

# GLITZ GYMNASTICS ACADEMY – POLICIES

Glitz Gymnastics Academy is referred to as '**Glitz**'

Class participants are referred to as '**gymnast/s**' and/or '**children**' and/or '**child**'

Parents and/or guardians and/or persons responsible for the Gymnast are referred to as '**parent/s**'

## 1. Term Fees

- 1.1 Fees are invoiced on a term-by-term basis
- 1.2 Term dates are as outlined on the Glitz website and are based on the Victorian School terms calendar, with some exceptions at the beginning of Term 1 and end of Term 4.
- 1.3 Classes will not be held on public holidays. Saturday classes will still run when there is a long weekend (e.g. Labour Day weekend – classes WILL run on Saturday, but NOT on Monday).
- 1.4 Classes will not be held on the Monday prior to Melbourne Cup Day. Gymnasts whose classes are normally on these days cannot do any make up classes, but will not be charged for the missed classes.
- 1.5 Term fees charged by Glitz cover the cost of coaching, lesson planning, coach education, equipment, rent, rates, etc. Fee schedules are available from the Glitz office, and are included with the enrolment packs given to each family upon enrolment.
- 1.6 At the sole discretion of Glitz, term fees may be increased from time-to-time.
- 1.7 Glitz will advise of any changes prior to the commencement of term or as outlined in the Fee Schedule provided at the time of the gymnast's enrolment.

## 2. Registration & Insurance

- 2.1 Each gymnast will be charged an annual registration/insurance fee (**Insurance Fee**).
- 2.2 The Insurance Fee is compulsory and is calculated according to when the gymnast commences classes.
- 2.3 The Insurance Fee registers gymnasts with Gymnastics Australia and Gymnastics Victoria, and provides insurance for any injuries that may occur within their gymnastics classes at Glitz.
- 2.4 Glitz makes no representations as to what is and is not covered by the insurance and/or Insurance Fee. We recommend that you contact Gymnastics Australia or Gymnastics Victoria for more information.

## 3. Additional Fees

- 3.1 Glitz will advise parents when fees not covered above are to be incurred.
- 3.2 Additional fees may include, but are not limited to:
  - 3.2.1 Uniform costs;
  - 3.2.2 Competition fees; and
  - 3.2.3 Testing fees.
- 3.3 Glitz has a range of training wear available for purchase. These items must be paid for immediately, and will not be invoiced.

## 4. Invoicing & Payment Details

- 4.1 Invoices for returning gymnasts will be issued in the first few weeks of Term 1 and then the first week of Term 2, 3 and 4.
- 4.2 Invoicing for new gymnasts/gymnasts starting mid-term, will be done every 2-3 weeks.
- 4.3 Invoices are due 28 days from the date of invoice or as outlined on the invoice.
- 4.4 Parents are required to ensure that Glitz is informed of changes to their contact details.
- 4.5 Glitz will not be responsible for parents not receiving notices and/or updates, should parents fail to notify Glitz of a change in contact details.

## 5. Hardship

- 5.1 At Glitz's sole discretion, a payment plan may be entered into with those parents suffering financial hardship.
- 5.2 It is the responsibility of parents to approach Glitz and request a payment plan.
- 5.3 Glitz may not consider a payment plan unless the following conditions are met:
  - 5.3.1 Request for a payment plan must be made in writing;
  - 5.3.2 The request for a payment plan must be made before any amount becomes due;
  - 5.3.3 The proposed payment plan results in payment in full before the end of the term.

- 5.4 If Glitz approves a payment plan, the parent agrees:
  - 5.4.1 To sign a formal written agreement; and
  - 5.4.2 That the payment plan will be cancelled and all amounts owing will become immediately payable if a payment is not made by the date it is due.
- 5.5 Failure to comply with a payment plan will result in future payment plan applications being denied.

### 6. Payment & Default

- 6.1 Payment can be made by Cash, Cheque, Direct Deposit or EFTPOS.
- 6.2 EFTPOS transactions do not incur any additional fees.
- 6.3 Payment details are listed on the invoices.
- 6.4 Glitz may at times send reminder invoices, but it is the responsibility of the parents to ensure that fees are paid.
- 6.5 Accounts that become more than 28 days overdue may, at the discretion of Glitz Management, be forwarded to a debt collection agency and/or solicitor. Parents agree to pay Glitz for all costs incurred by them (including costs for which Glitz may be contingently liable) in any attempt to collect any monies owed by the parent to Glitz under this agreement including debt collection agent costs, repossession costs, location search costs, process server costs and solicitor costs on a solicitor/client basis.

