



# Gymnastics Club Inc.

## Members Information Booklet 2018

### Information for Gymnastic Families

Knox Gymnastics Club Inc.  
4 Mossfield Ave  
Ferntree Gully Vic, 3156

Phone: 03 9758 1089

Phone: 03 9753 6835 emergency after hours

E-mail: [info@knoxgymnastics.org.au](mailto:info@knoxgymnastics.org.au)

Web: [knoxgymnastics.org.au](http://knoxgymnastics.org.au)

E-mail: [knoxgym.committee@gmail.com](mailto:knoxgym.committee@gmail.com)  
(Committee of Management)

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## Club Statement of Purpose:

- To provide a Centre for the development and participation of Gymnasts within the City of Knox; for the enjoyment and well-being of the residents of Knox and the surrounding community.
- To provide and maintain a professional club facility and equipment to meet the needs of the gymnasts and other users of the facility.
- To provide quality structured and enjoyable tuition and training for the gymnasts.
- To actively promote the gymnasium and the benefits for participants.
- To provide a facility for schools, Pre-schools and Special Needs groups to participate in gymnastics.
- To manage the Club and ensure a well utilised council building within the City of Knox.

Our club abides by the standards and policies set by the following governing bodies:

State: Gymnastics Victoria (GV)

National: Gymnastics Australian (GA)

International: Federation of International Gymnastics (FIG)

# *Welcome to Knox Gymnastics Club Inc.*

The staff and committee would like to extend a warm welcome and thank you for your interest in our program.

Knox Gymnastics Club Inc. commenced back in 1972. Previously based at both Carrington Park in Scoresby and Mossfield Avenue Ferntree Gully, an extension was carried out allowing us to move into our sole venue in 1992.

Originally operated by the Knox Council, since the end of 1999 it has been facilitated by a Committee of Management, made up of parents of gymnasts from the club. The day-to-day administration and program are managed by employed staff. It is a non-profit community based organisation. The building we use is owned and occupied by Licence Agreement from Knox Council.

Our club is one of the biggest in Victoria with close to 1000 athletes participating across our range of programs. Our Gym is extremely well equipped and has all the required apparatus for both the recreational and competitive stream programs, including full size sprung floor, trampoline and foam tumbling pit.

Gymnastics offers many physical, emotional and intellectual advantages, which benefit growing children. Through the progressive development of skills, young people learn dedication and the value of perseverance. Gymnastics promotes strength, flexibility, balance, co-ordination and is an excellent grounding for many other sports. The training environment also introduces goal setting, promotes concentration and discipline, cooperation, teamwork, listening and comprehension skills, taking instruction and feedback. Competitive stream, athletes learn how to perform in front of an audience.

Once again we welcome you to the Club. We trust your association with us is enjoyable, beneficial and rewarding. We hope this booklet is informative, however if at any time you have specific questions or concerns, please do not hesitate to speak to the office staff or your coach.

# *Our Club Personnel*

## **The Committee of Management**

Our committee members are volunteers who offer their time unpaid for the benefit of the club. The Committee meets regularly throughout the year. Matters to be discussed are followed up and put on an agenda for consideration by the Committee. The contribution of the committee is vital to the ongoing success of the club.

The Committee of Management is elected by the clubs members every year at the Annual General Meeting. We are always looking for enthusiastic, creative people to join the committee. If you would like to be involved in this area please contact the office.

Our Committee consists of:

Honorary Club President  
Honorary Club Vice-President } all part of the executive Committee  
Honorary Club Secretary/Public Officer  
Honorary Club Treasurer

General Committee Members

**The Committee of Management for 2018 will be elected in April 2018.**

## **Administration**

The club management employs staff to manage the accounts, waiting lists, enrolments and general office administration.

Customer Service hours are:

Monday	9.00 – 12.30 p.m.	&	3:30 – 6.00 p.m.
Tuesday	9.00 – 12.30 p.m.	&	3:30 – 6.00 p.m.
Wednesday	9.00 – 12.30 p.m.	&	3:30 – 6.00 p.m.
Thursday	9.00 – 12.30 p.m.	&	3:30 – 6.00 p.m.
Friday	9.00 – 12.00 noon	&	3:30 – 6.00 p.m.
Saturday	9.00 – 12.00 noon		

## **Coaching Staff**

All coaching staff employed by the club are registered with Gymnastics Victoria. All our coaches hold either a minimum qualification of Beginner / Intermediate Coach or are in training and under the direction of supervisor / senior coaches. Some of our senior coaches have achieved higher coaching qualifications. Most of our coaches were gymnasts themselves and many have come through the ranks at Knox.

