



## RULES AND REGULATIONS

By ticking and signing the East Gippsland Gymnastics Club enrolment form, I, approve of the application of my child or myself, and in doing so agree that the committee, coaches, assistants and judges shall be released from, and shall not incur, any responsibility or liability whatsoever for any incident or injury to the applicant, or for any damage to or loss of property of the applicant. I further authorise The East Gippsland Gymnastics Club to obtain medical assistance in the case of an accident or emergency and I agree to bear all costs thereby incurred.

I have read or will read the East Gippsland Gymnastics Club's Safety Code, Fee Policy, Behaviour & Discipline Code, Return to Training Policy & Attire Policy that are displayed in the gym and available as a printed copy from the front desk.

I give permission for the East Gippsland Gymnastics Club to use written quotes, photographs, slide, video of my child for marketing, public relations, and instructional purposes.

### GYMNASTICS REGISTRATION FEES

The annual Gymnastics Victoria/Gippsland Gymnastics/Club Membership fee is compulsory for ALL gymnasts. It provides membership and insurance for the current calendar year. It is Payable with the first enrolment of each calendar year.

### FEES

I understand and accept the term fees are DUE AND PAYABLE TWO WEEKS IN ADVANCE as per the Direct Debit Payment Schedule. Fees secure a place in a class. No compensation / refund is available for a missed session unless a medical certificate is provided for a minimum of two consecutive sessions missed, accompanied by a written refund request prior to the end of the term in which the participant was absent.

Refer the Fees Policy for further information.

### UNIFORM

Kinder gym and Recreational participants are encouraged to wear a leotard, or they can wear snug fitted singlets, T-shirt, shorts, leggings, track pants or hoodie. Please ensure these items are well fitted as loose-fitting clothing is a hazard. No crop tops or mid body showing top, skirts, dresses, jeans, board shorts, stockings or clothing with zips or buttons are permitted in training.

Club leotards are compulsory for all Pre-level and Level Gymnasts after one term of attendance.

Refer the Attire Policy for further information.

### ENROLMENT FORMS

No-one is permitted to take part in classes without a complete and signed enrolment form.

### CLASSES

The Club will endeavour to enrol all students as requested. However, enrolments are taken on a first come, first served basis. **You must indicate that you wish to re-enrol for the next term at the end of each term.**

Classes require a minimum of six participants to go ahead. In the case that the classes must be cancelled, participants will be offered alternative classes if possible.

### PRIVACY

We respect privacy of individuals and any information collected on this document will be used only for the purposes of processing your enrolment for the service. Providing up-to-date information helps us improve our service to you. By completing this form you are accepting that the parents/guardians and the child /adult participant have consented for this information to be collected and given to the intended recipients of this information, The East Gippsland Gymnastics Club & it's staff, Gymnastics Victoria, Gippsland Gymnastics and relevant Government authorities. You have the right to access / alter personal information concerning yourself and your child in accordance with the Commonwealth Privacy Act (Amended 2001).



## SAFETY CODE

### Arriving & departing

Parents please escort participants into the gymnastics centre and outside to their transport after class has finished. This is particularly important when it is dark.

If you are 5 minutes or more late to class, you cannot take part of the class until you have undertaken a separate warm up. Warm up is an essential component of injury prevention.

### Inside the gymnastics centre – Participants

ALL gymnasts must be registered with Gymnastics Victoria

Only enrolled participants & coaches judges are permitted to be on the gymnastics floor and equipment.

Participants must bring a water bottle to training. Sweet/fizzy drinks are prohibited.

Gymnasts are only permitted onto the gymnastics floor when invited to do so by a coach. Participants may not start before class warm up commences.

Running in the gym is prohibited - unless playing an authorised game, vaulting or tumbling.

The only permitted jewellery are small stud earrings. Jewellery can get caught on fingers or apparatus'. Jewellery may also damage equipment.

Jeans/leggings/stockings are NOT to be worn ON the fibreglass bar rails. They are a hazard as they "shine" the bar, which makes them slippery.

Long hair must always be tied back. Hair can get caught in fingers, on apparatus', obstruct vision and hit participants in the eyes when inverting or spinning.

### Inside the gymnastics centre – Spectators

Families are welcome to watch from the spectator area. Siblings, parents and friends of the enrolled gymnasts are not permitted on the floor area or to use the equipment.

