



CLUB POLICIES

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N.B. Items coloured in RED are draft only, and are still subject to Management Committee approval

MEMBER PROTECTION

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

- (1) Privacy Statement*
- (2) Equal Opportunities*
- (3) Harassment*
- (4) Child Protection*
- (5) Occupational Health & Safety*
- (6) Equipment Safety*
- (7) Environment*
- (8) No Smoking*
- (9) Effective Behaviour*
- (10) Risk Management*
- (11) Emergency Situation*

All policies relative to member protection are subject to a minimum of an annual review and updating as required.

(April 2006)

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.

What is personal information?

Personal information is data (including relevant medical details) about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

How we collect personal information

To deliver and enhance the services offered by Gymnastics Townsville, certain personal information is collected. Gymnastics Townsville collects personal information from you that you volunteer when you:

- *join / renew as a club member (registered gymnast)*
- *join / renew as a club supporter*
- *travel away to a competition / event*
- *participate in one of our surveys.*

How we use personal information

We will only collect information that is necessary for us to carry out our primary purpose of delivering gymnastic sports programs. Your personal information may be used in order to facilitate:

- *provision of the services that you require*
- *registration and affiliation with the state / national sporting body*
- *emergency contact in the case of an injury / accident*
- *internal accounting and administration*
- *regulatory reporting and compliance.*

If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organisation (including related organisations) you can advise us accordingly by writing to our office administrator.

If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.

If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service upon which we pride ourselves.

When we disclose personal information

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. These other organisations include:

- *peak sporting bodies including Gymnastics Queensland and Gymnastics Australia*
- *our professional advisors including our accountants, auditors and lawyers*
- *government and regulatory authorities and other organisations as required or authorised by law.*

We limit the use and disclosure of any personal information provided by us to such organisations to the specific purpose for which we supplied it.

Storage and security of personal information

Gymnastics Townsville stores personal information on a computer database. Your personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorised handling.

Accuracy of personal information

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

Access to personal information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting our

office administrator or by writing to Gymnastics Townsville. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate or incomplete personal information, including contact details that may have changed.

(April 2006)

EQUAL OPPORTUNITIES

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.

(April 2006)

HARASSMENT

- *Harassment is a form of discrimination. Harassment is prohibited by certain Commonwealth legislation including the Human Rights and Equal Opportunity Act and the Sex Discrimination Act as well as by particular legislation in effect in various states.*
- *Harassment is offensive, degrading and threatening. In its most serious forms harassment can be an offence under state and federal criminal law.*
- *Gymnastics Townsville is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status and/or disability.*
- *Gymnastics Townsville encourages the reporting of all incidents of harassment, regardless of who the offender may be.*
- *This Policy applies if the gymnast is subjected to harassment, which may occur during the course of any Gymnastics Townsville activities or events.*

Definitions

- *Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive.*
- *For the purposes of this policy, sexual harassment is defined as unwelcome sexual advance, requests for sexual favours or other verbal or physical conduct of a sexual nature when:*
 - (i) *submission to or rejection of this conduct is used as the basis for making decisions which affect the gymnast;*
 - (ii) *such conduct has the purpose or effect of interfering with the gymnast's performance;*
 - (iii) *such conduct creates an intimidating, hostile or offensive environment for the gymnast.*
- *Types of behaviour which constitute harassment include but are not limited to:*
 - (i) *written or verbal abuse or threats;*
 - (ii) *the display of visual material which is offensive or which one ought to know is offensive;*
 - (iii) *unwelcome remarks jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;*
 - (iv) *leering or other suggestive or obscene gesture;*
 - (v) *condescending, paternalistic or patronising behaviour which undermines self esteem, diminishes performance or adversely affects working conditions;*
 - (vi) *practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;*
 - (vii) *unwanted physical contact including touching, petting, pinching or kissing,*
 - (viii) *unwelcome sexual flirtations, sexual advances or invitations; or*

- (ix) *physical or sexual assault.*
- *Sexual harassment most commonly occurs in the form of behaviour by males towards females; however, sexual harassment can also occur between males, between females or as behaviour by females towards males and all of these are proscribed by this policy.*
- *For the purposes of this policy, retaliation against any gymnast or another individual:*
 - (i) *for having filed a complaint under this Policy;*
 - (ii) *for having participated in any action under this policy; or*
 - (iii) *for having been associated with a person who filed a complaint or participated in any procedure under this policy,**will be treated as harassment and will not be tolerated.*

Responsibility and Procedure

- *Gymnastics Townsville shall be responsible for the implementation of this policy, including:*
 - (i) *investigating formal complaints of harassment in a sensitive, responsible and timely manner and imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;*
 - (ii) *providing advice to persons who experience harassment;*
 - (iii) *informing both complainants and respondents of the procedures contained in this policy and of their rights under the law.*
- *The Management Committee of Gymnastics Townsville agrees not to allow, condone or ignore behaviour contrary to this policy.*

Coach/Gymnast Sexual Relations

- *Gymnastics Townsville takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the club's public image. Should a sexual relationship develop between a gymnast and a coach, Gymnastics Townsville reserves the right to investigate and take appropriate action which could include reassignment, or if this is not feasible, a request for resignation or dismissal from employment.*
- *In the event that a coach and a gymnast are married to each other then Gymnastics Townsville shall use its discretion as to their accommodation arrangements whilst representing the club in competition away from their home.*

(April 2006)

CHILD PROTECTION

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, or work in any other capacity for the club that deals with children under the age of 18 years, without first requiring that person to produce a current, valid Working With Children Blue Card or Exemption Card. Under the No Card, No Start laws that commenced on 31 August 2020, no employee will be permitted to commence paid employment in contravention of this policy.

This policy also extends to all members of the club's Management Committee, following their election or appointment on the Management Committee.

(September 2020)

OCCUPATIONAL HEALTH & 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.

(May 2007)

EQUIPMENT SAFETY

Gymnastics Townsville is committed to conducting classes in a safe environment which will include utilizing only equipment that is regularly updated (acquired), inspected and maintained to ensure that National Standard Equipment Specifications are met.

Documented Equipment Safety Inspections will be conducted on a regular basis, at a minimum once per month, by the Equipment Maintenance Officer.

(November 2006)

ENVIRONMENT

Gymnastics Townsville is committed to helping to protect and enhance the environment, within the constraints imposed by our annual budget. This aim can be achieved by:

- (i) *providing adequate waste bins for disposal of rubbish both inside and outside the venue*
- (ii) *recycling where possible, especially by providing recycling bins for drink cans, bottles, cardboard, and paper*
- (iii) *purchasing recycled products for use within the venue, for example, paper towel, printer cartridges etc.*
- (iv) *purchasing environmentally friendly, biodegradable cleaning products for use within the venue*
- (v) *making the venue a 'smoke-free' zone (see NO SMOKING policy)*
- (vi) *using the 'Power Saver' facility on the computers used in the club*
- (vii) *using timers on the watering taps for the outside gardens*

- (viii) *using native plants in outside garden areas*
- (ix) *becoming involved in Clean Up Australia Day, registering the venue and surrounding area as a Clean Up Australia site*

(April 2006)

NO SMOKING

Gymnastics Townsville is committed to providing a healthy working environment for its employees, members, and anyone entering or utilising the club's facilities. In the interests of minimising exposure to passive smoking, Gymnastics Townsville endorses a Smoke-Free working environment. Smoking is prohibited in all areas of the building including the public entrance area.

