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About Melbourne Gymnastics Centre

Melbourne Gymnastics Centre (MGC) is a newly branded gymnastics business that has 20 years of gymnastic management and coaching experience. We value ourselves as all-around gymnastic providers offering classes for a vast age group of people, from babies to teenagers! MGC is a Gymnastics Victoria-affiliated Company/club. We aim to share the joy of movement through gymnastics with everyone. At MGC we recognize the importance of holistic support for our gymnasts in our squad program.

MGC is a privately owned business run by a very strong and passionate management team that cares about all the programs that we offer. MGC currently manages 2 venues, Windsor (Punt Rd) and State Gymnastics Centre (SGC).

Melbourne Gymnastics Centre Windsor

74 Punt Road Windsor 3181- The gym entrance is located between Union & Henry Street on Punt Road, Windsor. Drop-off and pickup are requested, there is a small waiting area in the foyer. No Parking is available onsite. Street parking only on Henry Street, Union Street, or Punt Road when not a clearway.

State Gymnastics Centre (SGC) Windsor

41 Green Street, Windsor 3181 The entrance to the centre is via the sliding secure doors at 41 Green Street. Doors are locked and will be opened up to 15 minutes prior to athlete class start time. Drop off and pickup only, parents are not permitted to stay due to limited seating area.

Our Team

We always strive to maintain continuity in coaches for your child and are confident in the abilities of all our staff. Coaches are qualified gymnastics coaches with Gymnastics Australia and attend regular in-house and external training sessions to retain their qualifications. All staff have a current Working with Children's Check and First Aid qualification.

Due to the nature of the industry, we operate in, some of our coaches are performers, or in the entertainment/sporting industry and there are often changes to our roster with coaches changing availability or operational requirements. If you are particular about you or your child's coach, please enquire when re-enrolling.

Mission, Vision & Values

Melbourne Gymnastics Centre has outlined the following Mission, Vision & Values which underpin and reflect the behaviors essential to the relationship between all stakeholders of the Company.

Our Mission- To encourage all people to work at their greatest capacity.

Our Vision- To provide relevant, integral & sustainable gymnastics within a safe & progressive culture.

The Values-

Enriching Community: ENRICH

Empowering People: EMPOWER

Driving Excellence: EXCELLENCE

Educating Everywhere: EDUCATE

Competitive Athlete Pathway

It is an honor to be selected for the Competitive Squad Program. Within this program, expectations are placed on the gymnast to work hard and improve their physical abilities and skills. Positions within the competitive team are offered on the understanding that the gymnast aspires to high levels of performance and fully meets the training and competition requirements of that team, the exception being the gymnast's illness, injury, or in the event of an emergency.

Each gymnast must be allowed to grow and develop at his or her own pace. Allowing appropriate time to develop strong fundamentals and basic skills allows individual children to achieve ongoing improvement which in turn builds their confidence and competence.

When we consider each gymnast for competitive classes we factor in the following when we decide on group placement and training hours:

- A gymnast will be placed in a class that suits his/her social and gymnastics level of development, maximizing their potential if correctly followed with determination, effort, and persistence.
- A gymnast must work as a valued team member and be willing to have a go with an appropriate attitude to the tasks asked of them.
- A gymnast must demonstrate the ability to gain value for the hours they train through confidence, competence, and consistency.
- A gymnast must want to increase training hours and love their training before an upgrade occurs as this reinforces the points above.
- A gymnast must benefit from increased training hours.

Gymnasts can expect the dedication of their coach to the task of developing their gymnastic ability to their maximum potential. The programs put in place will give your child the best chance to maximize their potential & provide future life skills if correctly followed with determination, effort, and persistence.

Australian Levels Program WAG - This program is used Australia-wide allowing athletes to compete against other clubs in a more competitive environment. Invitation only, classes and competitions are not optional, and training is more than 2 hours per week.

Lower levels focus on developing & perfecting the basic skills and fundamentals of gymnastics. Strength, flexibility, and shapes are the key components required in order to proceed in level difficulty, whilst attendance at competitions is secondary at this age and level.

Higher levels are built on the fundamental and basic skills learned previously, with the aim of representation at Regional, State, and National competitions.

Women's Artistic Gymnastics is both graceful and extremely powerful in its appearance. It involves competing on four apparatus: Floor, Bars, Beam, and Vault.

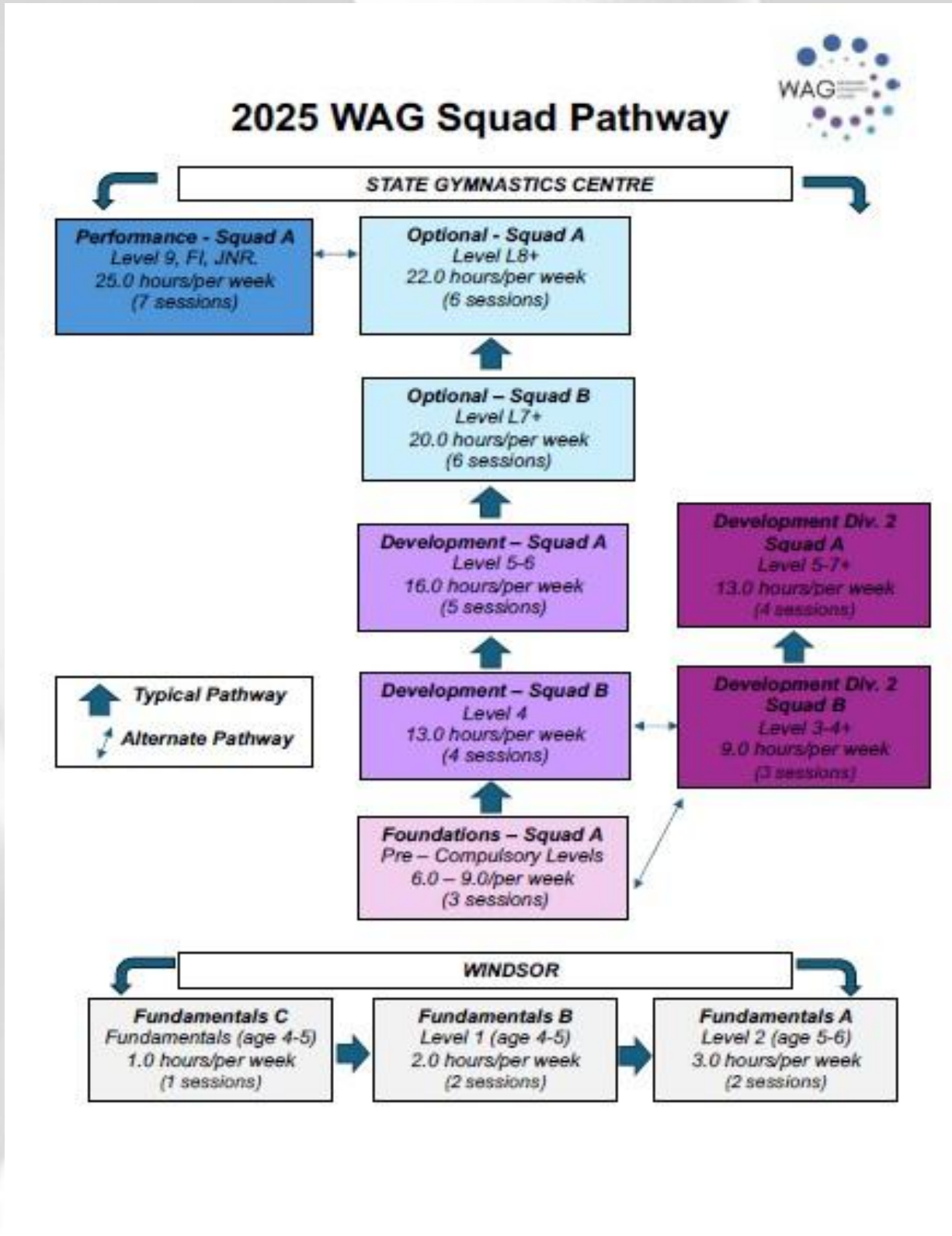
Progression within the Competitive Program

Gymnastics is an individual sport where children progress to their personal potential and ability. Gymnasts must execute skills safely and with correct technique prior to advancing to the next skill level. The time span to successfully accomplish this varies broadly from gymnast to gymnast and will be dependent upon the individual's strength & flexibility. Gymnasts' safety as well as the coaches' integrity is compromised if gymnasts progress to a level when they are not physically or mentally capable. Gymnasts progress to the next level as an individual & at the discretion of the Program Manager in liaison with the gymnast's coach.

