

# Gymnastics Townsville

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## Club Membership Pack



## **Our mission is Quality, Success, and Enjoyment through Unity and Team Spirit.**

**GYMNASTICS** is one of the world's most popular spectator sports. Its history dates back to ancient Greece, evolving into today's modern Olympic apparatus - floor, pommels, rings, vault, parallel bars, uneven bars, beam and high bar.

Through controlled warm up and stretching activities, games, and skills performed on the apparatus, children are taught the enjoyment of movement. The overall emphasis, particularly in our Early years and Ability and Movement classes is on **FUN** and **LEARNING**.

Our programs provide the enjoyment and challenge that you or your child are seeking. The co-ordination, flexibility, fitness, and discipline learned through gymnastics forms an excellent basis for other sports, or as a unique and challenging sport within its own right.

### **ABOUT THIS PACKAGE**

Inside this package you will find the following:

<b>Club Information</b>	<b>Page 3</b>
<ul style="list-style-type: none"><li>• Club credentials</li></ul>	
<b>Membership and Registration</b>	<b>Page 5</b>
<ul style="list-style-type: none"><li>• Club Merchandise Information</li></ul>	
<b>Classes</b>	<b>Page 7</b>
<ul style="list-style-type: none"><li>• Training Fees</li><li>• Refund Policy</li></ul>	
<b>Member Protection Policies</b>	<b>Page 10</b>
<ul style="list-style-type: none"><li>• Privacy Statement</li><li>• Equal Opportunity, Discrimination and Harassment</li><li>• Child and Member Protection</li><li>• Safety (OH&amp;S, Equipment)</li><li>• Emergency Situation</li><li>• Customer Feedback</li><li>• Effective Behaviour and Club Rules</li><li>• Cancellation Policy</li></ul>	
<b>Club Rules</b>	<b>Page 13</b>



## **CLUB INFORMATION**

### **Club Structure**

Gymnastics Townsville is a community based not-for-profit incorporated club. All training programs are conducted under the overall direction of our Management Committee and Gymsport Head Coaches. The role of the head coaches is to ensure that all programs within their Gymsport are developmentally sound, and structured to provide a pathway for children to progress from a beginner to an advanced level. Reporting to each of the head coaches are accredited beginner, intermediate, and advanced coaches.

As an incorporated association, Gymnastics Townsville is governed by a Management Committee, which meets monthly. All management committee positions are voluntary, and are subject to election each year.

Sponsorship and fundraising are an integral part of the club's activities, and assist in keeping training fees as low as possible. All activities are for the benefit of the entire club and the management committee strive to raise funds to be utilised throughout the club. The benefits of these fundraising activities include new equipment, staff up skilling and facility maintenance.

Gymnastics Townsville would like to acknowledge the Queensland Government's Office of Sport & Recreation, the Gambling Community Benefit Fund, and a number of local businesses for their continued support.

The club's administration office is manned on a full-time basis, to handle collection of training and competition fees, enrolment, general inquiries, and merchandise sales. The friendly customer service team are available between 8.30am-6.30pm Monday to Friday and 8.00am-3.00pm on Saturday. Any questions of a general nature can be directed to the office administrator. If you have a technical or coaching question, please organise to chat to your child's coach or head coach of the appropriate gym sport before or after class.

## Club Credentials

Gymnastics Townsville was incorporated in December 1996 however the club's roots began at Townsville PCYC where gymnastics was prominent for over 20 years. In 1996 we moved out from under the PCYC umbrella, to allow the club to focus specifically on gymnastics, by expanding and diversifying the range of programs offered, whilst maintaining the quality and safety of our classes. This is one reason why Gymnastics Townsville is affiliated with Gymnastics Queensland, the sport's governing body in Queensland. This affiliation is evidence that the club meets strict quality control guidelines expected by today's society.

Gymnastics Townsville is currently accredited at a **National Standard** under Gymnastics Australia's **Club 10** quality accreditation program.

