



NUNAWADING GYMNASTICS AND SPORTS CLUB INC.

CLUB HANDBOOK

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1. Introduction

Welcome to Nunawading Gymnastics and Sports Club (NG&SC). We are a community based, non-profit organisation which was established in 1944 by local Policeman, Constable Bill Lucas and the club was known at the time as the 'Nunawading Youth Club'(NYC). Bill Lucas's motivation was to "keep the kids off the street and out of trouble".

NYC serviced the community by offering classes such as judo and gymnastics for boys and baton twirling, gymnastics, and netball for the girls.

In Oct 1985 a new Nunawading Youth Club was officially opened – being funded by the local Council as well as the fundraising efforts by the club. The total amount invested in the refit was \$180,000.

The name change from Nunawading Youth Club to Nunawading Gymnastics & Sports Club Inc. was voted in on August 1998 and today NG&SC offers seven disciplines of GymSports and is affiliated with Gymnastics Victoria (GV) and Gymnastics Australia (GA).

2. Why Gymnastics?

Gymnastics offers many physical, emotional, and intellectual stimuli, which aid and support a growing child. NG&SC caters for all levels of ability and aspiration from toddler to high level competitive gymnastics.

Gymnastics activities promote strength, flexibility, balance, and coordination providing an excellent foundation for many sports. The training environment also introduces goal setting, discipline, cooperation, teamwork, listening and comprehension skills, taking instruction and performing to an audience. It builds not only strength but lifelong skills.

Our Nunawading facility is a well-equipped gymnastics centre providing all apparatus, teaching aids and sprung floor to cater for every discipline of gymnastics that we offer – KinderGym (KG), Gymnastics for All (GFA); Gymstar; Women's Artistic Gymnastics (WAG); Men's Artistic gymnastics (MAG); Acrobatic Gymnastics (ACRO); and Rhythmic Gymnastics (RG).

3. Mission Statement

At NG&SC, we actively foster a supportive and safe environment for all our participants so that everyone can achieve their personal development goals within recreational or competitive gymnastics.

We offer:

- Diverse and well-structured gymnastics programs that include and encourage all gymnasts.
- Qualified and well-supported coaching in various gymnastics disciplines and levels. Our coaches encourage the involvement and guide the development of every gymnast.
- An inclusive, family-friendly sports environment that intentionally promotes participation and contribution of all.
- Training and mentoring of our coaches in accordance with the requirements of GV/GA. We also provide structured pathways for new trainee coaches.
- Training and coaching for our judges. We intentionally encourage members of our community to enter training pathways to become a judge in any of our GymSports.

4. Our Club Personnel

4.1 The Committee of Management

The Committee is elected by members who attend the Club's Annual General Meeting. The committee oversees the Club's business and financial strategies according to the Club's constitution and employs staff to carry out the day-to-day operations of the organisation. The Committee meet monthly to discuss all operational, programming, equipment issues and actions as well as planning the social, fundraising and other events for each term. Any member of the gymnastics community can join the committee and will receive benefits and deductions as well as playing an important role in the overseeing of our Club's operations and strategic plans.

4.2 Club Manager

Our Club Manager manages all operations at NG&SC. This role ensures that practices by staff and members are carried out according to the Club's Policies and Procedures and that all departments run smoothly and efficiently. You can contact the Club Manager for all queries, accounts, club memberships, program information and feedback. This role is the link between the Club's activities and the Committee of Management, providing them with a monthly overview of day-to-day operations, coaching or member items, financial requirements, marketing and communications updates and news.

Email: club@nunawadinggymnastics.org.au

4.3 Pathways and Development Manager

The Pathways and Development Manager (PDM) facilitates and manages all NG&SC gymnastics programs and internal events ensuring a high standard of coaching and programming. The Pathways and Development Manager assists Coaches with their training and accreditation, organising Coaching courses and Coaches workshops promoting continual development and knowledge in gymnastics. This role provides our members with information regarding class timetables, events, updates on gymnasts' progress, uniform requirements and competition scheduling.

Email: pdm@nunawadinggymnastics.org.au

4.4 Program Supervisor

The Program Supervisor oversees the programs and events set out by the Club Manager and Pathways and Development Manager. The Program Supervisor also supports and mentors our coaches as well as ensuring our gymnasts have the best experience within their classes.

Email: supervisor@nunawadinggymnastics.org.au

4.5 Program Assistant

The Program Assistant provides administrative duties to support the NG&SC staff. The Program Assistant also helps and supports all members of NG&SC with up-to-date information such as class timetables, events, updates on gymnasts' progress, uniform requirements and competition scheduling.

Email: program@nunawadinggymnastics.org.au

4.6 Front Desk

Our Front Desk is managed and supported by NG&SC staff from Monday to Saturday. This role is responsible for providing up to date information to new members, class fees, class availability, holiday programs and events. At the front desk, you can also purchase our club merchandise.

For information on your gymnast's progress, it is recommended that you speak to the coach at the end of the class or speak to the front desk to organise a time to talk to our Pathways and Development or Club Manager.

4.7 Supervisors

4.6.1 General Supervisor

The role of our General Supervisor is to provide support and guidance in the gym. The supervisor shares the responsibility for the development and safety of gymnasts and beginner coaches. All Supervisors must hold a Gymnastics Australia Intermediate Coach Accreditation or above.

4.6.2 Coach Review Supervisor

The role of our Coach Review Supervisor is to provide support and guidance to our Coaches in the gym. This supervisor evaluates and provides tools to our coaches to help in their development as a coach. All Supervisors must hold a Gymnastics Australia Intermediate Coach Accreditation or above.

4.8 Coaches

NG&SC coaches all hold Nationally recognised accreditations achieved through the Gymnastics Australia's Education Framework. NG&SC also has a Coaches Traineeship Program where we mentor our senior gymnasts to become trainee coaches. Once our trainees have reached the age of 15 and have accrued trainee hours; we assist them to gain accreditation. Our philosophy is to nurture our young people from gymnast to coach from within the club. This ensures a consistent and positive club culture which promotes growth and achievement of our young people who believe in our Mission Statement.

