



CENTRAL COAST GYMNASTICS ACADEMY

INFORMATION HANDBOOK

Vision Statement

Gymnastics...Fitness, .Fun and Friendship for ALL

Mission statement

To encourage participation through enjoyment of
our sport

Address: 6 O'Hart Close, Charmhaven
Phone: (02) 43 920477
ABN: 78161245110
Email: ccga@people.net.au

WAIVER:

This handbook, its references and attachments are general in nature, and their brevity could lead to misinterpretation. No responsibility can be accepted for those who act on the contents without first obtaining specific advice from Management.

DISCLAIMER:

As with any sport or physical activity, there are some risks associated with the sport of gymnastics. All our coaches are accredited, or training for their accreditation, to ensure that your child is supervised, with every care being taken to encourage all children to achieve and enjoy their time in a safe and healthy environment.

It is the responsibility of the parent/carer to ensure that their child has a full understanding of the policies and rules contained in this handbook.

OFFICE HOURS

The office will be open 3.45-6.30pm. When the gym is unattended our answering machine is on and someone will return your call in the afternoon. All other calls can be made to 43 920477.

We accept payment by cheque, cash or EFT via internet only. Eftpos and credit card facilities are NOT available. Cheques should be made out to **Central Coast Gymnastics Academy**. *Any correspondence via mail should be addressed to:*

*Central Coast Gymnastics Academy
6 O'Hart Close,
Charmhaven. NSW 2263*

Email gymnastics@ccga.com.au

Facebook [centralcoastgymnasticsacademy](https://www.facebook.com/centralcoastgymnasticsacademy)

Webpage www.centralcoastgymnasticsacademy.com.au

WELCOME:

Central Coast Gymnastics Academy was established in April 2005. The gym was created to cater for the needs of the children in the Northern Region of the Central Coast. Our aim is to provide quality programs to enable our gymnasts to reach their full potential.

We offer classes for school aged children in the discipline of General gymnastics, with an opportunity to progress to Woman's and Men's Artistic Gymnastics in a competitive stream. We also offer a Kindergym program for our under 5's.

The classes promote strength, flexibility, balance, co-ordination and provide an excellent grounding for learning many other sports. The whole-body weight-bearing activities involved in gymnastics help to prevent bone disease in later life, and create a healthy lifestyle.

About our programs:

Central Coast Gymnastics Academy is offering among others a General Gymnastics program where your child can learn the basic skills and terminology of gymnastics. The program incorporates a grading system which allows students to progress at their own pace. The certificates handed out give parents, an ongoing, visual guide as to how their child is progressing in class.

Children will work on apparatus such as bars, beam, floor, vault and mini tramp double mini, parallel bars.

Classes may also use hand held apparatus such as hoops ropes, bean bags etc. These all enhance the children's lessons, give variety and create new challenges.

Warm up and cool down are an important part of each lesson. Please be on time for class or your child will have to warm up before joining class. We often play a fast moving game for warm up, this is followed by a stretch.

Our classes will be age based to begin with, however, the gym reserves the right to change the class times to skill based in the future. Class times may vary, but this is usually done at the start of a school term.

Our aim is to develop children to a stage where they are able to compete in the National Levels Stream in our development classes.

Competition is not compulsory. Should children reach a level of competition standard, new guidelines with relevant information will be given out to the parents concerned.

Our Facility:

We have a NO SMOKING policy as this is a sporting venue. Any smoking near the doorways filters into the building, so we have a smoke free area outside the gym for 20mtrs.

Thankyou for your cooperation and not smoking around our facility.

The toilets are located near the front office area. Children not participating in a lesson must be accompanied to the toilet by a parent. Please keep our toilet area clean and tidy for the benefit of all our children.

Our office opens 3.45 – 6.30 daily

OUR PROGRAMS:

All programs are run according to school term blocks with fees calculated accordingly. A Program schedule detailing class times can be seen below.