Some notable highlights over the club's history include:

- Achieving 5-STAR accreditation from Gymnastics Australia's Club 10 program in 2004 one of only 7 clubs across Australia to achieve that recognition;
- Queensland Club of the Year for 1997 & 2004
- Hosting the MAG State Championships in 2001, the WAG QLD Club Championships in 2003, and the combined MAG & WAG Queensland State Club Championships in 2004 & 2005
- Gymnasts have represented the club at Junior & Senior State Titles more than 400 times
- Club gymnasts have represented Queensland 59 times at Australian Gymnastics Championships
- National Champions on Vault, Beam, Floor, Rings, & Horizontal Bar;
- Gymnasts and coaches represented Australia at international competitions in California, Hawaii, South Africa, China, and New Zealand
- Club coaches have been selected as officials for the Olympic Games, Goodwill Games, World University Games, World Championships and Commonwealth Games
- Winner of three awards at the Queensland awards dinner in 2017 for Club hosting, 1500 registered members and membership growth

## Membership Information

**Athlete membership - \$60** (per registration year) This membership is compulsory because it

1. Provides accident and injury insurance coverage for your child
2. Is a pre-requisite for participation in levels tests and competitions
3. Automatically registers your child with both Gymnastics Queensland and Gymnastics Australia

This membership also guarantees that our club meets all quality control guidelines as specified by the sport's governing body.

In accordance with the club's annual affiliation declaration to Gymnastics Queensland, all participants in club programs must be currently registered with Gymnastics Queensland. Gymnast registration becomes effective immediately upon payment of the annual membership fee and remains valid for 12 months from the date of payment.

Please advise us if any details should change during the year including medical history that are relevant to their participation in the sport of gymnastics and emergency contact name including phone number should the need arise.

**Club Supporter Membership - \$5.50** (for a 12 months period)

This membership is optional and is offered to Parents of gymnasts at the club. The benefits of this membership include;

1. Voting rights at club meetings in accordance with Club's Constitution
2. Free entry to all competitions held at the club throughout the 12-month membership period
3. ID card identifying you as a member of Gymnastics Townsville
4. Insurance coverage as a volunteer at any club sanctioned events

**Club Supporter Membership can be attained at any time throughout the year**

## Training Fees

As a gymnast in our GFA program, fees are billed term by term (in align with the school terms). At the end of each term gymnasts will receive an offer to renew for the up coming term.

Term Fees are due by the last day of the current term to secure your place in the next term. A family friendly discount structure is also available:

- Family Discount - 2 children 10% off 2nd child
- Family Discount - 3 or more children 20% off 3rd and subsequent children
- Management Committee Discount 20% off every athlete (no further discounts apply)
- Staff Discount 10% off every athlete

**Family discounts** only apply where the term fee is paid in full. For family discount purposes, the first child is defined as the child training the greatest number of hours.

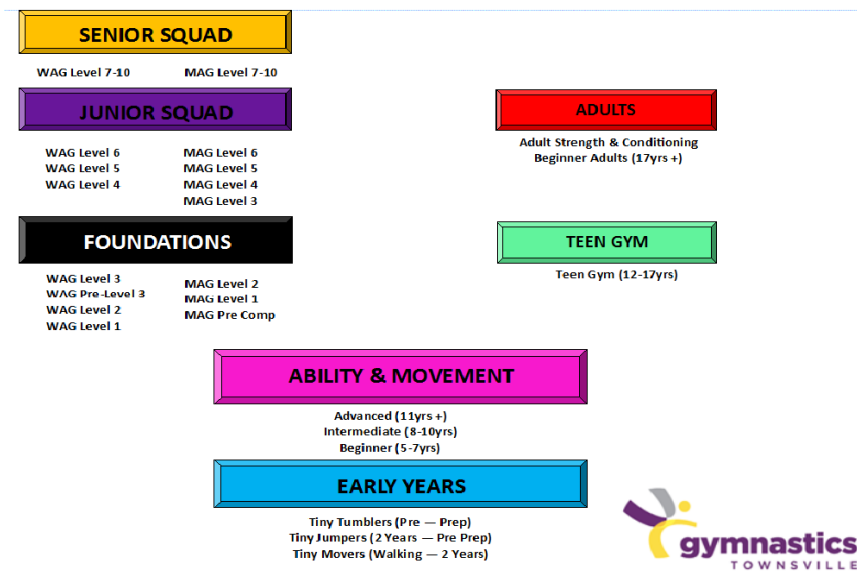
**Casual Fees** are available for those gymnasts trialling a new class, who prefer to pay by the week. Payment of casual fees does not guarantee a position in any class, and will only be accepted while a class vacancy exists. A maximum of 3 weeks' casual fees will be permitted per child. Casual Fees attract a **20% premium** to term fees and are neither subject to nor recognised for any discounts.

## CLASSES

Children with little or no gymnastic experience are encouraged to join our Gymnastics For All program. This program includes Kindergym (3-4 years), Ability and Movement program or the Teen Gym or Adults gym. These are non-competitive groups that focus on coordination, fine and gross motor movements, and spatial awareness. Learning is achieved through experiencing a variety of activities, games and skills on different apparatus. From these classes, children are regularly selected to progress to Competitive programs.

