



External Facility Hire and Private Classes – Insurance, Membership and Compliance Requirements and Agreement

Nunawading Gymnastics (NGSC) requires all external hirers to hold current Public Liability Insurance. A copy of the certificate of currency must be provided to the Club Manager no later than seven (7) days prior to the commencement of facility use and submitted to club@nunawadinggymnastics.org.au.

NGSC reserves the right to require an upfront deposit of up to twenty percent (20%) of the estimated hire fee, based on projected hours of use. Any such deposit must be paid prior to the commencement of the hire period.

Affiliation, Eligibility and Child Safety Requirements

Where another gymnastics club applies to hire the facility and intends gymnasts to compete, that club must be formally affiliated with Gymnastics Victoria.

Where an external gymnastics coach applies to hire the facility, the coach must hold a current level appropriate coaching technical membership with Gymnastics Victoria to suit the level being coached.

Any advertising or promotional material related to activities conducted at the facility must reference the NGSC address only and must not reference Nunawading Gymnastics or imply affiliation with the Club.

Where the hire involves children or young people under the age of 18, the hirer must comply with the Victorian Child Safe Standards. Please see below Child Safety Addendum that requires signing.

Gymnast Registration Requirements

Nunawading Gymnastics requires that all gymnasts participating in activities at the facility—including private lessons and regular scheduled group classes—must be registered members of Gymnastics Victoria.

Gymnastics Victoria membership is an annual registration based on the calendar year, with applicable fees as determined by Gymnastics Victoria.

Gym/Venue Hire (external Coach/Hirer)

\$30.00 per hour for private sessions – up to 3 gymnast/people
\$50.00 per hour for group sessions, if hire is multiple hours – more than 3 gymnasts/people
\$80.00 per hour for group sessions, if hire is 1 hour or less - more than 3 gymnasts/people

Private sessions (up to 3 gymnasts) with a Nunawading Gymnastics Coach (includes venue hire & coach fee)

\$80.00/hour



Acknowledgement and Agreement

By signing below, the Hirer confirms that they have read, understood, and agree to comply with all requirements, terms, and conditions outlined in this policy. The Hirer acknowledges that this signed policy constitutes a formal agreement and contract with Nunawading Gymnastics. Failure to comply may result in cancellation of the hire arrangement and/or termination of facility access.

Hirer / Organisation Name: _____

Authorised Representative Name: _____

Signature: _____

Date: ____ / ____ / ____

Contact Email: _____

Contact Phone: _____

OFFICE USE ONLY

WWC Supplied DATE RECEIVED: _____

Public Liability Supplied DATE RECEIVED: _____

GV registration Checked DATE CHECKED: _____



NUNAWADING
Gymnastics & Sports Club



Child Safety Addendum

This Child Safety Addendum forms part of the External Facility Hire Agreement with **Nunawading Gymnastics (NGSC)** and applies to all hirers conducting activities involving children or young people under 18 years of age on NGSC premises.

NGSC recognises its obligations under the **Victorian Child Safe Standards**, the **Child Wellbeing and Safety Act 2005 (Vic)**, and the child safety frameworks adopted by **Gymnastics Victoria (GV)** and **Sport Integrity Australia**.

1. Commitment to Child Safety

(Standards 1 & 2)

The Hirer confirms a commitment to child safety and to promoting a culture where children feel safe, respected, and empowered to participate in gymnastics and related activities.

The Hirer must act in a manner consistent with:

- The **Gymnastics Victoria Child Safe Policy Framework**
- The **National Integrity Framework**
- The **Victorian Child Safe Standards**

2. Child Safe Policies and Code of Conduct

(Standards 1, 2 & 3)

The Hirer must:

- Maintain a **current Child Safe Policy** consistent with Gymnastics Victoria requirements, **or** formally adopt NGSC's Child Safe Policy and Code of Conduct.
- Ensure all coaches, assistants, officials, volunteers, and contractors:
 - Have read and understood the Child Safe Code of Conduct
 - Agree to comply with professional boundaries and expected behaviours

Copies of policies must be provided to NGSC upon request.