(July 2006)

EFFECTIVE BEHAVIOUR - GYMNASTS

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,*
- *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 coordinator, 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.

(May 2007)

EFFECTIVE BEHAVIOUR - COACHES

It is the responsibility of all coaches employed at Gymnastics Townsville to behave in an appropriate manner at all times while representing the club as a coach. In the event that unacceptable behaviour is exhibited by a coach, the relevant Head Coach should attempt to counsel the coach at every appropriate opportunity. For inappropriate behaviour that is considered serious, the Head Coach will arrange for a face to face meeting with the coach as soon as practicable to address the coach's behaviour.

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

- *Conduct causing serious risk to a gymnast's health & safety*
- *Refusal to carry out a reasonable instruction*
- *Persistent and unexplained absences*
- *Intoxication (related to alcohol or drugs) at training sessions or competition*
- *Verbal abuse or swearing*
- *Harassment, including bullying or continuous rude behaviour towards staff, gymnasts or parents*
- *Consistent failure to carry out coaching duties as defined in the position description*
- *Breaching the Coaches Code Of Conduct*
- *Breaching Club Policies*

Depending upon the nature of the breach, up to 3 formal warnings may be issued to a coach for inappropriate behaviour. After 3 warnings, or for serious misconduct, the coach's employment at the club may be terminated immediately.

At all stages throughout this process, the Relevant Head Coach should endeavour to maintain confidentiality by conducting meetings with the coach in private, and confining discussion of breaches to the club Sports Management Committee or management committee.

(February 2018)

OVERALL RISK MANAGEMENT

Gymnastics Townsville is committed to providing a safe and stable environment for its clients and employees where risks are minimized through proactive management. All activities undertaken by Gymnastics Townsville as a part of its day-to-day operations, conduct of competitions/events, and related membership programs and/or services are included in this policy. The policy will apply to management and day-to-day operations undertaken by the Management Committee, their sub-committees, staff and/or volunteers.

Aspects of the club's management of risk include:

- (1) Annual review and purchase of insurance to cover equipment loss and/or damage*
- (2) Maintenance of Public Liability Insurance coverage*
- (3) Submissions to Management Committee for approval of all club activities that fall outside the scope of normal training/participation (see Events Policies)*
- (4) Annual review and/or updating as required of the following:*
 - Occupational Health & Safety Policy*
 - Emergency Situation Policy/Procedures*
 - Incident Reporting Policy/Procedures*
 - Codes of Behaviour for Gymnasts, Employees (coaching & administrative), and Parents*
 - Fire Drill procedures*
 - Position descriptions for staff and volunteer roles*
 - Gymnastics Townsville Risk Register*

(April 2006)

EMERGENCY SITUATION

Gymnastics Townsville is committed to the planning and training of all members in emergency management, ensuring that all reasonable steps are taken to maintain the safety and welfare of all members at all times. 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. This includes:

- Establishing emergency management and evacuation plans*
- Providing and maintaining emergency facilities*
- Informing those affected about actions for protecting themselves*

All staff must ensure that they 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*

- **Staff In-Service Training -**

In order to make all coaches and other staff familiar with Emergency Evacuation procedures, "hands on" drills will be conducted at the club at least once per term. These will usually be held in conjunction with a staff meeting. Drills will be conducted to cover various scenarios which may occur at the club to include evacuations for both competitive and recreational classes. The drill will be followed by discussion and feedback from staff members as to the best ways to implement future evacuations within the club.

- **Fire / Emergency Drills -**

In accordance with the guidelines set down by Gymnastics Queensland, the club will conduct random fire drills. It is intended that drills be conducted every term.

- **Fire / Emergency Procedure -**

The club will follow the Fire / Emergency guidelines as detailed on posters displayed prominently throughout the building. The following points also need to be considered:

- 1. Remain calm*
- 2. Wardens and Deputy Wardens have been appointed. In their absence, the most senior coach present will assume the role of fire warden.*
- 3. If the fire is small, the fire warden may fight it with a fire extinguisher or fire hose. Ensure that the correct extinguisher is used for the type of fire. If unsure check the label on the extinguisher. If the fire becomes uncontrollable, activate the internal building fire alarm to warn all occupants to commence evacuation.*
- 4. If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. The internal building fire alarm should be activated to sound the alarm and commence evacuation.*
- 5. Evacuation plan diagrams are on display throughout the building. Coaches need to ensure that they are familiar with these.*
- 6. The fire warden should delegate someone to:*
 - *check all toilets, storeroom, administration office, coaches office, meeting room, staff room and kitchen/canteen areas during an evacuation,*
 - *Phone Emergency Services (000), stating:*
 - *Type of Emergency* *Fire*
 - *Name and position*
 - *Telephone number* *4444 4553*
 - *Location* *16 High Range Drive, Cannon Park, Thuringowa*
 - *Casualties / unaccounted people*
 - *Assistance required*
 - *Known hazards*
- 7. Coaches are to assemble their groups in the designated fire assembly area in the carpark.*
- 8. The attendance register will be used to check that all gymnasts are accounted for. Seat all members and call the roll. Report any missing persons to the fire warden or attending fire officers.*
- 9. Attend to those requiring first aid.*
- 10. Do not re-enter the building until directed by emergency services personnel.*
- 11. Fire Warden to notify the Management Committee as soon as it becomes safe to do so.*

- **Accident Emergency Procedure -**

If an injury occurs, the following procedure MUST be followed.

- 1. Ensure that the rest of the class is safe (i.e. do not leave the gymnasts unsupervised)*
- 2. The most senior qualified first aid person should attend the injured person and assess the nature of the injury / give directions regarding necessary treatment*
- 3. If the injury is not serious, administer first aid and notify the parents / caregiver at the end of the class.*

4. *If the person is seriously injured, do not move them unless there is a life threatening danger (eg. falling debris, fire, explosion). Stay with them and keep them as calm and comfortable as possible.*
5. *If an ambulance is required, phone Emergency Services (000), stating:*
 - *Type of Emergency Service* *Ambulance*
 - *Name and position*
 - *Telephone number* *The mobile number of the caller or 4444 4553 (club)*
 - *Location* *16 High Range Drive, Cannon Park, Thuringowa*
 - *Condition of the casualty*
 - *Type of injury*
 - *How the injury was sustained*

