



CLUB HANDBOOK 2022







VPGTC PROGRAM OVERVIEW

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| <p>WELCOME</p> | <p>A very warm welcome to all our new and returning gymnasts, parents, and spectators. We are looking forward to your involvement with Victoria Park Gymnastics & Trampoline Club (VPGTC), and hope you enjoy your time in developing yours or your child's gymnastics skills.</p> <p>The staff at VPGTC dedicate their time to ensuring an inclusive, friendly environment where members can enjoy the best possible gymnastics experience, while seeking to grow opportunities for members to participate in and out of the gym.</p> <p>Being an inclusive, family-focussed club, you are important to us. We want you to be a familiar face around the club, and when you can, it would be great to have you assist with some of the many volunteer roles available. No matter how little or large the time you can contribute, it all helps to work towards making our club successful.</p> |
| <p>VPGTC</p> | <p>VPGTC is a not for profit club and committee of volunteers oversee our club. They are supported by paid administration staff, who work hard to ensure the day-to-day operations of the club occurs for the benefit of our members. Our coaches are also paid and are highly committed to developing themselves to be the best coaches available within their programs. A Head Coach oversees each gymnastics program.</p> |
| <p>MEMBERSHIP & CLUB REGISTRATION</p> | <p>VPGTC is an affiliated gymnastics club with Gymnastics Queensland and Gymnastics Australia, and we abide by their codes of conduct and gymnast's policies.</p> <p>All gymnasts are registered with Gymnastics Australia. The registration fee changes from year to year depending on the governing bodies.</p> <p>Gymnastics Australia provides members with insurance coverage in the case of an accident or injury for expenses not covered by Medicare</p> |
| <p>POLICIES</p> | <p>We will include some of our policies in this Handbook, but you can also view our policies online on our website. (www.vicpark.com)</p> |
| <p>COACHING STAFF</p> | <p>All coaches employed by VPGTC hold a current GA technical registration.</p> <p>Coaches who are in training are under the supervision of a qualified coach. Accreditation procedures also require that coaches hold a current Senior First Aid certificate or equivalent and a blue card.</p> <p>Many of our younger coaches possess up to date technical expertise in gymnastics because of training as competitors.</p> <p>It is a requirement of employment with VPGTC and Gymnastics Australia that coaches participate in regular in-house and external training sessions and updating workshops each year to remain accredited</p> |









VPGTC PROGRAM INFORMATION

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| <p>BABYGYM & BABYSTEPS</p> | <p>Our baby class is a fun introduction to toddler gymnastics, suitable for kids from crawlers to 2 years old.</p> <p>Delight as your child’s world opens to the power of movement as they enjoy gripping, swinging, bending, and crawling. This parent/caregiver assisted class focuses on sensory awareness and play, introducing small challenges and routines. Little crawlers to toddlers aged to 2 years develop motor skills through simple circuits, learning basic rotational movements, shape-making, weight transferring, gripping, bending, bar hangs, jumps and crawls.</p> <p>Play is a vital part of learning at this age. Girls and boys enjoy sharing invaluable child-parent play time as they progressively learn new movement patterns.</p> <p>A focus on mind-body wakes the brain to connect pathways to develop foundational movement.</p> <p>BabyGym/BabySteps lessons go for 30 minutes</p> |
| <p>TUMBLEFUN</p> | <p>Our TumbleFun class is designed for 2-year-olds to 4-year-olds, refines movements and further develops gross motor movement. Cognitive and social development comes into perspective.</p> <p>Children overcome hurdles, build confidence and work towards independence. Kids can then focus on key movements, improving core strength and working with their centre of gravity.</p> <p>Children learn to take turns, play with others, understand direction, and start to follow instructions.</p> <p>Our budding gymnasts balance, swing, continue to develop upper body strength, and practice jumping.</p> <p>Our 2–3-year-old is a parent/caregiver assisted class.</p> <p>TumbleFun lessons go for 45 minutes</p> |
| <p>GYMFUN</p> | <p>GymFun is for children from 5-year-old to 10-year-old who are looking for more challenges.</p> <p>Our GymFun classes enjoy more independent exploration and discovery time with their coaches. This program refines movement, core strength and focuses on both lower and upper body strength.</p> <p>Listening and social skills develop as children interact with others within a group. Children learn to move their bodies in all directions with forward and backwards rolls and develop both sides of the body through balancing exercises.</p> <p>We help children to gain independence in preparation for school. Parents become less involved as children come under the instruction of our expert coaches.</p> <p>GymFun kids balance, swing, skip, climb, hang, and refine single leg and arm movements.</p> <p>GymFun lessons go for 1 hour</p> |
| <p>COMPETITIVE WAG PROGRAM</p> | <p>Our competitive program follows the Gymnastics Australia Levels program. This means gymnasts can compete at Level 3-Level 10 in national events, depending on age and skill. Each program has skills that all participants will be required to pass to progress to the next level. Assessments will be conducted regularly throughout the year.</p> |
















VPGTC PROGRAM INFORMATION

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| <p>COMPETITIVE MAG PROGRAM</p> | <p>Our beginner MAG Program follows the 4 x 4 program for competitions created by Gymnastics Queensland and expanded upon within the club. Designed with skills to build strength and prepare the body for the challenges in life, enhance coordination and agility, develop posture and confident body movement, challenge the mind and body to reach new goals and develop healthy minds and bodies for now and later in life. The beginner gymnasts compete in multiple in club and some regional events to demonstrate completing levels 1-2 of the Men’s Artistic Gymnastics Australian Levels program.</p> <p>Our competitive MAG Program follows the Men’s Artistic Gymnastics Australian Levels program beginning at Level 3-6 at a junior level and level 7-10 at a senior level. These gymnasts will compete at Regional, State and National Level events multiple times during the year representing the club in their respective levels of development.</p> |
| <p>COMPETITIVE TRP PROGRAM</p> | <p>Our competitive program follows the Gymnastics Australia Levels program. This means gymnasts can compete at Level 1-Level 10 in national events, depending on age and skill. Each program has skills that all gymnasts will be required to pass to progress to the next level. Assessments will be conducted regularly throughout the year.</p> |
| <p>TRP RECREATIONAL</p> | <p>Trampoline is the perfect sport for bold highflyers who want to jump, sault, twist and enjoy time being airborne. Whether you bounce on the trampoline, the double mini tramp or flip down the tumble track, the fundamental skills are the same and lead on to an amazing awareness of where your body is in space.</p> <p>Trampoline Gymnastics caters for children and adults wanting to keep fit and train with their friends. Fundamental skills are taught and refined to be combined into exciting routines with multiple twists and rotations in every jump.</p> |
| <p>ADULTS FIT & FLEX</p> | <p>Our classes cater for adults 16 and up, across all levels of ability, from beginners to ex gymnasts, and are great cross training programs for extreme sports, acrobatic sports, and general fitness. This is a coach led class and can be tailored to what you want to learn. The class consists of strength, handstands, and use of all the equipment.</p> <p>Adults Fit n Flex lessons go for 1 hour</p> |
| <p>GYMABILITY</p> | <p>Our Gymability classes was developed in partnership with the Special Olympics Young Athletes and Gymnastics Australia. Gymability is an inclusive program that develops the fundamental movement skills of 2- to 8-year-olds with or without an intellectual disability.</p> <ul style="list-style-type: none">  Weekly training sessions led by a trained Coach  Individualised activities to meet the child’s skill level through modification, adaption, or extension  Focus on fundamental skills of sport: multi-sport gross motor skills, social skills of sport, health, and fitness  Opportunity to progress onto various Special Olympics sports and the Gymnastics Australia pathway |



















