



Postal Address: PO Box 130, Clarinda, 3169
9551 4887
bentleighmckinnongc@gmail.com
WEBSITE: bmgc.org.au
ABN – 55 739 155 253

***BENTLEIGH MCKINNON
GYMNASTICS CLUB Inc.***



Information Package

WEBSITE: bmgc.org.au



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INFORMATION FOR NEW GYMNASTS

Welcome to the Bentleigh McKinnon Gymnastics Club. Please read through the information attached and return any necessary forms at your next class. It is very important that each child is insured through Gymnastics Victoria and without the paperwork, we are unable to complete the insurance.

Payment of term fees (which includes an annual insurance fee) must be made by the due date. An administration fee of \$30 may be charged if you are late with your payment. If you are experiencing difficulty paying the fees, please contact the Manager. All discussions will be kept confidential.

Please find attached:

- Medical form (double-sided)
(to be completed and returned at your next class)
- Club rules & policies

Newsletters and fee notices will come home with your child. If you have any questions regarding gymnastics, please speak to Cheryl (the Manager) at the gym or alternatively email or phone. If you need to speak to a coach, please do so at the end of the session - not during set-up or class time.

We ask for your assistance in setting up the gymnastics equipment or packing away - depending on your class time & dependent on current Covid-19 rules. Every class will have set-up or pack away. This task looks very daunting, but we are well experienced at putting out the equipment and will only take about 10-15 minutes of your time. The more parents who can assist, the better! Children are expected to remain until pack up is completed. Coaches are there to guide you.

If your child wishes to bring a friend along to trial a class, please contact Cheryl before they come. There are strict guidelines as to how many children can be in each class and we do not wish to disappoint friends by having to tell them they cannot join in.

Any queries regarding gymnastics, ring the Manager, Cheryl: 9551 4887
Email: bentleighmckinnongc@gmail.com



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ALL GYMNASTS MUST ABIDE BY CLUB RULES

CLUB LEOTARDS must be purchased from the Club and worn to all classes. **Plain black or navy** bike pants over the top of a leotard are optional, but not required. **Unacceptable clothing** includes - bonds boy leg undies, studded or sparkly leggings, logos on shorts/leggings. On very hot days one-piece bathers may be worn.

HAIR must be neat and tied off the face.

No clothing with **ZIPS or BUTTONS** is permitted to be worn in gymnastics classes. No loose fitting shorts, school shorts or track pants, dance pants, jumpers or jackets are permitted. Your child will be asked to remove any such clothing.

NO FIT BITS are to be worn to gymnastics. **Your child will be asked to remove this item.**
No responsibility will be taken for lost items.

NO JEWELLERY is to be worn in class (sleepers or small studs are permitted). Children will be asked to remove any jewellery including watches and place it with their belongings. Coaches are not permitted to mind children's belongings/jewellery. No responsibility will be taken for lost items.

NO RUNNING in the Gym.

EQUIPMENT - Treat all equipment with care. Parents may be required to pay for any damage caused by their child.

Parents - do not walk across the floor strips, vault run, beam and bar dismount areas. For safety reasons, gymnasts must always walk around these areas.

No gymnast is permitted on the equipment without Coaches' supervision.

It is highly recommended that valuables are left at home – no responsibility will be taken for lost valuables.

All belongings are to be left in the foyer of the building – this includes, shoes, extra clothing and bags.

Only drink bottles should be placed on the edge of the stage.

All gymnasts must bring their own drink bottle – no glass allowed.

No food is to be consumed by gymnasts during class time.

No gymnasts are permitted on the gym floor outside their class time. If parents are late to collect gymnasts, they should speak to their coach or the Manager so a phone call can be made to the parent.

No siblings are permitted on the gymnastic equipment.

No siblings are permitted in the Gym without Parental supervision.

No siblings are permitted in rooms behind the stage area.

Siblings are required to sit with parents during class time.