# *Our Club Programs*

## **Recreational**

### **Kinder Gym (18 months to 5 years)**

Lots of fun activities designed as an activity and movement parent-participation program. Includes exercises, climbing, tumbling, balancing, jumping, rolling, swinging, and movement to music for children from walking to their 4 year old Kinder year.

### **Recreational Gymnastics**

Educational program designed to teach the fundamental skills of gymnastics without the elements of structured routines or competitions.

### **Adult Classes**

Beginners to more advanced levels. Work at your own pace. Popular with ex gymnasts, parents, dancers, entertainers and stunt workers or simply those looking for an extremely fun way to get full body fit.

### **Birthday Parties**

We provide a fun filled gymnastics activity session supervised by a qualified coach. Enjoy the session then use our party room for celebrations. Birthday parties run on Sundays and must be booked in advance.

### **Special Groups**

Many groups with special needs or interests utilise our facility and coaching staff. We have school groups, martial arts groups, dance groups and holiday programs and special needs groups.

## **Competitive**

### **Gymstar Program**

Gymstar is a competitive stream of gymnastics for boys and girls. This program builds on the strength, flexibility and coordination of each gymnast and is structured around a reduced hours program, catering for all ranges and abilities.

### **Men's Artistic Gymnastics (MAG) Levels program**

Gymnastics skills and competitive routines of progressively increasing difficulty on the six apparatus: Floor, Pommel, Rings, Vault, Parallel Bars and Horizontal Bar. Intermediate to National Level program.

### **Women's Artistic Gymnastics (WAG) Levels Program**

Gymnastics skills and competitive routines of progressively increasing difficulty on the four apparatus: Vault, Uneven bars, Beam, and Floor. Intermediate to National Level program.

### **Development Groups**

An accelerated program for both male and female gymnasts who show talent for competitive gymnastics. This program is by selection of the stream lead coaches only.

## *Competitive versus Recreational Artistic Gymnastics*

Our club recognizes a distinction between recreational, competitive and Australian level program gymnastics. Recreational gymnastics includes all non-competitive classes.

The content and delivery of training programs is different for competitive and non-competitive groups. Non-competitive groups have a philosophy of fun and fitness. These programs aim to give a broad introduction to gymnastics equipment and activities. The recreational gymnastics educational program is designed to teach the fundamental skills of gymnastics without the elements of structured routines or competitions.

In competitive training groups there are higher expectations placed on the gymnasts to work hard and improve their physical abilities and skills. Positions in competitive groups are offered on the understanding that the gymnast aspires to high levels of performance and intends to fully meet the training commitments of that group. All competitive groups will require multiple sessions per week of training. Positions in competitive groups can be forfeited for bad behavior or poor training habits.

MAG and WAG Competitive gymnasts will be invited to join one of the two streams on offer at Knox. These streams are:

**MAG or WAG Australian Levels Program:** the highest stream on offer at our Club, suitable for those gymnasts who are both extremely talented and focused. Training will normally involve four or more sessions per week and the expectation to compete.

**Gymstar:** the participation stream more suitable for gymnasts who only wish to train once to three times a week and continue to compete in Gymnastics. This stream will still involve improving skills and techniques and competitive routines, however with less rigorous training.

Coaches will assess the gymnasts and advise which stream is the most suitable.

# ***Training fees and Membership***

There are two different kinds of fees that cover your child's participation in the Gym program.

## **1/ Club Membership Fee**

The Club membership fee includes Gymnastics Victoria Registration and Insurance component together with a club allocated administration fee.

## **2/ Term Fee**

Class fees pay for your child's position in a class. Due to coach: gymnast ratios, non-attendance for any reason does not qualify you for a refund or credit against training fees. Fees are paid on a term by term basis. Please note that to secure your place for the next term, all outstanding term fees must be paid in full. Places may not be held if gymnasts fail to inform us of their intentions for the next term.

## **3/ Accounts**

Re-enrolment notices / invoices are issued 3 weeks prior to the end of term, for the following term, and the balance is due and payable first week of term. If you wish to pay fees when the office is unattended, please use the letterbox on the office door or the Committee box located upstairs. Please ensure your child's name and group, (both day and time), are marked clearly on the envelope. Payments may be made by EFTPOS, cash, cheque or internet banking transfer.

## **4/ Overdue Accounts**

If for some reason you are unable to pay on time, please contact the office to arrange a payment schedule or make other confidential arrangements.