Our Coaches are highly accredited, having spent many hours, weeks, months and years gaining their accreditations. They also spend additional time each year updating their knowledge by attending workshops and other educational events. They are required to meet the educational standards set by Gymnastics Australia by progressing their skills and knowledge base each year of membership. As such, they are well prepared and qualified professionals and appreciate being left to do their job without interference. If you have any concerns regarding a Coaches training methods or behaviour, please discuss this with our Pathways and Development Manager or Club Manager.

***All NG&SC staff, committee members and volunteers are required to hold a valid Working with Children Check before they can be involved in any aspect of our club. This check is in compliance with Gymnastics Australia's Child Safety mandate.**

5. Membership and Affiliation

Nunawading Gymnastics and Sports Club is affiliated with Gymnastics Victoria and Gymnastics Australia. Our Coaches are trained and accredited instructors (or for our Junior Coaches in the process of becoming so). All members/s are required to be registered with Nunawading Gymnastics and Sports Club through Gymnastics Victoria and Gymnastics Australia via payment of an annual registration fee.

Membership and participation with our club requires that you are eligible for membership with Gymnastics Victoria and Gymnastics Australia and may mean that you will need to resolve any outstanding charges with other Gymnastics Australia clubs prior to participation.

6. Our Programs

Gymnasts of any age and gender can experience a seamless pathway of gymnastics development across our programs both recreational and competitive.

Our KinderGym program is fun and educational, the combination of structured and unstructured lesson plans gives the gymnasts the opportunity to grow and develop within the program.

Our recreational program (Gymnastics for All/ GfA) is designed for those gymnasts that just want to have some fun, learn and improve their skills in a safe environment.

Our programs success is based on offering the best training possible with minimal hours across all programs.

Our [Class Timetable](#) are subject to change based on demand and circumstances.

6.1 KinderGym

This program promotes a special time for gymnast ages 18 months to kinder 5 ½ year olds, with their parent/guardian, to play and have fun in a safe, stimulating, structured and multisensory environment. The equipment is set up with many inbuilt challenges which encourage the gymnast to explore and experience differing types of movement, activities, and interaction. Our KinderGym coaches are specifically accredited for this age group, and they work hard to provide a stimulating environment incorporating basic gymnastics skills by using motivational and fun circuits that encourage exploration, strength and confidence.

6.1.1 Playground Possums – Ages 18 months – 2.5 years

Designed for the littlest gymnasts! We encourage exploration through sensory activities, using different textures, sizes and colours. There is a larger focus on free play and less structured activities. This assists the children to develop their movement skills in a safe, friendly environment involving coaches and carers. Parents/carers will share the experiences with their children through floor circuits and music.

6.1.2 Joeys – Ages 2.5 - 4 years

This program starts to incorporate the larger apparatus in a safe, fun environment, teaching the beginnings of the skills needed for future gymnastics activities and skills. It involves a mixture of free play and group activities, including music and movement to gain confidence and explore their own limits. Large and small group activities introduce the children to a more structured format, developing listening skills and following instructions.

6.1.3 Kangas – Ages 4 - 5.5 years

Designed for our gymnasts in their last year of kinder. This class encourages independent play and aims to build confidence in their own abilities. This class aims to teach fundamental gymnastics skills as well as fine and gross motor skills to help build confidence and independence in movement. This class involves more structured activities and is run in a similar way to the GfA classes to assist with transition into an after-school program.

6.2 Gymnastics for All (GfA)(Recreational) –5 ½ years or attends school

Our GfA Recreational programs cater for all genders from a beginner level. These programs aim to teach fundamental gymnastics skills whilst developing important gross motor skills such as balance and coordination. These programs include a wide range of gymnastics-based activities and incorporate aspects from a variety of GymSports including Men's & Women's Artistic Gymnastics, Acrobatic Gymnastics, Trampolining and Rhythmic Gymnastics. The diversity of GfA programs provide each gymnast with the opportunity to develop their sporting ability. As gymnasts develop their movement skills, we can begin to introduce activities that may be more specific to certain GymSports. GfA for our older gymnasts aged 11+ offers to improve their fitness whilst learning basic skills. After participating in our recreational programs, Gymnast will have the opportunity to increase their confidence and competence in movement; preparing them for a wide range of other sports and activities.

Gymnasts in recreational classes work through our Club's progressive and developmental curriculum. All recreational gymnasts are assessed each term on their progress. These assessments are updated in the evaluation section of the Parent Portal at the end of the term. We reserve the right to place gymnasts in the program we believe is the most suitable for their skill level and maturity. We ask parents to be mindful that this is always done with the gymnast's best interest in mind.

6.3 Gymstar Levels 1– 10 (Semi Competitive)

Gymstar is the next step up from our recreational programs. At the foundation level the gymnast has attained a variety of basic gymnastic skills and is ready for the next challenge. Gymstar provides the opportunity to participate in internal and external recreational competitions in a fun and fair environment, which are enjoyable for gymnasts, coaches, judges, and spectators. The emphasis is on the execution of skills and routines rather than difficulty. This program has been designed to be used within clubs as a complete program and is available for all gymnasts. It is recommended that the Gymstar program be used by gymnasts who train limited hours, who prefer a less competitive environment or who have limiting physical qualities. Training hours vary for the different levels of Gymstar. For further information about our Gymstar program, please refer to the **Squad Handbook**.

6.4 WAG (Women’s Artistic Gymnastics) and MAG (Men’s Artistic Gymnastics) (Competitive)

NG&SC offers the Australian Levels Program for Levels 1-9. Your gymnast must be invited into these competitive squads and are required to train between 1.5-10 hrs per week depending on the Level. This program is used Australia wide giving states the opportunity to compete against one another from Level 4 and above. NG&SC specialises in moulding and conditioning our gymnasts to be strong, skilful, and artistic, competing to the best of their ability. Gymnasts will be expected to compete in internal and external competitions. For further information about WAG & MAG program, please refer to the **Squad Handbook**.

