

Balwyn Gymnastics Club Policies

General

Gymnastics Victoria Membership Fee

All participants of the gymnastics program will be charged an annual membership fee pertaining to the state body for gymnastics, Gymnastics Victoria. This membership fee is to be paid in full upon enrolment, and then in your child's first direct debit each year thereafter. This fee includes registration with Gymnastics Victoria/Australia for the calendar year. This fee is not refundable, but may be transferable between affiliated Victorian gymnastics clubs.

Gymnastics Fees

All participants of the gymnasts program are charged gymnastics fees (commonly referred to as class fees).

Class fees are calculated on a **fee per class schedule**. Each class has a scheduled fee which is then calculated based on program weeks and phased fortnightly across 25 debits per year. Please note that debits will fall during school holiday periods.

The nominated parent/guardian of each participant is responsible for the payment of class fees, whether or not the participant attends the program, until such time as a cancellation request is completed at Balwyn Gymnastics Club reception (see *Cancellation*).

Free Trial Policy

Balwyn Gymnastics Club does not offer trial classes for any gymnastics program. Free gymnastics assessments are offered to appropriately assess the ability of new participants where required. Gymnasts may not participate in a class until such time as they are enrolled.

Make-up Class Policy

Balwyn Gymnastics Club does not offer make-up classes in the event that a class is missed. We are able to provide a credit for classes missed due to illness or injury, where a valid medical certificate is provided to Balwyn Gymnastics Club reception (see *Programs Suspensions*).

Programs Suspensions

Gymnastics participants are not able to suspend their enrolment willingly between the months of January and December. During these months, such memberships may be placed

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on suspension for medical reasons only, by completing a membership amendment form at Balwyn Gymnastics Club reception. A valid medical certificate that covers all of the requested dates for suspension must be presented at the time of lodgement. Medical suspensions can only be backdated for 1 month.

Participants wishing to maintain their place in their class must remain enrolled and pay gymnastics fees during voluntary absences (school camps, holidays etc.) Alternatively, participants are able to cancel and re-enrol at a time convenient for them without guarantee that their position will be maintained. There are no additional fees associated with re-enrolment.

Refunds

Balwyn Gymnastics Club does not offer refunds for classes missed. Any credit provided is at the discretion of Balwyn Gymnastics Club. Cash refunds are not provided for account credits.

Cancellation

Participants wishing to cancel their enrolment must do so by completing a cancellation request form at reception. There will be a period of notice of 14 days, unless otherwise specified, between the date of request and the date of actual termination, during which any payments due must still be paid in full. Cancellations will not be accepted over the phone or via email.

Non-Attendance

Balwyn Gymnastics Club reserves the right to cancel an enrolment on behalf of the responsible parent or guardian if the participant has not been in attendance for an extended period (6 weeks or more) and the responsible parent or guardian is not able to be contacted. This decision may be made at the discretion of Balwyn Gymnastics Club.

Changing & Upgrading Classes

Participants may change their class day or time, or upgrade to a new level at any time during or at the end of a term. Once the participant displays 70-80% competency in the skills for their current level, as per the Gymsafe/LaunchPad curriculum, the coach will issue them with a 'level transfer' notice and 'level passed' certificate. This notice must then be taken to reception to make and confirm the relevant changes. Changes will not be made automatically.

Upgrades and changes are dependent on class availability. Additional fees may be applicable when changing classes or increasing the number of training hours.

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Gymnastics Uniform

Balwyn Gymnastics Club requires participants to wear comfortable, appropriately sized active wear to all gymnastics programs. Participants are not permitted to wear socks, shoes, denim, dresses, skirts or stockings while participating in classes.

No jewellery should be worn by participants, as this has the potential to cause injury to the gymnast/coach and may damage apparatus. Earrings should not be worn, however small studs are acceptable.

Hair should be tied back neatly and should not get into the participants eyes or face. Coloured hair spray is not permitted. For older gymnasts, deodorant is required.

A club leotard (sleeveless or long sleeved design) and club T-shirt are available for all participants in the program to purchase at an additional cost. Please see reception for further information.

Valuable Items

Participants of Balwyn Gymnastics Club programs are strongly discouraged from bringing valuable items (e.g. mobile phones, money) to gymnastics classes, as suitable facilities to safeguard these items are not provided. YMCA Staff will not mind valuable items. YMCA Staff are not responsible for any lost, stolen or damaged items. Acknowledging this, any valuable items brought to gymnastics programs is at the owner's own risk.

