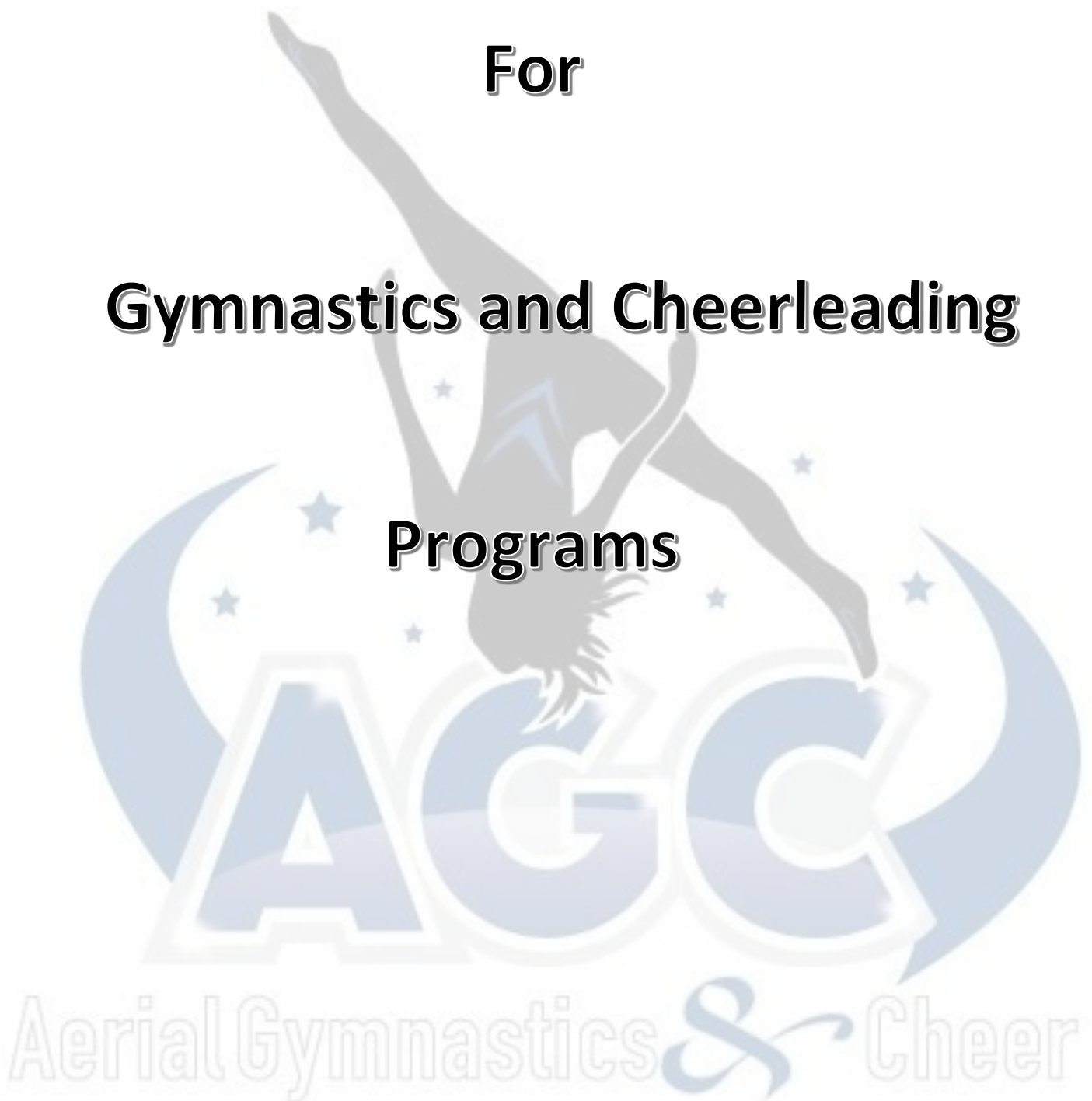


Policies and Procedures

For

Gymnastics and Cheerleading

Programs



Programs

We offer a number of programs for all ages. Schedules and information on these programs can be obtained from any of the Coaches or Committee Members.

KinderGym
Fitter For Life
Recreational Gymnastics
Competitive Gymnastics
Cheerleading
Tumbling

We offer 4 terms a year which coincide with public school terms.