## **5/ Cancelled Classes**

If we have to cancel a class, then a make up class may be arranged. If this cannot be done due to the very full program schedule, a pro rata credit will be made to your term fees.

## **6/ Make-up Classes**

Make-up classes are ONLY applicable to the Kindergym program. Missed classes can be made up at an age appropriate class during that term only.

## **7/ Cancellation Clause \*\***

**Should you decide, for any reason, to not continue in a program after you have attended a class, that term will be considered activated and you will be liable for that term's fees. The membership fee is also non-refundable.**

## **8/ Commencement Clause**

The term fees are based on a full school term period; if a member is re-enrolling from the previous term, you will be liable for that term's fees in full as your number in that class has been allocated for the full term.

## **9/ End of year re-enrolments**

All gymnasts need to re-enrol at the end of each year for the following year. All gymnasts will have to complete a new registration form each year and nominate the class they wish to join. Places in specific classes are limited and will be filled as registrations are received. Please ensure all registrations are completed in a timely manner to ensure your preferences can be met.

## **10/ Fee Refunds \*\***

All term fees are due and payable in accord with points 2, 3 & 7 above. Any variation to this is at the absolute discretion of the Club and Committee of Management.

**\*\*Refer Fee Relief Policy for further information.**



## ***Other general procedures and information...***

### **Notification of changes to medical or contact details**

Parents must immediately notify the office of any change of address or telephone contact details or any medical or disability information which may be significant to the coaching of your child.

### **Medical Clearance \*\***

Gymnasts may at some time be required to produce a medical certificate confirming they are medically fit and able to participate in the program. All students returning from injury must submit a clearance letter from a medical practitioner to deem them safe to return.

### **Ambulance subscription**

The club recommends ambulance subscription for all members. In the unlikely event that a child requires an ambulance, attempts will be made to consult the parents of the injured child before the staff requests the ambulance, however the child's safety is paramount and if considered necessary an ambulance will be called. The parents will be liable for all ambulance costs.

### **Dropping off and picking up gymnasts**

For the safety of all gymnasts, parents are requested to come into the upstairs area to drop off and pick up their children; it is not acceptable to drop off or pick up children in the car park. Please remind your children to wait inside the building for you after class. It is helpful to be five minutes early to drop off and on time to pick up your child. If you are unavoidably delayed and unable to pick up your child on time, please phone the gym to advise us (numbers on front of handbook). Please ensure your child knows to speak with a staff member if they feel that they have been left behind.

### **Entry / Exit**

All gymnasts and parents are required to enter and exit the building through the top door (Oval side) unless you have to speak to the customer service staff in the office. Please do not use the foyer doors for general access. All gymnast must wear shoes in and out of the building.

### **Absence**

As a matter of courtesy, please notify the office if your child will be absent for more than one class.

### **School Holiday Training**

Classes are usually offered for competitive stream gymnasts during the school holidays. Your coach will advise you when the classes are to be held. These classes are charged separately to term fees.

### **Changes to coaching staff**

While we attempt to give children the consistency in coaching staff, the club reserves the right to change coaching staff when required

### **Safety**

Knox Gymnastics Club reserves the right to refuse or rescind a position in any group or class without warning or counseling 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 way may constitute such a risk. Physical or verbal abuse of a gymnast or staff member may constitute such a risk.

### **VCE / Year 12 gymnasts:**

Reduced training hours may be negotiated with agreement from coaching and administration staff. This will be discussed on a case by case basis.

### **Lost Property**

Lost Property is placed in the Lost Property bin located in the foyer. Items may not be removed from here unless they belong to you. At the end of each term the lost property is emptied and taken to charity. We suggest that items be named. The club accepts no responsibility for any items left behind at the Gym.

### **Theft**

We have had a couple of isolated times when theft has been a problem at the Gym. We strongly advise that you do NOT leave valuables unattended upstairs or in the car park and that gymnasts do not bring valuable items to the Gym.

