



**2019**

**Members' Handbook**

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This document contains information relating to the operation of Advantage Gym Sports programs. It is recommended that all members / parents read and become familiar with Advantage Gym Sports operations. Below is a contents of this document.

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# Brief Overview

Advantage Gym Sports was established in 2017 by Kristie Loidl and Angela McMillan with a vision to promote fitness, health and wellbeing by enabling involvement in gym sports.

## Mission

By providing opportunities to benefit every member, we encourage each person to develop the ability to succeed. Building Participation, Strength and Determination in a Challenging and Fun atmosphere.

## Values

Respect

Participation

- Determination
- Dedication
- Fun
- Excellence

Strength

- of character
  - Love of learning
  - Perseverance
  - Honesty
  - Teamwork
  - Gratitude

## Motto

“Aim! Grow! Succeed!”

Dear New/Returning Member,

We welcome you to Advantage Gym Sports (AGS).

We provide an athlete-centred, coach-led program and we endeavour to help each member develop to their optimum level of performance.

Our Club aims;

- To provide a safe, effective and child-friendly environment in which members can participate in Gymnastics activities under the guidance of qualified coaches;
- To grow and be recognised as a leading provider of Aerobic Gymnastics.

Training times are indicated on our 2019 timetable. Participants are required to be appropriately dressed in suitable fitness / training attire with a quality pair of runners specific to each individual athlete. Hair should be pulled back from face and for Aerobic athletes secured in a bun.

The Clubs accepts and complies with GV and GA Constitution, Regulations and Policies including but not limited to Member Protection policy, Privacy policy, Athlete Transfer policy, Athlete Multi Club policy, National Club Membership Database policy, Anti-doping policy, Anti-match fixing policy, Inclusion policy and the GV Child Safety policy.

We welcome and encourage communication with families. Please do not hesitate to email us at [advantagegymsports@gmail.com](mailto:advantagegymsports@gmail.com) if you have any queries or feedback at any time.

Thank you for making the decision to join us. Through enrolling at Advantage Gym Sports you are embracing a wonderful opportunity to develop a wide variety of skills in a fun and enthusiastic atmosphere.

Yours sincerely,

Angela McMillan and Kristie Loidl  
Advantage Gym Sports  
Management and Administration

## Gymnastics Australia - Participant Code of Conduct

1. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow participants and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Cooperate with coaches and staff in the development of programs to adequately prepare you for competition at the highest level.

## Advantage Gym Sports - Club Code of Conduct

1. Athletes must wait until a coach is present to begin class; no use of equipment without coaches permission
2. Athletes must follow equipment and facility safety procedures
3. Communication between parents and coaches should happen outside of class times
4. Athletes must RESPECT coaches and peers at all times
5. Athletes must not leave the aerobics floor or space they are participating without first telling their coach
6. Never attempt a new skill without coaches permission or direct observation
7. Athletes stay alert and safety conscious, keep your body under control
8. No physical or verbal acts of aggression towards self or others

## Parents Code of Behaviour - adapted Australian Sports Commission

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage your child to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children to always play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.

10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## Breaches / Disciplinary Process

Any member may be formally disciplined for unsatisfactory behaviour. AGS staff are trained in discipline and communication techniques. Should a coach, participant, parent, judge/official or other person connected with Advantage Gym Sports behave in an inappropriate manner, not meeting the standards of Gymnastics Australia or the Club's code-of-conduct, an AGS senior representative will act following the three phases:

1. First Warning -  
Advise that the behaviour is unsatisfactory and reiterate code of conduct.  
Advise of what action to take to correct the problem.  
If necessary, time away from the activity may be enforced.  
Advise of the consequences of continuing the unsatisfactory behaviour.
2. Second Warning -  
A member whose behaviour continues to be unsatisfactory or another breach of behaviour occurs then a second / formal warning shall be issued in the same manner as the first.  
Details of the warning will be confirmed by letter. A copy of this letter will go to the athlete (parents/guardians) and a copy will be filed. This action will be given either in person or via email.
3. Final Warning  
A member whose behaviour continues to be unsatisfactory after a second warning or a third incident of misconduct occurs, a final warning will be issued. This warning shall follow the procedures detailed above, but in addition, the misbehaving member shall be required to attend a meeting to resolve the unsatisfactory behaviour.

