

TERMS & CONDITIONS & CLUB RULES



Term Enrolment

We do not do free trials unless a promotion is running, parents are responsible for paying for the trial before the class commences. This payment will be deducted from the current term fee. Parents are required to re-enrol their child each term. Re-enrolment is to be done week 7 of each term. Invoices for the following term will be emailed in week 7. Casual classes are not offered (Adult Classes excluded).

Fees

Classes are booked on a term basis and fees must be paid regardless of attendance. We do not offer casual classes (Adult Classes excluded). Annual Membership fee per gymnast is due at the time of registration. Fees are due before term starts (if starting mid-term, new students only, payment is pro-rata as of your start date and due 7 days after the start date)

Outstanding Fees

All Class Fees are required to be paid in full by the due date, if fees haven't been finalised by this time your child will lose their placement in the booked class. A phone call, letter or email will be actioned regarding outstanding fees. If no response or payment is received, details will be passed onto Management who will arrange for the appropriate debt collection agency to address the debt and an additional lodgement fee will be added to the debt for administrative charges. A child will not be accepted to book another class if there are outstanding fees from a previous term.

Payment Plans

For families that are facing financial difficulty we offer a payment plan option. Applications for this must be directed to the Office.

Refunds

Goodna & Districts Gymnastics Club has a NO REFUND Policy which applies to all invoices including uniforms, competition fees, Levy's, membership & any other invoiced item. Should you decide to cancel part way through a term your fees may be credited to your child's account only if a medical certificate is provided stating dates student cannot participate due to illness/injury, this credit is to be used for gymnastics fees only - credit is valid for use for up to 12 months after date applied. No medical certificate, no refund or credit applies.

Change of Class

Students are booked for classes on a predetermined day and time for the duration of a term. Should you need to change your original booking you can speak with the Head Coach or the Office. New bookings will be based on class availability.

Public Holidays

Classes will not train on Anzac Day, Good Friday & Christmas Day. Other closures for Public Holidays will be notified to parents by email.

Changes of Coach/Class

Goodna & Districts Gymnastics reserves the right to amalgamate, move or alter classes where low class participation levels occur. We will notify all participants affected by these changes via email. If coaches become unavailable, cases will be amalgamated on the day.

Missed Classes & Make-Up Policy

If your child is unable to attend their regular scheduled class due to another commitment or illness, let us know ASAP and if there is **availability**, we may offer a make- up class on another day. Limit of 1 make up classes per child per term, must be used within the term of missed class. If a class is cancelled then a make-up will be offered in any other class that runs for the same time frame within the same term.

Pick up/Drop off

Your children remain your responsibility outside of their class times. Goodna & Districts Gymnastics is not responsible for supervising children outside of their class times. Please ensure you do not leave the gym before your child's class commences, and ensure you return on time to collect your child upon conclusion of their class. Our parking is limited and street parking is available, Please ensure that you are careful in the car park for the safety of our members. The car spots near the door are for staff only.

Correct Gym wear (Applies to both girls & boys)

Students are to wear suitable sports clothes to gymnastics. Preferably – leotard, singlet and bike pants or shirt & firm fitting shorts. Long hair must be tied back (with no large hair accessories) and all jewellery must be removed except for small sleepers/studs. For safety reasons, students should not wear clothing with denim, buttons, belts or zips. No shoes or socks.

Lost or Damaged Property

Goodna & Districts Gymnastics will not be liable for any loss of or damage to any personal belongings or chattel of the participant whatsoever and howsoever caused. Families are advised not to bring any valuables to the centre. Please ensure you name all of your child's belongings. Lost items will be placed in our lost property basket at the front door. Items are taken to charity at the end of each term (drink bottles to be discarded)

Medical Assistance

By signing up to Goodna & Districts Gymnastics, you agree that employees, and/or volunteers are to seek emergency medical treatment for the participant(s) in the event of an emergency and/or they are unable to reach any parent or guardian. You will also be responsible for any financial debt incurred by said action.

Siblings

Siblings not attending a class must be supervised at all times by a parent/carer and are not permitted onto the gymnastics floor unless authorized by a coach.

