whether the child and family are interested and also and very importantly whether the family can afford and commit to the extra training sessions and competition costs.

Communication with Coaches

If you need to ask a question, give or gain feedback about your child's participation in our program, it is important that you do so at the appropriate time, and with respect for the rules of the Club. For small, quick matters you may talk to coaches immediately before or after class. Please ask the front desk before doing so. Once class has commenced, all Coaches are required to supervise their gymnasts and are no longer available to speak with parents.

We strongly encourage parents to call the Club to arrange an appointment with our Program Coordinator. This way, careful thought and consideration can be given to the topic to be discussed and the discussion can be held without interruption and without compromising the privacy of any party. Many of our coaches work long hours that see them finish late in the evening throughout the week, so we ask that parents be considerate of this fact and do not try to have long discussions with coaches after class. We suggest that you make an appointment with the Coach for a more suitable time.

Feedback, Questions or Concerns Parents are encouraged to give constructive feedback via email to program@nunawadinggymnastics.org.au.

Safety Guidelines and Rules

Behaviour

NG&SC reserves the right to refuse or rescind a position in any class without a warning, where a gymnast presents a risk to the safety of him/herself or others. Failure to follow instructions by a Coach (or staff member) or act in a reasonable and sensible manner will constitute such a risk. Physical or verbal abuse of a gymnast or staff member will also constitute a risk. Please refer to our Code of Conduct for our Gymnasts and review this with your child pointing out the Behaviour code required by our Club.

Assumption of Risk

With any sport or physical activity, participation in gymnastics carries inherent risk of injury. As many gymnastics activities require inversion (turning upside down) of the body, the sport by its nature carries a risk of head and spinal injury. This risk is greatly controlled in a supervised class with a qualified and experienced instructor. Parents should explain this risk to their children prior to accepting membership.

Fire Procedure

Our staff are trained to evacuate the participants from the building quickly and efficiently should the need arise.

Evacuation procedures and maps are posted throughout the building indicating exits and designated meeting point. Please familiarise yourself with these procedures.

Fire drills will be conducted each term. This will be announced via our Electronic Newsletter and Notice Boards within the clubs.

Spotting of Gymnasts

Spotting is the physical assistance or correction of a skill through the use of the coach's hands or specialized spotting equipment. It is a very important part of gymnastics and it is important that parents are aware that coaches will be physically assisting your children in

the performance or correction of skills from time to time especially in the early learning phases of a skill. Spotting is also used during flexibility training to ensure correct body alignment, posture, and to assist gymnasts in improving their range of motion.

Jewellery

It is the responsibility of the parents to ensure no jewellery (except small stud earrings) is worn during training hours. There are dangers associated with jewellery catching on Coaches, gymnasts and equipment that may cause injury.

Clothing - Training

Only tight fitting clothing and that which is appropriate for the actions being performed should be worn during training.

Spectator's Seating Area

For safety and insurance reasons, no spectating adult or spectating child is allowed on any part of the sprung floor during classes. If you need to give your gymnast a message, please ask the front desk receptionist. Your cooperation to help us look after the personal safety of all members is greatly appreciated. In the event of any accident where a collision may occur between a spectator and gymnast, the spectator is not covered by insurance, so please observe this rule.

Spectator Etiquette

Parents should refrain from making comments related to the skill level, performance or ability of gymnasts or coaching staff while in the seating area as this may be offensive and hurtful to other parents or children within the area. All spectators should respect the training session and refrain from calling out comments or instructions to their participating gymnast. Please address any grievance to the Club Manager.

Lost property

Lost property is placed in the lost property bin. Please ask the Front Desk receptionist to have a look for missing items. At the end of each term if lost property is not collected, it will be donated to a local charity. We strongly suggest that you label all clothing and equipment with your child's name. The Club accepts no responsibility for any items left behind at the gym. We strongly advise that you do not leave valuables unattended in the spectator's area or other areas. We recommend that gymnasts leave their valuables at home.

Sponsorship & Advertising Packages

Our Club has many benefits to offer potential sponsors or advertisers. If you would like to advertise your business in our newsletters or if you know business owners or companies who may be interested in sponsoring the club or a gymnast, please contact reception.

Social Media

Any social media which mentions the club name, its programs, gymnasts, staff or management may only be instigated by Club management.

Privacy Statement

In accordance with the Privacy Amendment (Private Sector) Act (2000), the information we collect about you will be used primarily for matters specifically related to participating in Gymnastics. Our external service providers who manage some of the services we provide to you include Gymnastics Victoria, Gymnastics Australia, as well as our professional advisors including our accountants, auditors and lawyers, government and regulatory authorities and other organisations, as required or authorised by law. We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it

Our Policies are available on request at Reception or online at

www.nunawadinggymnastics.org.au