Kindergym:

Monday	Kindergym	10.30-11.15am
Wednesday	Kindergym	9.30-10.15am

Recreational Classes:

Monday	Jnr Gymnastics	4-5years	4.00-4.45pm
	Fun Recreational	5-7 years	4.00-5.00pm
	Fun Recreational	8+ years	5.00-6.00pm
	Advance Rec		5.00-6.30pm
Tuesday	Fun Recreational	5-7 years	4.00-5.00pm
	Fun Recreational	8+ years	5.00-6.00pm
Wednesday	Fun Recreational	5-7 years	5.00-6.00pm
	Fun Recreational	8+ years	5.00-6.00pm
	Jnr Gymnastics	4-5years	4.00-4.45pm
Thursday	Fun Recreational	5-7 years	4.00-5.00pm
	Fun Recreational	8+ years	5.00-6.00pm
	Jnr Gymnastics	4-5years	4.00-5.00pm
Friday	Fun Recreational	5-8 years	4.00-5.00pm
	Fun Recreational	9+ years	5.00-6.00pm
	Advance Rec		4.00-5.30pm

Monday dependant	Boys classes	all ages	hours
Wednesday			on ability
Friday			

COMPETITION CLASSES (invitation only)

Regional	Tues/Thurs	4.00-6.00pm
Sports Acro	Tues/Thurs	6.00-7.30pm
NDP	Mon-Wed-Fri	
Development Classes:		

OBJECTIVES:

The objectives of Central **Coast Gymnastics Academy** include:

- . Allowing each child to train, develop and reach their full potential,
- . Understanding individual and group needs,. Encouraging gymnasts to train in a safe and structured environment;. Providing interesting, varied and safe activities whilst promoting a healthy lifestyle;
- . Setting realistic and achievable goals for each gymnast;
- . Encouraging positive relationships between gymnasts and staff, fostering mutual respect for both gymnasts and coaches;
- . Providing qualified, accredited coaching staff.

PRIVACY STATEMENT: **Central Coast Gymnastics Academy** adheres to a privacy policy accepted by Gymnastics Australia, regarding the collection, storage and usage of our clients' personal details. This policy is on display in the information manual and a copy of the policy is available upon request.

If your personal details have changed, please complete a Change of Details form, available from the staff.

PROTECTION POLICY:

Central Coast Gymnastics Academy has in place a Client Protection Policy, which covers athletes, coaches and other staff, and parents and siblings. This policy is in line with Gymnastics Australia's guidelines, and meets state and federal government legislation. This policy covers a wide range of areas, including harassment, victimisation, discrimination and child protection. This policy is on display in the information folder, and a complete copy is available upon request. All Staff and Volunteers are required to sign a "Working with Children Check" form in line with NSW Child Protection legislation.

SPORTS MEMBERSHIP AND INSURANCE

This is a combined fee payable on joining and is renewable each year (period of cover 1st January to 31st December). A reduced rate may apply for children joining later in the year. This payment is non-refundable. Once paid there are NO REFUNDS. The insurance component for General Gym is transferable across affiliated gyms throughout Australia. Competitive

gymnasts pay a higher fee. Please see speak to a staff member if you require further details.. As a benefit for being a customer, Gymnastics NSW and Gymnastics Australia will provided a joining pack, All gymnasts receive personal accident insurance through Gymnastics Australia. All claims should be made directly to allocated Insurance Company. Contact details are available on request.

Central Coast Gymnastics Academy will not renew a membership or register a gymnast for the start of a New Year if there are any outstanding fees owing from previous terms.

VIEWING OF CLASSES:

Central Coast Gymnastics Academy has an open viewing policy on all classes. Parents are reminded however; communication directly with your child during a lesson is discouraged as this can be most distracting and even cause accidents. Reception will assist in communications to your child. All siblings not participating in the class **MUST** remain seated while a class is in progress.

Under **NO** circumstances are they permitted on the floor area or on the equipment.

PLACEMENT IN CLASSES:

Coaches are the correct people to make decisions about any gymnast's readiness to progress. Positions in classes are offered at the discretion of coaching staff.

FEES & PAYMENT POLICY:

The gym operates according to school term blocks and fees are calculated on the number of weeks in each block. Term fees must be 2 weeks in advance from the commencement of term or from when your child commences classes.