Term 1 – Monday 24 January – Saturday 2 April

Term 2 – Tuesday 19 April – Saturday 25 June

Term 3 – Monday 11 July – Saturday 17 September

Term 4 – Tuesday 4 October – Saturday 10 December

Holiday Programs

Holiday programs will be operated according to interest. An expression of interest form will be sent to parents for selected school holiday breaks.

Parents will then be notified as to whether classes will go ahead. Payment is to be made on the day of the holiday program.

Class Allocation

Class Allocation is done by age, strength, skill ability, behaviour and maturity. If the coach feels that during a session, it would be best for your child to participate in a different class, they will have that discussion with you. The Club's trained staff use safe and progressive teaching techniques recommended by Gymnastics Australia. For recreational gymnastics it is normal for the athletes to spend 1 year in each class before moving up. For competitive gymnastics athletes will generally spend 1 year in level 1,2,3,4 and then 2 years in level 5,6.

Arrival at Class

Upon arrival, **please ensure that you sign your child in and complete contact details in case of an emergency** and signed out when they leave. In the event of a fire or an accident, we need to know who is on the premises and who to contact if the guardian has left the premises; **this is a requirement** not a courtesy. It is a requirement that all members and spectators check in through the QLD Check In app.

When entering the gym, please place all personal belongings into the lockers provided. **Do not** leave bags, shoes or other items along walkways or on any part of the floor. Make sure things are placed neatly. Members are responsible for their own belongings and any items found will be placed in lost property. **The club takes no responsibility for any loss or damaged items.**

All members need to be dressed and ready for class on time. The warm up is very important. We will not allow a child to participate in class if the warm up session is missed. Not only is proper warm up a safety concern, but it is also a time when the coaches will talk over the goals for that day and discuss what the class will be working on.

No one is allowed on the gym floor until their coach calls them. All non participating visitors including siblings are not permitted on the floor at any time unless invited by a coach.

Pick up after Class

Please be prompt picking up your child. Our coaches need to be supervising classes and not lingering students. If you are going to be late picking up your child, you must advise the coach or nominated class representative.

You must come into the club to pick up your child after class is finished and **sign your child out**. No children are allowed to leave the building without an adult. It will also give the parents/guardians an opportunity to read the bulletin board for any notices or if the coach needs to discuss any concerns with a parent/guardian. This is extremely important, so you are kept up to date on any important information.

Clothing

(Please see attached pictures)

Gymnasts

Female gymnasts must be dressed in appropriate comfortable non movement restrictive clothing preferably our specifically designed training apparel or leotards.

Baggy shirts and loose clothing are **not acceptable** as this can result in safety issues during spotting.

School uniforms are not appropriate gymnastics attire.

Male gymnasts in T-shirts/singlets/unitards and shorts.

Shorts cannot have buckles, zippers or snaps. T-shirts must be tucked in.

We do sell leotards and other gymnastics training apparel.

No Jewellery except stud earrings or small sleepers. All other jewellery must be removed prior to class

All gymnasts must have their hair tied back and pulled away from their face at all times.

No footwear to be worn on the training equipment.

Cheerleading

Cheerleaders are to be dressed in shirts/singlets, shorts and shoes and socks. Preferably our specifically designed training apparel.

School uniforms are not appropriate cheerleading attire.

Cheerleaders must have their hair tied back and pulled away from their face at all times.

No Jewellery except stud earrings or small sleepers. All other jewellery must be removed prior to class.

No long and/or acrylic nails are permitted in cheerleading. No body piercing is allowed during training. Piercings should be taped up or removed for safety.

Competition Clothing

(Please see attached pictures)

Female gymnasts must be dressed in their specific club leotard. Gymnastics Australia's rules do not allow girls to wear shorts or pants over their leotards during competitions. However arrival and departure from competitions girls must be dressed in our club jacket, club tracksuit pants, white socks and club bag. Hair will be neat and pulled out of their face, finished off with the club scrunchie.

Male gymnasts must be in club uniform or black unitard.

Cheerleaders must be dressed in full club uniform including white socks, white shoes, and correct hair style including hair accessories. No jewellery to be worn, if it can not be removed it must be taped. Fingernails must be trimmed to appropriate length with no nail polish. All cheerleaders are to wear a club cheer bow.

Class Behaviour

All children must be on their best behaviour at all times.