6.5 Acrobatic Gymnastics (ACRO) (Competitive)

Acrobatic Gymnastics (ACRO) is a dynamic and spectacular gym sport for all ages and abilities.

- The sport develops teamwork, courage, strength, stamina, co-ordination and flexibility.
- ACRO unites power and poise, with grace and beauty to create visually stunning routines all choreographed to music.
- The Apparatus or Floor is a 12m x 12m sprung floor and each routine lasts no longer than 2 or 2 1/2 minutes each, depending on the level.
- ACRO works on a 10-level system, where Level 0 is the introductory stage and Level 10 is the highest achievable in the Australian Level Program (ALP).
- The ACRO squad is expected to compete in internal and external competitions throughout the year.

For further information about ACRO program, please refer to the **Squad Handbook**.

6.6 Rhythmic Gymnastics (RG) (Competitive)

Rhythmic Gymnastics is a competition program where the gymnasts manipulate apparatus to music. The sport combines elements of ballet, gymnastics, theatrical dance, and apparatus manipulation. Gymnasts are scored on their leaps, balances, pivots, flexibility, apparatus handling, and artistic effect. This is a competition-based sport and as such the expectation is for all gymnasts to compete in internal and external competitions during the year.

For further information about RG program, please refer to the **Squad Handbook**.

6.7 Apparatus for Each Gymsport

KG and GfA	GYMSTAR	WAG	MAG	ACRO	RHYTHMIC
Floor	Floor	Vault	Pommel	Sprung Floor	Hoops
Bars	Bars	Bars	P-Bars		Ribbons
Beam	Beam	Beam	Vault		Balls
Vault/ Tramp	Vault	Floor	Floor		Clubs
P-Bars	P-Bars		Rings		Free Hand
Rings	Rings		High Bar		

7. Attending Classes

7.1 Training Attire and what to bring

Gymnasts should wear comfortable, close fitting clothing during gymnastics classes appropriate for the actions being performed. Please see the list below.

It is the responsibility of the parents to ensure no jewellery (except small stud earrings) is worn during training hours. There are dangers associated with jewellery catching on coaches, gymnasts and equipment that may cause injury.

We have a selection of second-hand clothing available for purchase at the gym or on our Facebook Page: <https://www.facebook.com/groups/667394834023073/> - Click on the link to join.

You can find current gym and training wear stock on our Parent Portal -> Club Shop.

[Click Here](#) to visit our Club Shop

Periodically we will place orders for Nunawading Gymnastics and Sports Club training attire. Please contact us if interested. You can find more information and the sizing guide on our Club Shop - [Click Here](#) to visit.

The Club offers all recreational and competitive leotards, crop tops, shorts, and polos; which are available for purchase from front desk.

Competition Uniform – all competitors in all levels of MAG, WAG, ACRO, Gymstar and Rhythmic will be required to perform in a custom-made leotards – further details are available in the **Squad Handbook**.

7.1.1 All Participants

- For safety reasons gymnasts should not wear clothing with denim, hoods, buttons, zips, or belts.
- Gymnasts should always have their feet covered (shoes/ sandals) when entering the facility.
- Dresses and skirts are not permitted to be worn in classes.
- Please note that the gym can get quite warm in summer and cold in winter.
- Rings, anklets, necklaces, watches (or similar) or any loose jewellery are not permitted in class as these pose a hazard to the participants and equipment (medical bracelets accepted).
- Please label all clothing and remind your gymnast to collect all belongings before leaving the gym.
- Hair must be always tidy and presentable, with long hair securely tied back (**hair ties can be purchased from NG&SC for \$1 and scrunchies \$4**).
- Please bring a large water bottle to class.

7.1.2 Kindergym

T-Shirts, singlets and tights or shorts are fine. Please make sure no zippers or buckles as these may cause damage to equipment.

7.1.3 GfA Program (Recreational)

Gymnasts should wear comfortable, close fitting clothing during classes as listed below.;

- Girls: Any leotard, crop or singlet, t-shirt and sports shorts or tights.
- Boys: T-Shirt, singlet (not loose fitting) and shorts or skins/bike pants.
- For safety reasons gymnasts should not wear clothing with denim, hoods, buttons, zips or belts.

7.1.4 Competitive Programs

Our senior coaching staff always keep an eye out for suitably talented gymnasts for our competition programs. Our Pathways and Development Manager will approach the parent to discuss whether the gymnast and family are interested and also very importantly whether the family can afford and commit to the extra training sessions and competition costs.

Although NG&SC would like all gymnasts to wear what they feel comfortable training in, we highly recommend that gymnasts in our competitive programs should wear;

Leotards, crop sets with bike pants, sports shorts, singlets, t-shirts, leggings are required for all training sessions.

We highly recommend gymnasts wear a leotard leading into their competitions so they can get use to wearing them.

Competitive gymnasts must bring their own water bottle, socks, any strapping tape required, grips, wrist bands, bar loops (where advised) and any other items as recommended by their coach.

7.1.5 Drop Off and Pick Up

Gymnasts should arrive at classes 5-10 minutes ahead of their start times. Parents are requested to come into the foyer to drop off and pick up their gymnast. Please do not drop and run as we have experienced cases where this has happened on days where the gym was closed.

Gymnasts who are waiting for their class to commence or are waiting to be picked up must remain inside the venue and seated in the seating area.

Gymnasts must be supervised by parents or guardians prior to the commencement and at the conclusion of their class.

For safety and insurance reasons, no spectating adult or spectating child is allowed on any part of the sprung floor during classes.

If you need to give a message to a gymnast, please ask the front desk or a supervisor to pass on your message. Your cooperation to help us look after the personal safety of all members is greatly appreciated. In the event of any accident where a collision may occur between a spectator, the spectator is not covered by insurance, so please observe this rule.