VPGTC OTHER ACTIVITIES

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| <p>SCHOOL HOLIDAY PROGRAMS</p> | <p>HolidayFun is a FUN, ENERGETIC and EXCITING activity for your children to do in the school holidays!</p> <p>Our Holiday Program includes a variety of Trampoline and Gymnastics training which includes skills, games, and fitness activities. HolidayFun is available for children Prep to 12 years old. Members and Non-Members are welcome.</p> <p>Your child will do the following:</p> <ul style="list-style-type: none">  Gymnastics Circuits, Games, Challenges  FUN on the rings, Ropes, Bars, Beams  JUMPING fun on the Tumble Trak  BOUNCING on the sprung Floor |
| <p>BIRTHDAY PARTIES</p> | <p>Come celebrate with us in a safe and exciting venue for your child's next Birthday Party!</p> <p>Our fully qualified coaches will guide your children through 2 hours of exciting activities, obstacle courses and games in our facility, offering sprung floors, tumbling trampoline, trampolines, ropes, rings, bars and more.</p> <p>It only takes a few simple steps to secure your party:</p> <ul style="list-style-type: none">  Call our office on 4900 1244 or email your request to office@vicipark.com  An invoice will be raised and will be due before the party date  We will ask you to provide a list of names of the children attending the party  Lastly come along and ENJOY the party! |
| <p>PRIVATE HIRE</p> | <p>Vici Park prides itself on helping the greater community. If you are a sporting group, dance school, childcare centre, school group or community group who would like to use our facilities and/or our coaches, please contact the office for a copy of our hire agreement and to discuss suitable times. Hire can be on a as needed basis or locked in term bookings.</p> |

VPGTC ENROLMENT PROCESS

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| <p>ENROLMENTS & CLASS BOOKING</p> | <p>To ensure your child's place in a class:</p> <ul style="list-style-type: none">  Term Fees are also required to be paid at this time to secure your position  Should the Term Fees not be paid we will not hold a position for your child in the class  Children on Term Fees are also required to re-enrol each term  Offers for the following term are sent out via invoice which is sent by email at least 2 weeks prior to the commencement of the new term  Payment of term fees must be received by the office to secure your position for the coming term |
| <p>PRIORITY REBOOKING</p> | <p>This first week of re-enrolment is called Priority Booking (Usually, last week of Term and 1st week of holidays)</p> <ul style="list-style-type: none">  Gymnasts who are currently enrolled in a class will have first option of returning to this class for the next term  To automatically re-book your child's class, payment of fees is required (usually a 7-day period)  This will ensure your child is guaranteed a position in the class  When priority booking expires all unconfirmed positions become available to all members new and current |
| <p>OPEN WEEK</p> | <p>The second week of re-enrolment is open to all existing, new, and graduating members who wish to change classes for the following term and is usually the last week of the school holidays.</p> <ul style="list-style-type: none">  We cannot guarantee positions in your first option as places are dealt with in a first in first served basis  In the first term of each year, Annual Registration is required via the iPad. Please see the office  It is important that you advise us of any changes to your contact details so we can ensure all relevant paperwork is received by you on time to re-enrol |
| <p>WHAT HAPPENS IF I DON'T REBOOK</p> | <p>Should you not return a re-booking to the office, a position is not held for your child.</p> <ul style="list-style-type: none">  We cannot guarantee a position will be available for your child in the same class they were in  If the class has been fully booked during Rebooking, your child will be placed on the wait list or alternatively another day and time will be offered |
| <p>CLASS OFFERS</p> | <p>Positions in any class are offered at the discretion of the coaching staff and may be withdrawn by the coaching staff.</p> <ul style="list-style-type: none">  Coaches are the best people to make decisions about any child's readiness to progress, the content of a program or any other coaching related matter |
| <p>GRIEVANCE PROCEEDURE</p> | <p>We ask that you do not address any concerns directly with your child's coach but if you have any concerns at any time relating to administrative or coaching issues you see the office.</p> |

VPGTC FEE INFORMATION

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| MEMBERSHIP | <p>Gymnasts must be registered prior to training and will not be allowed to enter the gym floor without registration.</p> <p>The Membership and Insurance Fee is non-refundable and includes the following components:</p> <ul style="list-style-type: none">  Gymnastics Queensland and Gymnastics Australia Registration  Australian Gymnastics Sports Cover Insurance (Marsh)  VPGTC Registration Fee  Membership Fee is for a calendar year and lasts from date of payment to 31st of December  The Gymnastics Australia registration component and sports insurance is transferable between clubs but not from one gymnast to another |
| TERM FEES | <p>Term Fees are calculated on the number of weeks in each term.</p> <ul style="list-style-type: none">  Term Fees pay for your child's position in a class  Non-attendance does not qualify you for a refund or credit i.e., illness, school camp, injury away from gymnastics  Term Fees are due upon rebooking/acceptance of a position in a class, (except if a schedule of payment instalments has been agreed and approved, and is being honoured)  Entry into Competitions is on the condition that all tuition fees are up to date at the time that entries are due.  We do not offer make-up classes for non-attendance. If you choose not to attend these classes, no refund or credit will be given.  If VPGTC cancels classes due to heat or staff unavailability, your child will be entitled to a pro-rata adjusted credit for the balance of the class.  Should your child decide not to continue with the class, any class taken after the 3rd week, will incur the full-term fee and registration. These fees are non-refundable and non-transferable  There are no classes on public holidays. Your account will be adjusted when invoiced |
| CANCELLATION FEE | <p>If you need to cancel your child's position in a class a cancellation fee will apply, and you will need to:</p> <ul style="list-style-type: none">  Advise by email or phoning the office the date you wish to cancel from  VPGTC will charge a cancellation fee calculated as 2 weeks tuition  Complete payment for any tuition fees for classes attended prior to the cancellation date  Cancellations will apply for medical and other reasons  Please remember that you will lose your position in the class for priority booking the following term. |
| PAYMENT METHODS | <p>We accept payments by Direct Debit and EFTPOS (we do not accept cash)</p> |
| MISSING TRAINING/CLASSES | <p>If gymnasts finish early or arrive late, this does not entitle a discount on fees as all the club's costs are the same regardless of gymnasts leaving early/starting late or missing a session. Likewise, no discount is given when a family takes holidays during regular training time, as your child's position is being held in the class for you</p> |
| ALTERED TRAINING HOURS | <p>In the case of ongoing/long term sickness or injury, a request can be made in writing to the Committee to review your account please email office@vicipark.com.</p> |

VPGTC MEMBERSHIP & TERM FEES

MEMBERSHIP FEES 2022 (Calendar Year)



| PROGRAM | YEARLY | TERM (10weeks) | TRANSFER |
|--|-----------------------|-----------------------|-----------------------|
| BabyGym/Baby Steps | \$26 | N/A | \$26 |
| TumbleFun (Assisted& Unassisted) | \$100 | \$30 | \$70 |
| GymFun | \$130 | \$40 | \$100 |
| Beginner (1- or 2-hour class) | \$130 | \$40 | \$100 |
| Competitive Classes (Level 3/3A & above) | \$140 | N/A | \$110 |
| Adults | \$26 | N/A | \$26 |
| Family Discount | | | |
| | 2 nd child | 3 rd child | 4 th child |
| | \$10 | \$20 | \$30 |