Spectators may cross the floor in a safe manner along the wall to access the bathroom.

### Uniform

Please refer to the Attire Policy.

**Thank you for understanding & assisting us to keep our gym a safe place.**



## FEE POLICY

### **Purpose of Policy**

East Gippsland Gymnastics Club (EGGC) recognises the importance of the setting, payment/collection and refund of fees to the membership, as well as to the financial viability of the club.

### **Definition of Coverage**

This policy applies to all members of the club.

### **Terms and Holiday Training**

Terms run with the school terms (Typically 10 weeks, though term lengths can vary significantly depending on the timing of Easter).

All classes are billed on a term by term basis and are payable fortnightly in advance. Invoices will be provided to members by the start of each term or within a week of enrolment.

Holiday training may be offered from time to time at the club's discretion. The fee payable will be determined by the Head Coach and will be payable prior to the day of training.

### **Public Holidays**

Classes will not run on public holidays.

### **Fee structure and payment**

The fee structure will be reviewed at least annually at the October or November Committee meeting and may also be reviewed at any other time the committee deems necessary.

Fees will be calculated using a class fee which will be determined by the number of hours trained each week. The class fee is then charged fortnightly in advance in line with our Direct Debit Payment Schedule that can be located on our website.

EGGC will make every reasonable effort to notify members about any fee increase. Completion of the Direct Debit Request Form authorises EGGC to increase any debited amount from the nominal account or credit card in line with the class fees. By completing and signing the Direct Debit Agreement Form the member is agreeing to all Terms and Conditions.

Fee structure will include a family discount:

- 10% discount off the class fee for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> family enrolment.
- Discount will apply to the lowest class fee.

### **Payment of Fees and Direct Debit**

EGGC runs on a fortnightly direct debit payment system. Using a secure payment gateway, we automatically debit your nominated account each fortnight for the fortnight in advance. If classes aren't running due to public holidays then your fees will be reduced for that fortnight. Class fees are listed on our website and vary depending on the class.

All fees are paid by Direct Debit. Direct debit can be made from a bank account or credit card and will occur fortnightly. Payments are made two weeks in advance. The first class(s) of the enrolment are required to be paid in advance at the time of the enrolment; this pro rata is based on the next Direct Debit payment. If a scheduled payment day falls on a



public holiday, we will debit your account on the next business day. Depending on your bank, payments may take up to 5 business days to be processed.

Upon completing the Direct Debit Request Form the member is agreeing to pay the instalment amount at the agreed payment frequency until the Gymnastics enrolment is formally suspended or cancelled.

All information relating to members financial institutions remains confidential, except where required for the purposes of conducting Direct Debit with the financial institution, or in connection with claims made to EGGC regarding an alleged incorrect debit.

The member is responsible for:

- Ensuring the nominal account is set up to accept Direct Debit. Please check with the financial institution where the account is held.
- Ensure there is enough money in the nominated account on the Direct Debit due date and up to 5 business days following. Please note there may be a delay in the processing of Direct Debit if there is a public holiday on the scheduled date of Direct Debit. The Direct Debit schedule can be located on the EGGC website

### **Dishonoured Payments**

If the nominal account does not allow a payment, such as where the account does not have enough money in it or you are over your credit limit, EGGC will try to process it again within two working days. If the payment is dishonoured again the primary guardian will be asked to pay the outstanding balance immediately online or at the club by cash, Eftpos or credit card. Charges may apply for rejected payments. If payment is not made as requested, then EGGC reserves the right to cancel the enrolment and offer the place in the class to another member.

### **Cancellation of Direct Debit Agreement**

All enrolments are perpetual (ongoing) and the direct debit payments will continue according to the Direct Debit Payment Schedule until written notice of cancellation is submitted by the responsible person. Two (2) weeks' notice is required to cease enrolment and the direct debit agreement. Notice can be given via email, SMS or by completing the cancellation form that is available at the club.

Cancellations will not be processed until any outstanding amounts owing are paid in full.

### **Change of Details**

EGGC will use email as the primary channel of communication. It is the member's responsibility to keep EGGC informed of any changes of contact, bank accounts or credit card details. Updated details can be completed via the customer portal or by completing a new Direct Debit Agreement located on our website and emailed to us with subject header 'Update My Details'. If sending your change of details form via email, an email confirmation will be provided. If a confirmation email has not been received by you within 24 hours of you sending the change of details form please assume we have not received it and it will not be processed.

