

# CLUB DYNAMITE

# POLICY DOCUMENT

# 2019



## **OUR POLICY INFORMATION**

### **OUR VISION AND MISSION**

Our Vision is to ignite the spark in young people, developing their coordination, agility, balance, flexibility, strength, perseverance, determination, courage, focus and confidence.

Our mission is to offer high quality gymnastics classes, teaching excellence in a positive, exciting and engaging environment.

Club Dynamite offers classes from 3 years of age through to Advanced gymnasts in our venue at Mansfield.

Class and program details: [www.clubdynamite.com.au](http://www.clubdynamite.com.au)

#### **NEW GYMNASTS:**

New gymnasts are accepted from 3 years of age through to adults.

For all new students to the club we offer a two class trial, for your child to test out our classes and see if they enjoy the lessons, before making a commitment to membership.

For our two class trial, gymnasts pay for their first class and their second class is free.

#### **CONDITIONS FOR THE TWO CLASS TRIAL:**

- The two class trial is only available to brand new gymnasts attending Club Dynamite for the first time, not those who have taken an extended break from classes or are moving to a new class/program.
- Gymnasts need to be pre booked in, you can contact us about booking for a trial via email – [admin@clubdynamite.com.au](mailto:admin@clubdynamite.com.au)
- Our classes have a maximum coach:gymnast ratio, so at times gymnasts may need to be placed on a waiting list first. The trial will be offered once a spot comes up, that way we can ensure our new gymnasts receive the attention they need and a spot is available for them, if they would like it, as soon as they complete their trial.
- Trial fee needs to be paid prior to the first class via online bank transfer – we will provide you with the details, on booking.
- Online registration forms need to be filled out before commencing the trial. We will email you a link to those upon booking.
- For safety reasons, correct class attire is required for the trial lessons (see uniform policy). Contact us if you need to borrow an item.

## **FEES:**

Classes run 50 weeks per year from early January to mid December. The year is divided into 5 x 10 week blocks for the purpose of fees. If a new gymnast starts partway through the block, fees are charged prorata. Gymnasts can start at any time during the year/block as spots are available.

### **Block Start and Finish Dates**

	<b>Start</b>	<b>Finish</b>
<b>Block 1-2019-10wks</b>	Monday 7 <sup>th</sup> Jan	Sunday 17 <sup>th</sup> March
<b>Block 2-2019-10wks</b>	Monday 18 <sup>th</sup> March	Sunday 26 <sup>th</sup> May
<b>Block 3-2019-10wks</b>	Monday 27 <sup>th</sup> May	Sunday 4 <sup>th</sup> August
<b>Block 4-2019-10wks</b>	Monday 5 <sup>th</sup> August	Sunday 13 <sup>th</sup> October
<b>Block 5-2019-10wks</b>	Monday 14 <sup>th</sup> October	Sunday 21 <sup>st</sup> December

Fees are charged in these 10 week blocks and must be paid, in full, within the first 7 days of the block, unless a payment plan has been organised with administration. Invoices are emailed to you before your first class for the block, our preferred payment method is online bank transfer. Bank details are on the invoice, please use the child's name as a reference.

### **REGISTRATION FEE:**

The 2019 annual registration fee is \$80 per gymnast. This covers your child's membership with Gymnastics QLD and Gymnastics Australia, insurance, music licenses and Club membership. This fee is charged to your block 1 invoice, or to your first invoice for the year if you start later in the year. This fee is non refundable and can't be transferred between family members.

### **SCHOOL HOLIDAYS & STUDENT FREE DAYS:**

All classes will run as normal during school holidays and student free days. We strongly encourage children to continue their classes over this time, as it promotes continuous progress and maximises your gymnasts development.

If you will be going away during the State School holiday period and you let us know in the week prior to the start of a new block, we will take those weeks off your invoice. We are not able to remove these from your invoice after the new block has started as coaches will

be booked in based on the number of gymnasts booked in class. This is available for State school holidays only, not extra holiday weeks for private schools or student free days.

**PUBLIC HOLIDAYS:**

There will be no classes on Public Holidays – This will be automatically taken off your invoice, so you will not need to do a make up lesson for these classes.

**OTHER ABSENCES/MAKE UP LESSON POLICY:**

If your gymnast is absent at any time during the block you are welcome to bring them to a make up lesson in an equivalent class. All classes are offered several times per week. Gymnasts may do a maximum of 2 make up lessons per block, and these need to be taken in the same block as the absence. Some exceptions apply where a gymnast can have an additional make up lesson or complete a make up outside the block dates, please contact us at [admin@clubdynamite.com.au](mailto:admin@clubdynamite.com.au) to discuss.

Please note that absence from classes does not entitle you to a discount to fees. All classes need to be paid for regardless of attendance, as a spot is reserved in the class for your child and expenses do not change if they are not there.

**FAMILY DISCOUNTS:**

We offer discounts for families with more than one child attending our gym. 5% discount off class fees for the 2<sup>nd</sup> child attending the gym and 10% off for the 3<sup>rd</sup> and subsequent children's fees. Discount is taken off the invoice for the child/children paying the lowest rate. The discount does not apply to trial class fees, registration fees or club events.