### **Parent Viewing Policy**

While parents and friends are always welcome to watch training, please be aware of the following rules for your own safety and that of the coaches and the gymnasts:

- Viewing is from the upstairs mezzanine level only.
- No video footage is allowed to be taken in building.
- Please DO NOT allow children to wander onto the training area or touch any equipment. Children or adults who accidentally wander into the path of a gymnast risk serious injury to themselves and the gymnast.
- Please ensure that safe access is maintained for gymnasts to both the stairs and the lockers at all times.
- Please DO NOT stand directly at the top of the stairs. Signs have been placed to provide direction.
- Please DO NOT allow children to climb up on the pigeonholes.
- Please DO NOT enter the training area when doors are open to allow air flow.
- Parents are not to interrupt any coaching matters whilst viewing classes.
- Parents are asked not to communicate with their child once class has commenced. The coach will be responsible for your child during class time.
- As you will appreciate, safety is the number one priority within our Club. Whilst well meaning, parents “coaching” the gymnasts during class time, i.e. via the use of sign language is a distraction to the gymnast and coach and is not to occur.

### **Fundraising**

All Fundraising activities at the club are arranged and must be approved by the Committee of Management. We appreciate you contributing and participating, where you are able, as any funds raised go towards improving the Gym facilities for your children.

### **Sponsorship**

Our club has many benefits to offer potential sponsors. With over 500 local families going through the Centre each week, the potential exposure for a local business is fantastic. If you would like to advertise your business on signage within the Centre or on our website, please speak to the Customer Service staff.

### **Media Liaison**

All media which mentions the Knox Gymnastic Club, its programs, gymnasts, staff or management is to be cleared with Centre Management before circulation to ensure that information is appropriate and accurate.

### **Feedback**

Skills Certificates are presented at the end of each term to all lower level Recreational gymnasts. These are designed to provide feedback to both gymnasts and their parents on how the training is progressing. The Committee and staff also welcome all positive and negative feedback on improving our club. Any suggestions can be placed in the Committee box upstairs; emailed to either the Gym email or the COM email or handed in to the Office.

### **Clothing / Grooming**

All gymnasts are required to wear training attire suitable for moving freely and safely around the Gym. Shorts or tracksuit pants and T-shirts are fine along with leotards / bike pants and crop tops which many girls prefer to wear. Please be aware that jeans, skirts, school dresses or shorts with zips and buttons are not suitable for training. All gymnasts with long hair are to have it tied back securely for training. No jewellery is to be worn at training.

Club leotards, T-shirts and socks can be purchased through the office. Second-hand items are often available.

### **Recreational Club Awards Day**

At the end of each year, the Club holds a Level testing and Awards day for all the WG Level 1 – 3 and the MG Level 1 - 2 gymnasts. Annual awards are also presented on this day.

### **Competitive Club Championships / Display Day**

The Competitive gymnasts also have an end of year team competition. Annual awards are also presented on this day.

### **Grievance Procedures – Refer to Member Feedback POLICY**

#### **Administrative and Payment related matters**

Any payment related issues should be discussed with the Administration staff. If the matter is not resolved to your satisfaction, then you may contact the Operations Manager

#### **Coaching related matters**

Any coaching related matters should first be discussed with the coach in question and if appropriate the stream lead Coach. Please request a suitable time out of class time with the coach. If the matter is not resolved to your satisfaction, then it should be discussed with the Operations Manager. They will liaise with the coach in question and the Lead Coach to find a resolution. If the matter is still not resolved to your satisfaction, then you may write to the Committee of Management.

#### **Accidents and Injuries**

All our Intermediate and above Coaches have first aid training and will administer any treatment as required for the wellbeing of the gymnast. An ambulance or other medical assistance will be called for if needed. Accidents / incidents are documented as required.



## **Code of Conduct & Safety Rules for all Participants**

- **On arrival, all gymnasts are to remain upstairs,** until his/her coach announces the commencement of training.

- All gymnasts are to enter and leave the gymnasium through the back entrance.
- Gymnasts are to remain on nominated apparatus during training.
- Gymnasts must dress in an appropriate manner for training - No Baggy clothing, No dresses etc. should be worn as it is unsafe. No socks. No jewellery. No jeans or pants with zips and buttons. **Hair must be tied back in a low ponytail or braided.**
- Do not leave clothing or socks lying around the gymnasium or bring drink bottles on the training areas.
- All gymnasts are expected to help in setting up and dismantling equipment as required and return equipment to correct storage areas after use.
- All gymnasts are to be safety conscious at all times and respect all other users of the gym.
- All gymnasts are required to wear full club uniform when representing the club at competitions.
- No pushing or pulling of each other when either waiting on a turn at an apparatus or moving in and out of the gymnasium.
- No running unless as part of an organised game or warm-up.
- No verbal or physical confrontations (fighting) will be tolerated. In the event of fighting, parents will be asked to attend a meeting with the Operations Manager to determine action to be taken.
- Inappropriate use of equipment, jumping from balconies and any other actions considered dangerous will not be tolerated. Any inappropriate or dangerous behavior will be brought to the attention of the Head Coach, Operations Manager or Management Committee and, if appropriate, disciplinary action determined.
- Where necessary, disciplinary action will include a need to give a “First and Final” warning or suspension.
- There is a ZERO tolerance to bullying. Any form of bullying will be brought to the Operations Manager attention for immediate investigation.
- **Use of any personal video equipment, either recorder or mobile phone is not permitted.**
- Abide by the rules of the pit and trampoline.