2022 TERM DATES


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|---------------|-------------------------|----------|
| TERM 1 | 24 January – 2 April | 10 Weeks |
| TERM 2 | 19 April – 25 June | 10 Weeks |
| TERM 3 | 11 July – 17 September | 10 Weeks |
| TERM 4 | 4 October – 10 December | 10 Weeks |

2022 FEE SCHEDULE










| Hrs/Week | Rate/Hr | Wkly Cost | 9 Wks | 10 Wks | 11 Wks | Month 45 Wks | Month 46 Wks | Month 47 Wks | Month 48 Wks | Month 49 Wks |
|----------|-----------|-----------|----------|----------|----------|--------------|--------------|--------------|--------------|--------------|
| 0.50 | \$0.0000 | \$0.0000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 0.75 | \$20.0000 | \$15.0000 | \$135.00 | \$150.00 | \$165.00 | \$56.25 | \$57.50 | \$58.75 | \$60.00 | \$61.25 |
| 1.00 | \$16.0000 | \$16.0000 | \$144.00 | \$160.00 | \$176.00 | \$60.00 | \$61.35 | \$62.65 | \$64.00 | \$65.35 |
| 1.50 | \$13.0000 | \$19.5000 | \$175.50 | \$195.00 | \$214.50 | \$73.15 | \$74.75 | \$76.40 | \$78.00 | \$79.65 |
| 2.00 | \$12.0000 | \$24.0000 | \$216.00 | \$240.00 | \$264.00 | \$90.00 | \$92.00 | \$94.00 | \$96.00 | \$98.00 |
| 2.50 | \$12.0000 | \$30.0000 | \$270.00 | \$300.00 | \$330.00 | \$112.50 | \$115.00 | \$117.50 | \$120.00 | \$122.50 |
| 3.00 | \$11.3500 | \$34.0500 | \$306.45 | \$340.50 | \$374.55 | \$127.70 | \$130.55 | \$133.35 | \$136.20 | \$139.05 |
| 3.50 | \$11.3500 | \$39.7250 | \$357.53 | \$397.25 | \$436.98 | \$148.95 | \$152.30 | \$155.60 | \$158.90 | \$162.20 |
| 4.00 | \$10.0000 | \$40.0000 | \$360.00 | \$400.00 | \$440.00 | \$150.00 | \$153.35 | \$156.65 | \$160.00 | \$163.35 |
| 4.50 | \$10.0000 | \$45.0000 | \$405.00 | \$450.00 | \$495.00 | \$168.75 | \$172.50 | \$176.25 | \$180.00 | \$183.75 |
| 5.00 | \$9.5000 | \$47.5000 | \$427.50 | \$475.00 | \$522.50 | \$178.15 | \$182.10 | \$186.05 | \$190.00 | \$193.95 |
| 5.50 | \$9.5000 | \$52.2500 | \$470.25 | \$522.50 | \$574.75 | \$195.95 | \$200.30 | \$204.65 | \$209.00 | \$213.35 |
| 6.00 | \$9.0000 | \$54.0000 | \$486.00 | \$540.00 | \$594.00 | \$202.50 | \$207.00 | \$211.50 | \$216.00 | \$220.50 |
| 6.50 | \$8.5000 | \$55.2500 | \$497.25 | \$552.50 | \$607.75 | \$207.20 | \$211.80 | \$216.40 | \$221.00 | \$225.60 |
| 7.00 | \$8.2500 | \$57.7500 | \$519.75 | \$577.50 | \$635.25 | \$216.55 | \$221.40 | \$226.20 | \$231.00 | \$235.80 |
| 7.50 | \$8.0000 | \$60.0000 | \$540.00 | \$600.00 | \$660.00 | \$225.00 | \$230.00 | \$235.00 | \$240.00 | \$245.00 |
| 8.00 | \$7.7500 | \$62.0000 | \$558.00 | \$620.00 | \$682.00 | \$232.50 | \$237.65 | \$242.85 | \$248.00 | \$253.15 |
| 8.50 | \$7.7500 | \$65.8750 | \$592.88 | \$658.75 | \$724.63 | \$247.05 | \$252.50 | \$258.00 | \$263.50 | \$269.00 |
| 9.00 | \$7.5000 | \$67.5000 | \$607.50 | \$675.00 | \$742.50 | \$253.15 | \$258.75 | \$264.40 | \$270.00 | \$275.65 |
| 9.50 | \$7.5000 | \$71.2500 | \$641.25 | \$712.50 | \$783.75 | \$267.20 | \$273.15 | \$279.05 | \$285.00 | \$290.95 |
| 10.00 | \$7.0000 | \$70.0000 | \$630.00 | \$700.00 | \$770.00 | \$262.50 | \$268.35 | \$274.15 | \$280.00 | \$285.85 |
| 10.50 | \$7.0000 | \$73.5000 | \$661.50 | \$735.00 | \$808.50 | \$275.65 | \$281.75 | \$287.90 | \$294.00 | \$300.15 |
| 11.00 | \$6.5000 | \$71.5000 | \$643.50 | \$715.00 | \$786.50 | \$268.15 | \$274.10 | \$280.05 | \$286.00 | \$291.95 |
| 11.50 | \$6.5000 | \$74.7500 | \$672.75 | \$747.50 | \$822.25 | \$280.30 | \$286.55 | \$292.75 | \$299.00 | \$305.25 |
| 12.00 | \$6.1500 | \$73.8000 | \$664.20 | \$738.00 | \$811.80 | \$276.75 | \$282.90 | \$289.05 | \$295.20 | \$301.35 |
| 12.50 | \$6.1500 | \$76.8750 | \$691.88 | \$768.75 | \$845.63 | \$288.30 | \$294.70 | \$301.10 | \$307.50 | \$313.90 |
| 13.00 | \$5.7500 | \$74.7500 | \$672.75 | \$747.50 | \$822.25 | \$280.30 | \$286.55 | \$292.75 | \$299.00 | \$305.25 |
| 13.50 | \$5.7500 | \$77.6250 | \$698.63 | \$776.25 | \$853.88 | \$291.10 | \$297.55 | \$304.05 | \$310.50 | \$316.95 |
| 14.00 | \$5.5000 | \$77.0000 | \$693.00 | \$770.00 | \$847.00 | \$288.75 | \$295.15 | \$301.60 | \$308.00 | \$314.40 |
| 14.50 | \$5.5000 | \$79.7500 | \$717.75 | \$797.50 | \$877.25 | \$299.05 | \$305.70 | \$312.35 | \$319.00 | \$325.65 |
| 15.00 | \$5.2500 | \$78.7500 | \$708.75 | \$787.50 | \$866.25 | \$295.30 | \$301.90 | \$308.45 | \$315.00 | \$321.55 |
| 15.50 | \$5.2500 | \$81.3750 | \$732.38 | \$813.75 | \$895.13 | \$305.15 | \$311.95 | \$318.70 | \$325.50 | \$332.30 |
| 16.00 | \$5.1500 | \$82.4000 | \$741.60 | \$824.00 | \$906.40 | \$309.00 | \$315.85 | \$322.75 | \$329.60 | \$336.45 |
| 17.00 | \$5.0500 | \$85.8500 | \$772.65 | \$858.50 | \$944.35 | \$321.95 | \$329.10 | \$336.25 | \$343.40 | \$350.55 |
| 17.50 | \$5.0500 | \$88.3750 | \$795.38 | \$883.75 | \$972.13 | \$331.40 | \$338.75 | \$346.15 | \$353.50 | \$360.85 |
| 18.00 | \$4.9500 | \$89.1000 | \$801.90 | \$891.00 | \$980.10 | \$334.15 | \$341.55 | \$349.00 | \$356.40 | \$363.85 |