Selection in Competitive programs is made after testing in Gym for All classes that occurs in Term 1 and Term 3 of each year. Invitation into these groups involves an increase in the number of hours trained per week. Gymnasts in the competitive program focus on skill acquisition and development to a high level of technical specificity. Based on attitude and ability to perform these skills and routines, children may then be selected to start attending local competitions.

Progression to higher levels is through further selection by head coaches and based on skills and strength testing held in Term 1 and Term 3 of each year. A greater degree of self-discipline and control is expected, and a commitment to increased training hours is required as children progress higher through the levels and competitive structure. Competitive gymnasts are offered the opportunity to compete in competitions locally through to National events.



Please see our website for class days and times – [www.gymtstv.com.au](http://www.gymtstv.com.au)

## Club Merchandise

It is advised that children wear tight fitting shorts/tights and shirts while attending class. Girls also have the option of wearing leotards and crop sets.

We have training crops and pants for sale through the office for purchase. Stock does vary so please visit the office to see what is available.

Polos can also be ordered through the office at certain times of the year.

Shoes & socks are not to be worn in the gym area. Shoes and socks should be removed before entering the floor. Long Hair must be tied up. Jewellery is to be removed for safety reasons.





## Refund Policy

If a Gymnast is injured or is sick for longer than 2 weeks, they must produce a Medical Certificate for the time that they will be away from their classes. They will receive a **CREDIT** on their fees to be used for the next term. They must fill in a Credit/Refund Application Form and submit it together with the medical certificate. These forms are to be received by the Club within 2 weeks of the date of the injury or the beginning of absence due to sickness. Chronic injuries and illnesses may be reviewed on a case by case basis. No refunds of fees are given unless they can no longer medically attend gymnastics, a medical certificate for this is also required.

If a Gymnast is only away sick for 1 week then make up classes apply for gymnasts in the 'Early Years' and 'Ability and Movement' Programs, no medical certificate is necessary, if there is no other class available to do a makeup lesson then 1 week's fee **CREDIT** will be applied and to be used next term. No refunds given.

No longer wants to do Gymnastics or leaving town – Refund 2 weeks from the date we are informed less 20% Administration Fee for Fees only

If a Gymnast no longer wants to attend, a Credit/Refund Application Form needs to be filled in or letter sent. We will only refund for classes not attended, from 2 weeks after the date of request. No refund will be given for weeks not attended. We will also apply a 20% Administration fee. No refunds are given for classes attended.

In the case of a death in the family we will refund all fees for classes not attended less a 20% administration fee. Please advise as soon as possible and fees will be refunded from the time of death not time of notification.

## Gymnastics Townsville Policies

Gymnastics Townsville is committed to policies that protect its members in a variety of ways. The policies relative to this commitment include the following;

- Privacy Statement
- Equal Opportunity, Discrimination and Harassment
- Child and Member Protection
- Safety (OH&S, Equipment)
- Emergency Situation
- Customer Feedback
- Effective Behaviour and Club Rules

### Privacy statement

Gymnastics Townsville is committed to providing you with the highest levels of membership service. This includes protecting your privacy. Effective 21st December 2001, we are bound by the National Privacy Principles under the Privacy Act 1988, as amended by the Privacy Amendment (Private Sector) Act 2000, which details a number of principles concerning the protection of individual's personal information.

The aim of the government's new laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to collection, use and disclosure of that information. These new laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

Our Privacy Statement contains the following important information that the Privacy Act requires us to communicate to all of our customers, regarding the use of your personal information:

- A definition of personal information
- How we collect personal information
- How we use personal information
- When and to whom we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

This Privacy Statement does not apply to Gymnastics Townsville's employee records, which are generally exempt from the legislation.

### Equal Opportunity, Discrimination and Harassment

Gymnastics Townsville is committed to offering all members of the community an equal

opportunity to participate in gymnastics, regardless of their ethnic origin, religious affiliation, gender, age and/or ability level. The only constraints on access to classes would be those imposed by safety concerns and/or coaching staff availability.

### **Child and Member Protection**

Gymnastics Townsville abides by the Gymnastics Queensland child protection policy

[https://qld.gymnastics.org.au/images/qld/governance/policies\\_and\\_procedures/GQPOL\\_02\\_CHILD\\_PROTECTION\\_POLICY.pdf](https://qld.gymnastics.org.au/images/qld/governance/policies_and_procedures/GQPOL_02_CHILD_PROTECTION_POLICY.pdf)

Gymnastics Townsville will neither employ nor engage a person (paid or unpaid) to coach or otherwise supervise a child under the age of 18 years without first requiring that person to produce a current, valid Working With Children "Blue" Card.