**LATE OR UNPAID FEES:**

Fees are due within 7 days of receiving your invoice. If you are unable to pay fees within this time, please contact us to arrange a payment plan. If fees are late or unpaid we reserve the right to take the following action.

1. Charge a \$20 late fee, per month to your account
2. Suspend your child from attendance to classes and/or competitions/events
3. Cancel your child's enrolment
4. Pass debts onto a debt collecting agency

Please be aware of Gymnastics Australia's transfer policy – if a gymnast has outstanding fees at any gymnastics club they will be prevented from being registered at a different club.

**SPECIAL CIRCUMSTANCES:**

In circumstances where an extended absence is required – ie injury, long trip overseas please contact us and to work out a suitable arrangement. In these special cases credit may

be given at the discretion of administration.

### **DISCONTINUING CLASSES:**

If your gymnasts wants to discontinue classes, just let us know in writing (via email) prior to the first day of the new block, and no further fees will be charged. Once a block begins, if we have not been notified, then a spot has been reserved for your child in that class for the block and fees will still need to be paid, up until the time you let us know, plus two weeks notice to allow us to fill the spot.

As we only require you to pay fees one block in advance, all fees are non refundable. However, in special circumstances credit may be given at the discretion of our Administration team.

### **CANCELLED CLASSES:**

In the rare event that classes are cancelled (ie extreme weather, club event) then you are entitled to an additional make up lesson for this missed class. No discounts or credits are given as coaches must still be paid in these circumstances. This is exceedingly rare and has happened less than a handful of times in the 25 year history of the club! For gymnasts involved in competitions, if there is a clash with your competition and your usual class times, classes will still need to be paid for.



### **GENERAL RULES:**

The safety of our gymnasts, families and coaches is always our number 1 priority!

1. Gymnasts are required to remain in the waiting area until their coach calls them to line up to go to class. Gymnasts are not permitted in the gymnastics area or on/near any of the equipment unless they are being supervised by a qualified coach in a scheduled class time.
2. Only gymnasts and coaches allowed in the gymnastics area. No parents, siblings friend etc are allowed on/near the gymnastics equipment or in the gymnastics area at anytime.
3. Gymnasts are to remain inside the venue when their class has finished until an adult has come to pick them up. No waiting in the carpark area.
4. Gymnasts may only attempt skills that they have been taught in their gymnastics classes.
5. Gymnasts will not be permitted to enter class with the incorrect attire.

#### **SAFETY:**

1. Ensure you have read the emergency procedures as displayed on the walls.
2. Appreciate that every class is programmed for safe learning for all students and coaches may not deviate from the plan either on a student's request or a parent's request. This is part of the liability statement that is signed on our registration form.
3. Be aware that your child may sometimes not be allowed to attempt a skill when the coach deems he/she is not ready to do so safely.
4. Ensure the club has all required information to register your gymnasts with Gymnastics Queensland. This is your insurance cover and a compulsory component of Club Affiliation.
5. Ensure that all details are kept up to date if your details do change please email [admin@clubdynamite.com.au](mailto:admin@clubdynamite.com.au).
6. Advise administration if there are any problems we need to be aware of to safely coach your child.
7. Be aware that a certain level of strength, flexibility and pre requisites skills must be met before a gymnast is allowed to attempt a new skill.

#### **WAITING AREA:**

We have a wonderful waiting/viewing area for students and their families. All waiting areas are full air conditioned and have free WiFi available.

There is waiting space both downstairs and upstairs. Upstairs is a parents lounge with sofa's, tables, chairs, a kitchen and additional toilets as well as our mezzanine viewing area, where you can see all that is going on in the gym.

It is your choice whether you would like to just drop your child off at the start of their class and pick them up at the end, or stay and watch part or all of their gymnastics class.



There is to be no running, climbing or gymnastics skills in any of the waiting areas. Parents are responsible for supervising any children not participating in classes at all times in the waiting/viewing areas. Please do not move, or allow your children to move any furniture or cushions in the waiting areas. There are security cameras in all waiting areas.

#### **DISCIPLINE POLICY:**

We are not able to tolerate misbehaviour as it can jeopardize the safety of the child and other participants. Students are expected to follow all instructions from coaches and staff quickly, keep their hands to themselves, and use respectful language and tones at all times. Students who misbehave will be sat out for an appropriate portion of the class. Should problems persist, the gymnast may be suspended or excluded from the club if deemed necessary for a period to be decided with no refund of fees.

#### **COMMUNICATION:**

Communication is best via email: any concerns, questions or praise helps us to continue to improve our Club. Also by emailing the right person can answer your query. There is also a letterbox on the front counter for returning forms and notes if necessary. Please do not approach your child's class coach during class as their full attention needs to be with the gymnasts.

#### **PHOTO POLICY:**

From time to time we may take photos/videos of your child in classes or at events. These photos may be used on our Website or social media pages. We do our utmost to ensure only photos of an appropriate nature are used in this capacity. To protect our students privacy we never post a student's first and last name together with a photo. It is a requirement of attendance at classes, competitions and events that you agree to this policy.