### **Quarterly Payment Option**

A quarterly payment option is available for those that would prefer to pay for the entire term in advance. Members that request a quarterly payment option agree that.

- Requests must be made in writing from the primary guardian on the account.
- Requests are subject to approval from EGGC
- A valid credit or debit card must be provided for security purposes.
- Fees are due and payable in full by the due date.
- If full payment is not received on time EGGC will default to the fortnightly fees via the above credit or debit card.



### **Registration & Enrolment**

A member may be denied access to classes if a completed Enrolment form and payment of the Registration fee are not received prior to their first class.

In accordance with the transfer policies of Gymnastics Victoria and Gymnastics Australia, gymnasts transferring between clubs must pay all outstanding debts at their originating club before the transfer may be approved. Gymnasts owing monies will not be permitted to transfer to another club until the debt is fully paid.

A class fee is payable for those who “try” one class before they commit for the term.

### **Partial Attendance**

Enrolment into a class serves to reserve a place for a gymnast in a that given class and applies regardless of attendance. As such:

- a) No refund is available for classes not attended.
- b) A pro-rata fee is applied only ONCE to new, first time enrolments if joining a class after the term has commenced.
- c) Pro-rata credit may be applied for absences of two or more weeks, or three or more classes, due to injury or illness, where the absence is supported by a medical certificate.

### **Payment Methods**

The club will provide as many means of payment as are practical and financially viable to assist members to make prompt payment. This includes direct debit (primary method), direct transfer, cash, cheque, credit card and EFTPOS.

### **Annual Registration and Insurance Fee**

Annual Registration & Insurance fees will be set by the Committee with the Fee Structure. This is an annual fee including registration with Gymnastics Victoria and personal injury insurance.

Annual Registration & Insurance fees will be processed with the first Direct Debit Payment for new members and then annually in the first scheduled direct debit payment run in each calendar year.

### **Other Fees and Charges**

Competitions, uniform, and additional training sessions, etc. are all offered from time to time by the Club. Where applicable, such fees must be paid in advance, and they are generally non-refundable.

### **Requirements and Responsibilities**

Members and parents:

- a) Members are required to pay term fees:
  - As per the Direct Debit Payment schedule or
  - by the due date on their invoice for those with a quarterly payment arrangement.
- b) Members are responsible for prompt payment of fees for all competition entries, uniform and additional training sessions or other costs relating to gymnastic training. Failure to pay by the due date may result in the gymnast missing out on these items.
- c)

### **Head Coach and Administration Staff**

The Head Coach and Administration Staff are responsible for ensuring this policy is adhered to and for ultimately ensuring all fees are collected in a timely manner.



## BEHAVIOUR AND DISCIPLINE CODE

It is incumbent on everyone involved in gymnastics – participants, parents/carers, coaches, administrators and visitors to:

- Treat others with respect
- Respect the personal space of others
- Respect the property of others
- Speak politely
- Follow directions
- Use club equipment appropriately
- Allow classes to run without unwarranted interruptions
- Uphold the club's Safety Code

Breaches of the above are unacceptable. There are NO refunds for lessons missed due to misconduct. Depending on the severity and frequency of any undesirable conduct, the following will apply:

- Verbal reminder about the Behaviour & Discipline Code
- Written reminder about the Behaviour & Discipline Code
- Time out
- Removal from the venue (Parents/guardians will be called to collect a child)
- Attendance only with direct parent/guardian supervision for a designated period of time
- Prohibition on participation for a specified period of time
- Combination of any or all of the above

**Thank you for your understanding in this important issue**



## RETURN TO TRAINING POLICY

For all participants in any programs run by the East Gippsland Gymnastics Club. Before a gymnast returns to the gym for training after they have suffered from a significant injury or illness, they must consult a health professional (i.e. doctor, physiotherapist, etc.) We must receive a doctor's certificate or rehabilitation report as written proof stating that the child is fit to return to specifically, gymnastics training. This is for the health and safety of all gymnasts.

Research has shown that injuries that are not managed appropriately can cause further injury, pain and a delay in healing/recovery.