### 7. Attendance, Make Up Classes & Illness/Injury

- 7.1 Glitz does not offer any casual/pay-as-you-come classes.
- 7.2 At the discretion of Glitz, a once-off trial class is offered and only applies to the first class. Kinder gym class trials will be charged at a reduced rate due to the age of the children.
- 7.3 Make up classes are only available to kinder gym participants, and only if organized and approved in advance of the gymnast arriving at another class.
- 7.4 A maximum of 3 make up classes can be arranged per term.
- 7.5 Glitz does not offer make up classes for any other classes, as most of our classes are full and we need to keep coach to gymnast ratios at a safe level.
- 7.6 A credit in fees may be offered by Glitz only if a gymnast is unable to attend due to illness/injury and upon provision of a medical certificate. Medical certificates must be supplied by an independent practitioner of no relation to the gymnast.
- 7.7 A credit for illness/injury will only apply to a maximum of 3 weeks per term.
- 7.8 If a gymnast is severely ill/injured, and unable to complete the term, they may cancel their position at the gym without any cancellation fees being charged, if a medical certificate is provided.
- 7.9 Unless the term fees have been paid for up-front and in advance, a gymnast that wishes to hold their place in their class while ill/injured beyond 3 weeks per term, 50% of the term fees for those weeks must be paid (**Holding Fee**).
- 7.10 If a Holding Fee is not paid, Glitz cannot guarantee that the gymnast will have a place in the class.

### 8. Drop Off/Pick Up

- 8.1 All classes have set start and finish times.
- 8.2 All gymnasts are required to arrive on time so that they don't miss out on the warm up activities which are important in the prevention of injuries.
- 8.3 For safety reasons, gymnasts who arrive more than 10 minutes after the start time of their class may not be allowed to participate.
- 8.4 All gymnasts under the age of **14** must be picked up from inside the foyer of Glitz. Parents of gymnasts 14 years old and over are not required to enter the gym to pick up the gymnast, but these gymnasts must wait inside the gym until they can see their parents.
- 8.5 Gymnasts are required to be picked up within 5 minutes of their class concluding.
- 8.6 Glitz understands that there are occasionally delays due to traffic, etc. but any gymnasts that are picked up later than 5 minutes after their finish time more than once in each term, or more than 20 minutes after their finish time, Glitz in its discretion may charge the following fees:
  - 8.6.1 \$10.00 per 15 minutes (or part thereof) after finish time while other classes are still running.
  - 8.6.2 \$20.00 per 15 minutes (or part thereof) beyond the finish time of the final class of the day.

- 8.7 These charges do not apply to gymnasts who are waiting for siblings in other classes to finish provided that they are waiting with a parent present.

### 9. Cancellation Policy

- 9.1 Glitz requires a minimum of 2 weeks cancellation notice.  
9.2 Notice of cancellation must be provided to Glitz in writing.  
9.3 If cancellation is to be effective immediately, fees must still be paid for the next 2 weeks.  
9.4 If written notice is not given, the full term's fees will still be payable.

### 10. Competition Policy

- 10.1 All gymnasts/cheerleaders attending competitions where their parents are not staying will need to be signed in and signed out. The relevant coach will have the sign in/out sheet for parents to sign.  
10.2 If parents are staying, they must ensure that gymnasts/cheerleaders are not left until they have met up with their coach.

### 11. Photos Policy

- 11.1 Glitz is a member of Gymnastics Victoria and is committed to protecting the interests and safety of all gymnasts.  
11.2 For privacy reasons, Glitz requests that parents refrain from taking photographs of their children whilst in class with other gymnasts.  
11.3 Parents may take posed photographs of their own children only with permission from Glitz staff.  
11.4 Glitz may from time to time video classes for the education purposes of reviewing and or training gymnasts.  
11.5 Photos may also be taken by Glitz for promotion and advertising.  
11.6 If parents do not wish for this to take place whilst their child is in class, please advice at the beginning of enrolment.

### 12. Heat Policy

- 12.1 If the daily temperature is 38°C or higher, Glitz classes will be cancelled.  
12.2 Temperatures are taken from the Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au))  
12.3 Notice of cancelled classes will be put on our Facebook page and a text will be sent to your mobile.  
12.4 Kinder gym may enrol in a make-up class if there is space available on another day.  
12.5 If a make-up class is not possible, the fees from the missed class will be credited to the following term.  
12.6 Competitive gymnasts will have the fees from the missed class credited to the following term.  
12.7 Cancelled classes will only be refunded as a credit to the following term. If an athlete does not return the following term, the credit will be forfeited.  
12.8 If the gymnast does not return the following term and parents do not provide appropriate cancellation notice as required under *Cancellation Policy*, all credit will be forfeited.