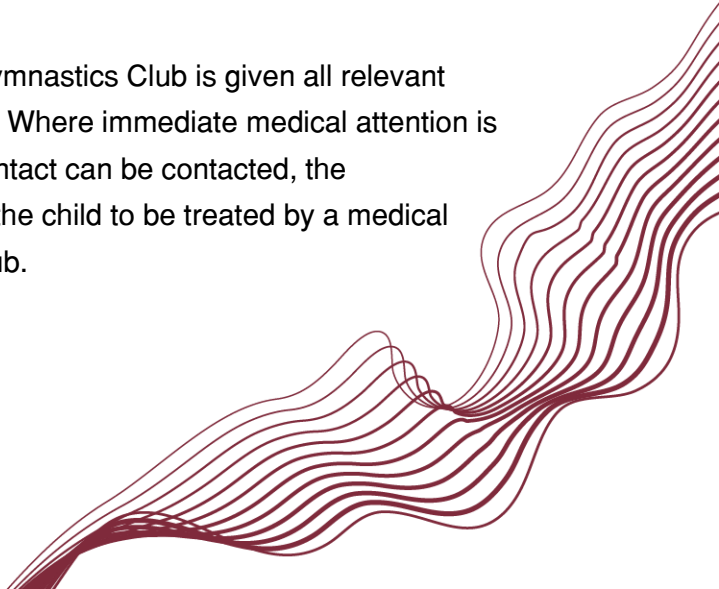
Photography of Participants

Balwyn Gymnastics Club does not permit parents, guardians, spectators or participants to take photographs of children participating in gymnastics programs. YMCA is committed to the safeguarding of children and young people. We are aware that photography and video can be misused for inappropriate purposes, and by prohibiting this behaviour, can minimise the risk of misuse within our programs. Full details of the YMCA Safeguarding Children and Young People can be obtained on request at the Centre, or online at

www.victoria.ymca.org.au

Medical Attention

Parents are responsible for ensuring that Balwyn Gymnastics Club is given all relevant contact details in the event of a medical emergency. Where immediate medical attention is required, and neither parents nor the emergency contact can be contacted, the parent/guardian of the participant gives consent for the child to be treated by a medical professional as arranged by Balwyn Gymnastics Club.



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Balwyn Gymnastics Club will contact emergency services (e.g. ambulance) in the event of any major injuries. All fees associated with seeking medical attention (including ambulance costs) on behalf of your child are the responsibility of the parent/guardian of the participant concerned. Parents/guardians are strongly encouraged to consider ambulance cover and private health insurance in the event of an emergency involving your child.

Insurance

Personal accident insurance is included in the Gymnastics Victoria membership fee paid annually by each participant. Accident insurance is provided by Jardine Lloyd Thompson (JLT) insurance and may cover injuries sustained whilst doing gymnastics at/with Balwyn Gymnastics Club. All claims must be notified to JLT insurance within 30 days of the accident. Further information is available via the JLT website:

<http://www.jltsport.com.au/gymnastics/>

Member/Participant Conduct

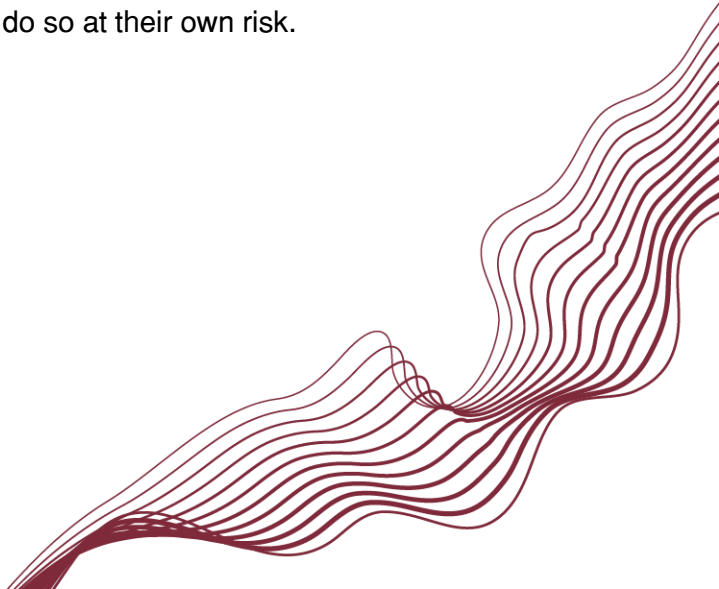
Inappropriate physical, verbal or other behaviour towards any employee, contractor, guest or participant of Balwyn Gymnastics Club, may result in removal from the facility and cancellation of enrolment. Management reserves the right to refuse entry to any individual at its discretion.

Participants in Balwyn Gymnastics Club programs are expected to conduct themselves in accordance with the Balwyn Gymnastics Club Rules, displayed in centre and available on the Balwyn Gymnastics Club website: <http://www.balwyn.boroondaraleisure.com.au/>

Failure to comply with the Balwyn Gymnastics Club Rules may result in disciplinary action and/or the cancellation of enrolment.

Liability and Acceptance of Risk

Any activity involving height or motion, including gymnastics and related activities, and/or involving gymnastics equipment, including trampolines, sprung floors, bars, balance beams, vaulting equipment, and/or physical activity in general, involves significant risk of participants suffering personal injury, including the possibility of serious injury, permanent disability or death. All participants who engage in such activities do so at their own risk.



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Direct Debit

Processing of Direct Debits

Direct debits are processed every second Thursday for the months of active enrolment (fees phased over 25 fortnights from January-December). Direct debit calendars are available for collection at Balwyn Gymnastics Club reception.