Parents must refrain from making comments related to the skill level, performance or ability of gymnasts or coaching staff while in the seating area as this may be offensive and hurtful to other parents or gymnasts within the area. All spectators must respect the training session and refrain from calling out comments or instructions to their participating gymnast. Please address any grievance to the Club Manager.

Siblings of gymnasts attending classes are not to be dropped off and left unattended to observe the classes. Siblings and young children in the company of adult spectators are not to be left unattended to roam the viewing area and must be within the control of Parents or Guardians at all times. Our Coaches are on the floor to supervise and coach classes and not supervise children outside the gymnastics activities. Viewing privileges may be removed and you may be asked to leave if siblings present a distraction to our coaches or staff.

If any unforeseen circumstances arise and you are running late to pick up your gymnast, please call **03 98 72 5447** in the first instance then email **club@nunawadinggymnastics.org.au** if no one answers.

If you arrange for someone else to collect your gymnast, please notify the club management. If another person other than a parent is to collect your gymnast from the venue, please provide club management with prior notice and ensure the gymnasts are made aware of pick-up arrangements and who is picking them up.

Please ensure you park in designated places only and adhere to the 5km/h speed limit.

7.1.6 Punctuality and Absences

Gymnasts who arrive late are to be accompanied by their parent or guardian and talk with the Supervisor or Front Desk and ensure they are joining the correct class.

If you know ahead of time that your gymnast will be absent from class, please advise Club Management by submitting an absence via the Parent Portal. We understand that there may be absences due to illness, injury, school commitments or holidays. Please refer to section **8.7** for further information on missed classes.

8. Enrolment and Payment

8.1 Enrolment

- All enrolments for Nunawading Gymnastics and Sports Club are taken online via our Parent Portal at:
<https://app.iclasspro.com/portal/nunawadinggymnasticsandsportsclub>
- Additional Parent Portal Information
- Any gymnast participating in activities being offered by Nunawading Gymnastics and Sports Club must be registered as a gymnast (student) in the Parent Portal under the account of their direct parent or guardian.
- Enrolments in a class is ongoing until you advise us with 2 weeks' notice that you wish to drop your gymnast's enrolment via the Parent Portal.
- Failure to advise of a drop with 2 weeks' notice will result in charges in lieu of notice for the amount of \$50

8.2 Gymnastics Victoria Registration Fee

- Gymnastics Victoria Registration Fee payment must be made by no later than the day of your first class.
- Gymnastics Victoria Registration Fee will be charged to your account once your enrolment has been updated from trial to active in the Parent Portal.
- This charge includes Personal Injury Insurance Cover as well as membership benefits and special discounts from Gymnastics Victoria.
*Competitions, coaches and judges for squad classes only
- Gymnastics Victoria invoices NG&SC for the insurance, as it is the affiliated Club, and NG&SC then charges the gymnast, being an Affiliated Club member.
- Gymnastics Victoria Registration Fee is valid until the 31st of December each year and needs to be renewed annually.
- Please note that if you transfer to/ from another club, your registration fee is transferrable from club to club
- Our yearly Gymnastics Victoria Registration Fee structure can be viewed on our website - [Class Fees Schedule](#)

8.3 Class Fees

- All class fees are calculated based on an hourly rate and the number of sessions in the month (excluding public holidays).
- Hourly rates for attendance decrease as contact hours increase. This is done to support the significant training hours required for our competitive gymnasts
- Families are charged monthly for the classes their gymnast attends
- There are no charges for public holidays, holiday closures, or events
- Class Fees will be charged on the 25th of each month for the following months classes. A reminder will be sent out to families on the 20th of each month
- Gymnasts starting partway through a month are charged on a pro rata basis for the remaining weeks/ classes in the month. Payment must be made by no later than the day of your first class
- Class Fees are reviewed annually, and can be viewed on our website [Class Fees Schedule](#)

8.4 Trial Classes

- Nunawading Gymnastics and Sports Club may offer a trial class (where there is space in classes) for new gymnasts to ensure that we find a class that suits
- We work with parents, guardians, gymnasts, and coaches to ensure we are able to place gymnasts in a class that matches their age, ability and will give them the best opportunity to have fun, develop friendships and challenge themselves
- As safety is our priority, trial classes will only be offered when there is sufficient space in a class
- Trial Classes are free of charge as a one-off class
- Please note that requesting a trial does not secure a place in the class in which you are trialling
- Trial class offers are subject to cancellation should a class fill ahead of the trial
- Once you have set up an account and added your gymnast to the Parent Portal, you can request a trial class
- Alternately you can contact Nunawading Gymnastics and Sports Club by email club@nunawadinggymnastics.org.au or phone 03 98 725447 to see what we have available before setting up an account in the Parent Portal
- To secure your gymnast's place in a class, an enrolment is required along with registration and first month's tuition to be paid by the date of the first class

8.5 Rebooking / Re-Enrolment

Rebooking or Re-Enrolment in classes occurs automatically each term. Please advise us at least 2 weeks prior to class commencement or with 2 weeks prior notice if you wish to make any changes.

8.6 Payment of Fees

- Fees are to be paid on the 25th of each month for the following months classes
- If the 25th of the month falls on the weekend or a public holiday, the payment maybe processed the following business day
- Payment methods via our Parent Portal are Credit Card (Visa and Master card) only, which will be stored securely via Payrix Australia (previously IntegraPay Australia) (third party provider)
- If transactions are rejected due to any reason (e.g., invalid credit card number, expired credit card, insufficient funds, stolen status etc.) accounts will incur a \$50.00 rejected transaction fee for each instance
- Please ensure that your card details stored in the Parent Portal are always up to date
- Payment will be processed again in 7 business days for the rejected transaction. Accounts will again incur a \$50.00 transaction fee for each instance if payment cannot be processed.
- All processing fees for the online payments will be absorbed by NG&SC. There will be no extra charges to our members
- Membership must be paid ahead of participating in classes with the exception of your first Trial Class
- Membership is non-refundable as it covers your membership and insurance through Gymnastics Victoria / Australia which is non-refundable
- Refunds on fees paid ahead for classes are available with consideration to the 2 week notification to cease/drop
- Any outstanding fees will need to be paid in full to the club prior to any transfer request to another club being approved. This in accordance with the transfer policy of Gymnastics Australia

