

# AMAIN GYMNASTICS

Club Handbook 2020



*Amain*  
Gymnastics

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## **ABOUT US**

### **Amain Gymnastics**

6 Unley Street, Brendale 4500

ph: 3205 5868

Amain Gymnastics is a private organization. The club was established to provide quality gymnastics programs to the community. With specialist coaches on hand, we have the ability to offer a wide variety of physical activities to gymnasts from children to adults. We have accredited coaches and judges in Women's, Men's, Acrobatic, Rhythmic, Trampoline and Team Gymnastics.

### **Why Amain**

The name Amain was chosen to represent the club and inspire its members and staff. The meaning of the word is "with full force/strength". It is not always about being the best but more about giving your best to be the best person you can be. Personal goals and achievements mean more to me than a medal around your neck at a competition.

### **Mission Statement**

To create a friendly sporting environment that promotes –

- \*Self Confidence

- \*Growth and Development

- \*Responsibility

- \*Ability to commit to achieving a goal

- \*Care and Respect for themselves and others

- \*Fair play and inclusion

Our goal is to provide opportunities for all club members to participate in a sport where they can meet individual goals, regardless of their skill level.

We wish to provide an environment where all persons are considered to be equal and know that they are an important part of our club.

## **Attire**

### **COMPETITION**

Any gymnast competing out of club must have the appropriate competition uniform. The items below are compulsory competition items.

#### **WAG and MAG**

*Competition Leotard	Level 1-3	Sleeveless Club Leotard (may be hired)
	Level 4 and above	Long Sleeve Club Leotard

#### **Acro**

*Competition Leotard	Level 1-4	One to suit both pieces of music
	Level 4 and above	Two leotards, one to suit each piece of music

Note - Acro leotards do not need to be the club leotard but must be approved by the coach prior to purchase. There are artistry requirements and structural requirements that must be met.

#### **ALL**

- \*Club Tracksuit
- \*Club Bag
- \*Club Polo Shirt

Please see Admin if you have any queries. Samples can be viewed in the office.

### **TRAINING**

Training attire is optional however please abide by the following rules.

- Items must be modest in appearance; preferably a one-piece leotard
- Loose clothing may become a safety problem so please keep all items closely fitting
- No hard hair clips or bands or loose items such as bracelets and jewellery
- No restrictive clothing such as jeans or non-stretch items
- For level 3 and above gymnasts and all acrobats, due to the need for safety when spotting, a one-piece leotard is required but bike pants may be worn when appropriate. There may be times when you are asked to remove the bike pants for safety of skills.

## **Group Structure**

Positions in classes are offered at the discretion of the coaching staff. Coaches will have regular meetings with administration to discuss each child's individual need. If we feel your child needs further stimulation and challenge, then administration will meet with you and your child to discuss.

Please note that all our classes are built to progress skills. A child that stays in the same class is not thought to be not progressing. Programs are constantly changing to keep skills progressing.

## **Picking your Classes**

We will do everything we can to find appropriate classes and days that suit you. We understand that most children wish to participate in many different activities. Although every effort will be made to accommodate you, it should also be understood that we are not always able to accommodate all requests as the staff and space may not suit. Acrobats placements in groups and levels is at the coach's discretion. Acrobats need to be prepared to be bases, Middles or Tops.

## **Competitive or Recreational Classes**

Recreational classes are classes designed for children who have a love for gymnastics – but do not wish to put in the hours or are beginners that are still perfecting the skills required to compete.

Recreational classes focus on fun, fitness, friendship and fundamentals. There are club competitions and occasionally out of club competitions that these groups will be offered. Competitions are not compulsory. Your gymnasts will not be disadvantaged if you choose not to enter them.

Competitive classes are for those gymnasts that wish to put in the hours required to meet goals and competitive standards. These groups will be offered several out of club competitions each year and the inhouse competitions. Gymnasts are expected to attend competitions. Acrobats in competitive teams are required to compete in all competitions.

## **Absence**

If your child is going to be absent from class, we would appreciate a phone call or a text message. It stops us from worrying when your child does not turn up.

## **Missed Classes – Make up Classes**

We will only offer make up lessons if notice is given at least 1hr prior to the start of class.

If your gymnast is not able to attend classes for more than two consecutive weeks due to a medical issue, please notify administration and each case will be assessed on a case by case basis. 2 only make up classes are permitted per term. These must be pre-booked. Make up's must be made and taken within the term they are relating to. Make up lessons do not carry over to next term and are not accepted within holiday training.

Fees are charged per term in line with the state school terms for classes. Holiday classes are not charged on your term fees on the understanding that you may be away. Holiday training notes will be given to those gymnasts involved and these classes will be charged separate to term fees.

## **Finishing Up and Transfer of Membership**

If you choose to withdraw your child from our club during a term, you are required to give two weeks' notice of your intent to finish up. As your position is held for the term, credits will not be issued. Members seeking transfer to another club will not be granted a transfer unless all moneys owing have been paid in full.