Yelling, pushing, mucking around and running will **not** be tolerated. This can cause injury to other participants in the class.

Coaches are to be treated with respect from both participants and spectators.

Children are not permitted to use the equipment without prior permission from the supervising coach.

All participants must be aware of other athletes already using equipment and not interfere with or distract them in anyway. This is a safety issue as distractions may cause injury or harm to our athletes.

Participants are to wait in the designated waiting area until their class is called on by the coach. Members are not to be out in the car park as we share the premises with other businesses.

Failure to adhere to these rules will result in an initial verbal warning.

If behaviour persists, suspension or expulsion without refund may be implemented.

Please do not practice tumbling or skills without clearance from your coach. Incorrect or improperly supervised tumbling can result in injury.

Older athletes are reminded that they are setting an example for the younger athletes in the club. Your decorum, work ethic and respect are noticed by younger athletes so be the best role model you can be at all times.

Fighting, Harassment and Bullying

Fighting, Harassment and Bullying will not be tolerated under any circumstances.

It is a condition of membership that any physical violence of any kind is not permitted whether the individual is provoked or not.

Any individual conducting any of the above activities on the club premises will be asked to leave immediately. This will be considered an official warning. Any additional occurrences will see the child's enrolment terminated without refund. Appeals on the matter can be made directly to the Committee.

Commitment

Gymnastics

Gymnasts are trained as athletes with the emphasis on strength, flexibility, endurance and agility. Every aspect of training is designed to condition the body for this sport. All athletes must participate all these activities.

Be on time for warm-up. Missing warm-up and stretching can result in injuries. No gymnasts will be permitted to participate in apparatus activities until all warm-up and stretching has been completed.

Competitive level 3+ must attend a minimum of two classes per week (unless you have permission from your child's coach). This will ensure the athletes are physically and mentally prepared for competitions. If attendance affects the ability and skills of the gymnast this may result in withdrawal of competitions or not being entered into competitions.

Cheerleading

Due to the nature of All Star Cheerleading maximum attendance is paramount. Every member of the team plays an important role. Just one missing athlete can result in teams not being able to train adequately.

We do understand that athletes may be ill or have school commitments on occasions however every effort must be made to attend all training sessions.

Cheerleaders are trained as athletes with the emphasis on strength, flexibility, endurance and agility. Every aspect of training is designed to condition the body for this sport. All athletes must participate in this activity.

Be on time for warm-up. Missing warm-up and stretching can result in injuries. No cheerleader will be permitted to participate in apparatus activities until all warm-up and stretching has been completed.

It is recommended for all cheerleaders to attend additional tumbling sessions throughout the terms to enhance their tumbling abilities.

Additional training sessions are required through the year prior to competitions and attendance is compulsory.

Social Media Expectations

Electronic communication is essential for sharing club news and information with our members. We use a range of electronic tools to communicate with our members. Our communication will protect member's privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. We treat all social media postings as public "comment". No personal information about our members will be disclosed.

Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked and possibly reported.

Any member found to send inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member or coach will be terminated immediately without refund. Appeals on the matter can be made directly to the Committee.

Sharing of unauthorised club photographs is not permitted on personal Social media sites unless it is of your own child.

Food and Drink

No gum, confectionery, food or drink is permitted on the mats at any time. Food and drinks can only be consumed in the waiting area. Please place water bottles in containers provided. Please do not place water bottles on or in the locker cabinet. Water breaks are given during class time. Please be respectful of the gym and place all rubbish in the bins and clean up any mess that your child may make. Please encourage your children to also pick up any mess that they may make.

Your child will be notified whether their class includes a food break. Consumption of food will only take place in the designated break area. Snacks for these breaks are to be a healthy option.

Viewing

Please remember that access to the mats is only for participants and coaches. Parents and siblings are not permitted on the floor; it has proven to be distracting to the classes. Please ensure also that other children not participating in the class remain quiet.

Children that arrive early before other classes have finished are requested to remain quiet, seated and not to disrupt the current class that is occurring.

Parents are not to communicate to their child during their class. All important information is to be directly communicated to a committee member or their child's coach.

The viewing area for unit 2 is located to the left of the door on the black carpet. The viewing area for unit 1 is the mezzanine floor only not via the athlete entry door. Viewing over the fences at the roller doors is not allowed as it used as athlete access.