8.7 Missed Classes

- If a gymnast misses a class, leaves early, or arrives late, this does not entitle you to a discount or refund of fees.
- No discount is given when a gymnast is away on camp, school event or a family takes holidays during regular training. Your fees pay for a position in a class and the cost to the club remains the same whether you attend or not
- Make-up classes can be requested however these are limited to 1 per term and can only be redeemed via a token in the Parent Portal if there is available space in an equivalent and suitable class
- To receive a makeup token, a minimum of 48 hours prior notice is required ahead of missing a class. Makeup tokens do not apply for missed makeup classes
- All Makeup class requests need to be submitted via our Parent Portal. Makeup tokens have a 30-day expiry
- Gymnasts utilising make up class tokens are required to have an active enrolment
- Once a makeup token is used to book a makeup class this booking cannot be rescheduled
- If you will be away for an extended period, (more than 2 weeks) please notify our Club Manager via e-mail (club@nunawadinggymnastics.org.au)

*If your gymnast attends Sunday Classes there may be some dates throughout the Term when classes do not go ahead due to other events being held at our Club.

**Class dates can be found in the Parent Portal.

***You will not be charged for any Sunday classes that have been replaced with an event

8.8 Adjusted Training Hours

- In the case of a gymnast requiring adjusted training hours due to an injury, a new gymnast beginning on reduced hours, where the coach has set reduced hours for the gymnast, or other circumstances, a pro rata adjustment will be made to your account to reflect the reduced hours
- A medical clearance certificate may be requested by the club ahead of allowing the gymnast to return from an injury
- Club Manager needs to be informed via e-mail before the start of the term about the adjustments by families (e-mail address club@nunawadinggymnastics.org.au)
- Failure to inform the Club Manager via email before the start of the term will result in the member being charged for all scheduled class hours
- If training hours change during the term the notice period is two weeks, and the Club Manager needs to be informed via e-mail.

8.9 Drop or Cease at your Request

- Following confirming your place in a class, should you decide not to continue, advice must be provided via a drop request in our Parent Portal. This request must be submitted with a minimum of two (2) weeks prior notice. Your account will be settled on a pro-rate basis
- No verbal communication from families and especially gymnasts will be accepted
- Full fees will be applicable if the above process is not followed
- Failure to inform the Nunawading Gymnastics and Sports Club will result in the families' direct debits to continue. These funds will be non-refundable
- Failure to inform the Club Manager via email before the start of the term will result in the member being charged for all scheduled class hours
- If training hours change during the term the notice period is two weeks, and the Club Manager needs to be informed via e-mail
- Refunds for missed classes will only be given as per our Missed Classes guidelines (Section 8.7).

8.10 Public Holidays and Gym Closures

Nunawading Gymnastics and Sports Club gym closures are highlighted in our termly/ biweekly updates – under **Important Dates to Remember**

The gym is normally closed on public holidays. These closures are planned ahead of each month as indicated on our calendar and fees exclude these days as indicated on invoices.

8.11 Cancelled Classes

- In the event that a class needs to be cancelled, we will contact you via email, push notification or phone at the earliest opportunity to advise of the cancellation
- If a class is cancelled and a make-up class cannot be arranged a class credit will be issued

8.12 Entry Fees for Competitions and Events

- Competition fees vary between events
- Nunawading Gymnastics and Sports Club often run inhouse competitions at a significantly discounted price
- Competition fees are predominantly determined by the external club coordinating the event with an allowance to cover coach attendance at the event
- Once nominations for events have been submitted to the event organiser, refunds are only applicable where a medical certificate can be provided. Administration fees may be applicable
- Medical Certificate needs to be provided to the Club Manager via e-mail (club@nunawadinggymnastics.org.au) or a hard copy must be provided to the Club Manager

8.13 Holiday Program

- Nunawading Gymnastics and Sports Club may run Holiday Programs
- These classes are a great way to try out our programs
- Please note that Holiday Programs do not form an extension, replacement or make-up option for regular classes and operate as a separate offering to our normal class programs
- Holiday Programs are not refundable or replaceable should you enrol in a class and not attend
- Minimum of 4 gymnasts is required for the program to go ahead
- Nunawading Gymnastics and Sports Club reserve the right to cancel Holiday Programs if the minimum number of gymnasts is not reached
- Holiday Program is charged at the same rate as the class fees

8.14 Holiday Training

- Nunawading Gymnastics and Sports Club may run Holiday Training for our Competitive Squad Classes
- Holiday Training is optional and is charged at a rate of \$10 per hour
- Please note that Holiday Trainings do not form an extension, replacement or make-up option for regular classes and operate as a separate offering to our normal Competitive Squad Classes
- Minimum of 4 gymnasts is required for the program to go ahead
- Nunawading Gymnastics and Sports Club reserve the right to cancel Holiday Training if the minimum number of gymnasts is not reached

8.15 Discounts

NG&SC offers discounts for members and their families for the following:

Multiple Gymnasts

- 10% off fees for families with 2 or more members who attend any of our Classes
- 10% off fees for families with 2 or more members who attend any of our Holiday Program

Committee Members

- 25% off Committee Members, if they attend 75% or more meetings per year
- 10% off Sub-Committee Members

**All rates include GST*

9. Competition Information

For more information, please see our NG&SC **Squad Handbook**.

Gymnastics is also a very much a competitive sport of its own with opportunity for gymnasts to compete against each other and display their routines and skills in a supportive environment.

There are many options for competitions across the gym sports. At NG&SC we focus on the Gymstar, WAG, MAG, Acrobatic and Rhythmic Gymnastics.

Levels 1-2 are the introductory levels, and the gymnasts are awarded ribbons/ certificates on how they perform their skills on each apparatus. Skills are judged normally in a connected routine however the focus is on the skill performance and not the routine.