### **Member Protection Information Officer**

MPIO's play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint.

Gymnastics Townsville's current MPIO is Ann Nagy. They can be contacted in person at the front desk, via phone on (07) 4444 4553 or email at [info@gymtsv.com.au](mailto:info@gymtsv.com.au)

### **Occupational Health and Safety**

Gymnastics Townsville is committed to providing and maintaining a safe and healthy working environment for its employees, members, and anyone entering or utilising the club's facilities.

In demonstrating management's duty of care, we will make every reasonable effort to provide a working environment that minimises risk of personal injury, ill health or damage to property, including:

- providing employees with appropriate training,
- providing safe equipment and systems of work,
- assessing and addressing potential manual handling risks,
- regular consultation on health and safety issues

A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of employees. A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees to ensure safe work practices.

- Giving employees and customers the opportunity to participate in health and safety decisions that affect them
- Investigating and reporting alleged breaches of health and safety at the club in a confidential manner.

In the interests of maintaining safety, contractors, employees, visitors and customers are required to observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, and instructions given by any club employee to these individuals whilst they are on our premises.

### **Coach/Gymnast Ratios for Classes**

Gymnastics Townsville is committed to offering classes in which the coach/gymnast ratios recommended by Gymnastics Australia are not exceeded in Early Years, Ability and Movement and Foundations programs. All our classes are run by fully accredited coaches with supervisors

### **Cancellation of Classes**

If a regularly scheduled class is cancelled by Gymnastics Townsville, and no make-up class is offered, there will be no charge for the missed lesson and training fees will be adjusted accordingly. The occurrence of a cyclone is also included.

### **Emergency Situation**

All Gymnasts, Parents and other individuals occupying the premises are required to follow the instructions of coaches. Gymnasts must receive permission from their coach to leave with parents after name has been marked from role.

All staff are familiar with all emergency procedures, including dealing with:

- Fire
- Accidents / Injury
- Unauthorised person attempting to remove a child from the premises
- Hostage Situation
- Missing Child
- Cyclone

### **Customer Feedback**

We value your feedback on our operations and programs. Our vision is that Gymnastics Townsville will be the leader in the provision of enjoyable, high quality gymnastic sports programs, and that the club will be dynamic and pro-active, maintaining professional standards of operation and a strong community focus. Feedback can be provided to your child's coach either before or after class, the head coach of the Gym Sport your child participates in, or via the office email – [info@gymtsv.com.au](mailto:info@gymtsv.com.au)

## Effective Behaviour

A formal warning will be given for any of the following inappropriate gymnast behaviours:

- significant breach of training rules,
- continual disruptive behaviour,
- disobeying coaches' instructions and extremely dangerous behaviour.

Parents will also be notified whenever a formal warning is issued. Staff should endeavour to maintain confidentiality throughout this process by conducting meetings with parents in private wherever possible, and confining discussion of breaches to the relevant head coach, coaching director, or management committee.

If 3 warnings are received within the same semester, a two-week suspension will be enforced. If, on returning to training, a fourth warning is given, expulsion from the club will occur, and a recommendation will be made to the Management Committee for termination of club membership. This will be irrevocable.

## CLUB RULES

1. No one is allowed to use any equipment in the hall unless they have the permission of a coach. If arriving early please wait on the tiered seating.
2. Suitable clothing must be worn during training. Oversized clothing or very loose-fitting shirts/shorts are not to be worn.
3. No eating (especially chewing gum) is allowed in the training area. All food and drink (excluding water within the class) is to be consumed in the tiered seating area.
4. No careless or foolish behaviour will be tolerated. Children who continually misbehave will be excluded from the class.
5. Always watch where you are going when moving around the hall. Before crossing any matting, the floor area or vault runs always look first.
6. No rings, jewellery or watches are to be worn during training. Long hair should be tied back.
7. Somersaults are only to be performed by a gymnast who has been taught correct lead ups and under the direct supervision of the coach. No somersaults are to be performed in recreation classes.
8. After training you must wait inside the hall until your parents come and collect you.
9. Do not enter the canteen, staff room or office unless asked to do so by coaches or management.
10. Always use the yellow access gate. Keep off the fence. Please do not lean on or attempt to jump over the fence.