-  Public Holidays will be deducted from your Term Fees on your invoice
-  Your invoice is emailed (please check your junk folder if you haven't received it). **Please note the Notes/Description on your invoice has your child's class name, day, and time.**
















VPGTC MEMBER INFORMATION

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| <p>CLASS PROGRESSION</p> | <p>Each class within our gym requires skills testing to be completed before a gymnast progresses to the next level.</p> <ul style="list-style-type: none"> 👉 Sometimes gymnasts are required to STAY in the same class. This does not mean they have “failed” but require further skills to enable a smooth transition to the next class. 👉 The National Level Program enables the lower levels (boys - level 1 & 2, girls - level 1 to 3) to be tested at an in-house competition. Our Coaches are the best people to recommend and nominate when a gymnast is ready to move to the next class 👉 In the higher levels gymnasts must compete at state sanctioned events to gain the passing score set by Gymnastics Australia. When a gymnast passes a level, it means they are competent at their current level and does not automatically mean they start working towards the next level 👉 Graduations will be notified via email |
| <p>CARNIVALS & COMPETITIONS</p> | <p>VPGTC hold Carnivals for all our Fundamental MAG, WAG and TRP programs.</p> <ul style="list-style-type: none"> 👉 TERM 2 👉 TERM 3 <p>All tuition fees must be up to date before entry into the club carnival is accepted.</p> <p>Participation is purely optional for all these carnivals but is encouraged as this is a great way to monitor your child’s progress. Children participating do not have to have club uniforms.</p> |
| <p>GYMNASTS RULES</p> | <p>We would appreciate all children respect our rules in our club.</p> <ul style="list-style-type: none"> 👉 Gymnastics equipment is very expensive, and we would ask that all children treat the equipment carefully 👉 No jewellery to be worn at any time (girls stud earrings are acceptable) 👉 Children should not enter or leave the training area without permission 👉 Let your coach know if you have hurt yourself 👉 Do not do skills you haven't been asked to always be safe 👉 Don't bring Food or drink other than water into the training area 👉 Treat everyone in the Gym with respect and do not cause disruptions in your class 👉 Don't call anyone names relating to gender, race, or impairment |
| <p>HAIR FOR TRAINING</p> | <p>Your daughter will need to have her hair tied neatly back for training and if it hangs below her shoulders it will need to be plaited and tied under.</p> <div style="text-align: center;">  </div> |
| <p>OTHER ACTIVITIES</p> | <p>Other Activities at VPGTC are to be paid for at the time of booking. In addition to this all Term Fees must be completely up to date in order to book for one of these activities.</p> <ul style="list-style-type: none"> 👉 Competitions, Additional Training Sessions 👉 School Holiday Programs 👉 Clinics, Sleepovers, and other events |

VPGTC MEMBER INFORMATION

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| PUBLIC HOLIDAYS | The gym is closed on public holidays. |
| COMMUNICATION & COOPERATION | <p>The VPGTC staff are experienced at what they do and are constantly striving to provide programs that will challenge gymnast to reach their potential.</p> <ul style="list-style-type: none">  Your support is essential for this to take place and at times you may not understand what level your child is at, but be assured that the staff have grouped the gymnasts accordingly  Communication is encouraged if your child is experiencing difficulties and the staff are more than happy to let you know how an issue can be resolved as we work together as a team to give your child the best possible gymnastics experience |
| MEDICAL & CONTACT DETAIL CHANGES | <p>Parents must immediately notify the office of any:</p> <ul style="list-style-type: none">  Change in address  Telephone contact details  Any medical conditions which may be significant to the coaching of your child. You will be required to complete the membership form on the iPad indicating the new conditions. Any medical conditions that require an action plan, a copy of which is to be provided to the office. |
| TRAINING OUTFITS | <p>Your child will need the following clothes for training:</p> <ul style="list-style-type: none">  Dress is flexible, form fitting clothes such as tights, bike pants, singlets, crop tops or leotards. No baggy clothes (including skirts or dresses) or dangling jewellery 1.Shorts / singlet / T Shirt (boys) 2.Sleeveless Leotards/ togs / Bike pants /Bike Pants & Crop Top (girls)  Please ensure hair is securely tied back out of the gymnast's face  Water bottle is brought to each lesson.  Please make sure in winter that your child has warm clothes to put on at the end of training as well as shoes |
| LOST PROPERTY | <p>Lost property is kept in the lost property basket and is emptied at the end of the term. All unclaimed items are donated to Lifeline.</p> <p>Parents please clearly mark all your child's belongings, especially club uniforms and water bottles.</p> <p>VPGTC does not take responsibility for personal property left in the gym by members and their families.</p> |
| CAR PARK | <p>Parents are required to come into the gym to drop off and pick up their children.</p> <p>Please remind your children to wait inside after class.</p> <p>Coaches are not available to supervise gymnasts beyond the end of their session. If a gymnast has not been collected at the scheduled time, it is a requirement they remain in the gym on the seated bench area until collected.</p> <p>Please be five minutes early to drop off and on time to pick up your children. If you will be late to pick up or drop off, please contact the office, and advise of your expected arrival time.</p> |
| COMPALINTS | <p>If you have some feedback for us, to ensure we are making any necessary changes to policy or practices that will ensure an excellent gymnastics experience for our members. Please see the office or email office@vicipark.com</p> |

VPGTC MEMBER INFORMATION





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| <p>SPECTATORS</p> | <p>We would encourage all parents to take an interest in their child’s class.</p> <ul style="list-style-type: none">  Please remember that during training the gymnasts need to be focused on what instructions their coach is giving them and on their skills.  Parents are not permitted on the gymnasium floor at any time. This is a gymnasium rule to ensure all our gymnasts and spectators stay safe.  spectators are not permitted inside the building. We provide chairs that you can collect from the entrance on both sides of the building and encourage you to spectate from outside the roller doors. |
| <p>WEBSITE</p> | <p>The VPGTC website is where you can find the following information:</p> <ul style="list-style-type: none">  Calendars  Event Results  Club Handbook  Holiday Program  Policies |
| <p>INJURY MANAGEMENT</p> | <p>Injuries occur from time to time and while the coaching staff do everything, they can avoid them. It is important to get it diagnosed and treated in a timely fashion with the Physios who are familiar with the sport of Gymnastics.</p> <p>Please refer to our payment section for refund information.</p> <p>Our preferred local provider is Vector Health – Chloe Petith 4927 8190</p> |
| <p>SPECIAL NEEDS</p> | <p>Coaching or working with children with special needs may require more frequent physical contact and touch as a means of meeting the duty of care to them. Please let us know if your child has special needs so we can recommend the best class for them and prepare the coaches.</p> <ul style="list-style-type: none">  Touch may be an agreed form of communication between a child, their parent and coach where the child has a communication disability  Coaches may need to be more vigilant and thoughtful in their physical interactions and different approaches may be required. However, the basic practices and information outlined previously remain applicable to all children  VPGTC have a duty of care to protect children from physical and emotional harm and, while the ways of meeting this duty may differ for different groups, the duty itself remains unqualified  Everyone expected to meet this duty should do so in a manner that respects the dignity of all children as well as their vulnerabilities |
| <p>CULTURAL CONSIDERATIONS</p> | <p>Different cultures have different attitudes and traditions surrounding the concept of appropriate touch. Gymnastics requires hands on correction and spotting to assist in skill learning. Please inform our staff if your child has any special considerations.</p> <ul style="list-style-type: none">  It is important that our staff know so they can appreciate culturally specific expectations regarding touch so that embarrassment or offence can be avoided for everyone  If children (and families) have escaped traumatic circumstances, considerable diplomacy, care, and effort in early interactions will take place once Allstars have been made aware of any special considerations that need to be applied  VPGTC will take every care when we have been made aware of family’s culture needs and requests and to establish understanding and respect so your child can participate in the sport of gymnastics |