Fees may be paid weekly instalments (on application at reception& conditions apply). Payment by instalments requires a regular minimum weekly payment, which must cover the cost of each weeks lesson plus

Training will be refused to child if insurance is not paid when joining or renewing membership and/or the child who has outstanding fees .

Training fees: do not include the cost of badges, grading, or the cost of competitions. Hourly rates are detailed below:

How to Pay Fees:

It is each parent's responsibility to pay fees at the commencement of the term. Invoices will be provided by email and handout to child.

CCGA accepts Eftpos or card facilities at reception or by phone.

Cash, cheque or direct deposit(bank account details are n invoice

Payment Schedule

RECREATIONAL AND DEVELOPMENT GYMNASTICS CLASSES

HOURS

RATE

45 MINS PER WEEK	\$15 /45 MIN
1 HOUR	\$16 / HR
1.5 HOURS	\$24 / HR
2 HOURS	\$26 / HR
3 HOURS	\$11/ HR
4 HOURS	\$poa / HR
5 HOURS	
6 HOURS	

Sibling reduction:

If you have more than one child attending our **recreational classes** , (from the one family) the following fee rate applies:

- full fees for the most expensive fee payer
- 10% reduction for siblings

Dishonoured cheques incur a \$20 administration fee and the balance owing must be paid in cash. Payments made thereafter, must also be in cash. Your child's position may be forfeited to a paying customer at any time whilst your fees are in arrears. If your child's position is re-allocated to a new customer, no refunds or credits will apply for Fees, Insurance or Levy. It is the policy of this business to hand delinquent accounts over to a debt collection agency or the Sheriff's office.

Make-Up Classes:

Although makeup classes may be available, the following conditions apply.

A make-up class will only be granted to children who are genuinely sick or for unforeseen circumstances. A make-up class may be available to you, provided you have phoned the gym prior to your child's commencement in the class they will be missing, and let us know of their intended absence. These make-ups cannot be carried over from term to term or to a new year. They will only apply if your account is up-to-date or in credit. Make-up classes are only available if there is an alternative class of similar level held in our programs. Coaches will notify if a class is suitable for a makeup lesson. Make-up classes should be considered a privilege and not a condition of your child's booking with our program. No credit is available for missed classes.

Family Holidays:

Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time, makeup classes are available

Non-Attendance:

Any classes taken after the initial try-out class will incur full term fees, insurance, joining. These fees are non-refundable and non-transferable to another individual should you decide to discontinue.

If a child is absent from class for two (2) consecutive weeks without notification they will be removed from the roll on the assumption that they are not returning. An account will be posted on the assumption that your child has ceased classes and at this point you will be charge a further two weeks fees for lack of required

notification. The account will be posted to you. PAYMENT WILL DUE WITHIN 7 DAYS.

Illness or Injury:

A credit or refund may be available if the child's illness or injury extends more than three weeks. A medical certificate must accompany the application. This credit or refund is at the discretion of management. Children returning after an extended illness or injury are required to bring in a medical certificate stating suitability to resume their gymnastic class.

Medical Clearance:

In some instances, clients may be required to produce a current medical certificate confirming their fitness or suitability to participate in a gymnastics program. Clients are also required to declare any known medical history of injury, illness, or a condition that may prove unsuitable for that person's participation in a gymnastics program. This declaration is to be included on the Enrolment Form, to be completed when registering.

COMMUNICATION:

A News Letter is distributed at the start of each term to each family, and a copy is posted on the notice board in the parent viewing areas. Notes go out to children in their lessons and there is a large notice board inside the gym to keep you up to date. The Internet is also a great way to keep up with the latest news.

If you wish to speak to a coach, please let the desk staff know to set up an appropriate time. Also on display in the foyer is our Operations Manual containing information and relevant policies of CCGA.

ARRIVAL & DEPARTURE:

Children remain their parents' responsibility until their coach arrives and their class begins. For safety reasons, it is a strict rule of Central Coast Gymnastics Academy, that all children be collected by a parent or carer inside the facility 6 OHart close Charmhaven. Children are not allowed to run across the car park unaccompanied by a carer. If your child is to be collected by another parent or carer, staff must be notified or written confirmation brought in with the child concerned.