## No Tolerance

Advantage Gym Sports has a strict adherence to our identified and associated safety culture and principles which outline a certain code of conduct. Behaviours that are in conflict to achieving a positive and safe environment for all members will not be tolerated. No tolerance issues will trigger immediate disciplinary action (including warnings which could result in instant termination of membership)

No tolerance issues include:

Fighting, pranks and harassment

Verbal, physical or psychological abuse

Behaviour management at AGS does not involve removal from the gym. All athletes will remain in sight and in the care of coaching staff at all times. All reporting of incidents, documentation and meetings will be treated with strict confidence and will not be discussed with any party not directly involved.

# Location

**Advantage Gym Sports**  
**3/200 Turner St,**  
**Port Melbourne 3207**

Entrance off 204 - 200 Turner Street with limited parking spots available on-site in addition there is free street parking along Turner Street.

Public transport

Route 237 bus that runs between Southern Cross Station and Fishermens Bend. The bus stop is on Ingles/Lorimer Streets and it is roughly a 300m walk from the stop to Turner Street.

# Advantage Gym Sport Staff

We place a great deal of pride on the programs we offer and there is no doubt that our business would not succeed without the dedication and enthusiasm of our staff. Each staff member over the age of 18 holds a current Working With Children Check, all the necessary qualifications and personal attributes that makes them excellent role models for the participants they coach.

# Communication

Advantage Gym Sports is committed to and values electronic communication for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

AGS has a clearly developed structure to ensure communication is clear and simple. Good communication is vital to developing our club. The following outlines our communication channels at Advantage Gym Sports.

What we will do:

- We use a range of electronic tools to communicate with our members.
- Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.
- Our Social Media Policy addresses the particular issues arising from the use of social media.

# Website

Our website is regularly updated with information concerning events, results, coaches and athletes.

No offensive content or photos will be published.

We will seek feedback from members to improve the information available on the site.  
Please check out our website regularly to keep up to date with the latest news.  
AGS Members only section (parents/guardians and athletes) - you can request to join via the website.

[www.advantagegymsports.com.au](http://www.advantagegymsports.com.au)

## SMS and email

Members, coaches and managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however; SMS messages should be short and about club matters.

Email communication will be used when more information is required.

Communication involving children will be directed through their parents.

## With coaches

All parents are encouraged to make regular contact with coaches to ensure they are well informed of both their child's progress and the group that they are in. Scheduled personal communication either before or after class is offered as the best possible way to keep in touch when available. Alternately we encourage parents to communicate with our coaches through formal channels such as email.

## With management

If you have a question or query with regard to normal operations please see one of our coaches, these people are empowered to ensure they can help you at all times.

If you have a question or query regarding your fees, hours or similar please see the Manager.

If you have any additional queries please feel free to discuss these with the Manager.

All suggestions for improvement will be gratefully accepted.

## Training Attire

It is important for all participants to dress appropriately in order to assist in the learning of routines and skills and reduce the risk of injuries during training. All members must wear clothing that adheres to the following requirements:

- Shorts, leggings or dance pants (no loose tracksuit pants)
- Form fitting singlet, crop top or leotard
- Sports Runners fitted to the individual (no flat soled or casual shoes)
- Hair is to be tied back from face and for Aerobic Gymnasts secured in a bun.
- No jewellery is to be worn (stud earrings only)



## Personal Mobile Phones

Athletes are discouraged from bringing a phone to gym and are not allowed to use their personal mobile phones during class or during a competition or event. Phones that are brought to the gym should be placed in the gymnast storage area and only used at the conclusion of a class.

Competitive Aerobics Program only (L6+)

Athletes may bring a personal phone or electronic device into gym for the purposes of filming and feedback only. Phones should be switched to silent, in flight mode and handed to the coach at the beginning of the class. At the conclusion of the class the gymnasts are to retrieve their phones from the coach.

No personal use of phones should occur during class and training. This is for safety reasons and also to prevent athletes from becoming distracted during class.

## Registration and insurance

Each member is required to pay an annual membership fee which includes personal injury insurance, membership as a gymnast with Gymnastics Australia, membership with Advantage Gym Sports and an equipment levy fee.

All members participating in Gymnastics (including Kindergym and Tumbling) must pay this annual membership registration. This fee works on the calendar year.

(Registrations taken in Term 4 of the year are reduced).

Accident Insurance is provided by Marsh Advantage Insurance Pty Ltd and may cover injuries sustained whilst in the process of doing gymnastics. All claims must be notified to Marsh Advantage Insurance Pty Ltd within 30 days of the accident.