If the gym will be closed for reasons such as public holidays, a note will be sent home with your gymnast. These days will be credited to your account.

## **Club Competitions**

Once or twice per year there will be invitations sent home to gymnasts for in house competitions. These are held solely for the club gymnasts. It is a chance to gain competition experience and to show friends and family what has been learned in class. It is always really appreciated if parents are able to volunteer some time to assist with the smooth running of these days.

## **Dropping-Off and Picking-Up Members**

Dropping-Off – Gymnasts need to arrive 5 minutes before the start of their lesson to allow them to be organized and ready to start on time. Do not drop your athlete off prior to this time.

It is compulsory that all gymnasts be delivered and pick up from inside the building.

Main staff are not responsible for gymnasts/siblings in the waiting area or in the office/toilet area. It is the sole responsibility of the parent/guardian to supervise the child before and after their class.

NO CHILD IS TO BE LEFT UNATTENDED. This relates to current athletes and their siblings/friends. Every child not in a current running class **must** be fully supervised by a parent/guardian.

Picking-Up – After training, children will not be permitted outside of the building. Parents need to collect their gymnast from inside the premises.

If you are running late then please call and inform staff. We know this happens from time to time. We will not leave your child unsupervised if we know you are running late.

## **Lost Property**

Please clearly name any belongings before bringing them into the club. In the event that something is lost, please check the lost property box in the viewing area. All items in the lost property more than 3 months will be passed on to a charity.

## **Viewing Classes**

Parents are welcome to view classes at any time but please do so respectfully. It is not appropriate to discuss or comment on any other gymnast.

We ask that while you are in the gym you do not speak to or make contact with your gymnast or coaches while a class is being conducted. This can be very distracting for the class and may lead to safety issues. **DO NOT VIEW OR CALL TO ATHLETES FROM THE ROLLER OR PERSONAL DOORS OR OVER THE FENCE.**

**At no time are parents permitted to video or photograph any training.** Flash photography is strictly prohibited. All videos and photographs taken for training purposes are deleted after the session.

Only gymnasts under the instruction of their class coach may enter the gym area. Please keep toddlers and visitors out of the fenced area.

Siblings of athletes are the responsibility of their parents. Do not allow them to enter the gym or damage the property or gardens.

## **Medical and Contact Details**

No person will be permitted to attend a class, past the free trial, without first completing the Registration and Medical Information Form. This information is held in a file in the office and accessible only by staff when required. Your information is treated confidentially but is kept within easy access in case of an emergency.

Please keep us informed of any changes or updates to this form. For the safety of your child, all information needs to be accurate. Most importantly, a current contact number for parent/guardian/ Carer.

## **School Holiday Classes**

Holiday training for competitive groups and acrobats is compulsory. It will be charged separate to term fees. All other groups, holiday training is optional and will be offered when available. It is not charged on your term fees but will be charged separately.

## **Fees and Membership**

Term fees are charged in line with the state school terms. Most are 10-week terms with the occasional 11 or 9-week term. Competition teams and Acrobats have one week off each school holiday and 3 weeks over the Christmas break.

Amain Gymnastics can assist families with payment plans if required. Please come and discuss this in the office, a draft agreement is attached.

As with all businesses, there are ongoing costs associated and unpaid fees will cause your child's position in the class to be forfeited. Gymnasts with outstanding balances will not be able to train until the balance has been paid and any transfer requests to other clubs will be denied until fees are finalized.

Fees can be paid via Direct Deposit, Credit Card or Cash at the office. We do accept "Get Started Vouchers" and "Fair Play Vouchers".

## **Annual Registration**

Annual registration is a once per year fee for compulsory registration to Gymnastics Australia and club membership. Membership to Gymnastics Australia allows your gymnast to compete at Gymnastics Queensland Events and access to Personal Injury insurance offered through Marsh Insurance. More information regarding this insurance is available on the Gymnastics Queensland website. There are some member benefits in the way of discounts that are also available to view on the website. This fee will be charged on the first term invoice per year or first invoice for new members through the year. Unregistered gymnasts are not insured and will not be able to participate in classes. This registration is transferable to any Gymnastics Australia affiliated club, but transfers will not be allowed unless there are no moneys owing to Amain Gymnastics.

## **Grievance Procedures**

Coaching related matters should be brought to the attention of the coach first.

If the matter has not been resolved to your satisfaction, then you should speak to administration.

If the issue is still not able to be resolved to your satisfaction, please ask to be directed to a Member Protection Officer or you can contact a Member Protection Officer through the web site [sportsfocus.com.au](http://sportsfocus.com.au)

Please note that if issues need to be addressed then you should ring or make an appointment outside of class times. At no time should you approach a coach while they are conducting a class.