MEMBER PROTECTION POLICY

MEMBER PROTECTION POLICY

Victoria Park Gymnastics is committed to providing you with the highest levels of membership service in line with the Privacy Statement that can be found on the Gymnastics Australia web site.

A copy of this statement can also be found on our website.

-  Victoria Park does not on sell or supply lists containing customer information to any individuals or companies unless we have your permission to do so.
-  Our customers must however be aware the enrolment / registration process in accordance with the conditions as indicated in the above statement includes the recording of gymnast information with Gymnastics Australia.
-  Victoria Park staff will not disclose the contact phone numbers and details of any of the gymnasts or gymnasts' parents / guardians unless permitted to do so by those gymnast's parents / guardians.
-  Victoria Park Gymnastics will, from time to time, take candid and posed photographs and videos that will include gymnasts in the gym and surrounds. Some of this material may be used in various newsletters, videos, brochures, and social media (VP Facebook page). If you do not want photographs to be taken that include you or your children, VPGTC must be advised using the Registration and Enrolment Form at time of enrolment or any time later in writing.

PRIVACY

VPGTC adheres to the Gymnastics Australia Member Protection Policy, which aims to ensure core values and attitudes are maintained. It assists in ensuring that every person involved with VPGTC is treated with respect and dignity and is safe and protected from abuse. This policy also ensures that everyone involved with Allstars is aware of his or her legal and ethical rights and responsibilities.

The Gymnastics Australia Member Protection Policy provide the procedures that support a commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from the sport of gymnastics. As part of this commitment, VPGTC will take disciplinary action against any person or organisation in breach of this policy.

A copy of the Gymnastics Australia Member Protection Policy is available on the Gymnastics Australia Website and on the VPGTC Website.

PHOTOGRAPHY POLICY

Every person, including gymnasts, may be photographed and or videoed while at VPGTC due to the proliferation of photographic/video devices carried and used by those visiting our facility.

As a result, VPGTC cannot reasonably control all who take photographs/videos at our venue and is therefore powerless to guarantee 100% that photos/video will not be taken inclusive of those who may not want their or their child's photo/video taken.

Consequently, as a condition of entry and or membership, each gymnast may be photographed or videoed by the individuals listed in the table below.

VPGTC recognises that parents/guardians or authorised relative/s may wish to photograph/video their child or relative participating in gymnastics. In doing so we request that you limit your photography/videoing, where possible, to your child and make available the photos/video to anyone who asks and then be prepared to delete if requested by these parents and guardians of the other children also captured in the images if they so wish.




















| PHOTOGRAPHER | PURPOSE | COMMENTS/OPTIONS |
|--|-------------------------------|---|
| Photography on behalf of VPGTC | Internal & external promotion | Can opt out - using section on Enrolment form |
| Parents / Guardians / Grandparents / Relatives | Valuable Memories | Can include others in their photograph/video. Can ask to view and delete the images capturing those who do not want their image captured. |
| Visitors who may not be related or connected to the Gym or Gymnast | Unknown | All reasonable efforts to monitor & control will be taken but not guaranteed. |

VPGTC CODE OF CONDUCT

All groups and individuals shown below are expected to abide by our code of conduct at all times. Any breach of this code of conduct may result in disciplinary action by the club

| | | | |
|---------------------|-----------------|-----------------------|-----------------|
| Participants | Parents | Judges | Siblings |
| Coaches | Visitors | Administrators | Gymnasts |






















All parents are reminded that their behaviour and the behaviour of their children (not under the control of a coach during their class) is their direct responsibility.

-  Respect the rights, dignity and worth of staff, members, families, and staff involved in the club.
-  Conduct yourself in a manner, which does not result in actions that could be dangerous to yourself or others.
-  Be courteous and considerate to the needs of others at all times.
-  Remember that children are participating in gymnastics for enjoyment.
-  Focus on efforts and performance rather than winning or losing.
-  Never ridicule or yell at anyone for making a mistake or failing to achieve their objectives.
-  Always applaud good efforts by all.
-  Support all efforts of your club to remove negative and/or destructive behaviour.
-  Respect the decisions of judges, coaches, and management.
-  Represent VPGTC with pride and dignity.
-  Show your appreciation for the Coaches, Judges, Volunteers, Officials and Administrators of the Club for without them there would be no club.
-  Remember that your clubs' personnel have feelings too, so please express your opinions in a constructive and helpful manner avoiding gossip and rumour which may arise amidst members regarding our club.
-  Offer your assistance and expertise to the club and encourage children to do the same to help build a better club.
-  Many efforts by all members make a more successful and harmonious club.
-  Support your club personnel by offering them your trust and confidence and show interest in what they are doing.
-  Our Staff are always striving to do their best to support the interests of gymnasts, first and foremost and indeed all who enter the Gym.
-  We ask that you address any questions regarding training to the Head Coaches. If not satisfied, we ask that bring them to the relevant Program Manager or Business Owner. In some instances, we may ask that you put your concerns in writing to allow us to effectively address them.
-  If you have issues or concerns with any aspect of the operation of VPGTC please present those issues to the appropriate person in an open and considerate manner seeking first to understand and then to be understood. In some instances, we may ask that you put your concerns in writing to allow us to effectively address them.
-  Most of all remember that our club is in fact, the sum of its members and that all parents and children should be given the opportunity to have a say. Not every parent and child will like gymnastics and if this is you or your child, that's OK – our club would be happy to suggest other Gym Programs or sports which may be better suited to their interests and abilities.

Please understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

1. A warning will be given
2. If the incident or behaviour is repeated you will be required to meet with the Management Team or Business Owner to resolve the issue.
3. If the incident or behaviour is not resolved the business reserves the right to cancel your child's registration.