Positions in any class are offered at the discretion of the Program manager. There are times when athletes skip a level, this is at the discretion of the program manager at MGC.

Our goal with all athletes is to provide training where they can achieve their personal long- and short-term goals in an environment that can support both the athletes and the coaching team in enabling each athlete can reach their full potential.

MGC WAG program requires full commitment from all athletes. If you cannot commit to the compulsory



minimum days and competition schedule, athletes cannot be part of the WAG program, and we will find a more suitable program for them within the gym.

Training Structure & Hours

Gymnasts are required to commit to training weeks as per their program & level from enrolment and class start date through to end of the year as advertised by MGC. It is also important that athletes arrive at training on time, as the warm-up segment of training is a crucial part of injury prevention. Athletes who have not had adequate warm-ups are more likely to injure themselves. This section of the class is also important for the focus of the athlete as it sets the tone for the entire training session. A disciplined team approach to warm-up will help generate a disciplined team approach to apparatus training.

A typical competitive training session consists of the following:

- Warm up
- Strength and conditioning training
- Flexibility training
- Handstand strengthening and shaping training
- Apparatus progression and skill training
- Routine training
- Ballet/flexibility/artistry

Program managers determine gymnast's training hours based on individual ability and skill level. Gymnast's training hours are assigned as per their program level. It is required that all training is compulsory throughout the year to assure that the athletes feel adequately prepared for training camps and competitions.

All Program continue throughout the school holiday periods. Gymnasts generally will be given a short break over Christmas – New Year period. Some competitive program may adjust training hour during these school holiday periods; your program manager will notify you if this is the case. Classes will only be cancelled & credited to your account for Victorian Public holidays when we are closed.

MGCs WAG program requires full commitment from all athletes. If you cannot commit to the compulsory minimum days and competition schedule, athletes cannot be part of the WAG program and we will find a more suitable program for them within the gym.

Training Attire/Accessories

Gymnasts to wear MGCs training leotard or proper athletic attire for training sessions. Gymnasts are to bring a block of chalk, grips, loops, gloves, strapping tape, and all personal training gear needed for training. Chalk for training purposes or competitions for WAG can be purchased from the centre.

From Level 4+ Chalk will be shared, and athletes will be charged throughout the year in rotation to their MGC account. And for Level 3 and below and can purchase their own chalk. Families can order other accessories like, gloves, wrist bands, grips, loops, etc at the beginning of the year when the club releases uniform order forms.

Training requirements for competition preparation

It is required that all training is compulsory throughout the year to ensure that the athletes feel adequately prepared for competition.

Please ensure you notify the centre if your child is unwell or that a holiday has been planned. We require the athletes not to take holidays 2 weeks prior to attending a training camp or competition. We require the athletes not to take holidays longer than 3 consecutive days 2 weeks prior to competing. Credit will not be applied where weekly training hours are reduced due to competition, camps, or other circumstances.

All competition sessions are attended in lieu of a normal training session

If a competition falls on Friday, there will be no training on Friday and fees will not be adjusted.

If a competition falls on Saturday, there will be no training on Saturday and fees will not be adjusted.

For level 4+ If the competition falls on Sunday, there will be no training on Monday and no adjustment will be made to training fees. The Monday "rest day" cannot be switched to an alternative day.

Coaches and athletes training 5 days per week will have the Monday, following a Sunday competition, as a day off.

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Injuries – Within the training process

When an athlete has sustained an injury within training, depending on the severity of the injury whether acute major (e.g., broken bone), acute minor (e.g., sprained ankle), or ongoing (e.g., severe heel pain), the club requires medical guidance from either a qualified physiotherapist or sports doctor for best practice regarding injury management within the gym and for a safe return to full training. MGC has strong relationships with medical professionals who specialize in the sport of gymnastics and have an in-depth knowledge of working with gymnasts. They understand the nature of the sport and the common injuries that may occur. We strongly encourage all our members to see MGC's partnering medical professionals below. However, if gymnasts have external physiotherapists, the club must be notified of injury diagnosis, what they can and can't do in training, and the appropriate return to training plan. This must be communicated to the program manager and squad coaches via email.

- Body Lab Sport & Exercise Physiotherapist - Kate McGillivray**
 MACP, B.Physio M.Sports
 9 Claremont Ave. Malvern 3144
 P. (03) 9822—2302 F. (03) 9822—5860
 E: bodylab.com.au
- Performance Medicine Sports Doctor: Dr Kathy Yu**
 206495PY MBBS, MPH, GrDip SpMed, FRACGP
 Ground Fl, 312 St Kilda Rd, Southbank VIC 3006
 P: 03 9686 2373 F: 03 8080 0789
 E: info@performancemed.com.au

The coaches and medical team work together in preparing a staged program that is specific to the athlete so that they can be in an optimal position to recover from the injury. Following the process below, we will be able to ensure the athletes will make a full recovery and return to a healthy level of fitness.

Medical Communication

- Sustained injury – parent is immediately notified by coaches.
- Parents contact medical professionals (preferably gymnastics-specific)
- Medical professionals – Inform parents/coaches through email of the athletes' diagnosis and treatment plan.
- Medical professionals – Inform coaches of clearance for specific movements/exercises the athlete can or cannot participate in.
- Medical professionals – Inform coaches when the athlete is safe to return to a full training load.
- A restructured training program will be designed, allowing the gymnast time to rehabilitate and continue with modified training.
- Training hours will be determined by the Program Manager to accommodate the rehabilitation period, with fees adjusted accordingly.
- A written Medical Clearance from the specialist/physiotherapist will be required when rehabilitation is complete.

Depending on the severity of the injury and upon medical clearance, we strongly encourage the athletes to return to training where possible for their mental well-being, rehab, and maintaining a healthy level of fitness. It is up to the coach's discretion if this will require a modified training schedule as the athlete recovers from their injury.

Injuries – leading into competition

Should an athlete be injured or unwell in any capacity, it will be at the club's discretion should an athlete be fit to compete. This is dependent on the nature of the injury and the complexities of the skills for safety.

Should an athlete not be fit to compete or attend camp a medical certificate must be provided.

All athletes will pay the full fee for the first 2 weeks after the injury occurs. After the 2 weeks, fees will be adjusted once we receive a medical certificate and or physio /specialist report to the below: -

- If an athlete can participate more than 50% of their normal training hours, full fees will apply
- If an athlete can participate less than 50% of their normal training hours, 50% fees will apply
- For any time after the 2 weeks when an athlete cannot participate at all in training, 25% fees will apply

It is at the coach's discretion for injured athletes during competition season if they will be competing and if they will do full or partial competition (i.e. only one or two apparatus).

If a child is required to withdraw due to injury, a medical certificate is required covering the date of the competition. Any families who withdraw their child after entries have been submitted to event organizers, will not receive any refund unless a medical certificate is provided covering the date of the competition. They will receive a refund of the actual competition cost. There is a late entry fee and withdrawal fee which is passed on to us by Gymnastics Victoria OR competition organiser.