Levels 3-6 are where the gymnasts begin to demonstrate nominated skills in a prescribed/compulsory routine and are scored not only on skills but their routines and performance. They are awarded a score and marks are deducted for every error. Gymnastics is a sport judged on skill execution and bent knees, feet, legs, arms, incorrect positions all receive a deduction from the starting score.

Levels 7 and up are our Senior Levels and the gymnasts create their own routine with skills of varied difficulty. Deductions apply for execution and additional points are awarded for more difficult skills.

[Click Here](#) to view our Competition Calendar

Gymnastics Competitions are a fantastic opportunity for gymnasts to:

1. Solidify their skills into a routine, Learn and understand the connection between skills which will benefit them in higher levels.
2. Start to learn and perfect performance elements.
3. Build confidence performing in front of an audience.
4. Gain feedback on their performance and better their best.
5. Qualify for state level representation at Level 4 and above (gymnsport dependant).
6. Observe the performance of other clubs and gymnasts

Competition attendance is highly recommended for all levels. Gymnastics is a tough sport, and competitions provide a great internal motivator for the gymnasts.

9.1 What happens at a Competition

- Arrive to the competition venue as per coach's instructions (allow extra time for any traffic and finding a carpark at the venue)
- We understand circumstances like traffic can happen, if a gymnast is not at the venue to participate at the assigned warm-up time they may not be allowed to compete
- In the venue, please bring your gymnast to your NG&SC coach. You are then free to find a seat to watch the competition if spectators are permitted for that competition
- Gymnasts meet as a group prior to warmup and enter the floor together.
- They walk on and as a group start warmup which is typically 15-25 minutes depending on level (this can vary between GymSports and the type of competition the gymnast is participating in)
- A march on and opening presentation occurs on the main floor where the clubs are introduced, and present/salute then often move to their first apparatus or routine rotation.
- Gymnasts undertake a quick warmup at each of the apparatus and then compete their routines/skills (gymnsport dependent)
- The gymnasts' skills and routines are judged and depending on level are either awarded a ribbon or a score. At some competitions scores are flashed on boards or digitally to the audience. Gymnasts then move to their next rotation (if required)
- At the end of the competition gymnasts again march to the main floor for presentations and awards. Medals are typically given for the top places across the apparatus and for the overall highest score
- During the competition from warm-up to end of presentations your gymnast will be with the coach and is not allowed to go back and forth to you
- If there is a medical incident, then the competition manager will come and get you and take you to your gymnast
- On conclusion of competition the coaches will bring your gymnast back to you

9.2 Competition Travel and Accommodation

Travel and accommodation (where required) is at the expense of parents. On occasion we will be able to arrange group discounts however this is not always the case.

We know gymnastics is expensive, please consider being part of our committee who makes an amazing difference to the cost of attending these competitions. Please contact us if you wish to be part of our committee.

9.3 Competitions - What to Wear and Bring

- Competitions are performed in the club competition leotard as specified by the club for each level.
- Hair must be and tied up so as not to interfere with skills.
- A water bottle
- A bag. NG&SC offer 3 different styles of bags – [Click Here](#) to view
- Something to snack on during rotations. A muesli bar, fruit etc
- Any strapping, hand grips/guards that may be used in training
- Extra Hair ties
- The nominated club polo to wear before and after competition and between performances. [Click Here](#) to view
- In winter – a tracksuit to wear before and after the competition

9.4 Competition Uniform Requirements

Our club uniform is compulsory for gymnasts who compete at competitions for the club. Information on our Competition Uniform can be found on our website [Club Shop](#) . You can find current gym and training wear stock on our Parent Portal -> Club Shop.

Leotard designs do vary between levels so please check with us which leotard is required ahead of purchasing.

Club Management will place bulk orders in the leadup to competition season. Should you order an incorrect size you will still be required to purchase the item. Please allow approximately 7 weeks for delivery of uniforms.

9.5 Event Entry Costs

In order to effectively organise all internal and external events, there are strict closing dates. Please be sure to read your communications and adhere to the dates provided. If an event is not full after the closing date, the Pathways and Development Manager may in some cases, be in a position to accept late entries from a waiting list.

9.6 Competition Refund Policy

Competition entry fees are governed and set by Gymnastics Victoria and Gymnastics Australia and will assess refunds according to their policies. Refunds may be considered in the event of an injury or illness, and which can be supported by a valid medical certificate. Upon confirmation of eligibility to a refund we will deduct any expenses incurred by the club on your behalf which cannot be recovered. We ask that parents be familiar with GV/ GA's refund policy.

10. Policies and Procedures

NG&SC has a number of Club Rules, Policies and Procedures that relate to squads and general operations. This information, along with other valuable information, can be viewed at the NG&SC office or on the NG&SC website: <http://nunawadinggymnastics.org.au>.

[Nunawading Gymnastics and Sports Club Policies](#)

[Gymnastics Victoria Policies](#)

[Gymnastics Australia Policies](#)

10.1 Evacuation Procedure

Our staff are trained to evacuate the participants from the building quickly and efficiently should the need arise. Evacuation procedures and maps are posted throughout the building indicating exits and designated meeting point. Please familiarise yourself with these procedures.

Fire drills will be conducted each term. This will be announced via our communication platforms and notice boards within the clubs.