If you are not comfortable approaching the staff about a matter, please go directly to a Member Protection Officer. They are volunteers that are not linked to the club or Gymnastics Queensland.

## **Expectations**

Members are expected to attend classes on time and in the correct training attire. It is expected that members will be co-operative, respectful, follow instructions and stay focused on their program.

Coaches are expected to abide by high ethical and professional standards and work to develop members sporting skills to their maximum potential.

Parents are always expected to abide by the gym rules as outlined in this document and support the gymnast and coach relationship. If you do have an issue that needs to be clarified, please follow the grievance procedures. If we do not know about the problem, we are not able to attend to them. Keep in mind firsthand news is always clearer than third hand gossip.



## **Discipline Procedure**

If a member displays unsuitable behaviour, then the following actions will be taken:

- \*The member will be asked to leave the class for a 5-minute break to reflect on their behaviour
- \*If the behaviour is still inappropriate, then the member will be asked to leave the floor a second time. The coach will then explain what adjustments the member needs to make to return to class.
- \*On the third occasion the member will be asked to leave the floor again and this time the coach will determine the length of time for the exclusion. Administration will then ask to see the member's parents at the end of class. The member will be informed that this is their final warning.
- \*If the members' behaviour has still not improved, they may then be asked to leave the club, no refund of fees will be given, and all moneys owing will need to be finalized.
- \*Behaviour offenses that require reporting will be forwarded on to the relevant government body and notes will be kept at the gym.

## **ACCIDENT PROCEDURE**

**In the event of an accident, the following procedure should be adopted.**

1. Stop the activity
2. Make sure all members of your class have ceased this activity and are sitting away from all equipment and the injured member
3. Attend to the injured member
4. Send another member for help. E.G. Icepack, Administrator, Phone, another coach/responsible adult
5. MINOR INJURY  
Attend to the injured member and administer First Aid or have a First Aid accredited coach administer first aid if not accredited. If the injury required any further time excluded from the class, contact Parent/Carer and make them aware of the situation
6. SERIOUS INJURY  
If the injury requires Ambulance attendance, do not delay, contact ambulance first then contact Melissa Arkell on 0407 030 457 and the parent or carer.

7. Make contact with the parents/guardian/carer as soon as possible
8. Fill out an incident report form in the GymManager Program
9. If the injury required the member to be transported to hospital, the incident will also require reporting to Workplace Health and Safety. Please complete form and forward to Administration.

**Accident report forms are within the GymManager program for every athlete**

### **EMERGENCY PROCEDURES**

1. **Sound whistle.**
2. **Members and coaches stand still in current working area.**
3. **Coach to do a quick head count and make sure you have all members with you.**
4. **Coaches are to lead their group out of the building to the assembly point under the tree in the far-right corner of car park. This is the side away from the gate.**
5. **Members are to remain in single file and leave the building in an orderly fashion.**
6. **All persons are to exit via the closest exit.**
7. **If an exit is obstructed, use another exit.**
8. **Coach in charge at the time of the incident is to place their group in the care of another coach when exiting building and check all toilets and offices, including upper levels.**
9. **Once outside of the building coaches are to do another check that all members are present.**
10. **Coach in charge at time of the event is to call the emergency services.**
11. **No persons are to return to the building until the emergency services have advised it is safe to do so.**
12. **Parents/Carers/Guardians are to be contacted as soon as practical if the building cannot be re-entered within a reasonable amount of time.**

# EVACUATION DIAGRAM

AMAIN GYM, 6 UNLEY ST. BRENDALE, QLD. 4500

## IN CASE OF FIRE

- REMOVE PEOPLE IF IN DANGER TO SAFETY / ASSEMBLY POINT
- ALERT THE FIRE SERVICE, NEARBY RESIDENTS & MEMBERS OF THE PUBLIC
- CONFINE FIRE & SMOKE: CLOSE ALL DOORS & WINDOWS (IF SAFE TO DO SO)
- EVACUATE TO ASSEMBLY AREA, EXTINGUISH & CONTROL FIRE (IF SAFE TO DO SO)

## FIRE EXTINGUISHER OPERATION

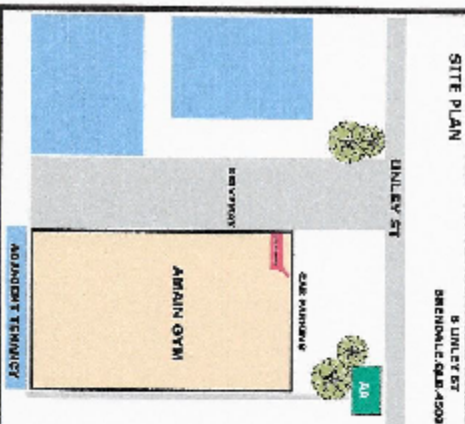
- PULL THE PIN
- AIM AT EDGE OF FIRE
- SQUEEZE THE HANDLE
- KEEP THE FIRE - AS THE FIRE DIMINISHES, SLOWLY MOVE CLOSER TOWARD THE FIRE
- STAYING 1 METRE AWAY