## Training with an injury

If an athlete has an injury it does not always warrant them missing training altogether. Injured athletes can if they choose train to the full extent allowed by their injury. Injured athletes must inform their coach and work with them to determine if it is possible and suitable to continue training based on the injury, the medical advice received and at the coach's discretion.

## Training while unwell

If an athlete is unwell, we recommend staying home to rest and recover before coming back to class. We want gymnasts to feel their best, so they can train their best. It's also a courtesy to other athletes and staff in order to control the spread of an illness if it is contagious.

## Make up classes

If a gymnast misses a class due to illness, injury or holiday they are able to make up a class if there is availability on another day. Please inform management 24 hours prior to the absence to arrange a suitable make up class. Please note that make up classes are only offered during suitable classes within the term and will not be offered in the term holidays.

## Heat Policy

In the summer after consecutive days of over 35 degrees the gym becomes warmer. In this case Management will make a decision as to whether to cancel a class. You will be notified by text if this happens. There may be times even in extreme heat that we will still run classes especially if in a competitive program. On hot days the gymnasts are also given more frequent and longer drink breaks and if necessary activities are tailored appropriately.

Temperature is determined from:

- Bureau of Meteorology website (BoM)
- Melbourne City Observations

## Watching / viewing your child's class

You can see what is going on in your child's class from our viewing room and you are more than welcome to enjoy the couch in the area if you would like to stay on the premises during class time.

***There is seating & water available***

## Accident management

Serious accidents are extremely rare in our programs because we take great care in the running of all activities to limit the potential risk of injury. There is still always a chance for injury in any form of physical activity.

In the event of an accident, the coach will stop the class and assess if first aid is required. With small accidents the coach applies first aid and at the end of the class fills in an accident report form. If the accident includes the head, neck or back or seems more serious the first aid officer who is on is immediately informed and comes over to assess the situation. If the accident involved the head or is deemed more serious and unlikely that the gymnast will be able to continue then a parent is called and asked to collect the gymnast. The parent may be recommended to seek further medical assistance.

**We reserve the right to exercise our judgement in the decision to call an ambulance in the best interest of the gymnast.**

Please be aware that ambulance transport starts from \$1,234.

Every gymnast's registration fee includes an accident insurance cover. Please see us if you wish to make a claim.

## First Aid

The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

In the event of an injury or accident all staff and coaches are responsible for:

- Informing staff, students and visitors of local first aid arrangements.
- Provision of first aid kits and other essential first aid response equipment in relevant locations in the facility.

First Aid Officers are responsible for:

- Providing first aid to people who are injured or ill in the workplace
- Maintain first aid kits after utilisation in a medical emergency
- Recording treatments and reporting treatments and incidents
- Maintaining a current first aid qualification, and
- Participating in a refresher training and competency development activities

In a first aid emergency, the first aid officer is expected to take charge and may direct others at the scene to assist with managing the emergency until Emergency Services or more qualified personnel take over.

If an incident report is deemed necessary it will be completed and followed up via phone or email after the incident.

## Fire Emergency Procedures

1. Remain calm!
2. Manager to check toilets, upstairs and offices
3. Manager to call emergency services (Fire/ Police) 000
4. If the fire is small, staff may fight it with a fire extinguisher
5. If the fire is large, very smoky or rapid-spreading, evacuate the building immediately
6. Staff to open the padlock on warehouse door
7. Assess the situation and decide on the safest exit
8. Coordinator to collect attendance rolls
9. Coordinator to move members quickly in an orderly manner through the gym exit to the designated assembly area outside (front nature strip), closing the doors behind.

All staff will assist children exiting the building

1. Seat members, and check all children are present using the attendance rolls
2. Report any missing persons to the Manager, who will alert the attending Fire Officers
3. Do not re-enter the building until directed by the Emergency Services
4. Attend to those in need of First Aid

Advantage Gym Sports will review every part of this document on an annual basis with the aim of improving it and to ensure that it is up to date. If there is anything in this document that you wish to discuss please speak with the Director, Kristie Loidl.

AGS Member policies that exist separate from this handbook found in Dropbox are:

- Fees and Payments
  - Injury
  - Health and Safety
  - Equipment
  - Privacy
  - Social Media
  - Complaints and Compliments
- GV Child Safety Policy
- GA Affiliation Policies