3. Child and Family Engagement

(Standard 3)

The Hirer must ensure that:

- Children are encouraged to speak up about safety concerns
- Parents/carers are informed of:
 - Behavioural expectations
 - Reporting pathways
 - Supervision arrangements

4. Working With Children Checks & Suitability

(Standard 4)

The Hirer must ensure that:

- All adults involved in child-related activities hold a **current Working With Children Check (WWCC)**.
- WWCC details are recorded, verified, and available for inspection.
- Any person who poses a risk to children is immediately removed from duties involving children.

5. Training and Knowledge

(Standard 5)

The Hirer must ensure all adults involved with children:

- Have completed **child safety training** aligned with:
 - Gymnastics Victoria
 - Sport Integrity Australia
 - Or an equivalent recognised body
- Understand their legal obligations relating to:
 - Mandatory reporting
 - Reportable conduct
 - Responding to disclosures of harm

6. Supervision and Professional Boundaries

(Standards 6 & 7)

The Hirer agrees that:

- Appropriate supervision ratios are maintained at all times.
- **One-on-one unsupervised situations are strictly prohibited.**
- Behavioural boundaries are enforced, including:
 - Physical contact limited to coaching or spotting where necessary
 - No private communications with children outside activities
 - No photography or filming without written parental consent
 - No transporting of children unless authorised by parents/guardians

7. Child Safety Risk Management

(Standard 9)

The Hirer is responsible for identifying and managing child safety risks associated with their activities, including risks related to:

- Change rooms and toilets
- Waiting areas and unsupervised spaces
- Entry and exit points
- Equipment setup and pack-down
- Spectator and parent access

Risk controls must be implemented and reviewed regularly.



NUNAWADING
Gymnastics & Sports Club



8. Responding to Complaints and Concerns

(Standards 7 & 8)

The Hirer must:

- Take all child safety concerns seriously.
- Respond promptly, sensitively, and in accordance with legal requirements.
- **Immediately notify NGSC management** of any:
 - Allegation
 - Disclosure
 - Suspicion
 - Incident involving child safety

9. Reporting Obligations

(Standard 8)

The Hirer must comply with:

- Mandatory reporting obligations
- Reportable conduct requirements
- Gymnastics Victoria and Sport Integrity Australia reporting pathways

The Hirer must cooperate fully with any investigation by NGSC, Gymnastics Victoria, Sport Integrity Australia, or statutory authorities.

10. Monitoring, Review, and Continuous Improvement

(Standard 10)

The Hirer agrees to:

- Regularly review child safety practices
- Address identified risks or gaps
- Participate in audits or compliance checks requested by NGSC

11. Record Keeping and Privacy

(Standard 11)

The Hirer must:

- Maintain secure and confidential records relating to:
 - WWCCs
 - Training
 - Incidents and reports
- Handle personal information in accordance with privacy laws.

12. Breach, Suspension, and Termination

NGSC may immediately suspend or terminate the hire agreement where:

- Child safety concerns arise
- This Addendum is breached
- NGSC reasonably believes children may be at risk

Such action may be taken **without refund**.

REG. No: A0095333G **ABN:** 99 529 711 655
A: 413-425 Whitehorse Road Nunawading Vic 3131 **P:** P.O. BOX 2204 RANGEVIEW 3132 **T:** (03) 9872 5447
E: club@nunawadinggymnastics.org.au **W:** nunawadinggymnastics.org.au

V3 5 January 2026

13. Indemnity

The Hirer accepts full responsibility for child safety compliance and **indemnifies NGSC**, its committee, employees, and volunteers against all claims, losses, damages, and liabilities arising from:

- Failure to meet child safety obligations
- Acts or omissions of the Hirer or its personnel

14. Acknowledgement

By signing, the Hirer confirms understanding of and agreement to this Child Safety Addendum.

Schedule A – Child Safety Compliance Checklist (Hirer)

To be completed and submitted prior to commencement of hire

- ☐ Current Child Safe Policy (GV-aligned)
- ☐ Child Safe Code of Conduct signed by all adults
- ☐ WWCCs verified for all adults
- ☐ Child safety training completed (dates recorded)
- ☐ Supervision ratios planned and documented
- ☐ No one-on-one supervision arrangements confirmed
- ☐ Child safety risk assessment completed
- ☐ Incident reporting process understood
- ☐ Mandatory/reportable conduct obligations understood
- ☐ Parental consent obtained for photography (if applicable)
- ☐ Record keeping and privacy processes in place

Authorised Representative Name: _____

Signature: _____

Date: ____ / ____ / ____