## LEGEND

	YOU ARE HERE		YOUR CURRENT LOCATION
	ASSEMBLY POINT		PATH OF EXIT
	EXIT SIGN		FIRE EXTINGUISHER ARE ONLY CHEMICAL
	FIRE HOSE REEL		



## SITE PLAN



LEAVE THROUGH THE NEAREST SAFE EXIT & PROCEED TO ASSEMBLY AREA AT FRONT OF BUILDING ADJACENT UNLEY ST. KEEPING CLEAR OF BUILDINGS & EMERGENCY SERVICES VEHICLES - OR AS FURNISH DIRECTED BY SITE OFFICERS.

MOBILITY IMPAIRED PERSONS SHOULD EVACUATE IMMEDIATELY ON HEARING THE FIRE ALARM OR ALERT ASSISTED BY A NOMINATED PERSON



SUNCOAST FIRE PROTECTION QBCC 745035.

0412 681319.

November 2018



## **Privacy Policy**

Amain Gymnastics will request your personal information on joining the club and when such documents require updating. We recognize the importance of keeping your personal information confidential and will follow the guidelines set out by the State Governing Organization, Gymnastics Queensland and their policy that can be viewed on the Gymnastics Queensland website under “About Us – Policies – Privacy”.

## **Member Protection**

Amain Gymnastics is committed to ensuring that the safety, welfare and well-being of all children is always maintained during their participation in activities. We aim to promote a safe environment for all children and to assist all staff, members and volunteers to recognize child abuse and neglect and follow the appropriate notification procedures when reporting it.

Our Member Protection Information Officer is –Jacinda Edmonds [jacindaedmonds@tpg.com.au](mailto:jacindaedmonds@tpg.com.au)  
Alternatively, you can contact SportsFocus.com.au for a fully impartial volunteer.

## **Security Cameras**

Amain Gymnastics is fitted with 8 security cameras. These cover the car park and all of the internal parts of the building. There are not any cameras in the bathrooms or kitchen areas. There is a larger camera on the floor area so that we can use it for playback of routines to assist the athletes. The camera’s footage is stored on a hard drive that rewrites when full. In the case of an incident or accident, this footage will be made available to the police or other professional persons requiring a copy of the footage. This footage will not be used for any social media. This footage does not form part of the Video/photographic permission. The purpose of the cameras is for safety of the athletes and staff, coaching assistance and coach training.

## **Video and Photographs used for Coaching Purposes**

At times, coaches will use videos and photographs to assist athletes in training. All pictures and videos taken are not part of the Photograph and Video permission and will not be used on social networks.

If routines are videoed for the purpose of learning the routines at home, the athletes in the video and their parents will be advised.



## ***MEMBER PROTECTION POLICY***

**VERSION 9.1 August 2019**

### **IMPORTANT NOTE:**

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

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# **MEMBER PROTECTION POLICY**

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## **1. Introduction**

Amain Gymnastics' goal is to provide opportunities for all club members to participate in a sport where they can meet individual goals, regardless of their skill level. We aim to create a friendly sporting environment that promotes self-confidence, growth and development, responsibility and respect for others.

## **2. Purpose of Our Policy**

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities.

## **3. Who Our Policy Applies To**

This policy applies to everyone involved in our club including committee members, administrators, coaches, officials (umpires/referees/judges), gymnasts, parents and spectators.

## **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to Amain Gymnastics and its activities. In particular, the policy governs unfair selection decisions and actions (e.g. team selection), breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

## **5. Club Responsibilities**

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our Member Protection Officer

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

## **6. Individual Responsibilities**

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;

- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

## **7. Protection of Children**

### **7.1 Child Protection**

Amain Gymnastics is committed to the safety and wellbeing of children and young people who participate in our clubs' activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Amain Gymnastics acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

#### **7.1.1: Identifying and Analysing Risks of Harm**

Amain Gymnastics will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimize and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

#### **7.1.2: Developing Codes of Conduct for Adults and Children**

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

#### **7.1.3: Choosing Suitable Employees and Volunteers**

Amain Gymnastics will ensure that the organization takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

Amain Gymnastics will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, we (the club) will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

#### **7.1.4: Support, Train, Supervise and Enhance Performance**

Amain Gymnastics will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

#### **7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development**

Amain Gymnastics will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

#### **7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect**

Amain Gymnastics will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy



is acting inappropriately towards a child or is in breach of this policy, they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

## **7.2 Supervision**

Parents are required to collect their child from within the building and be on time for collection. We are not responsible for children within the viewing area, carpark or office. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

## **7.3 Transportation**

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and competitions). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts).