# **UNIFORM POLICY**

Wearing the correct attire for gymnastics class is extremely important. In each class your gymnasts will be flipping, rolling and turning upside down constantly. The right attire will allow your gymnast to be able to move freely as needed and keep them safe when doing skills and using the apparatus.

The most important aspect of gymnastics development is correct body shape. Wearing a leotard and suitable gymnastics gear means that the coach is able to see what each part of the body is doing and correct important habits to allow gymnasts to develop to their full potential.

Having a club uniform also gives each child an important sense of belonging and helps children to develop the discipline needed to become successful gymnasts.

## **GIRLS UNIFORM**

Option 1 – A leotard

Option 2 – A leotard with bike pants

Option 3 – A crop top with bike pants (no singlets, crop top should not be longer than the lower rib)

## **BOYS UNIFORM**

1. Singlet OR Men's gymnastics leotard
2. Stretchy shorts with no buttons or zippers or red longs

## **HAIR, JEWELLERY, FOOT WEAR ETC**

Foot wear – Gymnasts need to have bare feet for all gymnastics classes. No shoes, socks or foot coverings of any kind are permitted and different types of materials will slip on many of the different surfaces in the gym.

Hair – All hair past collar length needs to be work up and out of the face for gymnastics, it can become dangerous when a gymnasts hair flies into their eyes while doing skills.

Simple hair styles are best, avoiding large or hard hair accessories, which can dig into the gymnasts head when they roll.

JEWELLERY – The only acceptable jewellery is a small pair of sleeper or stud earrings.

The following are not permitted –

- Dangly earrings
- Watches



- Fitness bands
- Anklets, bracelets, bangles, necklaces
- Rings

### **COOLER WEATHER**

In cooler weather gymnasts may also wear the following

- A long sleeved leotard for girls, skins for boys
- Leggings (must be fitted and made of Lycra/spandex)

No long sleeved tops to be worn under or over leotards and no cross overs as these will prevent the coaches from seeing the gymnasts shoulders.

If it is 17 degrees or below, gymnast may wear a jumper or long sleeved top (with no zippers, buttons or hoods), for the first 10 minutes of warm up. All extra clothes need to be taken off 10 minutes after the class start time regardless of the time the gymnast actually arrives for training.

### **PROHIBITED CLOTHING**

The following clothing items are not permitted for gymnastics

- T shirts, Polo shirts, school uniforms
- Singlets (except for boys)
- Shorts, or any non fitted pants
- Anything with buttons, zippers, buckles etc
- Loose or baggy clothing
- Skirts, dresses, skorts or any outfit with an attached skirt
- Leotards, bike pants etc with skirts, frills, ties



### **MEDICAL ATTENTION:**

#### **FIRST AID**

There is a first aid kit located above the sink. Parents can access this at any time for band aids, savlon etc. A second first aid kit is located upstairs in the coaching area.

There is always at least 1 fully trained senior first aider in the gym while classes are in session. This person will attend to any issues that arise. Parents will be contacted in the event that a child is unable to continue class or if further medical attention, evaluation is needed.

#### **ICE**

Please be aware that icing an injury restricts the blood flow to the area, so if ice is given to a student for an injury they will not be able to continue to participate in the class as the cooled area will be more prone to injury. Parents will be contacted in this event, to come and collect their gymnast.

### **ARRIVE ON TIME:**

Please aim for your gymnast to be at class at least 5-10 minutes before their starting time so we can ensure all lessons start on time. The start of the class is where gymnasts do their essential body preparation and it is important that they don't miss this. If a gymnast arrives late they will need to complete separate warm up activities before they can join in with the rest of the group, this does cause difficulties for the coach running the group, so we appreciate that your gymnast is on time for class.

**LOST PROPERTY:**

There is a blue laundry basket in the locker area, where the kids keep their water bottles and shoes. All lost property will be placed in this basket. Periodically uncollected lost property will be donated to charity.

Club Dynamite takes no responsibility for any items brought into the gym, so please encourage your gymnast to leave items of value at home.

**MOVING UP TO A HIGHER LEVEL:**

Gymnasts are selected for classes based on their age and ability. Gymnasts are tested at regular intervals throughout the year and when they have mastered all the skills required for their current program, they will be invited to the next level. There is no set amount of time it takes to move from one level to the next, this will be a very individual journey for each child.

Gymnasts will be invited to different classes/pathways depending on their specific skills and abilities. They won't necessarily attend the same classes or pathways as other family members or friends.

All classes have very specific minimum and maximum ages, and entry requirements. We are unable to make any exceptions to these rules. The best interest of the child is always considered in their class placement to ensure they are developing safely and successfully.

Club Dynamite reserves the right to refuse or rescind a spot in any class or program for reasons of safety, ability, behaviour, commitment, strength and class availability.

Once our class timetable is set for the year, it will almost always remain the same for the remainder of the year, however, we do reserve the right to cancel or change a class time for reasons of coach availability, space availability in the gym and numbers booked in.