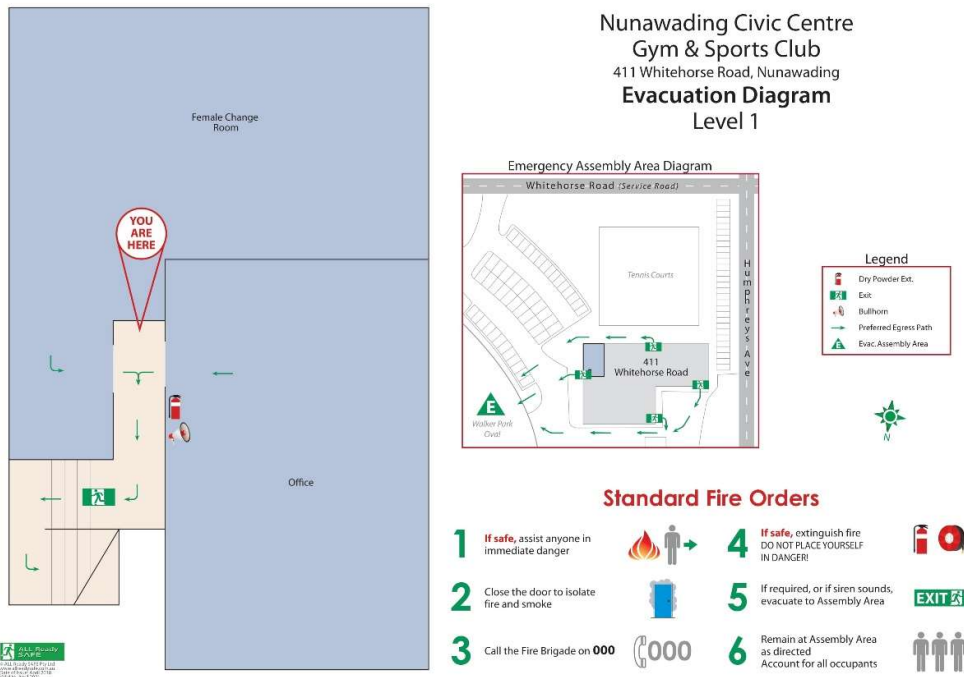
Copies of the evacuation procedure and plans are situated in the following areas;

- Ground Floor – Outside the kitchen
- Second Floor – Outside the female change rooms

EMERGENCY EVACUATION PLAN



Nunawading Civic Centre
Gym & Sports Club
411 Whitehorse Road, Nunawading
Evacuation Diagram
Level 1



In the event of an emergency evacuation the following steps are to be followed;

1. Signal the alarm via designated whistles (office, music table, and exit doors)
2. Obey all instructions given by Supervisors and Coaches
3. Evacuate immediately through nearest safe exit (4 exits are available); Move quickly but do not run
4. All gymnasts and staff will be evacuated by coaches in their class groups
5. All evacuees must report to the designated assembly point – Walker Park Oval
6. Once outside, stay at the assembly point (Walker Park Oval) in class groups with assigned coach until instructed otherwise by Supervisor/ PDM or Club Manager
7. Any injuries sustained during evacuation must be reported and treated by First Aid Staff/ Coach

10.2 Medical Conditions

NG&SC [Parent Portal](#) allows for gymnasts Medical Information to be entered. Please add this information to the Allergies / Special Health Conditions in the student detail section. It is essential that families advise the Club of any medical conditions prior to commencing training. This would naturally include injuries or other more “visible” conditions such as asthma or allergies, but others that may not be as obvious such as autism, anxiety, etc.

This is simply to ensure NG&SC can offer the best environment for the gymnast. Parents are required to supply a **current** Medical Action Plan to the club for any known condition. These may include but not limited to an Asthma or Anaphylaxis action plan as examples.

Any gymnast, who requires medical attention for an injury obtained within or outside of the Club, is required to supply a medical certificate and documentation from their medical practitioner regarding activities that the gymnast can and cannot be completed. NG&SC are accommodating of gymnasts who are carrying injuries and are happy to modify programs within guidelines by a medical practitioner.

NG&SC also have a signoff process when returning to training from any medical condition or injury. It requires documentation from the treating physician to ensure the correct process is taken when returning to training.

10.3 Social Media

It is strictly prohibited to take photos and videos of gymnasts in the gym without permission from the parent and NG&SC. Pre-arranged photos can be organised – conditions apply.

[Film and Photography Policy](#)

Please check with Club Management prior to posting any images or videos of our classes on Social Media. Please do not post media that contains coaches or gymnasts who are not in your direct care without express permission of those in the photo or video, their parents, or guardians.

Any social media which mentions the club name, its programs, gymnasts, staff or management may only be instigated by Club Management.

[Social Media Policy](#)

10.4 Behaviour

NG&SC reserves the right to refuse or rescind a position in any class without a warning, where a gymnast presents a risk to the safety to themselves or others. Failure to follow instructions by a Coach (or staff member) or act in a reasonable and sensible manner will constitute such a risk. Physical or verbal abuse of a gymnast or staff member will also constitute a risk. Please refer to our [Code of Conducts](#) and review this information with your gymnast pointing out the behaviour code required by our Club.

10.5 Assumption of Risk

With any sport or physical activity, participation in gymnastics carries inherent risk of injury. As many gymnastics activities require inversion (turning upside down) of the body, the sport by nature carries a risk of head and spinal injury. This risk is greatly controlled in a supervised class with a qualified and experienced coaches. Parents should explain this risk to their gymnast prior to accepting membership.

10.6 Alcohol Policy

NG&SC is an Alcohol-Free area and we expect our members to comply especially where juniors are concerned.

10.7 Smoke Free Policy

NG&SC is a Smoke Free Area, and we expect our members to comply with the [Victorian Laws](#) associated with smoke free areas.

10.8 Member Protection Policy

NG&SC have an independent Member Protection Information Officer (MPIO) available for providing information about a member's rights, responsibilities and options when making a complaint or raising a concern. There is a policy in place to ensure that members are provided with a safe and respectful sporting environment, free from harassment and abuse.

This is an essential part of our organisation's proactive and preventative approach to tackling any inappropriate behaviour. The management of the organisation is committed to ensuring that everyone associated with NG&SC always complies with this policy.

[Member Protection Policy](#)

Member Protection Officer – contact details will be provided by the club upon request.

10.9 Personal Safety

Security cameras are located inside and outside the workplace to improve the safety of staff, visitors, and members. Access to the recordings is secure and restricted to the Club Manager only. Recordings are only accessed if an incident occurs that requires viewing of the footage.

In addition, employees are required to observe policies restricting unauthorized photography, electronic and social media communications with members.