## **7.4 Taking Images of Children**

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club. This is extended to the use of mobile phones/cameras to take photographs or videography from the spectator area during class time.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

## **8. Discrimination, Harassment and Bullying**

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

### **8.1 Discrimination**

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

## 8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

## 8.3 Bullying

Amain Gymnastics is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;

- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Amain Gymnastics will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

## **9 Inclusive practices**

Our club is welcoming, and we will seek to include members from all areas of our community.

### **9.1 People with a disability**

Amain Gymnastics will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

### **9.2 People from diverse cultures**

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

### **9.3 Sexual & Gender Identity**

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

### **9.4 Pregnancy**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn child/ren, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

## **10. Responding to Complaints**

### **10.1 Complaints**

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our Member Protection Officer.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

### **10.2 Complaint Handling Process**

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our State association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our State association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our State association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

### **10.3 Disciplinary Measures**

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

### **10.4 Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to our State association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

### **Queensland**

Contact the Queensland Government Blue Card Services

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Phone: 1800 113 611

## **Attachment 2: CODES OF BEHAVIOUR**

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### **CODES OF ETHICS AND BEHAVIOUR**

- 1: Judges Code of Ethics*
- 2: Coaches Code of Ethics*
- 3: Athlete Code of Conduct*
- 4: Volunteer Code of Conduct*
- 5: Parent/Guardian Code of Conduct*
- 6: Spectator Code of Conduct*

#### **1: Judges' Code of Ethics**

In order to present a professional image and to judge objectively and accurately, all judges should:

##### **In General:**

- understand and abide by the Judge's Oath
- be fully conversant with the FIG Code of Points and/or any other published rules and regulations pertaining to the standard of gymnastics being judged
- actively maintain technical knowledge through ongoing review of the Code of Points, technical publications, video tapes and gym floor participation
- attend all pre-competition judges' meetings
- dress in a tidy fashion benefiting the status and image of a judge
- be punctual for all official events
- avoid the use of derogatory language
- be prepared to counsel athletes and coaches regarding the athlete's performance after competitions

##### **When travelling with a team:**

- report any significant outcomes from the pre-competition meetings to the team coach
- be available to attend training sessions to advise on judging matters
- emphasise the spirit of the sport rather than the errors
- compliment and encourage all competitors
- be accountable for one's own judging performance
- be a current Technical Member of Gymnastics Australia/State Association

##### **At competitions:**

- dress in the standard judge's uniform for competition
- be prepared for the competition by having all personal judging equipment and accessories readily available and by being conversant with the apparatus and exercises
- be co-operative with competition organisers, floor managers, announcers and head judges
- be quick and accurate in determining scores
- be co-operative in judges' conferences and assist the head judge to arrive at the final score
- be prepared to justify scores in a judge's conference
- be consistent, objective and courteous at all times

#### **2: Coaches Code of Ethics**

In order to present a professional image and as an accredited Australian Gymnastic Federation coach, all coaches should:

- abide by the rules of Gymnastics Australia as set forth in its constitution and by-laws.
- follow procedures for enforcement of the Code of Ethics
- accept any judgments made
- use the established procedures for challenging a competitive result, contesting a team selection decision, complaining about the conduct of another member, or attempting to change policy of Gymnastics Australia
- direct my observations and recommendations regarding all aspects of gymnastics to the appropriate persons for the betterment of the sport.
- be constructive in my criticisms and direct comments and observations to the relevant individuals and organisations, to avoid gossip innuendo and malicious comment
- respect the efforts of appointed and elected representatives of Gymnastics Australia
- represent myself and my coaching status in an honest and professional manner, without bringing the coaching profession or Gymnastics Australia into disrepute

- use my accreditation status and Technical Membership of GA to represent my ability in an honest manner, not to gain unwarranted favours
- be professional in and accept responsibility for my actions
- extend professional courtesy to other coaches, athletes and their parents by keeping them informed in matters relevant to athlete's training programs
- abide by and respect the regulations governing sport and the organisation and individuals administering those regulations
- be a role model for my sport and my athletes
- respect the rights, dignity and worth of every human being within the conduct of my involvement in gymnastics
- exercise a standard of care consistent with my competence and obligations as a coach
- show concern for the health, safety and welfare of athletes and colleagues
- coach within the limits of my competence as a coach
- follow GA safety guidelines in respect of the duty of care owed to the athlete
- provide planned and sequential training programs based on the individual developmental needs of athletes
- modify the training program for injured athletes based on appropriate medical advice when required
- provide a safe environment for participants in training and competition
- provide a quality service to my athletes and to the sport
- maintain or improve my current NCAS accreditation
- seek continual improvement through performance appraisal and ongoing coach education
- honour the responsibilities given to a coach by keeping all relevant qualifications up to date
- work to ensure my athletes' time spent with me is a positive experience
- promote and assist in the development of the coaching profession
- assist others to develop good attitudes, skills and knowledge relating to the sport
- promote and assist in the education of other coaches