Parking:

Parking is available at the rear of our building.

Please don't be late to pick up your child from class... the staff also have commitments after their classes. We understand that on occasions it is unavoidable, and we ask that you contact our office and let our staff know you will be late.

If you are more than 10 mins late we may impose a late fee, as our staff will be paid overtime to supervise your child. **The cost will be charged at \$10 for every 10 minutes your child is left after the gym has closed.**

GYM PERSONNEL:

Central Coast Gymnastics Academy is committed to providing high quality staff members (including coaches and administrators) who are accredited through Gymnastics Australia, to teach your children. All programs have an appropriately qualified coach responsible for the development and safety of your child. Staff are easily identifiable in CCGA Uniforms

We have qualified coaching staff to cater for the needs of our customers. All senior coaches hold a minimum Level 1 qualification, through National Coaches Accreditation Scheme (NCAS). All senior coaches also hold a current First Aid Certificate and attend regular updating courses for annual coaching re-accreditation.

Junior coaches are trained under the **ACP** program (Apprentice Coaches Program) and will attend an accreditation course as soon as they have completed the courses paperwork and requirements. All accredited coaches are technical members of Gymnastics NSW and Gymnastics Australia.

Changes To Coaching Staff:

Central Coast Gymnastics Academy reserves the right to change coaching staff without prior notification.

Other people around the gym:

We sometimes have coaches and gymnasts from other gyms taking advantage of our programmes. Visiting coaches observe or assist with training as a means of meeting their compulsory annual updating requirements for the NCAS.

Judges & Volunteers:

Besides coaches, the gym has a group of parents who have qualified to become judges. These parents sometimes view the children's routines in order to keep up to date with the judging requirements. At times (competitions, displays, etc.) parents and other helpers volunteer their time for the benefit of our children.

GYM POLICIES:

Central Coast Gymnastics Academy has policies in place to ensure efficient management of our business. Some policies are detailed in this handbook. All policies are available upon request from a staff member.

Smoke Free Policy:

The buildings and surrounding grounds are **SMOKE FREE**. We will not tolerate smoking inside the building. We also request that a 10mtr area around the outside of the facility remain smoke free. Smoking outside the door inevitably wafts inside the gym, please refrain from smoking in the carpark.

Central Coast Gymnastics Academy has a detailed Smoke Free policy, which meets state and federal government legislation.

Video & Photography Policy:

A condition of attendance in our classes is the agreement and acknowledgement by you that **Central Coast Gymnastics Academy**

reserves the right to photograph and/or video your child for the purpose of promotion, advertising and general display.

Parents acknowledge this right when signing the Enrolment Form, which clearly states the above. This footage may also be used as a teaching aid for your child, and/or other gymnasts and coaches of the gym.

Parents wishing to video or photograph must seek permission from management to protect the privacy of children attending the classes. Consent from parents/guardians and staff on the day must be given in writing. Prior notice needs to be given if seeking to photograph or video.

Ceasing At Our Request:

Central Coast Gymnastics Academy reserves the right to discontinue a program/class, withdraw a position, or request that a child be removed from a program. The child will not be entitled to a pro rata adjustment, credit or refund for the balance of term fees.

Absences as a disciplinary measure will not entitle a refund or credit as a position in the class is being held for that person whilst on suspension.

Central Coast Gymnastics Academy reserves the right to refuse or rescind a position in any group or class without warning or consultation – where a coach feels an individual presents a risk to the safety of him/herself and/or others. Failure to follow instructions or act in a reasonable, sensible manner may constitute such a risk. Physical or verbal abuse of a client, including staff, constitutes a breach of the gym's protection policy, and could result in removal from the program.

Ceasing At Your Request:

Central Coast Gymnastics Academy, requires two (2) week's notice of your child's intention to discontinue their classes. Fees are charged up to and including the two-week notification period, whether the child attends class or not. A cheque for any refund due will be issued.

Theft:

We strongly advise that you do not leave valuables or money unattended in the gym, or on the premises. **Central Coast Gymnastics Academy** can take no responsibility for the loss or damage to personal items or money left on the premises.