### **RULES FOR THE USAGE OF THE PIT AND TRAMPOLINE**

- The pit and trampoline are training aides therefore do not jump into the pit or on the trampoline unnecessarily. Only one gymnast on the trampoline at a time.
- Gymnasts are not allowed to attempt skills on the trampoline unless a coach is in attendance.
- Do not jump into the pit without first checking that it is empty.
- Gymnasts are not allowed to play in the pit, unless it is during the training of skills by an attending coach. Do not wear socks when entering the pit.
- **Foam is not to be removed from the pit** and if accidentally kicked out during training to be returned. **Do not tear bits of foam from the little blocks.**



Knox Gymnastics Centre

## Kindergym Safety Rules

### Gymnasium

1. All participants to **enter and exit the gymnasium through the top entrance**, unless you need to speak to the office staff.
2. All participants are to remain on the viewing area until the Kindergym leader announces the commencement of your session.  
**Do not come downstairs before the previous class has been dismissed.**
3. **Parent participation is the KEY to successful learning for your child. To this point, parents are requested to NOT bring their phones out onto the floor.**
4. Parent participation classes - only one child per adult as the general rule. Leaders will assist parents with twins. Only the child enrolled in the class will be allowed on the training area. Parents with additional siblings will be expected to enroll in a sibling / pram class or allow the additional sibling remain in the viewing area.
5. For safety reasons, please dress children in **appropriate clothing**. Dresses or jeans are not suitable as they restrict movement.
6. All **shoes, socks and excess clothing are to be left upstairs**, not brought downstairs. Valuables should be brought downstairs and placed near the mirrors.
7. Please place drink bottles on the side of the training area.
8. **NO** video footage is to be taken within the Gymnasium.
9. Nappies are **NOT** to be changed in the gymnasium. There is a change table located in the female toilets. Please take your soiled nappies home with you and do not put in toilet bins.

### Pit and Trampoline

1. Participants should be assisted from the pit at their armpits, **NOT** pulled out by their wrists or arms.
2. Participants should not attempt skills on the trampoline unless an instructor is in attendance.
3. Only one child on the trampoline at a time.
4. If foam is removed from the pit, please return it.
5. Do not tear bits of foam off from the blocks.

