JACKRABBIT POLICIES ~ March 2022

**CREDITS ~**

For the benefit of the gymnast, it is the preference of the club that gymnasts attend class rather than taking a credit where possible. In the event that this is not possible, credits WILL be given under the following circumstances: **Cancellation by club**: If a class is cancelled by the club a credit will be made to your account.

**Isolation, Illness & Injury**: Any claim for a credit due to isolation, injury or illness must be accompanied by a statutory declaration, a medical certificate, proof of a positive COVID test result, or direction to isolate from the Government. Please supply this to the Gymnastics Club Admin.

**Voluntary Withdrawal:** Should the gymnast decide not to continue to the end of term, they will be required to complete an exit survey. Gymnastics Australia Registration is non-refundable.

**School Camps & Family Holidays (of one week or more)**: Credits will be given in these circumstance, please ensure that you have notified the Club Admin at least one week in advance.

**Credits will NOT be given for the following circumstances**: -Attending birthday parties/dinners/etc -Attending other sports tryouts/games/matches -Being tired or just not feeling up to training

**MISSED CLASSES ~**

**Competitive Gymnasts:** Gymnasts enrolled in the WAG Competitive levels program are expected to train all the prescribed sessions. The number of hours trained per week varies according to the level of the gymnast and is in accordance with the recommendations and limitations of Gymnastics Victoria and Gymnastics Australia. It's important that the gymnast train all of their sessions as coaches' planning for the lesson, term and year is based on this. WAG levels progress at a rapid rate and so if gymnasts are to be competitive in their level and upgrade to the next level, they must train the maximum number of hours. Gymnasts who are continually absent from class run the risk of falling behind in their skills and strength. This can limit their progression with peers and in turn affect their confidence and self-esteem. If you have any concerns please speak to your child's coach.

**Recreational Gymnasts:** Places in recreational classes are often highly sought after. If your child is continually missing classes this is unfair to those gymnasts on waitlists. If your child misses 3 consecutive sessions without a valid excuse, you will be asked to reconsider your child's place in that class.

**Code of Behaviour for Gymnasts/Participants ~**

As a participant in any activity or event held or sanctioned by the Portland Gymnastics Club Inc. you must meet the following requirements in regard to your conduct during the activity/event.

**Rules for conduct:**

1. Stay with your coach and group at all times - seek permission from your coach to leave the group and this includes speaking to parents

2. Look before walking in front of other equipment.

3. Children not participating in classes/competition are not permitted on the equipment at any time.

4. Gymnasts must wait in the designated waiting area provided until class starts. And when class is finished return to the waiting area until collected by parents.

5. Any food that is consumed in the gym must be eaten whilst seated in the waiting area and rubbish placed in bins.

6. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.

7. Do not tolerate acts of aggression.

8. Respect the talent, potential and development of fellow participants and competitors.

9. Care for and respect the equipment provided to you as part of your program.

10. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.

11. At all times avoid intimate relationships with your coach.

12. Conduct yourself in a professional manner relating to language, temper and punctuality.

13. Maintain high personal behaviour standards at all times.

14. Abide by the rules and respect the decisions of officials, making all appeals through the formal process and respecting the final decision.

15. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.

16. If you choose to compete, cooperate with coaches and staff in the development of programs to adequately prepare you for competition at the highest level of your ability.

**Rules for Clothing:**

1. Gymnasts to come to training appropriately attired, i.e. Leotard, shorts, t-shirt. No ties, zips, buttons, studs or socks. Club leotard is required for competition

2. Long hair must be tied back.

3. No jewellery - ear studs and sleepers are acceptable.

4. All gymnasts should wear appropriate footwear to and from gym. If it is cold we request that gymnasts wear warm clothing to and from training.

**Gymnastics Australia Insurance & Registration Fee ~**

This is a once yearly payment per gymnast, due in full prior to the gymnasts’ second class. This fee is non-refundable. The fee is transferable between clubs but non-transferable from one gymnast to another. Registration & insurance is valid from the date of payment until the end of December. The registration fee is reduced for those who join in term 4. Gymnastics Australia Registration and insurance will be automatically added to your fees upon enrolment.

**Waiver-Assumption Of Risk ~**

Like any sport or physical activity, participation in gymnastics carries an inherent risk of injury. Because many gymnastics activities require inversion (turning upside down) of the body, the sport by it's nature carries a risk of head and spinal injury. This risk is greatly controlled in a supervised class with qualified and experienced instructors. Parents should explain this risk to their children prior to accepting membership. All participants who engage in gymnastics classes at Portland Gymnastics Club do so at their own risk, and the understanding of the risks involved. All participants under the age of 3 years must be directly supervised by an adult who will assist to control the risk for this child. Injuries are not uncommon in gymnasts and all injuries will be taken seriously. If your child has a re-occurring pain that appears to be more than muscle pain it is recommend to get specialist advice to avoid further injury. Please talk to your child's coach to ensure that there isn't confusion with muscle pain. In the event of an injury, most athletes should be able to return to gym almost immediately as there are always alternate training options available without causing further harm to the injured body part.

**Arrivals & Departures ~**

Classes run with the Victorian state school term unless otherwise notified. Some squads will have holiday training, in which case parents will be notified. Classes DO NOT run on public holidays. You will not be charged for classes which should fall on these days.