**Put athletes' welfare first; making decisions based on the best interests of my athlete's' sporting, education and vocational careers**

- acknowledge the individual talents and potential of athletes
  - maintain a balanced emphasis of sporting involvement within educational and career objectives
- Show leadership, and support efforts to remove the abuse of drugs in sport
- abide by the regulations of the relevant national and international sporting and government bodies
  - respect the health and dignity of athletes to compete on the basis of their abilities; within the rules of the sport of gymnastics
  - encourage, by example, the removal of any form of personal abuse or inappropriate discrimination
  - refrain from verbal, physical or emotional abuse
  - refrain from any form of sexual harassment towards athletes and colleagues
  - refrain from using the influence of a coaching position to encourage inappropriate intimacy between coach and athlete
  - refrain from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability of athletes
  - be alert to any forms of abuse towards my athletes from other sources whilst they are in my care
  - ensure physical contact with athletes is appropriate and necessary for the athletes' skill development
  - ensure spotting methods and philosophy are consistent with established gymnastics principles
  - ensure spotting is used only to facilitate learning or safe performance

### **3: Athlete Code of Conduct**

In addition to Gymnastics Queensland's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Gymnastics Queensland, a member association or an affiliated club and in your role as a athlete/participant in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club:

1. Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow athletes and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.

10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
12. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

#### **4: Volunteer Code of Conduct**

In addition to Gymnastics Queensland's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club and in your role as a volunteer of Gymnastics Queensland, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others
2. Focus on the specific roles and responsibilities that have been assigned
3. Make a commitment to providing a quality service
4. Be professional in, and accept responsibility for, your actions.
5. Be aware of, and maintain an uncompromising adherence to, Gymnastics Queensland's standards, rules, regulations and policies.
6. Attend relevant orientation sessions and training as required for your position.
7. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Refrain from any form of harassment of others.
10. Refrain from any behaviour that may bring Gymnastics Queensland, a member association or an affiliated club into disrepute.
11. Cooperate with other volunteer & staff members, team cohesion is essential.
12. Be a positive role model.
13. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

#### **5: Parent/Guardian Code of Conduct**

As a parent/guardian of an athlete/participant in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club, 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 and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all athletes (including opposing athletes).
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 (athlete, coach, umpire, administrator and so on).
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. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

#### **6: Spectator Code of Conduct**

As a spectator in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young athlete for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or athletes.
4. Show respect for your Clubs opponents. Without them there would be no event.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass athletes, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



## Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

### RECORD OF COMPLAINT

Name of person receiving complaint		Date:     /     /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer)           <input type="checkbox"/> Parent         </div> <div> <input type="checkbox"/> Athlete/player           <input type="checkbox"/> Spectator         </div> <div> <input type="checkbox"/> Coach/Assistant Coach           <input type="checkbox"/> Support Personnel         </div> <div> <input type="checkbox"/> Employee (paid)           <input type="checkbox"/> Other         </div> <div> <input type="checkbox"/> Official           .....         </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer)           <input type="checkbox"/> Parent         </div> <div> <input type="checkbox"/> Athlete/player           <input type="checkbox"/> Spectator         </div> <div> <input type="checkbox"/> Coach/Assistant Coach           <input type="checkbox"/> Support Personnel         </div> <div> <input type="checkbox"/> Employee (paid)           <input type="checkbox"/> Other         </div> <div> <input type="checkbox"/> Official           .....         </div>	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or    <input type="checkbox"/> Discrimination         </div> <div> <input type="checkbox"/> Sexual/sexist      <input type="checkbox"/> Selection dispute      <input type="checkbox"/> Coaching methods         </div> <div> <input type="checkbox"/> Sexuality      <input type="checkbox"/> Personality clash      <input type="checkbox"/> Verbal abuse         </div> <div> <input type="checkbox"/> Race      <input type="checkbox"/> Bullying      <input type="checkbox"/> Physical abuse         </div> <div> <input type="checkbox"/> Religion      <input type="checkbox"/> Disability      <input type="checkbox"/> Victimisation         </div> <div> <input type="checkbox"/> Pregnancy      <input type="checkbox"/> Child Abuse      <input type="checkbox"/> Unfair decision         </div> <div> <input type="checkbox"/> Other .....         </div>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

## PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with *Amain Gymnastics* in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

### Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the owner, Melissa Arkell of Amain Gymnastics so that he or she can manage the situation.

**Step 3: Protect the child and manage the situation**

- Melissa Arkell will assess the immediate risks to the child and take interim steps to ensure the child’s safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Amain Gymnastics.
- Melissa Arkell will consider what services may be most appropriate to support the child and his or her parent/s.
- Melissa Arkell will consider what support services may be appropriate for the alleged offender.
- Melissa Arkell will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

**Step 4: Take internal action**

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Amain Gymnastics).
- *Amain Gymnastics* will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810

**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	Date Formal Complaint Received:     /     /	
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	
Government agency contacted	Who: When: Advice provided:	

President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

## **CLUB AWARDS**

At the conclusion of each year, a number of awards are given to gymnasts.