Do not hang up the phone until instructed by the ambulance operator
6. *Assign a responsible person (ideally the Coach in Charge or Head Coach) to contact a parent / guardian and inform them of the situation, including notifying them if an ambulance has been called, but trying not to alarm them unnecessarily. Emergency contact details are recorded on the gymnast's record in Gym Manager.*
7. *Complete an Injury Report Form as soon as possible after the casualty has been cared for, and no later than the conclusion of that training session. Ensure that all witness details are included on the form.*
8. *If the injury is serious, notify the most immediately available Head Coach without delay. The Head Coach will determine whether the injury is a Notifiable Incident, and advise WorkSafe Queensland accordingly. After advising WorkSafe Queensland of a Notifiable Incident, the Head Coach will notify the Sports Management Committee.*
9. *The Head Coach will follow up with the casualty or their parent / guardian to check on diagnosis and progress, and advise about the insurance claims procedure and discuss applicability / benefits of the insurance coverage.*
10. *Relevant Head Coach to review all injury report forms on a monthly basis and prepare a summary report for the management committee.*

• **Unauthorised Person -**

In the event of an unauthorised person attempting to remove a child from the club premises, the following procedure must be followed:

- *Remain calm*
- *Staff to remove the child from the immediate area of the unauthorised person, if doing so does not put the staff member at risk.*
- *Do not attempt to apprehend or interfere with the unauthorised person, except in case of self-defence*
- *If possible get a good description of the person. Record approximate height, weight, gender, colour, age, clothing, method and direction of travel, and name if known. If the person is entering a vehicle, note the license plate number, make, model, colour, and any other characteristics of the vehicle.*
- *Telephone the police / parents*
- *Notify the club president of the incident.*
- *A full written report should be forwarded to the relevant Head Coach / Club SMC as soon as possible.*

Under no circumstances should any unnecessary risk be taken.

• **Hostage Situation -**

In the event of the club being under siege, the following procedure must be followed:

- *Remain calm.*
- *Remain with the children at all times.*
- *Protect children from possible dangers. Do not aggravate the perpetrator.*
- *Alert emergency services if an opportunity exists, and it is safe to do so.*
- *Evacuate children and staff only when it is safe to do so.*

- *When the emergency is over, contact club management immediately, and arrange for all parents to be contacted.*
- *A full written report is to be forwarded to the management committee as soon as possible.*

- ***Missing Child -***

In the event of a child missing from the club, the following procedure must be followed:

- *Ensure the rest of the class is safe (ie. do not leave them unsupervised).*
- *Check the immediate vicinity, including all rooms, toilets, showers, kitchen, and adjoining areas.*
- *Telephone the child's parents to check / clarify the child's whereabouts.*
- *Telephone the police and provide the child's name, age, address, time noticed missing, and a description of clothing that the child was last seen wearing.*
- *Notify the relevant Head Coach / and Club President*

(February 2021)

ADMINISTRATION

POLICY REVIEW

All policies contained within this document are subject to a minimum of an annual review and/or updating as required.

(July 2006)

BREACH OF POLICY

In the event that a policy (as outlined in this document) has been breached, it should be brought to the attention of the club's Management Committee, as soon as reasonably practical after the alleged breach. The Management Committee may at its discretion appoint one or more of its members to investigate the alleged breach and to report any findings back to the Management Committee. If it is determined that a breach has occurred, the Management Committee will decide on appropriate action to be taken. Potential consequences may range from counselling, and/or a verbal or written warning, up to, in the case of gymnasts – temporary or permanent suspension of training rights, or in the case of employees – summary dismissal.

(November 2006)

PAYMENT OF EMPLOYEES

All employees will be paid fortnightly in arrears. Wages will be paid by direct credit into the nominated bank account of the employee no later than the Friday following the fortnight ended on the previous Sunday.

(July 2006)

ACCESS TO FACILITIES

For legal/safety reasons access to club facilities is generally restricted to the time required for the conduct of gymnastics training sessions (including set-up and pull-down time). Unrestricted access will also be available for regular club related activities including cleaning, maintenance, meetings, competitions, etc.

Restricted access by club employees and officers is available under limited circumstances. Such access must be authorised in advance by the Club SMC or President. Where such access is authorised, all physical activities must be supervised by an accredited and registered gymnastics coach (eg. if a coach or official wishes to exercise using gymnastics equipment at the club outside normal training times, they must be supervised at all times by another registered coach), and must not interfere with other gymnastics classes.

Similarly, the SMC should be consulted where a coach wishes to change their training times to extend outside normal operating hours.

(February 2018)

ACCESS TO ADMINISTRATION AREA & CANTEEN

Access to the administration area and canteen must be controlled due to the possible club exposure that unauthorised entry may cause. Such exposure relates to handling of cash, access to confidential and/or private records, STD telephone access, and inventory control. The following personnel shall be permitted to hold a key to the administration area and canteen:

- *Customer Service Officers*
- *Customer Service Supervisor*
- *Head Coaches*
- *Participation/Program Leaders*
- *Competition Coordinators*
- *President*
- *Vice-President*
- *Treasurer*
- *Secretary*

A Register of Key Holders should be maintained by the Customer Service Supervisor. These keys must be retained by the designated holder and not loaned out to other individuals or groups. Unauthorised copying of administration office or canteen keys is prohibited.

(February 2018)

CANCELLATION OF CLASSES DUE TO CYCLONE

If the Queensland Education Department (and hence State Schools) cancel school due to a cyclone threat, classes at Gymnastics Townsville will also be cancelled for that day. On a non-school day, the Head Coaches will collectively be responsible for deciding whether classes are to be cancelled. One Head Coach (or his/her delegate) will assume responsibility for ensuring that the following mechanisms are adopted to advise members of cancellation details.

- *phone to provide details to radio stations 102.3 Triple M & Hit 103.1 Townsville*
- *organise for signs to be posted on the front door of the gymnasium*
- *organise for the answering machine greeting to be temporarily altered*
- *advise members of the cancellation via facebook post*
- *email coaches and update via the facebook coaches group to advise of class cancellation*

(February 2018)

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.

(July 2006)

GYMNAST REGISTRATION

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 membership fee and remains valid until 31st December that year.

*The annual membership fee includes **automatic club membership and gymnast registration** with Gymnastics Queensland and Gymnastics Australia.*

*All new participants (and those members returning for a new year) will be provided with a gymnast registration form prior to their first training session. It will be made clear that **registration is compulsory, and payment of the registration fee must be finalised within 2 weeks after the first training session.***

Where registration has not been achieved within 2 weeks of the first lesson, a standard email will be sent indicating that the gymnast is not registered, and that no sports injury insurance coverage is

available until the gymnast becomes registered. The email will also indicate that registration is compulsory, and advise that a 7 day period of grace has been extended to pay the registration fee. If registration has still not been achieved within the grace period (i.e. 3 weeks have elapsed since the first lesson), the customer service staff &/or relevant head coach will advise the parents (or gymnast if over 18) that the gymnast is unable to train / participate until registration has been finalised.

NB. Only 'active' training weeks are counted (i.e. excludes holidays from training).

It is important that gymnasts' contact details are accurate at all times. There will be regular checks to ascertain that gymnast registration details recorded by the club are up-to-date. This will be achieved by:

- displaying reminder signs in prominent locations within the club
- periodically asking the parent/gymnast when payment is being received by office staff
- regularly including the Change of Gymnast Details Form in the newsletter
- entering any changes into club management software system within 7 days of notification.