Registered members suffering an injury whilst participating in an official gymnastics activity (including training, competition, displays, events, or other sanctioned activities) may lodge a claim with Gymnastics Australia's affiliated sports insurer, which may cover Non-Medicare Medical Benefits.

Competition Information

At the beginning of the year, Athletes and families are informed about which competitions they will compete in when the competition calendar is released. All gymnasts will be entered into competitions unless the Program Manager has spoken to you. Competitions are announced to families at this time with the exception of some programs which are announced later in the year. Once entered parents are liable for the cost of the competition. Where fewer than 3 gymnasts meet the qualification of the competition, no team will be sent for that level/division. There is a late entry fee and withdrawal fee which is passed on to us by Gymnastics Victoria. These fees are passed on to families as relevant. Competitions can cost between \$80-\$200 depending on your level (subject to change).

WAG - We will utilize at least 1-2 trial events, for qualification. These trial events will be advertised in advance to each program and could be a mixture of both internal events (qualification test) and external events (other club invite). Competitions for Senior Athletes usually run from around February to April and then Levels 2-7 from around July to November.

MGC is also very proud of running its own Inter-centre competitions which are scheduled throughout the year in preparation for the athlete's competitive season. This allows athletes to practice routines and competition etiquette prior to the season beginning. Judges will be invited into the gym to assist the athletes and coaches with feedback on where improvements can be made. In-house competition is mandatory for pre-squad and lower-level athletes.

Team Event Selection Melbourne Gymnastics Centre may nominate gymnasts to compete at team events, including WAG State and National Clubs. The number of gymnasts per team is dependent upon the Gym sports Competition Regulations for the event. The number of gymnasts nominated will determine the number of teams entered in each division. Team selection will be at the discretion of the Program Manager, in liaison with program coaches, taking into consideration the respective gymnast's training attitude, commitment, performance, and recent competition results. During the competition season, teams are selected at random by MGC, within each eligible level. For any Gymnastics Victoria, Gymnastics Australia, Interstate or international competitions gymnasts are split into ranked teams. Squad A team athletes will be chosen based on past competition experience from that year, using Apparatus and All-Around scores. Additionally, the Program Manager and Coaches may use performance at training and internal testing to support team selection.

Bye A bye in sports (and certain other competitions) refers to organizers scheduling a competitor to not participate in a given round of competition, due to multiple circumstances. In gymnastics teams compete up to a maximum number of athletes; usually, one competitor gets a bye in a session when there are an odd number of competitors (or not enough to create multiple teams). However, over the whole season, we attempt to have athletes rotate bys and award them eventually in each level; so, each athlete sits out a session based on the competitions they have entered.

Competition Fee Competitions are entered on your behalf, and you are charged via direct debit or a jot form will be sent to you to book and pay for your child's competitions. Gymnasts are advised of the competition venue and cost prior to all competitions. A compulsory levy is payable to cover coaches' travel and attendance expenses at in-house and external competitions. Parents must remit competition entry payment on or before the closing day advised. Late payment for competition entry will not be accepted under any circumstance. All competition registrations must be submitted through the MGC online portal (jotform). Parents/guardians must not contact the host Club or organization to register for the competition.

Competition session times are confirmed prior to the event. Should a gymnast not be able to compete in competition due to injury or illness, a Medical Certificate must be provided within 48 hours of the event date. Reimbursement of the competition entry fee is at the discretion of the host Club or the State or National organization and is subject to an administration fee. For ALP athletes 35% surcharge will be applied to all competition fees to cover costs towards supplying coaches and judges to attend the event.

Competitions are held in gymnastics Clubs around Victoria. They run for approximately 3-4 hours on either Saturday or Sunday. Schedules for events will be emailed to families when they are received, usually between 1-2 weeks prior to an event.

Competition Uniform, Accessories It is mandatory for gymnasts to have a full set of competitive uniforms. Items are ordered/paid online via jot form and delivered to your home address. Please note Nov & Feb are the only time of the year we place a uniform order; please ensure you have all the compulsory items before the competition season. The following items are required as per the program.

Pre-Squad – Training Leotard, MGC Cub Leotard, Unisex Polo, Unisex Jacket, Unisex Pants, White Ribbon, White Scrunchie, and Backpack

WAG - Training Leotard, Competition Leotard (based on level), Unisex Polo, Unisex Jacket, Unisex Pants, White Ribbon, White Scrunchie, Backpack

Competition Leotard (based on level), Unisex Polo, Unisex Jacket, Unisex Pants White Shorts,

The MGC Facebook page is a place where MGC members can sell, buy, and swap their unwanted gymnastics clothing and equipment. Join the page and start buying and selling today. When selling please list the item, price, photograph, and postage cost if relevant.

Competition Floor Music Music for the WAG Level 6 – 10 gymnast floor routine will be at the discretion of the WAG Program Manager in consideration of suitability to the individual gymnast. Gymnasts' floor routines will be choreographed by the WAG coaching staff or by a professional dance instructor appointed by the WAG coaching staff. There may be a cost involved in choreographing and teaching a gymnast's individual floor routine.

Choreography Ballet/Artistry & choreography is provided by the athlete's personal coach and our specialized coaches. An optional/individual floor routine is required for Level 7 - Senior International. Any athletes that require individual floor routines for level 7+, parents/athletes are required to pay for the full cost of choreography and music (ranging in cost depending on the individual choreographer's experience). Where possible MGC will attempt to retain the same routine for a period of 2 years for cost effectiveness.

National Club Carnival The National Clubs Carnival is the biggest national gymnastics competition held in Australia. It is open to all gymnasts from levels 5-10 through to Snr Internationals. Each club in the country will select the best team to represent their club at this event. It is held each year at the Gold Coast, Queensland. Teams will be selected by the coaches; it is important that a club has at least 10-15 gymnasts at each level. The Club will not manage any travel arrangements for these gymnasts. It is the sole responsibility of the family. This includes airfares, accommodation, ground transport, and transport to and from training and/or competition. The competition fee depends on the event, where it takes place, and whether the MGC staff member is fully funded or not. In any situation where an MGC coach or official is not fully funded, the cost is charged evenly across the athlete(s) attending the event. Fees-There are no adjustments to training fees when athletes are attending any competition.

Competitive Culture and Team Culture It is important to hold a focused and fair competitive attitude during competition season. Although gymnastics is seen as an individual sport, it is a very team-orientated sport where having the support of your fellow athletes and coaches makes the experience of training and competition far more rewarding. Assure to encourage your team.

Families/parents are asked to remain contained in their opinions around judging and athlete performances. Encouraging your child/athlete is the main focus, assuring that we reflect a strong positive club culture without toxic comments which can not only be a detriment to an athlete, team, or fellow club but to the whole sport.

Competition Etiquettes

- Jewellery is not to be worn to competition (stud earrings permitted)
- Gymnasts are to bring MGC bags only, keep items to a minimum as often space is limited at competitions.
- Please bring only a small healthy snack and drink bottle in the bag (no bulky items).