11. General Information

11.1 Coaching Staff Changes

On occasions, your gymnast's regular Coach may be unavailable to take their class. While we do our best to remain consistent, we reserve the right to change coaching staff from time to time. Coaches are usually either high school or university students and take time off to study for exams.

11.2 Communication

Email is our Clubs main form of communication to families, please ensure your contact details are up to date via our Parent Portal. We will also send through text messages if classes are cancelled at short notice.

11.2.1 Administration

Contact via email:

Club Manager club@nunawadinggymnastgymnastics.org.au

Pathways and Development Manager pdm@nunawadinggymnastgymnastics.org.au

Program Assistant program@nunawadinggymnastgymnastics.org.au

Program Supervisor supervisor@nunawadinggymnastgymnastics.org.au

Phone - 03 98 725 447

For after-hours please email and the Club Manager will get back to you ASAP.

11.2.2 Coaches

If you need to ask a question, give or gain feedback about your gymnast's participation in our program, it is important that you do so at the appropriate time, and with respect for the rules of the Club. For small, quick matters you may talk to coaches immediately after class. Please ask the front desk or supervisor before doing so. Once class has commenced, all Coaches are required to supervise their gymnasts and are no longer available to speak with parents.

We strongly encourage parents to call the Club to arrange an appointment with our Pathways and Development Manager. This way, careful thought and consideration can be given to the topic to be discussed, and the discussion can be held without interruption and without compromising the privacy of any party. Many of our coaches work long hours that see them finish late in the evening throughout the week, so we ask that parents be considerate of this fact and do not try to have long discussions with coaches after class. We suggest that you make an appointment with the Coach for a more suitable time.

Feedback, questions or concerns, parents are encouraged to give constructive feedback via email to pdm@nunawadingymnastics.org.au

11.2.3 NG&SC Committee

If you would like to talk to a member of our NG&SC Committee please email the Club Manger and they will provide you with the best contact number for the member you would like to talk to.

11.3 Spotting of Gymnasts

Spotting is the physical assistance or correction of a skill through the use of the coach's hands or specialised equipment. It is a very important part of skill development and assisting the gymnasts to feel the movement and specific shapes required in a skill and to ensure that they are safe as they initially practice the movement patterns. It is important that Parents are aware that coaches will be physically assisting your gymnast in the performance or correction of skills from time to time especially in the early learning phases of a skill. Spotting is also used during flexibility and strength training to ensure correct body alignment, posture, and to assist gymnasts in improving their range of motion.

11.4 Notification of Changes to Medical and Contact Information

It is the responsibility of the Parent or Guardian to maintain and update this information via our Parent Portal.

11.5 Medical Clearance, Injury Management and Insurance

In gymnastics like any other sport there is always the risk of injury. Please ensure all Medical Information is up to date in the Parent Portal

Medical clearance from a medical professional may be requested ahead of returning to classes where an injury or illness has occurred or has been noted as a reason for absence.

NG&SC recommend a physio for any assessments or treatments. Should you attend a physio please advise them your consent to us contacting them for information about rehabilitation for your gymnast (if required).

In any case we may request this information on return from an absence, so it is always wise to have a written rehabilitation plan including appropriate exercises for your own benefit.

If strapping is required, this must be done before class and not left as an expectation for coaches during class except via prior agreement. All potentially serious medical conditions require an action plan. Please supply us with a copy of the **Medical Action Plan**, so that we are prepared for any emergency.

If your gymnast has injured themselves prior to class, it is advised not to send them to class without a discussion with club management at least 24 hours prior. Last minute notification or absence of notification of injury does not provide sufficient notice to amend or modify class activities for your gymnast's participation, safety and our duty of care NG&SC reserves the right to refuse entry into class if your gymnast is injured or sick. Any gymnast with a fever should not participate in any physical or sporting activity.

If a gymnast becomes injured during training the Supervisor will be notified immediately. Should your gymnast be injured during class we will contact you directly. Please consult with us immediately as there is a requirement for reporting should you need to access insurance. All claims must be submitted to Honan Insurance within 30 days of the event.

Claims can be made via the Honan (Sports Cover) website at;
<https://www.sportscover.com/claims/#claimsaus>

11.6 Lost Property

Lost property is placed in the lost property bin. Please ask the Front Desk or Supervisor to have a look for missing items. At the end of each term if lost property is not collected, it will be donated to a local charity. We strongly suggest that you label all clothing and equipment with your gymnast's name. The Club accepts no responsibility for any items left behind at the gym. We strongly advise that you do not leave valuables unattended in the spectator's area or other areas. We recommend that gymnasts leave their valuables at home.

11.7 Sponsorship & Advertising Packages

Our Club has many benefits to offer potential sponsors or advertisers. If you would like to advertise your business on any of our Social Media platforms, or if you know business owners or companies who may be interested in sponsoring the club or a gymnast, please contact club management.

11.8 Fundraising

Fundraising is a vital part of our operations. We raise funds to facilitate the purchase of equipment and in the development of the club. Fundraising events will occur throughout the year and your support with these events would be warmly welcomed. If you would like any further information or would like to be involved, please email club@nunawadinggymnastics.org.au

11.9 Performance Day

Our Club holds a Performance Day at the end of each year during Term 4. Our Performance Day is designed to showcase what the gymnasts have been working on throughout the year for families and the wider community. We ask all our programs and their gymnasts to be a part of this day although it is not compulsory.

Performance Day is held at NG&SC across 4 sessions to ensure those in attendance can see the progress of all the programs and our gymnasts at our club.

Date for Performance Day is finalised and shared during Term 1.

12. Privacy Statement

In accordance with the Privacy Amendment (Private Sector) Act (2000), the information we collect about you will be used primarily for matters specifically related to participating in gymnastics. Our external service providers who manage some of the services we provide to you include gymnastics Victoria, gymnastics Australia, as well as our professional advisors including our accountants, auditors and lawyers, government and regulatory authorities and other organisations, as required or authorised by law. We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

Our Policies are available on request at front desk or online at

www.nunawadinggymnastics.org.au