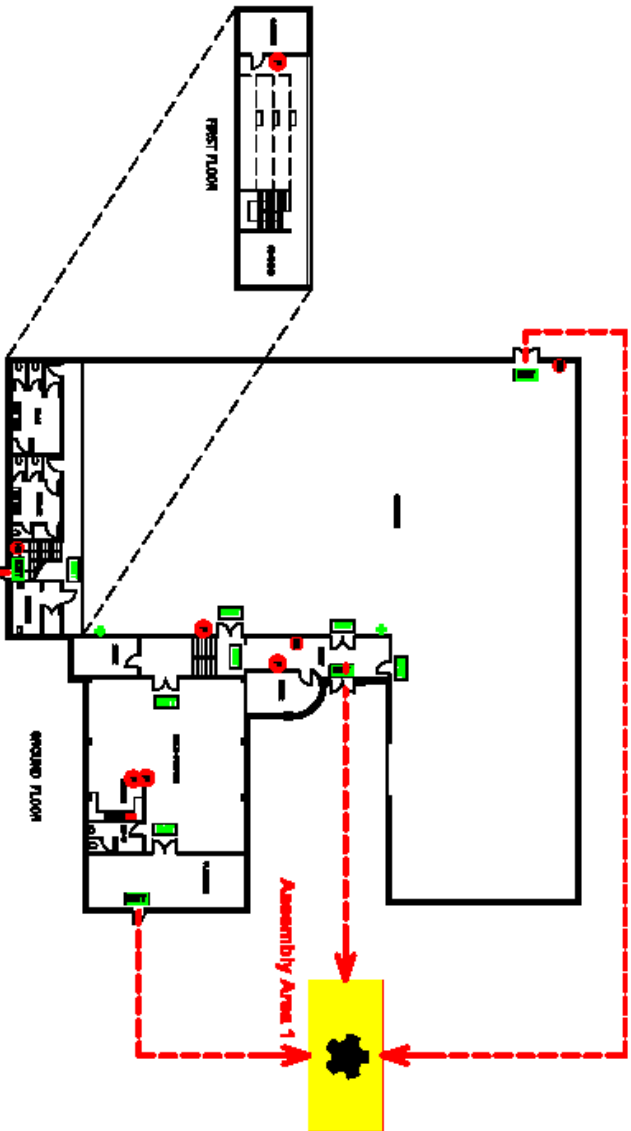


Knox City Council

KNOX COUNCIL

# EMERGENCY PROCEDURES

OH9 - 025



**LEGEND**

	Fire Extinguisher		Emergency Exit		Fire Alarm Panel
	Fire Extinguisher		Emergency Exit		Assembly Area
	Fire Staircase		Emergency Exit		
	First Aid Kit		Emergency Exit		

## EVACUATION

### ON BEING GIVEN AN ALERT SIGNAL

1. Secure confidential and valuable items
2. Proceed to the floor or area assembly point
3. Follow instructions from the floor or area Warden

### ON BEING GIVEN AN EVACUATION SIGNAL

4. Leave the building via designated exit or nearest safe exit
5. Proceed to designated assembly area and remain there until otherwise directed by the Warden or Fire Officer

## FIRE

1. Assist any person in immediate danger ONLY if safe to do so

2. Close the door
3. Call the Fire Brigade on 0 than 000  
Give Message Ref: 73 H 2  
Nearest Telephone Burnside Hwy & Moorfield Av  
Perthwaite Quay
4. Attack the fire if it is safe to do so
5. Evacuate to the assembly area
6. Remain at the assembly area and ensure that everybody is accounted for

### YOUR ASSEMBLY AREA IS

Assembly Area 1 - Car park on north of the building  
Assembly Area 2 - Oval on east of the building

### IN AN EMERGENCY DIAL

**000**  
Ask for Police, Fire or Ambulance  
And Call 0298 8000  
Council After Hours Service

Authorised: Senior Safety & Advisor

Date: Sep 2011

# Knox Gymnastic Club Inc.

## Club Calendar 2018

### Term One :(8/9 weeks) – (Mon/Fri/Sat 8 weeks & Tu/W/Th 9 weeks.)

Mon 29<sup>th</sup> Jan – Thurs 29<sup>th</sup> March

\*Australia Day holiday           Friday 26<sup>th</sup> January

\*Labour Day holiday -           Monday 12<sup>th</sup> March

\*School Holidays 30<sup>th</sup> March – 15<sup>th</sup> April

\*Easter: Good Friday 30<sup>th</sup> March, Easter Saturday 31<sup>st</sup> March and Easter Monday 2<sup>nd</sup> April

W/C Monday 19<sup>th</sup> March           Knox Recreational program internal testing

Sunday 18<sup>th</sup> March               K/Gym fest – RCH appeal

Easter Raffle drawn Wednesday 28<sup>th</sup> March

### Term Two: (Tues/Th/F/S 11 weeks) – (Mon & Wed 10 weeks)

Monday 16<sup>th</sup> April – Sat 30<sup>th</sup> June

\* Anzac Day holiday   -       Wednesday 25<sup>th</sup> April

\*Queen’s Birthday holiday - Monday 11<sup>th</sup> June

19<sup>th</sup> April                           AGM

Sunday 17<sup>th</sup> June               Knox Fantastically Fun 10 Activity Competition

Sunday 15<sup>th</sup> July               Knox WAG 1-2 Invitational

### Term Three: (10 weeks) – (Sat 9 weeks)

Mon 16<sup>th</sup> July – Sat 22<sup>nd</sup> September

Sat & Sunday 4<sup>th</sup>-5<sup>th</sup> Aug       Knox WAG 3-6 Invitational

Sunday 19<sup>th</sup> August           Knox Masters Invitational

Sunday 9<sup>th</sup> September       Knox MAG 2-4

K/Gym photos

Chocolate Drive

### Term Four: (10 weeks) – (Tuesday 9 weeks)

Mon 8<sup>th</sup> October – Sat 15<sup>th</sup> December

\*Melbourne Cup day holiday       Tuesday 6<sup>th</sup> November

Sunday 18<sup>th</sup> November       Recreational Club awards and LAT

Sunday 9<sup>th</sup> December       Competitive Club Championships

Christmas Raffle