Policy Review:

Central Coast Gymnastics Academy reviews all policies and procedures on a regular basis. Any changes to policy will be posted on notice board.

LOST PROPERTY:

We will endeavour to find the owner, however any lost property will be handed in to the centre staff for collection. Please ensure all of your child's clothing is labelled clearly. All lost property is discarded at the end of each term.

UNIFORMS AND DRESS CODE:

UNIFORM:

It is a requirement on joining that all gymnasts wear the appropriate recognised attire of **Central Coast Gymnastics Academy** for the appropriate class and program. All gymnasts must be in uniform within 5 weeks of commencing classes. If a uniform item is out of stock, an order with payment must have been placed. In all gymnastic related sports, it is important that our coaches are able to clearly see body form so that technique can be corrected effectively and performance maximised. The correct attire is a safety issue with loose clothing able to cause injury to gymnasts and coaches. A price list is available at reception. Those who continue to breach this rule may be asked to cease classes until proper attire is worn.

Competition attire Class Leotard, Competition Leotard, Tracksuit.

Footwear:

All classes require bare feet for participation. Socks are not to be worn during participation in classes. Socks with rubber pads on the soles are not acceptable. Although footwear is not worn during classes, we recommend parents send their children to gym in footwear as this protects the gymnasts' feet from the cold and injury.

EMERGENCY PROCEDURES:

Central Coast Gymnastics Academy is committed to the safety and well-being of all its customers participating in the centres programs. This is why we have the following procedures in place in the event of an emergency. Please take the time to read the procedures and explain them to your child. There are also evacuation plans posted on the walls in the foyer and the gym, so please familiarise yourself with the centres layout.

Usually once each term, we may carry out an evacuation drill. This will be done in class time and should only take a few minutes.

In the case of an emergency – Fire, bomb threat, black out, earthquake etc

The warning whistle will be blown by staff. Upon hearing the whistle:

Children:

1. REMAIN CALM and reassure the children of your class.
2. Assemble with your class group. Children at the toilets will be assembled by a staff member.
3. Walk quickly to the nearest exit at the farthest point from the fire (whether internal or external) Make your way to the assembly point and remain with your class group.
4. Let the teacher know if anyone is missing.
5. Remain with your group until you receive further instructions (emergency over)



Staff:

1. Blow the warning whistle.
2. Call emergency services "000"
3. Evacuate training gym, toilets.
4. Collect rolls and take to the assembly area for roll call.
5. If missing person/s are identified, ascertain their last whereabouts within the centre.
6. The Manager will return to the centre and carry out a search for any missing persons.
7. Account for all visitors and general public at the evacuation site.
8. Report any anomalies to the attending emergency services upon their arrival.

If a blackout occurs and there is no electricity supply to the building, classes will be cancelled until such time as the electricity is restored. Make up classes will be available, but there will be no refund given for missed class.

SAFETY ISSUES:

Central Coast Gymnastics Academy is firmly committed to a co-ordinated and comprehensive approach to promoting the protection of children and at the same time ensuring that their safety, welfare and well-being are maintained at all times. Gymnastics is a sport that requires a degree of physical contact between coaches and participants. In our program the physical contact is required to maintain the safety of children and to protect them in a new or difficult manoeuvre or where they may have a limited understanding and knowledge of a skill or a particular body shape.

BEHAVIOUR:

As per our Protection Policy, **Central Coast Gymnastics Academy** discourages all forms of anti-social and inappropriate behaviour. All forms of discrimination, harassment, and bullying or anti-social behaviour will **not** be tolerated under any circumstances. Gymnasts should be able to work and train in an environment free of intimidation, hostility, offensiveness and all forms of harassment. Disciplinary action will be taken against an offender and may involve a warning, suspension or expulsion depending on the circumstances. A copy of our disciplinary policy is available at the desk.