(February 2021)

TRAINING FEES

Training fees are payable for all Gymnastics Townsville classes in accordance with the following principles:

- **Gymnastics training fees for all classes are invoiced and payable prior to the start of each month for all participants in MAG level 3 and above & WAG level 3 and above, and prior to the start of each term for all other classes**
- **Term/Monthly Fees are due by the allocated invoice due date during the current term to secure a place for the next term.**
- A family friendly discount structure is available:
 - Family Discount - 2 children 10% off 2nd child
 - Family Discount - 3 or more children 20% off 3rd and subsequent children
 - Management Committee Discount 15% off every child (no further discounts apply)
 - Staff Discount 10% off every child
- **Family discounts only apply where the term/monthly fee is paid in full by the due date. For family discount purposes, the first child is defined as the child training the greatest number of hours; the second child is defined as the child training the second greatest number of hours.**
- **Trial Fees are available for those gymnasts trialling a new class. Payment of trial fees does not guarantee a position in any class after the trial is complete, and will only be accepted while a class vacancy exists. A maximum of 1 trial class will be permitted per participant or up to a maximum of 2 trials permitted for Kindergym participants. Trial Fees attract a 20% premium to term fees and are neither subject to nor recognised for any discounts.**
- Training fees are calculated based on an average weekly rate multiplied by the number of normal training weeks in the term or month as appropriate. The average weekly rate is based on a sliding hourly fee scale approved by the management committee annually. The sliding scale ensures that gymnasts who train greater hours pay a reduced rate per hour.
- Training fees take into account and are adjusted for public holidays prior to invoicing.
- **Holiday Training –All Competitive teams from WAG level 3 WAG and MAG level 3 upwards are required to train in some of the school holiday periods. Class times will be the same as during the normal school term. Class Fees are included in the monthly invoices.**

- *Training fees once paid are **NOT REFUNDABLE**, except under extenuating circumstances. Refer to the Credit / Refund Policy for more information.*
- *In line with our community-based philosophy, special arrangements may be made for those experiencing difficulty meeting term training fee payment obligations.*
- *If training fee debts remain outstanding more than 3 weeks after the commencement of term (or for a new starter 3 weeks from the first lesson), the Customer Service Supervisor and Management Committee representatives will determine any subsequent action to be taken, including (but not limited to):*
 - *a gymnast who has unpaid training fees cannot be guaranteed a position in any class, and may be removed from the class roll and returned to a waiting list,*
 - *meeting with the debtor to discuss payment issues and repayment terms,*
 - *establishment of a repayment schedule, with signed agreement by the debtor,*
 - *issuing a formal notice of cessation of training rights,*
 - *pursuing legal action to recover the debt,*
 - *writing off part or all of any unrecoverable debt.*
- *Confidentiality will be maintained by Gymnastics Townsville office staff in all dealings with training fees.*

(January 2023)

MAKE-UP CLASSES

*If you are unable to participate in a **Gymnastics for All (GfA)** class for any reason, you may be able to attend a courtesy make-up class if one is available. In order to attend a courtesy make-up class, you must contact the office in advance (by email: info@gymsv.com.au, by phone on 4444 4553, or in person during office hours) to request a make-up class. Courtesy make-up classes will only be provided where there are spaces available in a given class, and may not be available in the same week that the request is made. Each child may be eligible for up to a maximum of up to 2 make up classes per term if there is a spot available. No medical certificate is required. **All make-up lessons must be completed within the term of the missed lessons.***

We will do our best to find a suitable make-up class for you if requested, however please understand that numbers in all classes are limited, and there may be occasions where a courtesy make-up class is not possible.

There are no make-up classes available to our Competitive Programs for missed classes. For absences due to medical/injury reasons for more than two consecutive sessions, please also refer to the Credit / Refund policy.

(January 2023)

CREDIT / REFUND POLICY

<i>Definition</i>	<i>Treatment</i>	<i>Timeframe</i>
Account Credit	<i>Reduction applied to gymnast's account to be used in the following term</i>	<i>Applied within 3 working days after receipt of Credit/Refund Application Form</i>
Refund	<i>Money to be refunded via bank transfer (EFT) to nominated bank account</i>	<i>Allow 10 working days for refund after written approval by Management</i>

- **Registration/Membership Fees** are **NOT REFUNDABLE** under any circumstances.
- **Competition Nomination Fees** are refundable in limited circumstances.
 - *Competition nomination fees are subject to the policies of the host club / organisation. Generally, nomination fees paid are refundable due to illness or injury, but only if a medical certificate is provided to the host club/organisation within 7-14 days after the event. In most cases an administration fee (generally 20%) is deducted by the host club/organisation.*
 - *In order to obtain a refund, please urgently provide a copy of the gymnast's medical certificate to the administration office at the Club, and we will seek a refund from the host club on your behalf.*
 - *Refund of any associated officials' subsidy is at the discretion of the Club SMC, who will consider each situation on its merits, including any outlays that the Club may have made that are not refundable. Any refund of officials' subsidy will only be made on receipt of a medical certificate and will be subject to a 20% administration fee.*
- **Training Fees:**
 1. **Medical (Injury / Sickness) – CREDIT given, no administration fee deducted**
 - *If a participant in any program is injured or away sick a medical certificate or covid test result must be provided for the time that they will be away from their classes in order to be eligible to receive a **CREDIT** on their fees, to be used for the next term. A Credit/Refund Application Form must be completed and submitted together with the medical certificate or covid test result. 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. No administration fee applies.*
 2. **Medical (Injury / Sickness) – REFUND provided, 20% administration fee deducted**
 - *Chronic injuries and illnesses will be reviewed on a case by case basis. A refund of fees may be possible where the gymnast can no longer attend gymnastics based on medical advice.*
 - *A Credit/Refund Application Form must be completed and submitted together with the medical certificate indicating that participation in gymnastics is not possible for an extended period of time.*
 - *A 20% administration fee will be deducted from any refund.*
 3. **Gymnast no longer wants to do gymnastics or is leaving town – Refund 2 weeks from the date the Club is informed, less 20% administration fee**
 - *If a gymnast chooses to no longer attend gymnastics training, a Credit/Refund Application Form must be completed and submitted, or a letter sent to the Club.*

- *A refund is only available for those classes remaining in the term that are not attended, commencing from 2 weeks after the date that the request is received by the Club; a 20% administration fee will be deducted from any refund.*
- *No refund is available for those classes or part-classes already attended.*
- *No refund is available for any classes not attended prior to the expiration of two weeks after the Club is formally notified of the gymnast's intention to leave permanently.*

4. Bereavement – Refund from the time of death less 20% administration fee, or Credit

- *In the case of a death in the gymnast's family, at your discretion either a credit or a refund is available for those classes not attended; a 20% administration fee will be deducted from any refund, if this option is chosen.*
- *Please advise the Club as soon as possible; fees will be credited or refunded from the date of death, not date of notification.*