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- Female students are to wear the MGC leotard as per level.
- Male students are to wear the MGC leotard as per level with white pants & shorts.
- Tracksuit to be worn to and from competition.
- Gymnasts are to wear sneakers to and from the competition with a full tracksuit NO slippers or UGG boots or thongs, please.
- To wear hair as a coach has asked – the coach will advise and/or provide any styling items prior to the competition season.
- BOYS to have neat, brushed hair (if it is long wear it tied back).
- Coaches will take around first aid and spare ribbons/hair necessities as needed.
- All family members are to stay in the allocated seating area at all competitions.
- While traveling to and from competitions, conduct yourself in a respectable manner.
- Conduct yourself respectfully at competition venues and on excursions with the club.
- Do not leave the competition arena without gaining permission from the Coaches/Judge.
- Do not communicate with any parents, siblings, or spectators during the competition as you may incur a deduction to score or disqualification from the competition.
- Attend the presentation ceremony in full club uniform.
- Respect the decisions of judges and officials.
- Make an effort to attend the competitions and support fellow gymnasts in other levels.
- MGC discourages communication with athletes from the stands to ensure safety and focus during the competition

Annual Student Membership

Every athlete is required to pay an annual membership which covers personal injury insurance, membership as a gymnast with Gymnastics Australia, membership with Melbourne Gymnastics Centre, and an equipment levy.

Family receives a \$25 discount for birthday parties and a 20% discount for recreational holiday program. This membership is from payment in the term you commence classes (pro rata listed on the website) and is valid until 31st December each year. The personal injury insurance remains in your child's name and can be transferred to another club if they move within the calendar year.

Membership also covers extra activities/workshops that are offered to competitive squads.

MEMBERSHIP STRUCTURE				
WAG SQUADS	FREQUENCY	MEMBERSHIP (subject change) to	COVERS	SERVICES
Performance A	Per Term	\$650.0	Gymnastics Victoria membership, MGC Insurance, equipment levy, facility maintenance, end-of-year celebration	Specialist artistry, ballet, dance and performance training, control test
Optional A	Per Term	\$570.0		
Optional B	Per Term	\$480.0		
Optional	Annually	\$400.0		Internal artistry, ballet, dance training, Recovery Lab, Nutrition Workshop, control test
Development	Annually	\$350.0		
Foundations	Annually	\$225.0		
Fundamentals	Annually	\$100.0		
				n/a

Training Camps & Workshops Entries & Fees

Self-funded training camps are entered on your behalf, and you are charged via direct debit at the time of completing entry form (Jot form). Entries for Fully funded training camps are the family's responsibility.

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Training camp fee depends on the event, where it takes place, and whether the MGC staff member is fully funded or not. In any situation where the MGC coach is not fully funded, the cost is charged by the athlete(s) attending the event.

Volunteering for events, training or as demonstrators

Our Venues sometimes hold events such as inter centre competitions, meets, challenges or workshops and we will ask for volunteers from time to time. We may also ask for gymnasts to act a demonstrator for staff training, workshops or meeting. We ask for help from parents and gymnasts throughout the centres but particularly from our competitive groups. We will get information out to you as early as possible with dates, times and roles once you have committed to volunteering.

Payment system, Booking & Cancellation Policies

Booking Procedure Bookings are not secured until payment is made. Bookings will not be held awaiting payment except in the instance of payment via direct transfer, where bookings will be held for 48 hours until payment is received to the companies' bank account.

Payments made via Mind Body Online will be processed by 3rd party processor and will be detailed on your bank or credit card statement as such. You may be turned away should you arrive for class without having made a valid booking. Walk-ins (i.e. not booked in advance) will be required to pay prior to the child entering the class or turned away if the class is full.

Bookings cannot be made on behalf of a friend (ie. listing the friend's child under your own family); bookings must be made with the parent or legal guardian's full details available and paid for upfront.

Direct Debit You agree to the following terms and conditions by enrolling your child at Melbourne Gymnastics Centre:

Enrolment is ongoing and will not be cancelled unless given two weeks cancellation notice. Classes operate year-round and are automatically closed for 3-4 weeks over the summer and any Victorian public holidays. All class fees will be charged to your credit or debit card via a direct debit payment each fortnight on the first day of the week by third party Ezidebit. If you attend multiple programs, you will have multiple direct debits each fortnight.

The first payment will be processed on the first week of classes of the year.

Annual registration fees are paid on your first direct debit cycle in addition to a fortnight's worth of fees.

Should a payment be declined, you will be notified immediately via email, and it will attempt to charge for up to 5 consecutive days. Please ensure the funds are available, each attempt will incur a fee should it decline.

Any fee associated with a declined payment will be added to your fortnightly payment.

Reminders will not be sent; you can request a statement of transactions or login to your MBO profile to have access to your records.

No refund/credit will be given for missed classes.

Paying for 6 months in advance You can pay your total annual fees up front. You will not receive a discount upfront payment; we offer this option purely for families/students who do not wish to use direct debit.

6 months (24 weeks) of class fee's + annual membership must be received in full prior to attending class. You can pay in cash, credit card or via bank transfer.

Payment for 6 months of class is for 24 weeks of consecutive classes, no allowance to put your classes on hold. Should you cancel the remaining amount you have paid in advance will be held as a credit in your account for future use. No refunds will be provided.

Cancellation & Refund Policy Families are to provide notice of cancellation - The office requires 2 weeks written notification of a decision not to continue training and charges will apply for those 2 weeks of notice. The gymnast is most welcome to continue training during those 2 weeks of notice. There is no penalty to cancel classes. MGC reserves the right to cancel child's booking if:

- Payments are not made.
- Account balance is negative.
- No payment plan made.

Refund Policy: Customers are entitled to choose a credit due to medical reasons, and where a doctor's certificate is produced. Credit, exchange, repair or refunds will not be given when the customer or their child

changes their mind, the child has missed classes due to non-medical reasons or proof of purchase cannot be produced.

Suspension Policy There are NO suspensions available. If your child is absent from gymnastics due to an extended medical issue of two weeks or longer, you can provide a medical certificate and it will be at the club's discretion should an athlete's fees be refunded.

Non-attendance does not qualify for a refund or credit. If gymnasts are going to miss multiple classes coaches can assign them homework.

MGC Policies

1) Competition Interstate Travel This Policy serves to cover all interstate travel undertaken by our Club and its gymnasts. This does not include State Team travel governed by Gymnastics Victoria's travel policies. If and when an athlete is required to travel interstate for a camp or competition, they will have to arrange their own travel and accommodation. The Club will not manage any travel arrangements for these gymnasts. It is the sole responsibility of the family. This includes airfares, accommodation, ground transport, and transport to and from training and/or competition. Families are required to check with the club on the most appropriate departure and return dates before making any bookings. This is to ensure optimal gymnastics preparation is adhered to.

The competition fee depends on the event, where it takes place, and whether the MGC staff member is fully funded or not.

The Head Coach will select the coaches/Chaperones required to attend the interstate competition and travel with the team. The Club will invoice each gymnast for travel/accommodation expenses to cover the cost of coaches, judges, and chaperones. For example: -

- \$600 per athlete for 12 athletes going and under (1-12 athletes)
- \$500 per athlete 13-15 attending
- \$400 per athlete 16+ Athletes attending.

The objective of the MGC Travel Policy is to provide a framework for athletes and coaches for all travel activities. MGC prohibits all types of

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Threats
- Harassment
- and hazing
- *all as described in the GV Safeguarding Children and Young People Handbook.*

MGC has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase athlete safety and improve the athlete's experience while keeping travel a fun and enjoyable experience.