GYMNASTS CODE OF CONDUCT

| | |
|---|---|
| <p>GYMNASTS CODE OF CONDUCT</p> | <p>Conduct yourself in a manner, which does not result in actions that could be dangerous to yourself or others.</p> <ul style="list-style-type: none">  Be courteous and considerate, have a good attitude to training, working equally as hard for yourself and your teammates.  Respect the talent, potential and development of fellow gymnasts and competitors.  Care for and respect the equipment provided for you as part of your program.  Conduct yourself in a professional manner relating to language, temper, and punctuality.  Be honest with your coach concerning illness and injury and your ability to train fully within the set program.  Under no circumstances will gymnasts be allowed to train while under the influence of alcohol or a drug. |
| <p>YOU HAVE THE RIGHT TO</p> | <p>Not be subjected to abuse or harassment while competing or training.</p> <ul style="list-style-type: none">  Complain about inappropriate and unlawful behaviours and for complaints to be taken seriously and acted upon promptly  A fair process and not to be victimised if you make a complaint or are complained about. |
| <p>SOCIAL NETWORKING WEBSITES POLICY</p> | <p>VPGTC acknowledges the emergence of new technology and communication mediums and appreciates the benefit it can be to the sport. This occurs due to the immediate nature of communication to a wide audience using channels such as Facebook, Twitter and SMS etc. However, participants within the sport need to be very mindful of a few key matters that can lead to inappropriate use of new media, this could be done without a proper understanding, that once comments or photos are published, they can be in the public for a long time and very hard to take back. Please be aware of the conditions attached to using these media sites with anything to do with staff, gymnasts and parents associated with VPGTC at training, at competition or in VPGTC uniforms.</p> <ul style="list-style-type: none">  Do not include personal information, photos, or videos of others in social media channels unless they have given their permission.  Do not use offensive, provocative, or hateful language  Use your best judgment – don't publish something that makes you the slightest bit uncomfortable  Never write or publish if you are feeling emotional, upset or are being pressured by someone else  Never write or publish if you are feeling emotional, upset or are being pressured by someone else  Always use social network forums to add value and promote your teammates at VPGTC and the sport of gymnastics in a positive way |
| <p>DISCIPLINARY MEASURES</p> | <p>If an athlete has breached anything written in the code of conduct, one or more of the following forms of discipline will be imposed.</p> <ul style="list-style-type: none">  A warning will be given by the coach present at the time  If the incident or behaviour is repeated the athlete will be given a final warning  The incident will be reported to the Program Manager and if further action is needed the Program Manager will speak to the athlete in question  If the incident or behaviour has still not been resolved the gymnasts' parents will be informed and a meeting requested  If no resolution is reached the athlete will be suspended for a set period  If an athlete returns to training after a suspension and still hasn't changed their behaviour the athlete will be asked to leave the program.  If there is an incident or issue that is between 2 gymnasts or more, a warning will be given. If the issue is still not resolved, then the parents will be asked to come in for a meeting to resolve the issue and find a resolution. If no resolution is reached the above measures will apply. |

FUNDRAISING

VPGTC is committed to having fun, and where possible, raising additional funds for our club to continue to upgrade and replace equipment. As our club is a non for profit club it is important that we fundraise.

VPGTC will have a fundraiser in:




-  Term 1
-  Term 2
-  Term 3
-  Term 4

If you would like to be involved in any of these fundraising committee or events, contact our office admin office@vicipark.com for more details.

The Fundraising Committee purpose is to carry out Fundraising activities including:

-  BBQ's
-  Raffles
-  Pie Drive
-  Chocolate drives
-  Sponsorship
-  Government Grants

Funds raised in the past have assisted in:

-  Specialised Equipment to make the venue better for all
-  Rearranged gym
-  new rails for the uneven bars

The Fundraising Committee also provides a social network for parents of children involved in gymnastics.

Generally, each project is undertaken for a specific purpose and the level of involvement is determined by the committee and the availability of volunteers. All parents are welcome and encouraged to attend the meetings, so please feel free to join the group.

SPONSORSHIP

Our Sponsors for 2022 are:

Major

Vector Health and Performance

Gold

Clark Rubber Rockhampton
Custom Building Improvements

Silver










Mindset Development Coaching
Envy Beauty
Grant and Simpson
New Horizons Safety and Training Services
MCM Plumbing
South and Geldard
Rockhampton Mini Loads
JTM Mobile Mechanic 0437 184 806
Lass and Lad

Bronze

McGrath

| | | |
|--|---------------------|---|
| | WORKING BEES | To make sure our gym stays clean and safe we hold working bees throughout the year. The whole club is asked for help on these occasions regardless of the gym sport your child participates in. The end results benefit everyone. Any help you can provide whether it be man power, trade qualifications, or feeding and watering the volunteers is greatly appreciated. You don't have to stay for the whole working bee, every little bit helps. Please keep an eye out for calls for help throughout the year. |
|--|---------------------|---|