5. COVID-19 Changes

- *During the COVID-19 pandemic, in line with Queensland Health Department guidelines and the club's COVID-Safe plan, the Management Committee **requires any participant who exhibits symptoms of COVID-19 not to attend classes** whilst those symptoms persist. During the pandemic, a credit will be provided for a participant in any program who is unable to attend a class in order to comply with this requirement, and notifies the club prior to the commencement of their class, without the requirement to produce a medical certificate or covid test result in order to be eligible to receive a CREDIT on their fees.*

(November 2021)

TRAINING ATTIRE

For safety reasons, participants in all programs are required to wear suitable clothing while training. Clothing should be stretch fabric or loose fitting enough to allow movement, but not baggy to the point of posing a safety hazard. Female gymnasts should wear a leotard or t-shirt, crop top, bike pants, shorts or tracksuit pants. Male gymnasts should wear t-shirts or singlets, shorts cut above knee height (eg. gymnastic competition pants or rugby-style shorts), or tracksuit pants. Underwear must be worn for all classes – boxer shorts are considered unacceptable. Footwear is not required as training is all performed indoors, however socks and/or gymshoes are optional. All gymnasts should have their hair styled neatly and tied with a hair band if necessary. No jewellery (watches, rings, bracelets, dangling ear-rings) should be worn.

Coaches are required to check for compliance with these dress requirements before each class commences. Gymnastics Townsville reserves the right to restrict participation in certain types of activities or to exclude a gymnast from participating in the class if dress requirements have not been met.

(July 2006)

TRANSITIONING BETWEEN CLASSES

- **Competitive Classes**

Gymnasts will be moved between competitive teams when there is a position available in a different team at the relevant Head Coach's discretion. The Head Coach will converse with the relevant coaches involved in the gymnast's progression to ensure the correct transfer is being made. Gymnast's age, skill level, trainability and attitude will be taken into account when selecting the gymnast to be moved. Once a final decision has been made, the Head Coach will advise the parents of the gymnast through a training invitation, indicating the team the gymnast is being invited to trial in. This trial will last for up to 2 weeks and at the conclusion of the trial

period, both the coach and gymnast have the option to accept or decline the offer of a permanent position in the team. Once accepted, the gymnast's fees will be adjusted to indicate the change of team and transferred permanently into the new team. If declined, the gymnast will stay in the team they were originally a part of. Other movements between teams will be managed by the relevant Head Coach on a case-by-case basis.

- ***Kindergym and Gymnastics for All (GfA) Programs***

Participants in the club's Kindergym (under 5) and Gymnastics for All (GfA) Gymfun and Gymskills programs will be offered the invitation to move throughout the program when they are age eligible.

(February 2021)

GRAPHICS

Gymnastics Townsville recognises the importance of its logo in brand recognition and aims to ensure the integrity of the logo at all times. Members of management committee, Head Coaches, Customer Service Supervisor, Competition Coordinators, Program Leaders, and Social Media Coordinator are authorised to use the logo on internal and external promotional material and correspondence. The following points must be observed at all times in relation to the use of the Gymnastics Townsville logo:

- *the shape of the logo is to be maintained proportionally with regards to the horizontal and vertical dimensions (i.e. it should not be stretched or warped in any way)*
- *the components of the logo should not be split without prior approval from the management committee*
- *the acceptable colour selections for the logo are any variations of club colours, including black, yellow, or royal purple. Use of alternate colours must be approved by the management committee prior to use.*

Use of external organisations' logos within Gymnastics Townsville promotional materials are subject to the approval guidelines of those organisations.

(February 2018)

EXPENDITURE

- *All invoices shall be paid electronically by EFT, authorised by any two of the president, secretary, treasurer, vice-president, or Operations Manager . The co-signatories to any single payment run cannot be related to each other (by birth or marriage).*
- *Where it is not practicable to pay an invoice by EFT (eg online travel bookings), payments may be made by corporate debit card. The Management Committee will determine who may be an authorised debit card holder, however it is envisaged that this would not extend beyond the Operations Manager, and Head Coaches. Debit cards may only be used for authorised business transactions, and not expenditure of a personal nature, or expenditure that could have been paid by EFT. Authorised Debit Card Holders are responsible for obtaining a valid tax invoice for each transaction on their card, and providing these to the Customer Service Supervisor for statement acquittal purposes.*
- *All expenditure shall be approved by the Treasurer or ratified at a Management Committee meeting.*

(January 2023)

INWARDS CORRESPONDENCE

The Operations Manager will be responsible for receiving and recording all relevant inwards correspondence. This will be reported the same on a monthly basis to the Club Secretary, for the information of the Management Committee. The Operations Manager shall bear responsibility for copying and directing all correspondence to the appropriate club personnel as soon as practical after receipt for required actions to be taken.

(January 2023)

OUTWARDS CORRESPONDENCE

The Secretary, in conjunction with the Operations Manager will be responsible for distributing and recording all relevant outwards correspondence, and reporting the same on a monthly basis to the management committee. Where delegation occurs, a copy of all outwards correspondence should be filed with the Operations Manager for entry into the outward correspondence register as soon as possible after distribution.

(January 2023)

PROMOTION / ADVERTISING

All publicity will be organised by the Operations Manager and Participation Program Leader. The Participation Program Leader or a Head Coach should be present whenever and wherever media representatives are in attendance, particularly if gymnasts are being interviewed. The Participation Program Leader shall consult with gymnasts' coaches when writing media releases.

All publicity / promotion / advertising should reflect Gymnastics Townsville's commitment to portraying gymnastics in a positive and professional manner.

- *When publicising event results, the results must not be embellished to an extent that they provide an inaccurate depiction of the actual result. All event publicity should attempt to provide an unbiased account of the results of that event, whilst still endeavouring to highlight the significant performances of Gymnastics Townsville members. Where other local clubs have competed at an event, the results of those other clubs should also be included so as to maintain an unbiased perspective of the event.*
- *The use of the club logo in any promotion should be consistent with the Graphics policy.*
- *Where appropriate, all publicity should be consistent with Gymnastics Australia's published definitions of each Gymsport.*

(January 2023)

CLUB MEMBERSHIP

In accordance with Cl. 4 of the club's constitution, the membership of the Association shall consist of ordinary members, and honorary members. The number of ordinary members and honorary members shall be unlimited.

Limitations and Entry Requirements relating to the Class of Membership:

- *Ordinary Members -*
 - ◇ *May not vote if under 18 years of age.*
 - ◇ *Are not eligible for election to management committee positions if under 18 years of age.*
 - ◇ *Payment of membership fee is compulsory*
- *Honorary Members -*

- ◇ *May not vote if under 18 years of age.*
- ◇ *Must be conferred by management committee or general meeting, in appreciation for services rendered to the association.*
- ◇ *Membership fee may be waived by the management committee.*

Membership Fees are to be set at \$5.00 (GST exclusive) per person.