**Arrival:** Warm up is a critical part of all of our programs and is essential to ensuring all participants are physically and mentally prepared for their impending activity. Please ensure that you arrive early to class and are dressed and ready well before starting time. When class is due to commence, a coach will call upon gymnasts to come onto the floor area where a group warm up will be completed. Gymnasts are then split into classes. For safety reasons, parents are not permitted to leave the waiting area during after-school classes without a valid reason, which must be communicated with the head coach prior to class commencing.

**Departures:** Participants are dismissed from the door at the rear of the gym by our drive through pick up. Participants should move straight to the waiting area once their class is complete to collect their belongings. They will then return to the floor to await their coach instructing them to leave with their parent/carer. Participants are NOT permitted to play on equipment after class. Participants are NOT permitted to wait outside or leave the gym. Participants are to wait inside at the floor end of the building to be signed out and collected by a parent or guardian to ensure that they are safe. Please wait in the drive through queue and reinforce this behaviour by asking your child to wait inside for their coach to dismiss them in the appropriate manner. **Responsibility:** Portland Gymnastics Club Inc. whilst providing a safe area for early arrivals and late pick-ups, accepts no responsibility for children dropped off early or picked up late from class. Our coaches usually have other duties which they must complete and therefore cannot continue to supervise children if they are not collected. Gymnasts are to wait in the waiting area pre class, and post class to be dismissed at the exit door by their coach. They are NOT permitted to play on any equipment. Children will be asked to wait in the waiting area if nobody arrives to pick them up whilst a parent/carer of the child will be contacted by the Club at the earliest convenience.

**Code of Behaviour for Parents/Guardians ~**

As a parent/guardian of a participant in any activity held by or under the auspices of the Portland Gymnastics Club Inc. you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others

 2. Remember that your child participates in sport for their own enjoyment, not yours.

3. Focus on your child's efforts and performance rather than winning or losing. 4. Never ridicule or yell at your child or other children for making a mistake or losing a competition.

5. Show appreciation for good performance by all participants (including opposing participants).

6. Demonstrate a high degree of individual responsibility especially when dealing with, or in the vicinity of persons under 18 years of age, as your words and actions are an example.

7. Respect officials' decisions and teach children to do likewise.

8. Do not physically or verbally abuse or harass anyone associated with the sport (participant, coach, judge, another parent/guardian etc.).

9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

10. Be a positive role model.

11. Allow fellow parents the respect they deserve in their viewing or involvement in their child's participation.

12. Parents/Guardians are not allowed on the competition floor whilst a competition or training is in progress.

13. Parents/guardians to approach coaches only before warm up or after cool down times. The preferred way to communicate to coaches is through the Parent Portal or via the Club Admin or Club Facebook page

14. Parents/guardians are to ensure that if they have any other child/ren not participating in classes that they are kept off the competition floor and/or gym equipment.

15. Parents/guardians are to ensure that if their child/children have food that they eat it whilst seated in the waiting area and that all rubbish is placed in bins.

16. Parent/guardian and/or child who breach this code of conduct may be subject to disciplinary actions that could include but is not limited to the following: Verbal warning by coach and/or committee member, Written warning, Parent/guardian and child/ren removal from gym premises, Parent/guardian and child/ren term suspension. All breaches will be recorded

17. See Grievance Policy if you have a complaint.

18. Parents will abide by the clubs social media policy (emailed upon registration)

**Court Orders ~**

I agree that any court orders relating to the powers and responsibilities of parents in relation to the gymnast/s or access to the gymnast/s will be supplied to club administration staff upon registration.

**Social Media Print ~**

I give permission for the gymnast/s images to placed online including social media. Please specify in the questions/concerns section below should you not give permission.

**Print Publication ~**

I give permission for the gymnast/s to be photographed for publication in print media. Please specify in the questions/concerns section below should you not give permission.

**In case of Emergency ~**

I give permission for staff to administer First Aid and/or call an Ambulance in the case of an emergency or injury.

**Payment policy ~**

This is your Payment Agreement with Portland Gymnastics Club ABN 68 600 831 686. It explains what your obligations are when paying for classes or events with us.

1. Parents MUST add billing information upon enrolment in Jackrabbit (JR). JR is set up this way to ensure billing info is added.
2. Debits are processed in arears – we have 2 weeks of classes and then the debit runs on the Tuesday of the third week, then every fortnight. This does mean the final debit for the term will be in the holidays and sometimes will only be one week depending on the length of the school term. Parents will be informed via email when the debits date for the term are.
3. Upfront fees – parents MUST email EVERY term (even if they have previously paid upfront) to arrange upfront payment for the term. An invoice will be sent with the total owing for the term. Bank details are on this invoice. If you wish for this payment to be paid via your billing information listed in JR you must email admin – otherwise you are responsible for making the payment into the bank account. Upfront fees are due on the 1st debit day (3rd Tuesday of term)
4. If the debit fails then we move into the overdue fees policy.
5. It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the fees posted in Jackrabbit.
6. If there are insufficient clear funds in your account to meet a debit payment:

(a) you may be charged a fee and/or interest by your financial institution;

(b) you will also incur fees or charges imposed or incurred by us; ($5.5) (c) you must arrange for sufficient clear funds to be in your account by the date of the second debit.

1. You should check your account statement to verify that the amounts debited from your account are correct
2. If you believe that there has been an error in debiting your account, you should notify the Portland Gymnastics Club Admin directly and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.
3. If we conclude as a result of our investigations that your account has been incorrectly debited we will credit your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
4. If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.