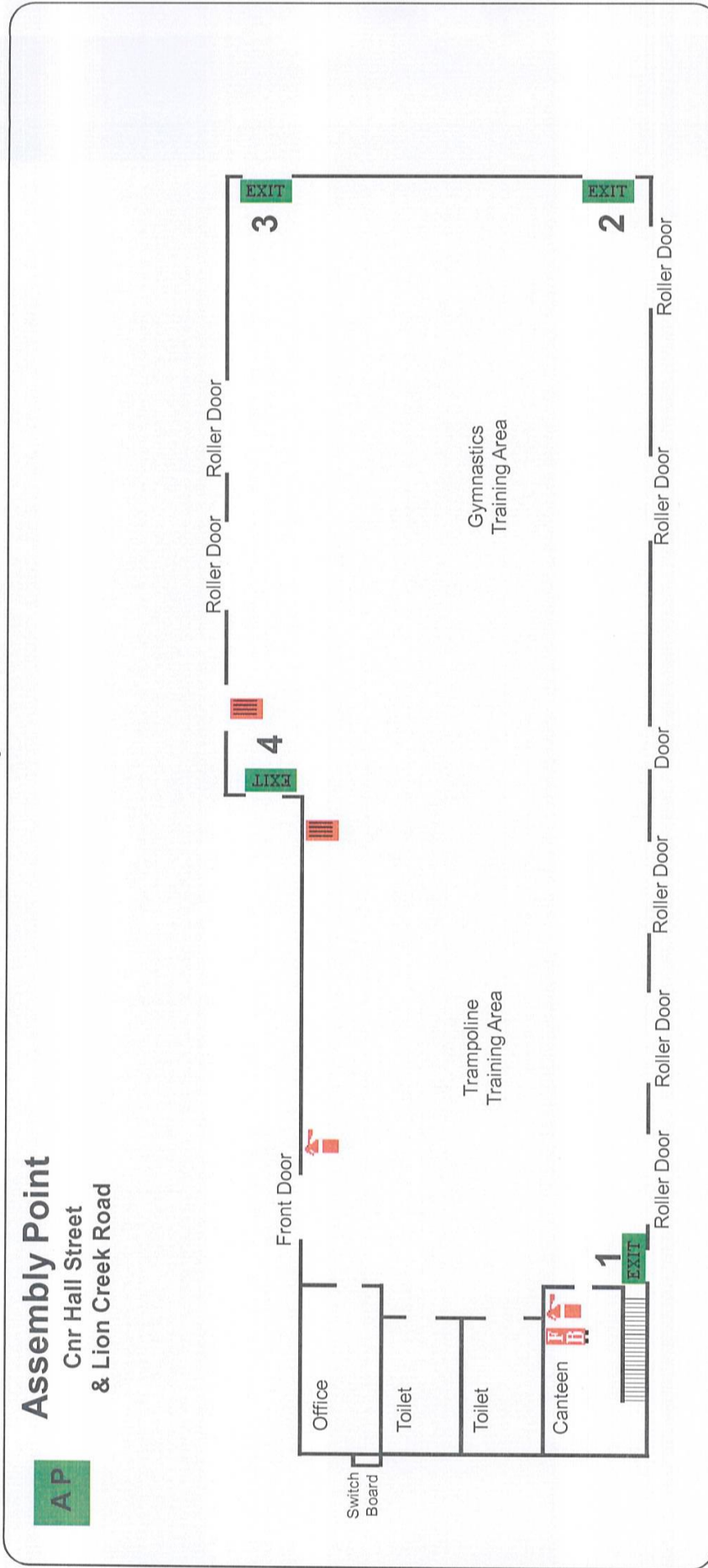
EMERGENCY PROCEEDURE

| | | |
|---|---|---|
| EMERGENCY DRILLS | We request that you take the time to review the following information and diagrams to prepare yourself and your children for emergencies and/or the drills in the following procedures. | |
| EMERGENCY FIRE EVACUATION | <p>After FIRE becomes evident or after hearing continuous SIREN</p> <ul style="list-style-type: none">  All gymnasts under the control of a coach must follow the directions of their coach.  Children and parents not in a class and therefore not under the control of a coach must follow the directions on the diagram following as well as the gym directors or their delegates as soon as a fire is evident, or after the signal to evacuate is heard.  The signal to evacuate will be a continuous siren. <p>Please ensure that you are prepared for this procedure at any time.</p> | |
| EMERGENCY LOSS OF LIGHT AND POWER | <p>When lighting fails due to lack of electrical supply:</p> <ul style="list-style-type: none">  Students must gather with their coach into a single group with their classmates  Coaches account for all students in their class  Coaches ensure group is in a safe area free from obstacles such as the pit & support cables or equipment that cannot be seen in lower light  Coaches remain with students and awaits further instruction | |
| EMERGENCY LOCKDOWN PROCEDURE | | |
| <ul style="list-style-type: none">  For an imminent storm that may cause loss of power & lighting  For an aggressive or violent intruder or a civil disobedience incident | | |
| MAIN ACTION | BY WHO | SECONDARY ACTION |
| Identify Threat | Office or Head Coaches (or Authorised Coaches in the absence of a Head Coach) | Raise Alarm by sounding the Hooter in Bursts of 4 – 5 sounds each with a gap in between. |
| Gather Gymnasts | Coaches – for those in a class Parents – for those not in a lesson | Coaches - Ensure gymnasts under your care are gathered a safe area free from obstacles such as pit & support cables or equipment that cannot be seen in lower light and remain calm. Parents – Gather children under your care & remain in the public seating areas and remain calm. |
| Close Doors | Available Staff - not required elsewhere | Pull down roller doors and secure Ensure emergency exit doors are pulled shut Close and secure doors near reception. |
| If Needed, Contact External Emergency Services for aid/advice | Office or Head Coaches (or Authorised Coaches in the absence of a Head Coach) | Police / Ambulance / Fire Call 000 or 112 Loss of Electrical Supply Call – 13 62 62 State Emergency Service Call - 132 500 |
| Remain Under Lock Down | All | Remain Calm and quiet |
| Determine when threat is over | Office or Head Coaches (or Authorised Coaches in the absence of a Head Coach) | Depending on situation that triggered Lockdown, determine when threat is over and becomes safe to return to normal operation |
| Open doors | Available Staff | Return Facility to normal operation by opening doors. |
| Resume normal operation | All Staff | Operations returned to normal. |

EVACUATION PLAN

VICTORIA PARK GYMNASTIC & TRAMPOLINE CLUB INC.

Hall Street Rockhampton QLD 4700



187 Alexandra St
North Rockhampton

07 49 272 740

LEGEND

| | | | | | | | |
|--|------------------------|--|---------------------------|--|------------------|--|----------------|
| | DCP Fire Extinguisher | | W/Chem Fire Extinguisher | | Path of Exit | | ASSEMBLY POINT |
| | Co2 Fire Extinguisher | | A/Water Fire Extinguisher | | Main Path | | |
| | AFFF Fire Extinguisher | | Fire Blanket | | Alternative Path | | |
| | | | Fire Hose Reel | | | | |
| | | | Fire Hydrant | | | | |
| | | | Exit Sign | | | | |

R - Remove People
from immediate danger
Do not block exits or exit routes.

A - Alert - Raise alarm
Advise Chief Warden / Mangement
Dial 000

C - Contain Fire & Smoke
Close doors & windows.
Select & use correct extinguisher

E - Evacuate
Use fire exits.
Proceed to main assembly point

VPGTC PROGRAM SUMMARY

WAG COMPETITIVE PROGRAM SUMMARY

| INFORMATION | BabyGym/ Baby Steps | TumbleFun | GymFun | WAG/MA G/TRP Fun | WAG Comp | MAG Comp | TRP Comp |
|---------------------------------------|-------------------------|-----------------|-----------------|------------------------|-------------------|-----------------|-----------------|
| CLASSES | BOYS & GIRLS | BOYS & GIRLS | BOYS & GIRLS | BOYS & GIRLS | GIRLS | BOYS | GIRLS & BOYS |
| MINIMUM TRAINING HOURS PER WEEK | 30 MINS | 45 MINS | 1 HOUR | 1-3 HOURS | 4 HOURS & UP | 4 HOURS & UP | 3 HOURS & UP |
| TRAINING WEEKS PER YEAR | SCHOOL TERMS | | | | TRAIN IN HOLIDAYS | | |
| MAXIMUM CLASS SIZE | 20 | 20 | 10 | 10 | 10 | 10 | 10 |
| SEASON | JANUARY TO DECEMBER | | | | | | |
| HOLIDAYS | ALL SCHOOL HOLIDAYS OFF | | | | TRAIN IN HOLIDAYS | | |
| MEMBERSHIP FEE DUE ON ENROLMENT | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| RE ENROLMENT END OF EACH TERM | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ |
| NO TRAINING ON PUBLIC HOLIDAYS | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| TERM 2 CARNIVAL | ✗ | ✗ | ✗ | OPTIONAL | ✗ | ✗ | ✗ |
| TERM 3 CARNIVAL | ✗ | ✗ | ✗ | OPTIONAL | ✗ | ✗ | ✗ |
| MAKE UP LESSONS | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| TERM FEES | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ |
| MONTHLY FEES | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ 6 HRS & UP |
| BRING WATER BOTTLE TO CLASS | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| UNIFORMS | | | | | | | |
| TRACKSUIT | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ |
| POLO SHIRT | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ |
| BACKPACK | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ |
| COMP LEOTARD | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ |
| LONG WHITES & SHORTS | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ |
| MEMBERSHIP SHIRT | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