2) Team/Athlete Travel invitational training camps

- a) Selected MGC athletes from our performance or optional squads may be invited to participate in Gymnastics Australia National Training Camps.
- b) If selected to participate Gymnastics Australia will be in direct contact with the families on camp invitations, accommodation etc.
- c) MGC will only be responsible for booking the athlete's flight to ensure athletes are traveling as a team with their coaches.
- d) MGC will gain consent from the families for their child to travel in the care of the coaches.
- e) When possible, MGC coaches, staff, volunteers, and chaperones will often travel with the team.
- f) Parents will be made aware of travel cost information and policies in advance prior to travel.
- g) Parent(s) are responsible for getting athlete(s) to the stated departure point or meeting place on a scheduled time. Coaches will give adequate information to team members regarding the time and place of meeting each day

- h) MGC will not be responsible for including in or making any travel arrangements for athlete family members, including partners, spouses, and parents unless they are part of the Program as a Team Manager or similar role.
- i) Regardless of gender, a coach will not share a hotel/campus room or other sleeping arrangements with a minor athlete (unless the coach is the parent, guardian, or sibling of the Athlete). At no time should only one adult be present in a room alone with a minor athlete, regardless of gender.
- j) The chaperone will establish a curfew by which all athletes must be in their hotel/campus rooms or a supervised location. Individual meetings between a coach and an athlete may not occur in hotel/campus sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the athlete.
- k) Family members (when allowed by the organizing committee) to stay in the team hotel/campus are permitted and encouraged to do so.
- l) The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- m) No coach or chaperone shall at any time be in possession of or under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- n) In all cases involving travel, parents have the right to transport their minor athlete (if allowed by the club/organizing committee)
- o) Prior to any travel, coaches will endeavour to make athletes and parents aware of all expectations and rules.
- p) Coaches will also support chaperones and/or participate in the monitoring of the athletes for adherence to curfew restrictions and other travel rules.
- q) If disciplinary action against an athlete is required while the athlete is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.
- r) Athletes are expected to always remain with the team during the trip. Athletes are not to leave the competition venue, the hotel, the campus, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- s) Athletes and coaches must use their own personal travel insurance to make insurance claims regarding non- sports injury related health concerns
- t) A group WhatsApp chat between coaches, parents, and athletes will be created prior to the camp. The purpose of this chat is for any necessary communication outside of face-to-face hours between athletes and coaches during training camps. Such as training schedule updates, support/resource information, and camp analysis videos during the camp. All parents will be aware of all communication between coaches and athletes.

Phone use during travel:

- MGC will create a communication channel with both parents and athletes in the group. Coaches will use this platform to communicate any content that is specific to the camp training schedule i.e. wakeup and arrival time, and any updates regarding this.
- At no point should a coach be texting an athlete directly under the age of 18.
- If an athlete requires further analysis of their recorded gymnastics videos, the request should come from parents. The coaches will send the videos to parents directly.
- Athletes may use their phones if they need to communicate with their coaches outside of face-to-face training sessions, but this must be communicated in the group chat where parents and aware of all communication.

Code of Conduct / Honor Code:

Recommended

- Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public always.
- Team members and staff will refrain from any illegal or inappropriate behaviour that would detract from a positive image of the Club & team or be detrimental to its performance objectives.
- Team members are reminded that when competing in competitions, traveling on trips, and attending other club-related functions, they are representing both themselves and MGC. Athlete behaviour must positively reflect the high standards of the club.
- Athletes can be held back for a set or more for non-compliance.

For Consideration:

- Failure to comply with the Honor Code as outlined in this document may result in disciplinary action. Such discipline includes, but may not be limited to:
- Dismissal from the trip and immediate return home at the athlete's expense.
- Disqualification from future camps, and competitions, either local or traveling.
- Financial penalties.
- Dismissal from the team.
- Athletes are to refrain from inappropriate physical contact at team activities.
- Athletes are to refrain from the use of inappropriate language.

3) Medication Management during Camp or Competitions Athletes requiring prescription medication during practice, camps, or competitions must have a Medication Administration Form completed by their parents or guardians. This form can be obtained by contacting the club's administrator.

Medications must be stored securely and administered by designated staff members according to the instructions provided.

Athletes are encouraged to inform coaches of any allergies or conditions that may require special attention (e.g., asthma, anaphylaxis).

The club is committed to the overall well-being of its athletes, including mental health. Coaches and staff will be trained to recognize signs of mental distress and direct athletes and their families to appropriate resources.

An open-door policy will be encouraged to facilitate discussions about mental health issues impacting performance or participation.

4) Withdrawal from the Competitive Program Should the member decide not to continue 2 weeks' written notice must be given and all fees during these 2 weeks will need to be paid in full; any competition entry fees and Cub Membership is non-refundable.

Athletes who withdraw from the competitive program may have the option to return in a future season, pending team spots and program requirements.

Alternative training or recreational opportunities within the club may be recommended, if appropriate.

If the club discontinues a program, withdraws a position, or requests a member be removed from a program, the member's account will be given a pro-rata credit or refund for the balance of fees.

5) Communication with parents/guardians We offer parent meetings twice a year, offering discussions around your child's progressions, testing, competition, attitude, and training values.

Requests for meetings to address any concerns within the gym must be booked in advance via email and parents are not to approach coaches on the floor other than to discuss athletes leaving early or a minor injury or illness.

6) Communication with MGC Staff Personal phone numbers of the management team are for emergency use only and should be used when email is not efficient and only within normal working hours. Reasons to text coaches.

- Running late to training or competition.
- Illness or minor injury before training
- Having to leave early

Casual coaches' phone numbers should not be saved or used by families for any reason.

7) Bullying Policy MGC does not tolerate bullying in any form. All members, coaches, and staff are expected to treat one another with respect and dignity. Bullying undermines the safety and well-being of individuals and the overall spirit of teamwork and sportsmanship.

The purpose of this policy is to promote a safe, supportive, and inclusive environment for all participants in the gymnastics club. We are committed to preventing bullying and addressing it effectively if it occurs.

Reporting Procedures:

1. Report Incidents:

- Victims or witnesses of bullying should report the incident immediately to a coach, staff member, or Members Protection Officer
- Reports can be made confidentially, and anonymity will be respected as much as possible.

2. Investigation:

- All reports of bullying will be taken seriously and investigated promptly and thoroughly.
- The investigation will be conducted by trained staff to ensure fairness and objectivity.

3. Follow-Up:

- After an investigation, appropriate action will be taken to address the situation, which may include conflict resolution strategies, mediation, or disciplinary actions if necessary.

Disciplinary Actions:

- Depending on the severity of the bullying behavior, possible disciplinary actions can include:
 - Verbal or written warnings
 - Mandatory conflict resolution or counseling sessions
 - Temporary or permanent removal from participation in club activities
 - Additional consequences as deemed appropriate by club management

Prevention Strategies:

- The club will actively promote a culture of respect and inclusion through training, educational programs, and discussions about bullying.
- Regular workshops or seminars on teamwork, empathy, and sportsmanship will be held to foster a positive environment.
- Encourage members to support one another and model positive behavior.

Support for Victims:

- The club is committed to providing support for those affected by bullying, including counselling options and resources to help them cope with the emotional impact. To learn more about the policy please refer Gymnastic Australia safeguarding <https://media-cdn.incrowdsports.com/8a7c1d5c-353b-4c30-8804-24da81192419.pdf>

8) Child Safety MGC recognizes that all children have rights and must be given the opportunity to reach their full potential in a safe, caring, and nurturing environment. Upholding the safety of all gymnasts is the key priority for the coaching staff.

- All staff members at MGC have their updated working with children check. The club will provide regular training for coaches, staff, and volunteers on child safeguarding practices and recognizing signs of abuse.
- Facilities at MGC are regularly inspected for safety and any hazards. Appropriate supervision will be in place during practices, camps, competitions, and events to ensure the safety of all participants.
- MGC reserves the right to refuse or rescind a position in any class without a warning where a coach feels that an individual presents a risk to the safety of him/herself or others. Failure to follow instructions or act in a reasonable, sensible manner may constitute such a risk. Physical or verbal abuse of a gymnast or staff member may constitute such a risk. The club considers the above-mentioned areas as unacceptable in any circumstance; any form of child abuse, including emotional abuse, sexual abuse, bullying, neglect and exploitation.
- Reports can be made confidentially without fear of retaliation. The club will ensure that privacy and confidentiality are maintained during investigations.