Parents – do not walk through the gym during class time. Remain in the foyer if classes are operating.

Parents - may observe the classes from the main doorway.

If you have any queries speak to your child's Coach after the class, not during equipment set-up time as this causes delays in commencing classes OR:

Contact:

Cheryl Vosatka
Manager 9551 4887
Email – bentleighmckinnongc@gmail.com

Cherie Johnstone
Head Coach



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CLUB POLICIES

Code of Behaviour for Gymnasts

Participants must abide by the rules given by the coach.

Never argue with a coach, if you disagree with your coach, speak to them after class.

Control your temper. Verbal abuse, deliberately distracting or provoking other participants is not acceptable or permitted behaviour.

Train hard for yourself and your team. Your performance will benefit.

Be a good sport. Acknowledge/applaud all participants.

Treat all participants as you would like to be treated. Do not bully or take unfair advantage of another participant.

Participate for your own enjoyment and benefit, not just to please parents and coaches.

Respect rights and dignity of all participants regardless of their gender, ability, cultural background or religion.

Three warnings will be given to children misbehaving during class.

1st warning – child will be spoken to by coach and continue with activities

2nd warning – time out from the class (on stage, in view of staff)

3rd warning – parents will be called to collect child

Code of Behaviour for Parents

Remember that children participate in sport for their enjoyment, not yours.

Encourage children to participate, do not force them.

Focus on the child's efforts and performance rather than winning or losing.

Encourage children to participate according to the rules and to settle disagreements without resorting to hostility and violence.

Remember that children learn best from example. Appreciate good performances by all participants.

Respect Coaches' and Judges' decisions and teach children to do likewise.

Respect rights and dignity of all participants regardless of their gender, ability, cultural background or religion.

Member Conduct: Inappropriate behaviour, physical, verbal or otherwise towards any employee, contractor, member or guest, may result in cancellation of your membership and removal from the premises. Management reserves the right to refuse entry to any persons and members at its absolute discretion.

Fees Policy

Fee invoices are given out through the classes in the first 2 weeks of each term.

Payment must be received by the due date.

A \$30 late fee may be issued if fees are overdue.

Consolidated Collections Australia will be instructed to collect the debt, if required.

The Committee has set a term fee, which must be paid in full. If you choose to go on holidays during the term or your child is absent due to illness or any other reason, your fees remain unchanged, as your daughter's position in the class is still held whilst you are away.

For any reason, if you choose not to make the full payment of the term fees, your child's position will be cancelled immediately

If your child is ill or injured for an extended period of time, it will be at the discretion of the Committee as to a reduction in fees.



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Missed Classes/Makeup lessons

There are no make-up sessions available for missed classes. With all classes full, extra gymnasts cannot be accommodated within the class structure for make-up lessons.

Term fees can and will be corrected in good faith should an error occur in billing, as soon as practical after the error is detected.

Late Collection Policy

If a child is continually collected late after the finish of her class, a late fee will be applied (at the discretion of the Committee) at the rate of \$1 per minute.

Heat Policy

Classes continue to run in the summer months. On days of extreme heat, training schedules are modified to the conditions and reduced activities will be enforced. It is your decision whether or not to attend on very hot days, but no refund of class fees will be given for non-attendance. It is highly recommended that your child wears the sleeveless club leotard or one piece bathers on very hot days. The Youth Centre hall has cooling installed.

Photo Consent

Very occasionally, photos are taken within the classes to display at the Club only. Photos will never be used on the internet or for any external media promotion. If you **do not wish** to have your child's photo taken at the Club, you must notify the Committee in writing.

Privacy Policy

The Manager of Bentleigh McKinnon Gymnastics Club has full access to all details relating to each gymnast. This information is kept strictly confidential.

Coaching staff have access to gymnasts' names and contact phone numbers for use in emergency.

Medical forms are kept on the premises and will be used in the event of an ambulance being required.