### 13. Drink Policy

- 13.1 All gymnasts must bring their own drink bottle to class.  
13.2 Fluid intake before, during and after exercise is essential for all athletes.  
13.3 We allow drink breaks, for water consumption only, every 15-20 minutes or more frequently depending on the temperature.  
13.4 Glitz will provide access to fresh water from the kitchen to refill the gymnasts drink bottle upon request at the commencement of every class.  
13.5 We also recommend two glasses of water prior to and continued consumption after class for optimum fluid replacement.

## 14. Food Policy

- 14.1 Glitz prohibits the consumption of food during any class, unless the class is over 3 hours in length.
- 14.2 A 5-10 minute break is provided for those classes longer than 3 hours at 1.5 hours into the class, half way through the class or at the coaches' discretion.
- 14.3 We recommend that a snack of carbohydrate rich foods be consumed up to one hour prior to class.
- 14.4 Gymnastics is not generally an endurance sport and therefore the consumption of food during class is not recommended.
- 14.5 **Permitted Snack Foods:** Fruits, vegetables, savory biscuits, bread
- 14.6 **Not permitted Snack Foods:** Chocolate, soft drink, lollies, chips
- 14.7 **Recommended Drinks:** Water, Isotonic drinks (e.g. Powerade and Gatorade)

## 15. Sports Safety Policy

- 15.1 Glitz will encourage all gymnasts to adopt practices that seek to prevent injury by:
  - 15.1.1 Encouraging warm up, stretching and cool-down as an important component of playing and training.
  - 15.1.2 Provide safe playing surfaces, first aid equipment and accredited First Aiders/Sports Trainers at all training sessions and competitions.
  - 15.1.3 Ensuring adequate public liability and player insurance of all gymnasts.
  - 15.1.4 Encouraging all gymnasts with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to classes.
- 15.2 Glitz is a smoke free environment and smoking is not permitted within 5m of the building.
- 15.3 Glitz discourages the use of medications in respect of injury/recovery that would enable a participant to compete where they would not otherwise have been able.

## 16. Uniform Requirements

### Recreational Gymnasts

- 16.1 Gymnasts participating in Recreational programs including Extreme Gym, Tumbling, Trampolining and Kinder gym are required to wear appropriate attire for safety.
- 16.2 The following is required by Glitz for safety reasons:
  - 16.2.1 Comfortable clothing i.e.: close fitting T-Shirt and shorts, bike shorts, leggings and crop top or leotard
  - 16.2.2 Hair tied back neatly
  - 16.2.3 No socks
  - 16.2.4 No jewelry
  - 16.2.5 No belts/buckles/zips or other solid items that may injure gymnasts or coaches or damage equipment
- 16.3 In the event that the gymnast attends class and is deemed not to conform with the appropriate attire as listed above, the gymnast may be asked to sit out for the duration of that entire class, if the inappropriate attire cannot be or is not removed at the request of the coach.
- 16.4 No credits, refunds or make up classes are offered for a gymnast being required to sit out for a breach of the above uniform requirements.

### Competitive Gymnasts

- 16.5 For training, the following is required:
  - 16.5.1 Leotard or crop top and shorts or leggings
  - 16.5.2 Glitz T shirt is permitted but must also have a crop top/leotard underneath
- 16.6 During competition, the following is required:
  - 16.6.1 Club leotard
  - 16.6.2 Club tracksuit
  - 16.6.3 Hair tied back
  - 16.6.4 No jewelry to be worn
  - 16.6.5 A Glitz bag is recommended but not required.

### 17. Small Classes

- 17.1 From time to time, when class numbers are low, Glitz may combine classes.

### 18. Discipline Policy

- 18.1 In order to create a safe and fair learning environment for all who participate in our gymnastics classes, a level of order and consistency must be provided and maintained. The following discipline policy is in place to protect those wishing to participate in gymnastics free from harassment and risk of injury.
- 18.2 All coaches have a duty to prevent foreseeable injury to all who participate.
- 18.3 All gymnasts have a duty to prevent injury to themselves and others.
- 18.4 Implementation of the following actions will take place if a participant is placing themselves or others at harm:
- 18.4.1 **Strike one** - Gymnast must sit next to the coach (or in a reasonable designated area) for no less than 5 minute and no more than 10 minutes
- 18.4.2 **Strike Two** – Gymnast must sit outside the class (either in the office with a staff member or in the foyer with their parent) for no less than 5 minutes and no more than 10 minutes.
- 18.4.3 **Strike Three** – Gymnast must leave the class for the entirety, get dressed and watch the class from the parent viewing area (under direct supervision of an adult). Parents will be contacted to pick up their gymnast early and to discuss the behavior of their gymnast.
- 18.4.4 Report to be provided to the Head Coach and Club Administrator regarding participants' behavior.

**THESE POLICIES ARE VALID AS OF 1<sup>st</sup> October, 2018 AND ARE SUBJECT TO CHANGE.**