9) Member Protection Officer (MPO) The Member Protection Officer serves as a designated point of contact for members, parents/guardians, and staff regarding concerns related to member protection, safety, and welfare. This includes handling issues related to discrimination, harassment, bullying, and child protection. MGC strives to maintain responsible behavior and the making of informed decisions by members and other participants in this club. We have a commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment, and abuse. For any concerns or to reach the Member Protection Officer, please contact info@melbournegymnasticscentre.com.au

10) Gymnast Behaviour Management Policy MGC reserves the right to ask parents to stop attending classes and remove a child's booking, refunding your fees, if we feel that parents' behaviour in classes is:

- Endangering children's safety
- Making it hard for our coaches to run a successful program.
- Impacting negatively on other families' participation

When a gymnast is in breach of the following aspects of the Gymnasts' Code of Conduct, the Behaviour Management Policy will be implemented:

- Repeated backchat towards coaches during training sessions.

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- Repeated swearing or use of derogatory language.
 - Bullying or interfering with another gymnast.
 - Destructive behaviour towards club property, including training equipment and matting, building structures or noticeboards.
 - Behaving in a manner that disregards the safety of themselves and other gymnasts.
 - Using equipment when instructed not to or in a manner against coach's instructions.
1. Should a breach of the Gymnasts' Code of Conduct arise, a coach or staff member will approach the gymnast creating the problem and ask them to stop the behaviour.
 2. If the behaviour continues, the matter will be referred to a Program Manager who will request the gymnast to cease the behaviour and if necessary, the gymnast will be instructed to take "time out."
 3. If the Program Manager deems the breach warrants further action, a meeting will be arranged with the gymnast, the gymnast's parent/guardian, the gymnast's coach and if required, the Program Manager; to address the issues raised and work on positively modifying the gymnast's behaviour.
 4. In the event that a gymnast's behaviour does not improve following the gymnast/parent/coach meeting, the gymnast will be suspended from the class for a period of time as specified by the Program Manager.
 5. If on return from suspension, the gymnast's behaviour is still in breach of the Gymnasts' Code of Conduct, the gymnast's position within the competitive program will be forfeited.

A confidential record of any breach of the Gymnasts' Code of Conduct, together with the process & actions taken, will be recorded by the coach and/or Program Manager & filed in the gymnast's training records.

11) Grievance/Feedback Policy MGC welcomes any customer comments and feedback, either positive or negative. We take negative feedback seriously, and we deal with it in a timely, sensitive, and professional manner, with the best interests of both MGC and customers at heart. Positive feedback is passed on to our staff members with the customer's permission. Please raise your feedback in one of the following ways:

- Online via our feedback tab on the website
- In person with a centre administrator
- In writing or over the phone to administration 9937 1340

Qualified Member Protection Information Officers form part of the management team and are available to meet at any of the 2 locations. The specific procedures for raising and addressing grievances include:

- a) **Informal Resolution Procedure** - If you can, and you feel comfortable doing so, try to resolve your grievance yourself with the person or people involved by approaching them directly. You are encouraged to talk with management if at any time you are not sure how to handle the problem yourself or you just want to talk confidentially for further information and guidance.

Please note that this will not involve any investigation into the complaint as such action is aimed at resolving the grievance quickly and efficiently. If you would like an investigation conducted, you will need to proceed to the formal resolution procedure.

- b) **Formal Resolution Procedure** - If you would like to lodge a formal grievance that will be investigated, you will need to submit to management the details of your grievance in writing, along with any evidence you may have in respect of your grievance.

After this meeting, MGC will investigate your grievance as appropriate. All the facts available will be considered prior to deciding upon your grievance. MGC will make all reasonable efforts to deal with formal grievances in a fair and consistent manner.

You will be advised in writing once a decision has been made upon your grievance. All decisions will be final.

12) Team Selection Policy MGC will select athletes to trial for state representation based on readiness for the level and attitude in training, nominating athletes who we believe will represent the state and club with professionalism and responsibility. Athletes will be assessed based on the following criteria:

- **Skill Level:** Technical ability in various gymnastics events (e.g., floor, beam, vault, bars).
- **Physical Conditioning:** Overall fitness, flexibility, strength, and endurance.
- **Training Commitment:** Attendance, punctuality, and effort during team practices.
- **Teamwork and Attitude:** Ability to work within a team, sportsmanship, and respect for coaches and peers.
- **Competition Performance:** Results from previous events where applicable (e.g., performances at local, regional, or national competitions).

Athletes or parents who have concerns about the selection process may submit a written appeal within [specific time frame, e.g., 48 hours] of the announcement. Appeals will be reviewed by a panel, which may include club leadership and independent coaches.

13) Medals, Awards, and Placing Our priority is that the athletes feel confident and competent in their routines. If the athletes are efficient and incorporate quality training, then their results will reflect this.

- If a team wins a trophy or medallion, this will be displayed in the gymnasium.
- Scores are not shared in the lower levels (1-4 WAG)
- F-Score card will be supplied to athletes (WAG)

14) Attendance Gymnasts in the competitive program have an 85% attendance requirement throughout the year. Athletes in the program have scheduled training during the holiday period. It is imperative that athletes attempt to attend as many classes as possible, as even two weeks out of the gym can lead to significant de-conditioning. Extended time away from the gym may also result in large growth spurts, rather than a graduated rate of growth. Both of these can lead to periods of incoordination due to de-conditioning or changes in body mechanics due to growth.

15) Overdue Accounts A reminder notice will be issued to members with an overdue account. If payment is not forthcoming after the issue of this notice, a phone call from the Club Administrator will be made. A 10% late payment will be charged on any account 7 days outstanding. Participation in class will be forfeited on accounts 14 days or more in arrears. Any further participation in classes at the club will cease until fees are paid in full. Any fees outstanding for 30 days will result in the cancellation of membership. No gymnast will be allowed to participate in training whilst fees are outstanding unless a Payment Plan Agreement has been authorized by the Club Administrator.

16) Photography and Video Policy As many parents/guardians have NOT given consent for their child to be photographed, we request you refrain from taking any form of photography/filming within the Club facilities without seeking prior permission through the Office.

Coaching staff may use photography within training programs as a resource to assist in skill development. Coaches, Administration staff & managers may photograph/film gymnasts during Club promotions & events however parent/guardian consent will be obtained prior to external-to-Club publication or display of any media query.

17) Bathroom Policy Toilets at the State Gymnastics centre is located outside of the gym space within a larger complex. All children must be accompanied by a coach to the toilet, except where the parent or guardian will take their own child. We encourage parents to:

- Take their child to the toilet before the class begins.
- Remind their child that they need to ask a coach to accompany them to the toilet.
- Take their own child to the toilet when they are taking part in the program or watching the program and inform the coach before doing so.

Our Coaches will:

- Walk children in small groups to and from the toilets.
- Supervise the children's entry and exit to the toilets from either within the bathroom or from the corridor between the boys' and girls' toilets.
- Wait until the last child is finished and walk back to the gym as a group.
- Remind children at the beginning of class that they need to ask a coach if they can go to the toilet.

18) Heat Policy MGC has a duty to ensure the wellbeing, health and safety of gymnasts and staff. Continued exposure to heat can lead to major health issues which, in severe cases, can be fatal.

All centres are climate controlled to the centre's best ability with air conditioning, fans or evaporative cooling or heating and management are able to adjust/control the temperature inside the gym classes to ensure maximum comfort and safety.