Smoke Free Policy

Bentleigh McKinnon Gymnastics Club provides a smoke free environment for all involved at the club. The club recognises that passive smoking can have severe health effects for non-smokers. As a sporting club, Bentleigh McKinnon Gymnastics Club has a very important role in the promotion of healthy practices and lifestyles. No smoking is permitted on the club grounds.

Healthy Eating Policy

Bentleigh McKinnon Gymnastics Club recognises that healthy eating has an impact on our health and that the necessity of healthy foods will contribute to better health.

Children need sufficient foods to ensure they grow and develop normally and therefore should enjoy a wide range of nutritious foods. All members of the club are required to bring a water bottle to class. Fizzy drinks are not acceptable.

Cancellation of Classes

Bentleigh McKinnon Gymnastics reserves the right to cancel any class that has insufficient athletes enrolled.



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Child Safety Policy

Gymnastics Australia and Bentleigh McKinnon Gymnastics have a zero tolerance approach to any form of child abuse. We support the rights of children and we will act immediately to ensure an environment is maintained where children and all participants feel safe, respected, valued and empowered at all times.

BMGC expects children and young people who participate in its activities to have a safe and happy experience. BMGC supports and respects children, young people, staff, volunteers and participants.

The aim of this Policy is to protect the safety of children in our care and prevent abuse occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints are treated seriously and are fully investigated and handled with maximum confidentiality and discretion.

Child protection is a shared responsibility between BMGC, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the gymnastics community. Everyone who participates in BMGC activities is responsible for the care and protection of children, and reporting information about child abuse.

BMGC supports the active participation of all children. It listens to their views, respects what they say and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).

BMGC supports and encourages a person to make a report to the Police or DHHS, if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.

Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by BMGC, and will not be penalised by BMGC or making the report.

If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the BMGC Manager or BMGC MPIO for guidance and information. If in doubt, ask for assistance.

Coach Assistance – ‘Spotting’ a gymnast

Spotting is a necessary part of gymnastics that is required for the safety of the athletes. All coaches must ensure that all physical contact with the athletes which occurs when ‘spotting’ is appropriate for the situation and necessary for the athlete’s safety. It is strongly recommended that coaches ensure that there are other adults present whenever coaching and take care to explain the spotting procedure to the child gymnast.



Social Media Policy - Policy, Purpose and Scope

Bentleigh McKinnon Gymnastics (BMGC) recognises the use of social media may create a negative impact on individuals and the club.

The purpose of this policy is to:

- ensure the relationship between staff and athletes remains professional;
- to protect staff from allegations of inappropriate conduct;
- to provide clear guidelines in regards to use; and
- to preserve the reputation and positive image of the club.

Parents are encouraged to monitor and guide their children's use of social media.

Social media includes, but is not limited to, applications and forums such as Facebook, Twitter, Instagram, Tinder, Messenger, YouTube etc.

This policy applies to all BMGC athletes, parents, paid employees and volunteer employees.

Employees -

- should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to the club, staff, members, officials or to any other gymnastics club;
- should not contact or 'friend' any athlete under the age of 18 via social media (this does not apply to employees under the age of 18 who are also current BMGC athletes);
- should only make contact with athletes under the age of 18 via the parents;
- should inform the Club Manager if they notice a contravention to this policy
- should not 'tag' BMGC on their private pages unless permission has been sought from the club;

Athletes –

- should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to the club, staff, members, officials or to any other gymnastics club;
- should not contact or 'friend' any coach or staff member via social media;
- should inform their parents, coach or club manager if they notice a contravention to this policy.
- should not 'tag' BMGC on their private pages unless permission has been sought from the club;

Parents -

- should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to the club, staff, members, officials or to any other gymnastics club;
- should not contact BMGC staff via social media for club related enquiries unless in the context of an emergency;
- should inform the Club Manager if they notice a contravention to this policy.
- should not 'tag' BMGC on their private pages unless permission has been sought from the club;