CHILD SAFETY POLICY

| | |
|---------------------------|--|
| ZERO TOLERANCE | <p>VPGTC has zero tolerance of child abuse, which means we will treat all allegations of child abuse and/or misconduct with a child seriously, consistently and with a high degree of sensitivity. VPGTC acknowledges that every child has the right to be heard, protected, and supported and to have their concerns managed appropriately and with sensitivity. VPGTC will use its best endeavours to seek to resolve the concerns of the child and/or their family in accordance with this policy.</p> |
| STAFF & RECRUITMENT | <p>All staff employed by VPGTC are required to have a current Working with Children Blue Card or a current police check. These cards are checked at every Gymnastics QLD event and validated each year.</p> <p>All staff are required to show this card at every competition they attend and cannot register with Gymnastics Australia without it.</p> <p>Staff must do a mandatory Child Safety Course before their annual technical membership is renewed. This educates our staff on the guidelines for child safety. Staff must meet all legislated mandatory reporting requirements. Staff follow the process outlined in Gymnastics Australia's Child Safety Policy when reporting abuse and failure to report is considered serious misconduct.</p> |
| TRAINING & EDUCATION | <p>Training and education are essential to ensure that staff understand that child safety is our priority and everyone's responsibility. VPGTC is committed to ensuring our staff follow all the necessary guidelines and policies associated with child safety.</p> |
| CRIMINAL ACTION | <p>Staff employed by VPGTC or volunteers who are charged with or investigated by police for criminal matters relating to child abuse or placing Children at risk, may be dismissed, suspended or Gymnastics Australia may add conditions to their technical membership.</p> |
| ALLEGATIONS & REPORTING | <p>In receiving a concern, or allegation of child abuse/misconduct with a child, you can immediately refer the matter to our Member Protection Officer, who will decide, based on thorough criteria, as to whether the matter should be reported to the appropriate authority.</p> <p>The person handling the allegation won't assess the validity of any allegation or concerns but rather listen to the complainant, stay calm and supportive and act promptly to ensure the matter is dealt with appropriately and in accordance with this policy.</p> |
| PARENT CHILD INVOLVMENT | <p>VPGTC will promote the involvement and participation of children in developing and maintaining child-safe environments.</p> <p>VPGTC will involve children when making decisions about matters that directly affect them, when appropriate.</p> <p>VPGTC will listen to their views and respect what they have to say. VPGTC will refer children and families to the appropriate authorities if the circumstances arise or if they need further support.</p> |
| SUPPORT | <p>If an allegation of child abuse has been made to Allstar we will handle the complaint respectfully and will offer support to all the persons involved (Complainant, Respondent, staff involved etc.). The designated person handling the complaint will take on the responsibility of offering support and making all necessary arrangements. The type of support offered will be assessed on a case-by-case basis.</p> |
| CONFIDENTIALITY & PRIVACY | <p>VPGTC expects all applicable persons to maintain the confidentiality and privacy of all concerned (including the alleged offender), except if doing so would compromise the welfare of the child or the investigation of the allegation.</p> |
| COMMUNICATION | <p>It is important to VPGTC to communicate and provide an update about the outcome of a complaint to the relevant and appropriate parties in a timely manner.</p> |

CHILD SAFETY POLICY








| | |
|------------------------|---|
| TOURS - STAFF | <p>When VPGTC gymnasts are on tour, we will follow the following guidelines:</p> <ul style="list-style-type: none"> 👉 VPGTC staff, where possible, will not be accommodated in apartments with the gymnasts unless they have been selected as a chaperone. 👉 Staff will be present with the gymnasts for competition, training, and sometimes at meals and activities but will not be supervising the care of gymnasts in their rooms. This will be the responsibility of appointed chaperones. 👉 Staff will be respectful of gymnasts' privacy and will endeavour to understand the individual needs of the athlete regarding culture and values. |
| TOURS - CHAPERONE | <p>When VPGTC is choosing chaperones to assist on tours we will follow these selection criteria:</p> <ul style="list-style-type: none"> 👉 The commitment and attention to VPGTC policies. 👉 Chaperones, Head Coaches, and volunteers must have current Working with Children Blue Card or current police check which Allstar will keep a copy of. 👉 The ability of the chaperone to care for a group of gymnasts. 👉 The ability to follow a schedule, manage children and follow the instructions of the Team Manager and Coaches. 👉 Chaperones will be responsible for the day-to-day duties associated with meal preparation, competition attire, commitment to training and competition schedules. 👉 Chaperones will be respectful of the diversity of children's race, religion and culturally diverse home environments and will take instructions from parents if there are certain things children in their care cannot watch, do, or participate in. If there is an activity however the child cannot participate in, they would still have to travel with the team to that activity. |
| CHAPERONE GUIDELINES | <p>Chaperones are expected to follow VPGTC Child Safety Policy while away with a team on tour.</p> <ul style="list-style-type: none"> 👉 Chaperones will be placed in charge of an allocated group of gymnasts. These gymnasts are not usually the chaperones own child. 👉 Chaperones are responsible for the care and supervision of these groups and will be put in accommodation with children. When possible, chaperones will have their own room depending on the style of accommodation. 👉 The care of the gymnasts is VPGTC priority on all trips as well as providing a great team environment to have lots of fun and make some great memories. 👉 Teaching the gymnasts life skills and being responsible for their gear, meeting deadlines and learning to help when needed is a great way to help the athlete grow and handle the demands of travelling and competing. |
| COACH GYMNAST MEETINGS | <p>Closed room meetings between athlete and coach must have 2 adults always present. If it's a meeting regarding behaviour or issues involving training matters, then parents will be informed.</p> |
| MEDICAL INCIDENTS | <p>If a gymnast sustains an injury at a competition, the coach in charge will not allow the gymnast to be alone in a treatment room with medical staff. The coach will be always present with the gymnast if the parent is not available. If an injury occurs in the gym, we will have 2 staff present.</p> |
| COMPLAINT HANDLING | <p>STEP 1: If you have a complaint about any aspects of child safety, please send an email to the office or call the office to make an appointment to see them. Alternatively, you can make a time to speak to the Member Protection Officer (details on the noticeboard)</p> <p>STEP 2: Download the complaint form from the website (members portal) or the school stream app and either post or email to the business owner or Member Protection Officer and we will go through the process of assessing the complaint.</p> |

STAFF ROLES

| STAFF CONTACT LIST | | |
|--------------------|-----------------------------|--|
| ROLE | NAME | CONTACT |
| Administration | Tiff Wyeth or Alexia Draper | office@vicipark.com |
| WAG Head Coach | Kaylin Norris | wagcoach@vicipark.com |
| MAG Senior Coach | Thomas Waegele | office@vicipark.com |
| TRP Head Coach | | trpcoach@vicipark.com |

| COMMITTEE | | |
|-----------------|------------|--|
| ROLE | NAME | CONTACT |
| President | | office@vicipark.com |
| Vice President | | office@vicipark.com |
| Secretary | | office@vicipark.com |
| Treasurer | | office@vicipark.com |
| General Members | | office@vicipark.com |
| Fundraising | | office@vicipark.com |
| Maintenance | Jason Gela | office@vicipark.com |

PARENTS
 Your child's success or lack of success as an athlete does not indicate what kind of parent you are, but having an athlete that is

-  Coachable
-  Respectful
-  A Great Teammate
-  Mentally Tough
-  Resilient
-  Always tries their best
-  Disciplined

Is a more accurate indicator of your parenting.

DOCUMENT DISCLAIMER

Every effort has been made to ensure that the information contained in this document is as accurate and precise as possible. This document may however contain errors including typographical errors that may cause concern or misinformation. We apologise if this occurs and ask that you, please inform VPGTC of any mistakes and errors so we can rectify them wherever possible

The information contained in this document is the intellectual property of VPGTC. Any copying, distribution or publication of information contained herein can only occur after permission has been granted.

VPGTC is a not for profit club with customer service that is vital to the key to our success. We hope that our service provides you and your family with a quality service. If our service does not satisfy your needs, we ask that you bring your concerns directly to us.



Victoria Park Gymnastics and Trampoline Club

4 Graeme Action Way Wandal

Postal Address – PO Box 162, Rockhampton Qld 4700

Ph: 4900 1244 Email: office@vicipark.com

www.vicipark.com