All awardees are chosen by consultation with the coaches and administration.

**Gymnast of the Year** – will be awarded to a gymnast that has displayed exemplary behaviour, work ethic, commitment to club and team and worked consistently and conscientiously all year. This gymnast will have represented the club at in house and out of club competitions with spirit and pride.

**Junior Gymnast of the Year** - will be awarded to a gymnast that has displayed exemplary behaviour, work ethic, commitment to club and team and worked consistently and conscientiously all year. This gymnast may not have represented the club at competitions but shows a commitment to improvement and reaching personal goals.

**Acrobat of the Year** - will be awarded to an acrobat that has displayed exemplary behaviour, work ethic, commitment to club and team and worked consistently and conscientiously all year. This gymnast will have represented the club at Acrobatic gymnastics and has proven themselves to be a good team player.

**Special Olympics Gymnast of the Year** - will be awarded to a gymnast that has displayed exemplary behaviour, work ethic, commitment to club and team and worked consistently and conscientiously all year. This gymnast may not have competed out of club but has worked hard at improving skills all year.

**Coaches Awards** – Will be chosen by the coach to encourage outstanding effort and commitment from a gymnast in their classes. Coaches will be able to choose up to 2 gymnasts per year.

**Achievement Awards** – will be awarded to one or more athletes that have achieved the most placings in competitions over the season.

### **AMAIN GYMNASTIC – Term Fees 2020**

<b><u>Class Hours per week</u></b>	<b><u>Rate per hour (Inc GST)</u></b>
1 hour	\$15.50
1 ½ hours	\$15.00
2 hours	\$14.50
2 ½ hours	\$13.95
3 hours	\$13.45
3 ½ hours	\$13.05
4 hours	\$12.40
4 1/2 hours	\$11.88
5 hours	\$11.35
5 ½ hours	\$10.85
6 hours	\$10.65
6 ½ hours	\$10.32
7 hours	\$10.07
7 ½ hours	\$9.97
8 hours	\$9.75
8 ½ hours	\$9.67
9 hours	\$9.39
9 ½ hours	\$9.28
10 hours	\$9.13
10 ½ hours	\$9.03
11 hours	\$8.87
11 ½ hours	\$8.76
12 hours	\$8.66
12 ½ hours	\$8.56
13 hours	\$8.46
13 ½ hours	\$8.35
14 hours	\$8.25
14 ½ hours	\$8.19
15 hours	\$8.14
15 ½ hours	\$8.10
16 hours	\$8.04
16 ½ hours +	\$7.99

**Casual Class Fees** - If your child would like to attend our classes casually, there is a fee of \$20/hour.

**Annual Registration fee is \$100.00 per gymnast.** Term 3 this fee is \$80. Term 4 this fee is \$65. There are no further discounts on registration fees.

10% discount of term fees for 2nd child, 20% for 3rd child and 30% for 4th child in direct family.





## AMAIN GYMNASTICS

6 Unley Street  
Brendale QLD 4500  
Ph 073205 5868 / 0407 030 457

### Agreement to Pay Term Fees in 4 Payments

Annual Registration fees are due by start date. This fee is \$100 per calendar year.

Amain Gymnastics will accept the following term fee arrangement with the following conditions.

- There is a \$10 administration fee for payment agreements per term
- Failing to pay all fees owing, when due as set out below, will cause cancelation of this agreement and all fees remaining will be due immediately with a \$20 administration charge added to outstanding fees.
- If, for any reason, your child does not continue to the end of term, you agree that the full-term fees are still payable as positions are held for the full term
- Failure to pay fees as per agreement will result in cancelation of the gymnasts' position in class and further action to claim the outstanding amount will be taken.
- This agreement must be signed and agreed to by both parties and is binding until all payments are received.
- This agreement will be valid for all terms of 2020
- Term fees are to be paid in 4 equal instalments.

**PAYMENT 1 IS DUE PRIOR TO THE START OF THE TERM**

**PAYMENT 2 IS DUE PRIOR TO THE START OF WEEK 3 OF THE TERM**

**PAYMENT 3 IS DUE PRIOR TO THE START OF WEEK 5 OF THE TERM**

**PAYMENT 4 IS DUE PRIOR TO THE START OF WEEK 7 OF THE TERM**

I \_\_\_\_\_(person responsible for the payment of fees) agree to pay the term

fees owing for gymnasts \_\_\_\_\_, in four even payments as set out above.

I have read and understand this agreement.