It will be the responsibility of each club member to advise the Management Committee of alterations to their contact details. This should be done as soon as possible following any change. The member should complete the Change of Contact Details Form and lodge this with the Club's Office Administrator.

(July 2006)

HONORARY MEMBERSHIP

RECOGNITION

Nomination of an individual for Honorary Membership must be by way of the prescribed form. Each nomination requires the names and signatures of a proposer and two seconders to be considered valid. All signatories to the nomination form must be current club members at the time that the nomination form is submitted.

CRITERIA FOR SELECTION

Honorary membership may be conferred by the management committee or a general meeting, in appreciation for services rendered to the association by a person who:

- 1. has demonstrated a **high level of commitment to achieving the objectives of the association,***
- 2. and fulfils one or more of the following:*
 - has **consistently supported the association over an extended period***
 - has provided **lengthy service (paid or unpaid)** to the association*
 - has **served on the club's management committee** for a minimum period of 5 years*
 - maintained **continuous registration as a gymnast with Gymnastics Townsville for at least 10 years***
 - is selected to train permanently at the Queensland High Performance Gymnastics Training Centre (QHPC) in Brisbane, or the Australian Institute of Sport (AIS) in Canberra, and who still wishes to represent and compete for Gymnastics Townsville.*

RECOGNITION

The act of bestowing Honorary Membership should be treated with due respect and esteem. The awarding of honorary membership should be made at an auspicious occasion such as the Annual Awards Presentation. If circumstances dictate, it may be appropriate to bring forward the awarding of honorary membership to a major club hosted competition or other event where a large number of club members are present. At this event the honorary member shall be presented with a certificate and other symbol/memento as deemed appropriate by the club's management committee.

BENEFITS

Honorary Members shall be:

- entitled to life membership of Townsville Gymnastic Association Inc. at no cost to the member.*
- entitled to enter free of charge any event organised by Gymnastics Townsville for which an admission charge is normally levied.*
- entitled to vote at general meetings (including annual general meetings) of the association (provided they are aged at least 18 years or more).*
- invited to make award presentations (where appropriate) at club hosted competitions.*
- complimentary registration as a gymnast (if relevant) at no cost to the member*

(February 2018)

MANAGEMENT COMMITTEE

In accordance with Cl. 12 of the club's constitution, the Management Committee of the Association shall consist of a President, Vice-President, Secretary, and Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.

In accordance with Cl. 15 of the club's constitution, the Management Committee -

- *shall have the general control and management of the administration of the affairs, property and funds of the Association; and*
- *shall have authority to interpret the meaning of the Constitution and any matter relating to the Association on which the Rules are silent.*

In accordance with Cl. 16 of the club's constitution, the Management Committee shall meet at least once every 2 calendar months or more frequently to exercise its functions. Ordinarily, management committee meetings will be convened on the second Tuesday of each month. Meetings may be conducted via electronic means where agreement is reached within the Management Committee.

(January 2023)

COACHING

POSITION DESCRIPTIONS

Position descriptions will be maintained for all employed positions within the Gymnastics Townsville organisational structure. The position descriptions will be generic in nature, ie. they will pertain to a position (eg coach, office administrator), and not an individual person. Each position description will indicate the reporting structure, employment basis, remuneration, standard working hours, key accountabilities, and key competencies associated with that position.

Position descriptions will also be maintained for key volunteer roles within the club, indicating the primary responsibilities associated with each role.

(July 2006)

PAYMENT FOR SET-UP

Where gymnastics equipment is required to be moved around to set up for class circuits, coaches who are rostered by the relevant head coach and are actively involved in such set up will be entitled to claim additional wages for their time. Up to 15 minutes prior to the class commencement time is able to be claimed on approval of relevant head coach. Only rostered hours will be approved by the head coaches each week.

(January 2023)

PAYMENT FOR COMPETITIONS

There is a general expectation that coaches will attend competitions in which their gymnasts participate. GfA and Kindergym Carnivals, coaches will be paid at their contracted hourly rate (unless penalty rates apply) for all sessions coached, including set-up time (based on an agreed roster), as approved by the relevant head coach.

For all other competitions where club gymnasts are entered to represent Gymnastics Townsville (regional championships, invitationals, state championships, etc), a nominated coach will be paid for the number of hours (complete or partial) that they are physically coaching on the competition floor. Coaches will be paid at their contracted hourly rate (unless penalty rates apply). The relevant head coach must approve all payments for coaching at these competitions.

For clarity, gymnasts competing at National Championships, or International events are not considered to be representing the club, but rather Queensland or Australia; consequently, these events are excluded from this policy.

(February 2021)

TIME IN LIEU

The purpose of this policy is to ensure that:

- *All staff have an understanding of the use of time in lieu (TIL) arrangements in the organization;*
- *All managers and staff are aware of the procedures for TIL;*
- *All staff are treated consistently.*

Gymnastics Townsville understands that at times full time employees may be required to work additional work hours above their normal working hours or outside of their normal working hours. Where this occurs, TIL may be granted by negotiation with and approval by the SMC.

Time off in lieu of paid overtime will be offered as an option to employees who are required to work hours beyond their normal contractually agreed weekly hours. This arrangement is designed to ensure that an employee is not working excessive hours and to ensure appropriate work/life balance.

TIL can be accrued and taken only with the prior approval of the SMC.

If the TIL is related to a competition, only the duration of the session/s coached can be claimed.

Travel time is generally not able to be claimed as TIL.

Time spent volunteering at competitions or other activities is not able to be claimed as TIL.

If an employee chooses to stay late to complete work without prior approval, then they will only be eligible to make a request for TIL if there are extenuating circumstances.

The SMC shall ensure that the use of TIL is not excessive and does not expose the organisation to staff shortages.

Accrued TIL should generally be taken within six months.

In the event of termination of employment, the employee is eligible to receive payment for any untaken or accrued approved TIL.

(April 2018)

CURRENT TECHNICAL MEMBERSHIP

Coaches' employment is conditional upon maintenance of current technical membership with both Gymnastics Queensland and Gymnastics Australia. Failure to maintain either current accreditation or technical membership will constitute a breach of a coach's employment agreement, and may result in grounds for dismissal. Coaches are required to provide evidence of their technical registration status upon commencement of employment, and evidence of annual renewal of technical membership within 2 weeks of receipt of the confirmation letter / statement from Gymnastics Australia.

(April 2015)

TRAINEE / UNACCREDITED COACHES

Unaccredited coaches are not permitted on the floor at any time. Trainee coaches holding a Beginner coaching accreditation may only assist within a program under the supervision of an accredited coach who holds a Supervisor Certificate.

(February 2018)

REIMBURSEMENT FOR TECHNICAL MEMBERSHIP

In order to support club coaches and judges to maintain current technical membership with both Gymnastics Queensland and Gymnastics Australia, Gymnastics Townsville will reimburse 50% of the annual technical membership fee to eligible casual club coaches and judges and 100% of the annual technical membership fee for eligible permanent coaches. An eligible coach or judge is one who has paid their technical registration fee, and who has regularly performed services (coaching and/or judging) for the club for at least the previous consecutive six-month period prior to seeking reimbursement. Reimbursement will be made following presentation of a valid current technical membership card / letter and tax invoice to the Operations Manager and completion of an expense claim form by the coach/judge.