Marketing Release

I understand that my child's images may be used in Goodna & Districts Gymnastics ads, promotional videos, website material, media releases and various other marketing materials. These images will be used for Goodna & Districts Gymnastics purposes only, and will not be given or sold to outside companies or individuals. By ticking the non-release space on the enrolment form will advise your wishes on this matter.

General Club Rules

General

- 1.1 The gym floor is the domain of gymnasts & coaches only. Parents and siblings are not to enter the training area unless invited by the coach. This is a safety rule.
- 1.2 Under no circumstance is any person granted permission to play on **any** equipment.
- 1.3 Parents are not permitted to supervise children on the equipment (the exception being Kinder Gym enrolments during Kindergym class)
- 1.4 Under no circumstance is anyone permitted to play in the car park.
- 1.5 No talking to gymnasts or coaches during classes. Should you wish to speak to your child's coach or Coordinator, arrange an appointment through the Office. In case of emergency, please direct information through Office staff.
- 1.6 Only working coaches and Administration are permitted in the training area.
- 1.7 No smoking in the building or within 5 metres of the outer parameter of the front driveway. We are a smoke free club.
- 1.8 Inform coaches of any medical conditions that may affect your child.

Gymnasts

- 2.1 No gymnast may enter the gymnasium or use any equipment until their class has commenced under the supervision of the Coach.
- 2.2 No running between apparatus. Walk around equipment to get from one point to another.
- 2.3 No littering – please use bins provided.
- 2.4 Treat the Club & equipment with respect. (Do not pick the foam or mats; do not deface any photographs, notices or program charts displayed in the gym.
- 2.5 All gymnasts waiting to be picked up must wait in the seating area, in view of the receptionist or coach.
- 2.6 All gymnasts are to tidy the gymnasium at the completion of their training session. Equipment is to be returned after use.
- 2.7 Assigned storage areas are to be kept clean & tidy. The Club accepts no responsibility for any item or valuables left in the gym. All valuables to be left at home or handed to the office before training
- 2.8 No food or drink is permitted in the training area except for water in a secure water bottle.

Parents

- 3.1 When your child has entered the floor they are under the direction of the coach. Please refrain from attracting their attention until they have been dismissed at the end of the class. Gymnastics requires concentration and focus. Any distractions may increase the chance of injury.
- 3.2 In the event of an emergency, please advise or phone Office staff who will inform your child's coach.
- 3.3 Keep the viewing area as clean as possible. Remove your rubbish from the seating area and use the bins provided.
- 3.4 Label all clothing and equipment. Check the lost property basket regularly.
- 3.5 Ensure your child's punctuality to all training sessions. Please also ensure your child is promptly collected by a parent/guardian at the completion of training.
- 3.6 Please come into the club to collect your child after class. Children will be instructed to wait inside in the seated area within view of the office administration or coach.
- 3.7 If you wish to speak to a coach, make an appointment through the office administration. Coaches are not to be distracted from any class they are coaching or are about to coach.
- 3.8 Notify the Office if you need to remove your child from class early or if your child will be absent from training due to school camps, illness, holidays..

General Club Rules (continued)

3.9 Encourage children to participate if they are interested. If they are not, do not force. Remember, children are involved in sport for their enjoyment, not yours.

3.10 Do not swear or use derogatory language based on gender, race or impairment.

3.11 Parents and family members are welcome to view classes however parents are responsible for any siblings and must ensure they do not disrupt classes. Please switch mobile phones to silent and keep noise to a minimum.

Additional Parents Code of Conduct applicable to Kindergym classes:

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3.12 A parent or guardian is to accompany and supervise any child enrolled in Kindergym classes.

3.13 Mobile phones are NOT to be brought into the gymnasium during class. Supervising parent/guardian is to leave the training area, together with their child/children, to use mobile phone if necessary.

3.14 Classes are intended for the enrolled gymnast only – unregistered older siblings are NOT to participate in Kindergym classes..

3.15 Younger siblings may accompany parent/guardian in Kindergym classes however must NOT participate in activities or utilise equipment and must be under full parent/guardian supervision at all times.