GYM RULES:

- **ARRIVE TO YOUR CLASS ON TIME.**
- **KEEP OFF ALL EQUIPMENT -**
Unless instructed to use it by the coach.
- **NO FOOD OR DRINK IN THE GYM – But bring along a drink as we do not like children drinking from the basin in the toilet.**
- **KEEP YOUR HANDS & FEET TO YOURSELF**

We have a no touch policy in the gym with the gymnasts

- **WALK AROUND THE GYM -**
No running, unless instructed by the coach.
- **WAIT PATIENTLY FOR YOUR TURN –**
No pushing, pushing-in or rushing.
- **BE FAIR & SAFE IN GAMES –**
Winning and scores are not important. Enjoyment is for all.
- **BEHAVE AT ALL TIMES –**
- **DO NOT ENTRY THE TRAINING AREA**
Until instructed by the coach to do so
- **WEAR CORRECT UNIFORM.**
- **LISTEN TO INSTRUCTIONS & FOLLOW THEM CAREFULLY.**
- **ASK QUESTIONS IF UNSURE.**
- **WARM-UP & COOL DOWN PROPERLY.**
- **INFORM YOUR COACH IF YOU HAVE BEEN UNWELL DURING DAY.**
- **TELL YOUR COACH IF YOU HAVE AN INJURY OR ARE NOT WELL**

Gym Rules (Cont)

Hygiene

1. Cover cuts & sores/abrasions, tinea and PLANTAR WARTS (these are highly contagious).
2. If unwell at commencement of class speak to your coach.
3. Do not share drink bottles and ensure that they are labelled.
4. Place all rubbish in the bins.
5. Chewing gum & bubble gum are banned from the gym.

Participation

- 1 Try your best and enjoy yourself.
- 2 Co-operate with the coach and other gymnasts in the running of the class.
3. Follow gym rules and procedures.
4. Respect the rights of others to train and be treated equally.

5. Use appropriate and non-offensive language.

After Class

1. Ensure that notes and handouts are given directly to your parents.
2. all carers must come into the venue to collect children

GUIDELINES FOR PARENTS

1. It is the parents'/carers' responsibility to reinforce and communicate to your child/children any safety messages which may be displayed on the property.
2. Parents can keep up-to-date with events and news by viewing the newsletters and regular notes sent home with each child.
3. Do not interfere in coaching matters. Do not give your child or the coach technical advice about gymnastics.
4. If you have a question or concern please speak to a staff member. Coaches are not to be approached while they are teaching a class. Please wait till the end of lesson.
5. Avoid gossiping among parents about staff, clients, the gym or its programs, as this has a detrimental affect. It is often a source of misinformation, and often raising the issue with staff will shed a different light on the matter.
6. Support the staff in their enforcement of the rules and their coaching techniques.
7. Siblings remain the responsibility of the parent/carer whilst on the property.
Ensure they are under your direct supervision at all times. If observing a class, siblings (not currently involved in a class) must be kept off the equipment and not allowed to wander into the training area. No responsibility will be taken for unauthorised use of equipment at any time.
8. Once your child enters the training area, they are under the care and supervision of the coaching staff. Please refrain from speaking to your child or attracting their attention until they have been dismissed at the end of class.

HEALTH & WELLBEING

Children should NOT participate in a gym class if they have spent the entire day at swimming, cross-country or athletics carnival. The children are simply too tired and complain to coaches of muscle fatigue/soreness. A tired child is more likely to have an injury.

Likewise if your child has been away from school during the day due to illness or arrives home after school unwell, they should not attend class.

Special mention should be made of PLANTARS WARTS. These are highly contagious and need to be covered with strapping tape which has been wrapped completely around the foot . Bandaids and small pieces of tape lift off due to perspiration. Effective treatment of these warts requires a trip to your GP.

HEAD LICE and SCHOOL SORES (impetigo) require exclusion from class until treated.

Please keep your child at home if they have a cold. Apart from obvious contagion, children are unable to train adequately.

. Please ensure that your child's clothing is fresh and clean.

PHILOSOPHY Do our best by your kids, hear our parents & trust in our coaches.

GOALS

To provide a fun gymnastics experience, in a positive, safe environment.

This handbook is subject to amendments made during the course of the year
Last Reviewed – Oct 2017