(January 2023)

STAFF TRAINING / PROFESSIONAL DEVELOPMENT

In order to support club coaches' and judges' professional development, Gymnastics Townsville is committed to subsidising the costs of attendance at selected accreditation courses, clinics, and workshops by eligible club coaches and judges in the following ways:

- *organising face to face courses/workshops/clinics to be held at the club's facility for eligible coaches and judges;*

- subsidising costs of travel and enrolment for eligible coaches and judges who have been approved by the relevant Head Coach to attend courses/workshops/clinics at other venues and which are unavailable at the club's venue;
- subsidising the cost of attending updating activities that are a mandatory requirement for maintaining accreditation.

An eligible coach or judge, for the purposes of this policy, is one who:

- has actively coached and/or judged for Gymnastics Townsville for a continuous period of at least 6 months prior to being nominated for the course/workshop; and
- successfully completes all pre and post-course requirements for accreditation courses within the required timeframe, and therefore does everything necessary to gain the accreditation being sought.

All costs of attending a course or workshop by coaches or judges who fail to meet these eligibility requirements will be payable directly by the individual coach / judge.

The level of subsidy to be provided will be determined by the Club Sports Management Committee in conjunction with the Head Coaches, and must be managed within the club's annual budget as approved by the Management Committee.

Gymnastics Townsville has an expectation that club candidates will be committed to completing all professional development opportunities undertaken, and thereby becoming an eligible coach / judge as defined above. To encourage this commitment, it is expected that club candidates will make a nominal financial contribution towards the cost of their professional development as outlined below:

- All online coaching courses are to be self-funded by candidates;
- Beginner face to face coaching courses are to be self-funded by candidates;
- Intermediate, Advanced, and Advanced Silver face to face coaching courses - \$30;
- All judging accreditation courses - \$30;
- Senior First Aid courses - \$30.

(February 2018)

CHOREOGRAPHY OF ROUTINES

Gymnasts who are required to have an individually choreographed routine may request this through the WAG Head Coach. A choreography fee will be established to suit the individual gymnast's requirements, and must be paid to the club prior to the choreography session/s commencing.

(February 2018)

STAFF UNIFORM

Coaches in all programs are required to wear the official Gymnastics Townsville coaching uniform for every session that they coach. The coaching uniform consists of Gymnastics Townsville sports shirt, and either mid thigh length plain black shorts or plain black three quarter to full length tights or club tracksuit pants.

One sports shirt will be provided free of charge to coaches working up to 2 days per week. A second shirt also will be provided free of charge to coaches working more than 2 days per week. A third shirt will be provided free of charge for coaches working more than 4 days per week.

Replacement shirts are available to order through the Operations Manager.

In order to encourage adherence to this policy, coaches are also able to purchase additional club sports shirts or tracksuit components (jacket or pants) at cost price.

(January 2023)

MOBILE DEVICE USAGE

In order to ensure that a coach's full attention is focussed on the gymnasts under his/her control, and to minimise distraction arising from mobile device use, coaches may only use a mobile device within the fenced gymnasium area for coaching related activities.

(February 2018)

NON-ATTENDANCE

Should a coach be unable to attend work due to a planned absence, that coach is responsible for notifying the relevant Head Coach or Program Leader of planned non-attendance 14 days prior to such an absence by filling out an Employee Leave Form. A replacement coach will then need to be sort by the employee and notification of who the replacement coach will be, must then be given to the Head Coach or Program Leader.

In the case of an unplanned absence, a coach should notify the relevant Head Coach or Program Leader via phone call as early as possible prior to the rostered shift.

Coaches will only be paid for classes they actually attend. Coaches working as a relief coach will be paid at their ordinary hourly rate for the extra hours worked (unless penalty rates apply).

(February 2021)

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 all GfA programs, excluding schools programs, Gymnastics Townsville will aim to ensure that there are not more than 10 gymnasts per accredited coach.

(July 2006)

COMPETITIONS

UNIFORMS

At all competitions where gymnasts are representing the club, the prescribed uniform shall be worn by gymnasts during march-on and award presentations. Club coaches shall be attired in the prescribed uniform at all times during warm-up, competition, and presentations.

The prescribed competition uniform for coaches and gymnasts consists of:

- *Club track suit top, and club track suit pants*
- *Gymnastics Townsville sports shirt*
- *MAG or WAG leotard/longs as appropriate (gymnasts only)*

To suit a variety of climatic conditions, the tracksuit may be excluded from this uniform with the prior consent of the relevant Head Coach; in which case club shorts are expected to be worn. Subject to the exceptions detailed below, no other part of this uniform may be varied without formal ratification from the Management Committee.

Exceptions:

- *Gymnasts in Foundations programs may be exempted from wearing the full uniform.*

Permanent modifications to the club uniforms or suppliers must be approved by the management committee prior to the change becoming effective.

Any honorary club member who has been selected to train permanently at the Queensland High Performance Gymnastics Training Centre (QHPC) in Brisbane, or a Gymnastics Australia National Centre of Excellence (NCE), and who still wishes to represent and compete for Gymnastics Townsville, will be entitled to receive a complimentary full Gymnastics Townsville competition uniform as and when required, whilst they remain a club member and continue training at the QHPC or NCE.

(February 2018)

NOMINATIONS

Head Coaches will prepare and send event invitations to all eligible gymnasts. For a gymnast to be nominated for an event, the event nomination fee must have been received by the club, and the event nomination confirmation form must have been returned to the office by the due date indicated on the event nomination confirmation form.

Head coaches will be responsible for completing and sending the event nomination form to the host club / organisation by the due date, and requesting an invoice from the event host. A copy of the completed nomination form must also be forwarded to the Customer Service Supervisor for matching with the invoice and arranging prompt payment to the host.

(February 2018)

TEAM OFFICIALS

Team officials, including coaches and judges, and if required managers and/or chaperones, will be selected by the relevant Head Coach. The Head Coach will then recommend the selected team officials to the Management Committee for final approval.

(February 2018)

TRAVEL - GENERAL

Generally, travel and accommodation costs incurred by selected coaches and judges will be fully subsidised by Gymnastics Townsville to attend sanctioned events where club gymnasts are competing, at the discretion of the Management Committee. Other team officials (including managers and chaperones) may also be subject to receiving a full or partial travel subsidy at the discretion of the Management Committee. Following recommendation by the relevant Head Coach(es), the level of subsidy that each official will receive must be approved by the Management Committee.

(April 2006)

TRAVEL - MEALS

Where Gymnastics Townsville Team Officials are required to stay overnight to attend a sanctioned event where Gymnastics Townsville gymnasts are representing the club, they will be reimbursed for meals in accordance with this policy. For those meals that are not provided at the venue by the event host, Team Officials will be reimbursed, following presentation to the Operations Manager of an expense claim form accompanied by tax invoices / receipts, up to the following amounts:

- *Breakfast* \$15.00
- *Lunch* \$15.00
- *Dinner* \$25.00

Expenditure on alcohol will not be reimbursed by Gymnastics Townsville.