Safe Practice

Please do not practice tumbling or skills without clearance from your coach. Incorrect or improperly supervised tumbling can result in injury.

If an athlete has an injury that will affect their ability to train to full capacity, then this must be communicated to a coach prior to training. All injury treatment, management and maintenance should be adhered to whether the injury occurs within the club, from another sport or accidentally.

Injury reports are completed by coaching staff for any incident that may occur at the gym during training sessions. These reports are constantly monitored to ensure safe practice is followed at all times.

Photos/Videos

Photos and videos can only be taken of your child only. On the club registration form all parents/guardians were asked to sign a disclaimer for permission for Photos/Videos. Please note that some parents do not agree to have children's' photos taken.

You must also respect other children's privacy and not disclose any photos without permission on any social networking pages.

Lost and Found

If anything is left behind after class, it will be put in the lost and found box. **The Club will not be responsible for lost or stolen items.** Try to leave electronics, jewellery and valuable items at home. Participants should place all of their belongings in their bag in a locker before class starts. This way they have everything when they leave. At the end of each term items that are left in the lost and found box will be donated to charity.

Mobile Phones

Mobile phones are only to be used in an emergency. Participants must switch off mobile phones before class starts. No mobile phones are permitted on the matted area at any time unless authorised by the coach for training purposes.

Emergency Numbers

It is extremely important that you update us whenever there is a phone number change. This is extremely important especially if there is an injury. Please provide updated details and put into the fees box or email any changes so that they can be made on your contact information.

Payment of Fees

An annual registration fee is due in by your child's second lesson. This will be discounted with the number of children from the same family that enrol. If your child enrolls after the 1st of July 2022, registration fees will be discounted.

Our billing cycle is once a term and payments are due to the gym within **14 days of the invoice being issued**. A statement will also be issued at the end of each term for those that have made payment arrangements with the club treasurer. Weekly payments are acceptable upon authorisation by the club treasurer.

Please note that you are **paying fees based on your child's position in the class and not by attendance**. Payment is required whether your child attends or not. The exception to this is if your child is injured and notification is given to the treasurer or extended family holidays etc that are known in advance. Make up lessons are an option if your child does miss a lesson but coaches must be advised if you wish to attend a makeup lesson.

All cheques should be made out to Aerial Gymnastics and Cheer Browns Plains Club Inc. If you do write a cheque and it is rejected by your bank, the Club will charge back to you any charges that it incurs and an additional \$30.00 insufficient fund fee. We also ask that you come in and pay the balance due on those fees immediately.

Direct deposit is our preferred means of payment. Direct deposits can be made to the club bank account. Bank account details are provided on your invoice. Please ensure that your child's name is included in the payment reference.

Bank details are as follows:

Heritage Bank

Account Name: Aerial Gymnastics and Cheer

Account Number: 10708103

BSB: 638 - 070

Cash payments can be made at the club at any time. You are to write your child's name, child's class and what you are paying for (eg. class fees, membership fees etc...) on a provided envelope and place in the fees box located on the top of the counter. Please do not give cash to the coaches.

Credit Card payments can also be made by filling in a credit card form located on top of lockers and placed in fees box (this form will be destroyed after processing). Credit card fees will incur a 2.5% surcharge.

Receipts for any payments that have been made are available upon request.

There is a **late fee** of \$5.00 / week for all payments received after the due date unless prior arrangements are made. Please understand that the Club is a Community Based Organisation and depends on these payments to continue operating.

If you have not paid your fees by more than 1 billing cycle, your child's enrolment will be terminated. We cannot maintain large overdue balances on any account.

If you do not pay your account, The Club reserves the right to engage a debt collection agency to recover any fees owed and these charges will also be added to your account.

If your child is going to be competing at any events, a permission slip will be required to be signed prior to the event. You will then be invoiced, and you will be required to pay this before attending the event as we are required to pay up front for competitions. If you have paid for the competition and your child cannot compete, you must advise the Club Treasurer immediately and if it is due to illness or injury you will be required to provide a medical certificate to receive a refund. If the absence from a competition is anything other than illness or injury payment is still required once the permission form has been signed. If there are other extenuating circumstances this will be considered by the committee to approve a refund. The club will endeavour to ensure sufficient notification is given regarding competitions.

If you have any enquiries regarding your account, please do not hesitate to contact the Club Treasurer via the club email prior to the due date. No contact is to be made to the coaches regarding fees.