Class will run as normal unless the temperature is between 35 and 38 degrees, where rest and hydration breaks will be increased in frequency:

- Rotations to reduce the amount of direct exposure to heat.
- Provision of temporary shade and electric fans
- Scheduled drink breaks and rest periods.
- Provision of cool drinking water
- Air-conditioned areas outside the gymnasium
- Provision of extra and regular breaks in cooler areas

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The decision to reschedule OR Relocate OR Cancel classes will be made based on the safety and interest of students and staff. Where the temperature is or exceeds 38 degrees indoors all will be cancelled (generally PM sessions). If a class is cancelled an additional make-up session or credit will be offered.

- Windsor Gym – 40 or over if air conditioning is working effectively
- SGC WAG gym – 38 or over at time of training if air conditioning is working effectively
- SGC MAG gym – 36 or over at time of training

Temperature will be determined from:

- www.bom.gov.au
- Melbourne City observations

Changes to classes will be advised by:

- An email/text to families/staff due to attend class on the day
- notice of socials when possible
- *If a class is cancelled an additional make-up session or credit will be offered at management discretion.

All works conducted in an air-conditioned environment (eg office work) shall continue as normal.

If an employee/athlete displays symptoms of heat exposure or heat stroke while working, the employee/athlete should be immediately taken to the nearest appropriate medical facility, where the employee/athlete can receive proper medical treatment.

19) Late Pick-up Policy Parents/Guardians are required to pick up children at the conclusion of class. A child who is picked up late can get anxious, and our coaching/admin team needs to count on leaving their job promptly. Being on time is a significant contributor to the job satisfaction of all of our team and the happiness of our children. We pride ourselves on being a gymnastics centre whose parents are on-time and strive to have no breaches of this rule.

Our classes have multiple finishing times which parents are aware of in advance when securing their child's lesson. In addition, our timetable (detailed on our website) has a detailed list of every class time commencement and conclusion for our 2 locations.

Parents arriving more than 5 minutes following the conclusion of their class may be subject to fees as follows:

- 1st breach within 1 calendar month: Parents will be charged a per-child late fee of \$10 for arrival between 5 minutes and 14 minutes after class and an additional \$25 for arrival between 15 minutes to 30 minutes after class.
- 2nd breach within 1 calendar month: Parents will be charged a per-child late fee of \$20 for arrival between 5 minutes and 14 minutes after class and an additional \$50 for arrival between 15 minutes to 30 minutes after class.
- 3rd breach within 1 calendar month: Parents will be charged a per-child late fee of \$40 for arrival between 5 minutes and 14 minutes after class and an additional \$100 for arrival between 15 minutes to 30 minutes after class.

If there are 3 or more breached within 1 calendar month, a meeting will be set up with the parents and management team to discuss the continuation of gymnastics at our centres.

Please note that all late fees will be added to the parent's direct debit or invoiced.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed on their enrolment forms. The appropriate government departments (i.e. police or human services) will be contacted if parents cannot be contacted or do not arrive within 30 minutes of closing time.

20) Marketing Policy MGC requests permission to photograph or video students and parents during our programs for the purposes of promoting our programs and gym centres. You or a child's name, class day or time will never be placed with their ie. Captions placed with ies will always be general for example: "students hang on the rings at gymnastics". By signing the waiver upon enrolling you give permission for you and your child to have their photo or video taken for marketing purposes. You understand these photos will be used by MGC for promotional purposes, including websites, posters, newsletters, social media, traditional

advertising, digital advertising and within external documents. You understand that you can change or withdraw your permission at any time by contacting MGC's office.

Please feel free to request any copies of photos of your or your child which appear on our marketing material by contacting us.

21) Social Media Policy MGC recognizes that access to technology gives students, parents and coaches' greater opportunities to learn, engage, communicate, and develop skills. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when using technologies or when using personally owned devices at the centre locations.

Coaches, parents, and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline. MGC makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or does that result from the misuse of social media technologies. We encourage coaches, students, staff, and other community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional. We've created these social networking/media guidelines for you to follow when representing the centre in the virtual world.

Please do the following:

- Use good judgment.
- Be respectful, responsible, and ethical.
- Be a good listener and aware of cyberbullying.

Don't share the following:

- Confidential information
- Private and personal information
- Ies of children other than your own or staff members without their permission
- Other sites that we may not be aligned or choose to affiliate with

Examples of Acceptable Use

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a coach or other staff member if I see threatening/bullying, inappropriate, or harmful content (ies, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Athletes cannot have any contact with coaches' personal social media accounts. Any athletes requesting to follow their coaches will be blocked. MGC follows policies outlined by Gymnastics Australia <https://media-cdn.incrowdsports.com/c745fe3d-784c-46ba-bb82-4499ab5b48a7.pdf>

22) Privacy Policy By agreeing to enroll your child at MGC, you also accept the following Privacy Statement. It is our policy that all information provided remain confidential and not be disclosed to any party other than Melbourne Gymnastics Centre Pty Ltd. We have implemented security measures designed to keep all information you provide to us via electronic or paper form strictly confidential. We will not resell, rent or share the information you provide to us with any unaffiliated third party, except as required by law or, with your consent, to process or evaluate a proposed transaction. We respect your privacy and only intend to use the information you send to us in a responsible and secure manner. This pertains to information collected via application or throughout our due diligence processes. We use the information we receive about you in order to determine whether our customers will meet our criteria and qualify to enter into our programs and advise you of upcoming events. The information you provide can be changed or deleted at any time by contacting us. If this Privacy Policy ever changes, we will update the information for families' documents on the website.

23) Visiting Athletes International/Interstate & Regional MGC welcomes all competitive athletes from overseas, interstate, or regional areas to join our squad training should they be visiting Melbourne and it is an

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appropriate time of year to do so as well as MGC having the capacity to cater for this. MGC requires a video of the athlete at a competition or showing their skills in advance to determine which squad the athlete's skill level would be suitable for.

Fees are set at \$30 per hour for one session, \$20 per hour for a second session, and \$15 per hour for three or more sessions with an additional \$60 to cover Insurance with Gymnastics Victoria. Please contact us at info@melbournegymnasticscentre.com.au for further information.

24) New Families requesting Assessment/Trial at MGC If a family wishes for MGC to evaluate their child for the Competitive Program, there will be a fee of \$35 for the trial session.

Assumption of Risk

Participation in gymnastics carries an inherent risk of injury like any other sport or physical activity. Many gymnastics activities require inversion (turning upside down) of the body which in turn carries the risk of head or spinal injury. This risk is greatly controlled in a supervised class with a qualified and experienced coach. Parents should be aware of this risk prior to accepting membership. Serious accidents are rare in our programs as we take care in our programs to limit the possible risk of injury. However, there is always a chance for incident injury in any form of physical activity. There is an accident policy in place for the effective management of accidents in the environment we operate. All Participants pay an annual membership which covers them for personal injury insurance. Please let us know if you wish to make a claim. If you or your family does not have ambulance coverage, you may be required to pay the costs associated with an ambulance attending. We reserve the right to exercise our judgment regarding calling emergency transport.

First Aid & Injury Management

In the event an injury or accident occurs all staff are required to hold a valid first aid certificate as a condition of their Gymnastics Victoria Technical Membership.

All staff and coaches are responsible for:

- informing staff, students, and visitors of local first aid arrangements including details of how to contact First Aid Officers. Emergency Response is first aid officers and can be contacted by dialing an outside line (0) than 000
- provision of first aid kits and other essential first aid response equipment in relevant locations in buildings; and
- first aid arrangements for clinics, fieldwork, research activities, and laboratories with particular hazards.

First Aiders are responsible for:

- Provide first aid to people who are injured or ill in the workplace,
- maintaining first aid kits after utilization in a medical emergency,
- recording treatments and reporting treatment and incidents,
- maintaining a current first aid qualification, and
- participating in refresher training and competency development activities.