Dishonoured Payments

Should your payment be dishonoured, YMS will attempt to contact you by telephone or by mail, sent to your last known address. You will be debited an additional administration fee of \$15.00 with your next payment and, if YMS have not received instructions to the contrary from you, debit both the current due payment and any overdue payments on the same day. In the event of 2 consecutive dishonoured payments, YMS reserves the right to terminate your enrolment.

Increase in Fees and Change of Terms

YMS may at any time, upon sending written correspondence or a Centre newsletter to your last known address and giving 30 days' notice, increase the debit amount. In the event that other terms are to change, we will provide at least 14 days' notice of these changes including, but not limited to, new frequency and debit date schedule. If you have any questions on any proposed changes, please contact YMS directly by telephone 1300 760 379, email yms.support@ymca.org.au or mailed to YMS, PO Box 17, Mulgrave, Victoria 3170.

Dispute

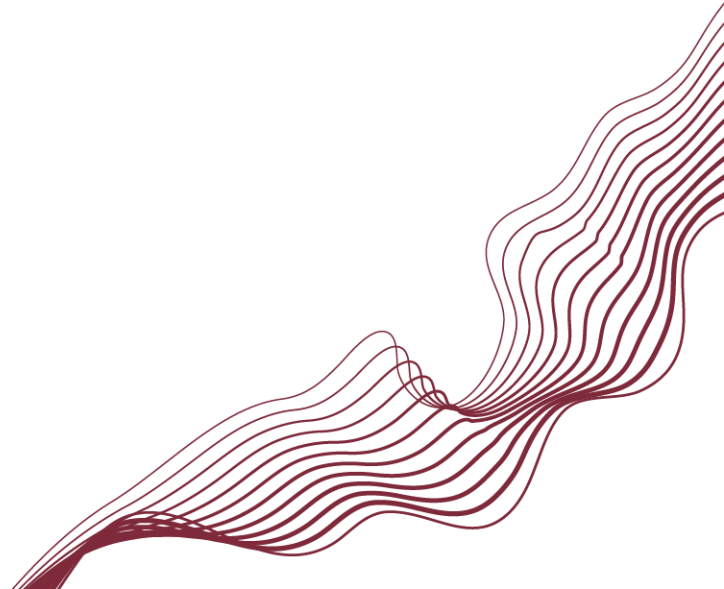
All disputes regarding a direct debit payment should be referred to YMS by telephone 1300 760 379, email yms.support@ymca.org.au or mailed to YMS, PO Box 17, Mulgrave, Victoria 3170 or via your nominated financial institution.

Privacy

The YMCA acknowledges and respects the privacy of individuals. The information collected by the YMCA is for the purposes of processing your enrolment and financial institution payments if applicable. The YMCA, its authorised staff and contracted service providers, such as financial institutions and Government agencies covered by law, may be recipients of this information. By enrolling in a program at a YMCA, you have also become a member of the YMCA. You will receive communications from the YMCA from time to time to update you on items related to your enrolment. The YMCA uses a range of mediums to communicate with its members, including but not exclusive to, direct mail, email, SMS and telephone. You

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have the right to access and alter personal information protecting yourself in accordance with the Commonwealth privacy act (amended 2012). Full details of the YMCA Privacy Policy can be obtained on request at the Centre, or online at www.victoria.ymca.org.au



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Arrivals and Departures

Term dates: The Balwyn Gymnastics Club programs operates for 46 weeks per year, with some classes falling within school holiday periods. No classes are held on public holidays.

Public holidays: Balwyn Gymnastics Club programs do not operate on public holidays. Where a participant's class falls on a public holiday, the participant will receive a credit for that class.

Arrival: Parents/guardians of children under 10 years old are required to pick up and drop off their children from inside the centre.

Warm up is essential for ensuring all participants are physically and mentally prepared for their gymnastics class. Participants are encouraged to arrive 10 minutes prior to their class and should be dressed and ready to commence prior to their class start time. Participants are also encouraged to eat a small healthy snack and visit the bathroom prior to their class start time.

When a class is about to commence, a Balwyn Gymnastics Club coach will collect participants from the gymnastics foyer area. Participants are then divided into classes depending on their level. For safety reasons, parents are not permitted inside the gymnastics space for after-school and weekend classes.

Finishing: Participants are dismissed from their class from inside the gymnastics space. Participants are strongly encouraged to wait for parents in the viewing/foyer area. Collecting your child from outside the centre poses a significant risk to your child's safety and denies your child's coach the opportunity to speak to you regarding the progress of your child.

Children under 10 years of age will not be permitted to leave the centre without a parent/guardian.

Responsibility: Balwyn Gymnastics Club accepts no responsibility for participants dropped off early or picked up late from their class. Our gymnastics coaches are generally beginning a new class and cannot continue to supervise participants who are not collected on time. Participants should be advised to contact reception their parent/guardian does not arrive on time to collect them.

Parking and Safety: Members and guests are asked to drive slowly and carefully around our carpark, taking into consideration that many of our participants are young children. Please follow the directional arrows and note that our carpark is **one way only**. Please park responsibly in and around Balwyn Gymnastics Club. Unauthorised parking in no standing zones or disabled parking may result in a parking infringement.