\_\_\_\_\_  
Signature of Parent, Carer or Guardian

\_\_\_\_\_  
Signature of Director of Amain Gymnastics





# **AMAIN GYMNASTICS**

## **REGISTRATION FORM 2020**

**6 Unley Street, Brendale PH: 3205 5868**

<b>Last Name</b>		<b>First Name</b>	
<b>Date of Birth</b>		<b>Gender</b>	
<b>Residential Address</b>		<b>Postal Address</b>	
<b>Previous Club (if applicable)</b>		<b>Level achieved Wag/Mag/Acro</b>	
<b>New registration - how did you hear about Amain Gymnastics?</b>			

### Parent/Guardian Details

Contact 1 – Name \_\_\_\_\_ Relationship to Gymnast \_\_\_\_\_  
 Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone B/hrs \_\_\_\_\_ After Hrs \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email (By providing an email address, I agree to be contacted by Amain Staff electronically) \_\_\_\_\_

Contact 2 – Name \_\_\_\_\_ Relationship to Gymnast \_\_\_\_\_  
 Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone B/hrs \_\_\_\_\_ After Hrs \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email (By providing an email address, I agree to be contacted by Amain Staff electronically) \_\_\_\_\_

### Emergency Contact (If parent/guardian not available)

Name \_\_\_\_\_ Relationship to Gymnast \_\_\_\_\_  
 Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone B/hrs \_\_\_\_\_ After Hrs \_\_\_\_\_ Mobile \_\_\_\_\_

Doctors Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Gymnasts Medicare Number \_\_\_\_\_

Please provide any relevant Family history on a separate page if required. This information will be handled confidentially and shared only with your child's coach as deemed necessary by you and administration and then only with your permission. An interview time will be arranged if required. If there is a court order regarding a member's guardianship, please provide a copy of the order if relevant.

**Medical History** – Please provide details of any medical, physical or intellectual conditions that may have a bearing on the Gymnast's ability, safety, or behaviour in class.

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Does the gymnast suffer from any of the following conditions? if so, please provide an action plan on a separate sheet. Please list any medications Amain Gymnastics needs to be made aware of and ensure that the gymnast carries enough medication on him/herself and is able to self-administer when required.

Asthma / Bronchitis	YES/NO	Mental Illness	YES/NO
Diabetes	YES/NO	Back / Joint Problems	YES/NO
Recent broken bones/injuries	YES/NO	Recent Surgery	YES/NO
Heart Conditions	YES/NO	Epilepsy	YES/NO
Kidney Disorder	YES/NO	Other	YES/NO

### **Amain Gymnastics Terms and Conditions and Parent/Guardian Consent and Declaration**

1. I Understand that participation in gymnastics activities carries with it a reasonable assumption of risk
2. I confirm that the information set out in the Medical History section of this form on behalf of the gymnast is true and correct and to the best of my knowledge
3. I know of no reason or fact affecting the Gymnast's health, which is relevant to doing gymnastics and heavy exercise
4. In case of emergency, I hereby give consent to Amain Gymnastics Staff to administer emergency First Aid to the Gymnast and/or to obtain and Medical/ambulance assistance as required. I agree to pay any costs incurred.
5. I understand that for insurance purposes registration fees must be paid before the Gymnast is permitted to participate.
6. Membership is to be paid annually, due in December each year and term fees are to be paid by the start of each term. **Term fees are calculated on hours nominated and are regardless of attendance as places are held in classes.** Where notice is given in writing of prolonged illness and a doctor's certificate is provided, the gymnast's fees may be refunded or credited to the next term. Absences for other reasons will not result in a refund or credit to the next term.
7. **Two only make up lessons will be offered per term and only if the absence is noted prior to the start of the class and the make-up class is arranged and booked through the office in the term it was missed. Make up classes will not be held over terms or used in holiday training.**

I, the Parent/Guardian of \_\_\_\_\_ (The Gymnast)  
have read and understand this Membership Application and the Amain Handbook and agree to its terms, conditions, consents and declarations as required and stated herein. I confirm that the

information provided on this form is complete and correct to the best of my knowledge and I undertake to advise Amain Gymnastics promptly of any changes that may occur.

I agree that Amain Gymnastics and its Management, coaches, volunteers, officers, leaders, staff and agents shall be released from, and shall not incur any responsibility or liability whatsoever for any accident or injury to the gymnast or for any damage to or loss of property of the Gymnast. In that regard I agree to indemnify Amain Gymnastics against any such liability.

Parent/Guardians Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date:    /    /2020

#### **Photograph/Video Permission**

- I do/ do not give permission for (Gymnasts name) to be photographed or videoed while participating in any club activity.
- I do/ do not give permission for photographs and videos taken of the gymnast to be used for publication within the gym for example gymnast achievement programs and newsletters
- I do/do not give permission for photographs and videos taken of the gymnast to be used in a digital form for the use of promotions on the internet such as web site or club face book promotional page.

Parent/ Guardian Name or Gymnast Name (if over 18) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_