In a first aid emergency, a first aid officer is expected to take charge and may direct others on the scene to assist with managing the emergency until Emergency Services or more qualified personnel take over. The role of the first aid officer is to initiate:

- the emergency treatment of injuries and illness;
- arranging prompt and appropriate referral of casualties to medical aid if required.
- coordinate emergency services response if required
- recording treatments and reporting incidents
- the maintenance of first aid equipment, and keeping clean, checking and restocking first aid kits if utilized.

If your child is treated for anything beyond a band-aid application an incident report is completed, and you are followed up with via phone or email following the incident.

Anaphylaxis, Allergies & Asthma

When working with children, allergies and asthma is a high priority and we ask for your cooperation in ensuring the safety of all children.

We ask all parents to:

- Call the office to update your child's record with any relevant medical information as needed.
- Ensure your child has washed their hands after eating before entering the gym space.

We ask parents with children with asthma or allergies to:

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- Provide an Action Plan to the Centre you attend.
- Contact us so we can update our records and alert our coaches to your child's medical needs.
- If you bring an Epi pen or Asthma Puffer, give it to your coach when signing in so they can access it easily if required.
- Please ensure if your child is consuming nuts in the gym in a safe manner. Ensure they are individually packaged and are consumed by your child only. Snacks or food are not to be shared between children.

Code of conducts

GYMNASTS (adapted from Gymnastics Australia)

1. Respect the rights, dignity and worth of fellow gymnasts, coaches, officials, and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential, and development of fellow gymnasts 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. Always maintain high personal behavior standards
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 the development of programs to adequately prepare you for competition at the highest level.
12. It is required that gymnasts in these programs should wear a crop top and bike shorts or a leotard. There is a club uniform that gymnasts will need for training sessions and for competitions and events. Gymnasts can wear long leggings in the winter, but they must be tight-fitting not flared. Boys should wear shorts and a singlet top or t-shirt and only remove their singlet or t-shirt to perform a skill or routine.
13. Athletes are encouraged to bring a healthy snack and marked drink bottle filled with water if they are to have a break during training. Emergency Procedures
14. Athletes are discouraged from bringing a phone to the gym and are not allowed to use their personal mobile phones during class or during a competition or event. Phones should be switched to silent and placed in the gymnast storage area and only used at the conclusion of a class. This is for safety reasons and also to prevent children from becoming distracted during class.
15. Filming for skill analysis is allowed but may be recorded from the club's device. If requested it can be shared with parental consent.
16. Families with athletes who travel to the gym by themselves please ensure that your child once inside the gym is under the duty of care of MGC. Athletes under 18 years old are not permitted to leave the premises without MGC coaches' permission/supervision once they have entered the gymnasium.

COACHES (Adapted from play by the rules)

1. Place the safety and welfare of the participants above all else
2. Be aware of and support the sport's injury management plans and return to play guidelines.
3. Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage, and goals of each person and encourage them with positive and constructive feedback.
4. Encourage and support opportunities for people to learn appropriate behaviors and skills.
5. Support opportunities for participation in all aspects of the sport
6. Treat each participant as an individual.
7. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of participants.
8. Act within the rules and spirit of your sport
9. Promote fair play over winning at any cost.
10. Respect the decisions of officials, coaches, and administrators.
11. Show respect and courtesy to all involved with the sport.
12. Display responsible behavior in relation to alcohol and other drugs.
13. Act with integrity and objectivity; accept responsibility for your decisions and actions.
14. Ensure your decisions and actions contribute to a harassment-free environment.
15. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18
16. Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
17. Be honest and do not allow your qualifications or coaching experience to be misrepresented.

18. Never advocate or condone the use of illicit drugs or other banned performance-enhancing substances or methods.
19. Never participate in or advocate practices that involve match-fixing.
20. Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality, or religion.
21. Do not tolerate abusive, bullying, or threatening behaviour.

PARENT (adapted from the Australian Sports Commission)

1. Remember that your child participates in sports for their enjoyment, not yours
2. Focus on your child's efforts and performance, rather than winning or losing.
3. Encourage your child always to play by the rules and to settle disagreements without resorting to hostility or violence.
4. Never ridicule or yell at your child for making a mistake or losing a competition
5. Remember that all children learn best by example. Your child will notice that you appreciate good performances and skilful plays by all participants.
6. Support all efforts to remove verbal and physical abuse from sporting activities.
7. Respect the coaches' and officials' decisions and teach your child to do the same.
8. Show appreciation for coaches, officials, and administrators as your child could not participate without them.
9. Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background, or religion.
10. When your child has entered the floor, they are under the direction of the coach. Please refrain from attracting their attention until they have been dismissed at the end of the class. Gymnastics requires concentration and focus. Any distractions may increase the chance of injury.
11. In the event of an emergency, please advise or phone Office staff who will inform your child's coach.
12. Ensure your child's punctuality to all training sessions. Please also ensure your child is promptly collected by a parent/guardian at the completion of training.
13. Please come into the club to collect your child after class. Children will be instructed to wait inside in the seated area within view of the office administration or coach.
14. If you wish to speak to a coach, make an appointment through the office administration. Coaches are not to be distracted from any class they are coaching or are about to coach.
15. Notify the Office if you need to remove your child from class early or if your child will be absent from training due to school camps, illness, or holidays.
16. Encourage children to participate if they are interested. If they are not, do not force. Remember, children are involved in sports for their enjoyment, not yours.
17. You are welcome to observe training, though there is not a lot of seating offered at our Melbourne campus. Our Windsor families are to sit in the foyer area and are able to see through the glass wall separating the gym and the foyer. We provide open days and display weeks where there is seating provided. Be mindful that generally, the athletes train better without the family present. If we have a situation where we feel that a family watching becomes inappropriate this will be addressed individually.

CLUB RULES

1. The gym floor is the domain of gymnasts and coaches only. Parents and siblings are not to enter the training area unless invited by the coach. This is a safety rule.
2. Under no circumstance is any person granted permission to play on any equipment.
3. Parents are not permitted to supervise children on the equipment.
4. Gymnasts must be collected from inside the gym. The designated waiting area is the seating area. Please contact the office if you will be late to collect your child immediately after training ceases.
5. No talking to coaches during classes. Should you wish to speak to your child's coach, arrange an appointment through the administration office.
6. Parents/Guardians must supervise children in their care, whilst spectating classes.
7. No running is permitted within the spectator areas of the gymnastics facility.
8. Only staff and the Executive Management Committee are permitted in the training area.
9. No smoking in the building or within 20 meters of the outer parameter.
10. Inform coaches of any medical conditions that may affect your child.
11. Mobile phones are not to be used out on the gym floor, please assure athletes keep their phones in their bag. We provide a secured area for bags and belongings to be stored.

Melbourne Gymnastics Centre

Emergency Procedures

Evacuation is an organized and controlled movement of personnel from a threatened or dangerous area to a safe area in the minimum possible time and exposing them to the least possible risk. Evacuation procedures will be invoked for fire and bushfire, flood, bomb threat, hostage situation, storm or cyclone, earthquake, toxic emissions or accidents, and for any explosion or disruption to services. It is imperative that the following procedures are implemented for the efficient evacuation of all persons. The policy of MGC in the event of disaster or threat of disease is: Always evacuate all the buildings and facilities to the safe assembly area of your centre. Emergency procedures diagrams are located within buildings throughout each campus. These diagrams provide floor plans showing the locations of emergency exits and emergency equipment (such as fire extinguishers) and maps for evacuation routes and emergency assembly areas.

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What can gymnasts and parents expect from MGC?

MGC highly believes that success is not about win and losses. It is about helping these young athletes be the best versions of themselves on and off the field.

For us, winning means much more than scoreboard victories. Winning is personal, and it is best measured in personal terms. Therefore, we assess and reward individuals/teams to set achievable goals.