**Significant Injury or illness:** For any major injury, we must receive clearance in the form of a letter from the doctor or health professional before returning to normal training. The letter must explain the injury, advised treatment, projected recovery time frame and any physical limitations that the child may have. Only when these have been met gymnasts may return to training as usual or a modified program. A return to training program if required will be designed/implemented by coaching staff in conjunction with health professionals' recommendations. This is to prevent the child from experiencing any further injury or harm and to provide optimum recovery.

**Illness:** For any contagious illness or condition such as chicken pox, measles, conjunctivitis etc., the child must stay away from the gym for the recommended exclusion period set by the Vic Gov Department of health.

Participants with cold or flu-like symptoms or vomiting or diarrhea should limit contact with others and stay at home until symptoms have passed. If a child becomes ill at training with these symptoms, the club will contact the family and arrange for the collection of the child

Good general hygiene remains the best defence against infection and the club encourage children to regularly wash their hands and cover their nose and mouth if sneezing and coughing.



## ATTIRE POLICY

In order to provide a safe environment for both gymnasts and coaches, all children and adults attending gymnastics classes must adhere to the safe attire policy. Loose fitting clothing can be a safety issue for gymnasts and for the coaches assisting them. Zips, buttons, jewelry & fake fingernails can damage equipment.

All hair must be tied up neatly and off the face. Participants may be asked to redo their hair if it's over their eyes.

No jewelry or watches. Only stud or sleeper earrings are accepted. Gymnasts will be asked to remove any jewelry worn to classes. No fake fingernails are to be worn during training.

Kinder gym and Recreational participants are encouraged to wear a leotard, or they can wear snug fitted singlets, T-shirt, shorts, leggings, track pants or hoodie. Please ensure these items are well fitted as loose-fitting clothing is a hazard. No crop tops or mid body showing top, skirts, dresses, jeans, board shorts, stockings or clothing with zips or buttons are permitted in training.

Level 1 and 2 gymnasts are required to train in the East Gippsland Gymnastics Club leotard. No sports shorts, leggings, track pants, hoodies or jackets are to be worn during training.

Level 3 gymnasts may wear the East Gippsland Gymnastics Club long sleeve leotard or the club's sleeveless leotard. No shorts, leggings, track pants, hoodies or club jackets are to be worn during training.

Level 4 – 10 gymnasts may train in any well fitted Leotard and can choose to wear snug fitted gym shorts. No leggings, track pants, hoodies or club jackets are to be worn during training.

MAG gymnasts are to wear the East Gippsland Gymnastics MAG uniform, Longs may be worn.

### Exceptions

- Hot weather training, Sleeveless leotard may be worn by gymnasts in any level.
- Cold weather training, at the coach's discretion gymnasts may be allowed to wear only well fitted leggings or track pants and a club hoodie. Coaches may request for these to be removed when spotting specific skills or on the apparatus.
- During warm up hoodie may be worn but these must be removed when gymnasts move to the apparatus.

No other clothing items are permitted and failure to comply with the Attire Policy will result in disciplinary action. This consists of a 3-step warning process as listed below:

1<sup>st</sup> - Reminded of the uniform policy and if possible, change or remove the item.

2<sup>nd</sup> - Discussion with the parent.

3<sup>rd</sup> – Gymnasts will be sat out of training.



## HEAT POLICY

### **1. Excessive Heat**

Temperature inside the gymnastics area is monitored. The gym is cooled by fans and ventilated by opening the roller doors on two sides of the gym. Gymnasts are given drink breaks at the end of every apparatus. Temperatures below 30 degrees are not considered to have significant impact on training.

#### **1.1 Temperature 30 to 36.9 degrees the club will:**

When the temperature inside the gym is between 30 to 36.9 degrees the club will:

- Allow gymnasts more frequent drink breaks

#### **1.2 Temperature 37 degrees or more**

When the temperature inside the gym is between 37 degrees or more, in addition to the measures listed above the club will:

- Significantly reduce the intensity of activity
- Give gymnasts drink breaks every 15 minutes
- In classes of three hours or longer, allow gymnasts to take a 10-minute break halfway through their class.

#### **1.3 Class cancellation**

When the forecast temperature for Bairnsdale is 39 degrees or more, all classes for that day may be cancelled, at the discretion of the club. If the club decides to cancel classes families will be notified by text message by 6PM the preceding day.