(February 2023)

TRAVEL - GROUND TRANSPORT

The ground transport policy applies to circumstances where a coach, or coaches, are required to travel to an event via ground transport to perform their duties as a coach of one or more Gymnastics Townsville Gymnasts at a committee sanctioned event.

Where a coach is required to travel by ground transport to a sanctioned event, the Club will provide suitably licensed coaches with the Gymnastics Townsville vehicle for use to and from the event. Fuel for the Gymnastics Townsville vehicle can either be paid using the company card, or claimed by the coach if the company credit card is not available at the time of refuelling, using the standard claims procedure. All receipts for fuel and other vehicular expenses for the vehicle must be returned to the office with the keys to the vehicle.

Where the number of coaches required to attend the event exceeds the number of seats in the Gymnastics Townsville vehicle, or more than one travel group of coaches is required, one or more hire vehicles should be arranged using the company account and credit card. Fuel and other expenses should be paid for in the same manner as the Gymnastics Townsville vehicle.

In the event that a coach chooses to volunteer their own vehicle instead of the Gymnastics Townsville vehicle, then claimable expenses for the trip will be the same as for the Gymnastics Townsville vehicle, being fuel purchased for the return trip which may be claimed using the standard claiming procedure. Gymnastics Townsville will take no responsibility for damage to, or general wear and tear, on the vehicle. Where personal vehicle is volunteered it is assumed that it is within the right of the volunteer to claim the expense through tax at the appropriate rate. (April 2006)

(January 2019)

OFFICIAL SUBSIDY

A levy will be charged to all gymnasts representing the club at competitions / events where club officials are required to travel to be in attendance. This subsidy is a means of recognising the contribution of club staff and/or volunteers and minimising the financial impact upon them. The officials subsidy assists the club to ensure that a full complement of capable officials (including managers / coaches / judges / chaperones) can accompany the team. The officials subsidy may still be levied against a gymnast even if that gymnast chooses not to stay in any team organised accommodation. The maximum officials subsidy that will be charged to a gymnast for any event is \$180.00 per athlete.

(December 2021)

GYMNAST SELECTION

An Annual Competition Attendance Plan will be developed at the start of each year by the Head Coaches of each gymsport, in consultation with team coaches. This plan will indicate which teams will be competing at which events throughout the year, and will be presented to parents in the Competition Handbook at the start of the year.

Head Coaches will invite gymnasts to nominate for events in accordance with the Annual Competition Attendance Plan. These invitations will also be subject to each individual gymnast's competition preparedness. Parents will be requested to accept their child's nomination invitation, in writing, prior to the specified nomination closing date. In all cases, these nominations will be subject to the final approval of the relevant Head Coach, prior to forwarding to the host club.

(February 2018)

STATE OR NATIONAL REPRESENTATION

Club gymnasts, coaches, and judges selected to compete or officiate at National Championships or to represent Australia at international gymnastics competitions or tours will be eligible to receive a subsidy to assist with travel costs.

- *For Australian Championships, a subsidy of up to \$800 will be available to Coaches and Judges.*
- *For Australian representation, a subsidy of up to \$1,000 will be available to Coaches, Judges, and Gymnasts.*

Subsidies will not be available where costs of attendance at the event are already being paid by the club, or where attendance at the event is fully subsidised by Gymnastics Queensland, Gymnastics Australia, or the International Gymnastic Federation.

(January 2023)

EVENTS

INITIAL SUBMISSION

- *Head Coaches in conjunction with the club's Operations Manager will prepare an annual event attendance plan. The Operations Manager will then present this plan to the Management Committee for approval as early as possible in the year.*
- *Any changes to the annual event attendance plan will be communicated to the Operations Manager through an events submission form for consideration and Management Committee approval.*
- *Management Committee approval of the annual event attendance plan or of a submission form constitutes sanctioning of the event.*

(January 2023)

POST EVENT REPORT

Every event attended by the club must be followed up with a report from the relevant head coach, within one month of the conclusion of the event. Such report should indicate the success or otherwise of the event, any issues / incidents that occurred, and any recommendations for future events.

(February 2018)

FUNDRAISING

GENERAL FUNDRAISING

Every club fundraising activity must be the subject of a submission to management. Each submission must name a co-ordinator, who will assume responsibility for ensuring that the activity and all participants comply with all relevant club policies and procedures.

- *Art Unions*

One of the fundraising options available to the club is the conduct of minor art unions / raffles. Any such activities are subject to the provisions of the Charitable and Non-Profit Gaming Act 1999 (QLD). Following management committee acceptance of a Fundraising Submission, the Treasurer will ensure that the co-ordinator of an activity (that is to be run pursuant to the Charitable and Non-Profit Gaming Act 1999) is provided with a copy of the “Guidelines for Category 1 Games”. The activity co-ordinator is then responsible for ensuring that all guidelines detailed in this document are followed.

(October 2006)

COMPETITION EXPENSES

When gymnasts and officials wish to fundraise in order to assist with competition travel costs, the following guidelines must be adhered to:

- *Every travel related fundraising activity must be the subject of a Fundraising Submission to management committee (refer Figure 2 - Appendix), which must:*
 - *name a coordinator, who will assume responsibility for ensuring that the activity and all participants meet these guidelines*
 - *specify who is able to benefit from any funds raised*
 - *indicate how any proceeds will be split amongst beneficiaries*
- *Funds raised may only be applied towards the legitimate costs associated with attending state, national, or international gymnastics competitions/events or other like events at the management committee’s discretion. Such costs include travel, accommodation, meals, nominations, officials levy, and uniforms.*
- *All funds raised must be received through the club.*
- *All expenses incurred in relation to fundraising activities must be paid through the club, and not first offset against fundraising income.*
- *Money raised in excess of travel requirements for a specific event will be retained by the club, and applied towards subsidising officials’ costs for that event.*
- *Pursuant to current taxation legislation, the club will retain 10% from all travel related fundraising proceeds to be remitted to the Australian Taxation Office for GST purposes.*
- *Beneficiaries of fundraising proceeds may only be gymnasts and officials as sanctioned by the management committee. All beneficiaries must be club members.*
- *Funds raised by an individual / family are not transferable.*
- *Management committee approval must be granted before any fundraising can occur. The fundraising activity may only commence after gymnasts or officials have been selected / qualified for the event specified, and must conclude by the competition / event start date. Planning of any fundraising activity may occur prior to any qualification / selection.*
- *A finite number of “in-house” fundraising activities which target club members will be sanctioned each year. It is expected that those individuals/groups fundraising will also look to conduct activities outside of the club.*

- *There is a strong expectation that those using the club name for their fundraising will support other club initiatives. The management committee reserves the right to refuse access to personal fundraising programs to those persons who have not supported other club activities.*

(October 2006)