Withdrawal Policy

If you decide to withdraw your child from classes, the Club requires written notification giving two weeks notice. This will allow us to fill that position in class. The annual registration fee is non-refundable but does last the entire year.

Refunds on fees will only be given if you have given the Club a minimum of 14 days notice and that your account is up to date.

If you withdraw your child from class and have an outstanding account, the Club reserves the right to seek payment from you. You will also be responsible for the payment of any debt collection agency fees that are incurred by the Club to seek payment of your account.

Competition fees are payable in advance and refunds will not be given unless a medical certificate is provided.

Closure/Cancellation of Class

If classes are cancelled due to any reason, a notification will be posted on the notice board, the clubs group face book page or a text message or email will be sent to parents and the coaches will also endeavour to advise parents at lessons. Any cancellations will result in either a credit being made towards the next billing cycle or a makeup class will be scheduled.

There will be no classes held on gazetted public holidays, you will not be invoiced for these days. Unless this organised by athlete's coach.

Communication

For gymnastics communication a whiteboard located in reception of unit 1 is used. For cheerleading communication, the cork board to the left of the entrance is used. For whole club information both will be used. Please endeavour to regularly check notices for any information that you may require. The Club also generally uses email to get information out to parents, so please ensure that the Club is advised of your email address or any changes to your email address.

We also have a closed Facebook group, please search **Aerial Families**. You will need to request admission to the group, and you will only be accepted if you are a parent or guardian of a current member.



If you need to speak with one of the Coaches, please arrange this with the appropriate Coach at a time that they are not required to be on the floor. Generally the Coaches are conducting lessons one after each other. All the coaches are approachable and will be happy to discuss any matter with you.

There is a list of the Committee Members and other key contacts on the Notice Board. If you have any enquiries, please do not hesitate to contact one of these members and they will do what they can to help or point you in the right direction of your enquiry.

Competitions

Gymnastics

Gymnasts will be given an opportunity to compete at both sanctioned (senior gymnasts) and non-sanctioned events throughout the year.

Dates will be included in the competition handbook.

Cheerleading

Cheerleaders will be competing at various DCE events throughout the year. We are also organising an interstate competition this year which will require a significant amount of fundraising.

Information will be forwarded as soon as possible in relation to travel for this trip.

Dates and costs for competitions are as follows:

13th-14th August – Cheer Brandz – Brisbane
20th-21st August – Dance and Cheer Events – Logan
15th-16th October – AASCF – Gold Coast
5th-6th November – Dance and Cheer Events – Logan

Junior and senior trip only
9-10 July – Infinite Spirit – Cairns

It is imperative to all team members that athletes attend each competition however, notice must be given as soon as possible if there are any competitions that your child can not attend.

Parents, Please Note the Following

Please review the rules in this booklet with your child and be sure you and your child understand them before signing your registration form. We ask for your cooperation in helping your child understand the importance of safety within the gym. Remember that they learn best by example.

Check the lost and found box often and check the noticeboard regularly.

Please make sure you keep the Club updated with any phone number or email address changes.

If you are withdrawing your child from class, please ensure that you give the Club 14 day's written notice.

Please make sure fees are up to date at all times. Competition fees **MUST** be paid prior to the competition.

Social media expectations.

As always, if you have any questions that you need to discuss, never hesitate to ask.

UNIFORMS AND TRAINING APPAREL



Gymnastics Scrunchies



Cheerleading Bow



Pre Team Competition Leotard



Level 3 and 4 Competition Leotard



Level 5, 6 Competition Leotard



Item	Price
Pre team Competition Leotard	\$90
Level 3 and 4 Competition Leotard	\$150
Level 5 and 6 Competition Leotard	\$150
Gymnastics Scrunchies	\$10
Cheerleading Uniform	\$150
Cheerleading Bow	\$25
Polo Shirt	\$45
Sports Bag	\$60
Track Jacket	\$70
Backpack	\$60
Dance Tank Top	\$45
Baseball Top	\$50
3/4 Length Leggings	\$55
Short Shorts	\$40
Crop Top	\$40
Hoodie	\$55
Track Pants	\$55
Training Leotard 1	\$55
Training Leotard 2	\$55
High Neck Training Leotard	\$55
Long Sleeve Training Leotard	\$60



Cheer Uniform reveal term 1 2022!!