



ABN: 28 558 604 355

# INFORMATION

# BOOK

Birralee Gymnastics INC.A0021002L  
P.O. Box 102  
Wallan  
Victoria 3756

The Committee and Coaches of Birralee Gymnastics would like to welcome you and your family to the Club. We hope you enjoy your time with us and we look forward to your involvement with the Club.

Birralee Gymnastics is a **Community based not for profit organization** that offers an educational based fitness program that promotes the sport of gymnastics in a safe, fun and friendly environment. Birralee relies solely on weekly class fees and fundraising to cover running costs.

### **Committee**

Birralee Gymnastics is lead by a **Volunteer** committee that is comprised of interested parents who volunteer their time and services to ensure the smooth running of the Club. All Volunteers are required to have a current working will children check.

Any questions or concerns should be sent in writing to:

The Committee  
Birralee Gymnastics Inc  
P.O. Box 102  
WALLAN VIC 3756  
Email [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au)

Committee meetings are held once per month. The Newsletter will notify you of where and when the meeting is to be held. Everyone is most welcome to attend. To have your say in how the Club is run please get involved with the Committee.

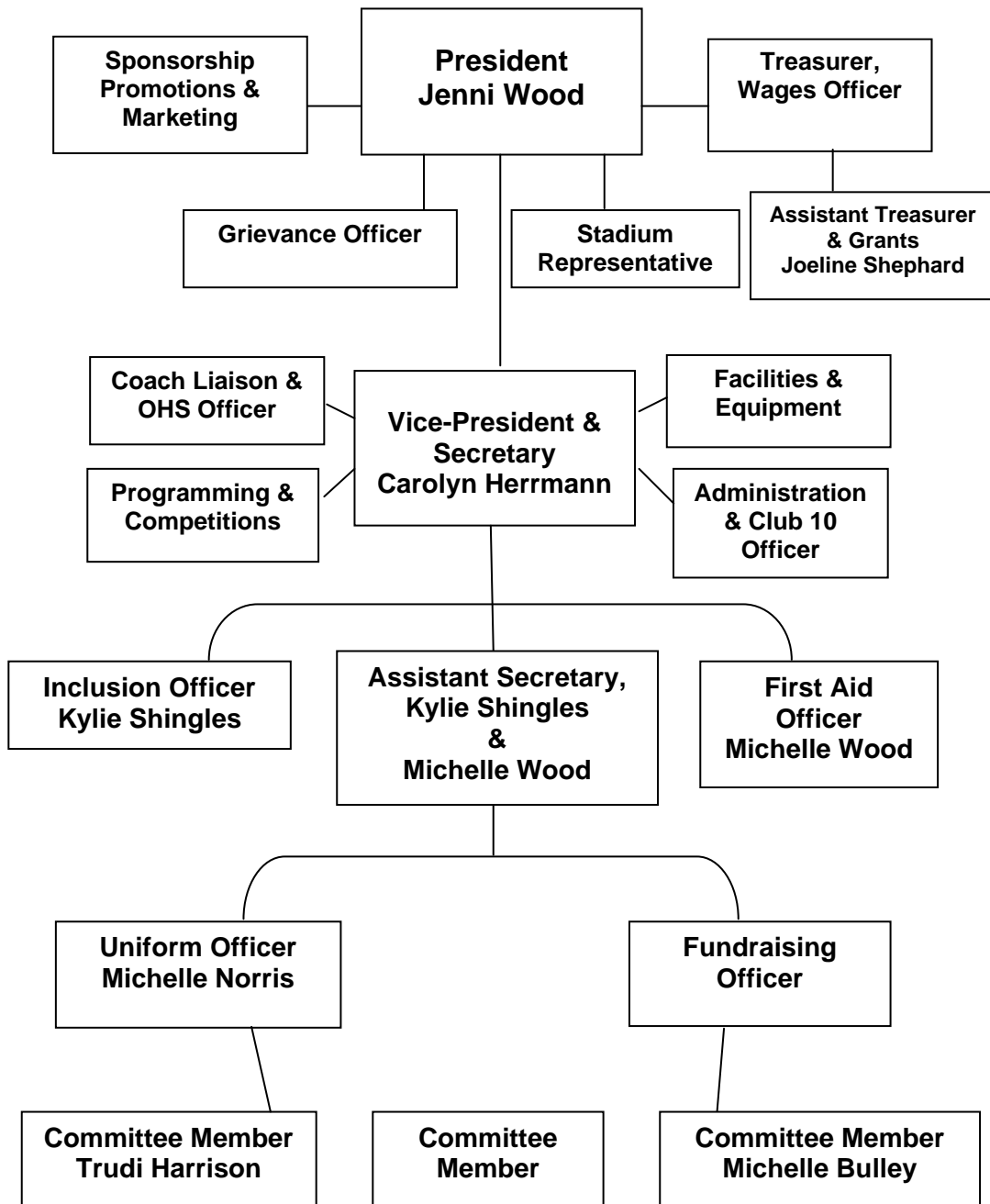
**NEW COMMITTEE MEMBERS ARE ALWAYS WELCOME. WE NEED YOU.**

### **History**

In 1989 a group of mums' were interested in their toddlers being involved in an educational fun gym program to develop their children's physical and social skills. After a long year of organising and fundraising those initial ideas became a reality. A competition was organised to name the Club and "Birralee" was chosen which is aboriginal for children.

The first classes were held in 1990 and Birralee was affiliated with the Y.M.C.A. In January 1996 Birralee affiliated with Gymnastics Australia which was more specific to our Club and offered valuable resources.

## BIRRALEE GYMNASTICS COMMITTEE STRUCTURE



Our goal continues to Build our own facility. We hope to continue expanding our program to include more opportunities for participants. Everyone is welcome to come along and watch or participate in our classes.

### **Coaches**

All our qualified coaches are registered with Gymnastics Australia. Coaches are required to complete yearly updating educational workshops to maintain their registration.

### **Notices**

Notices are available on the website and through the newsletters to advise of upcoming events, club information and diary dates. Please read these notices to ensure you are up to date with what is happening at Birralee.

### **Siblings**

Parents must supervise siblings at all times and ensure that they are not on the equipment at any time unless they are in a class. No bikes, skateboards or toy prams are allowed in the stadium at any time.

Siblings of gymnasts must remain within the court occupied by Birralee Gymnastics and are not permitted on the other basketball courts.

### **Enrolment:**

Commencement of Classes need to be booked with Carolyn prior to attendance.

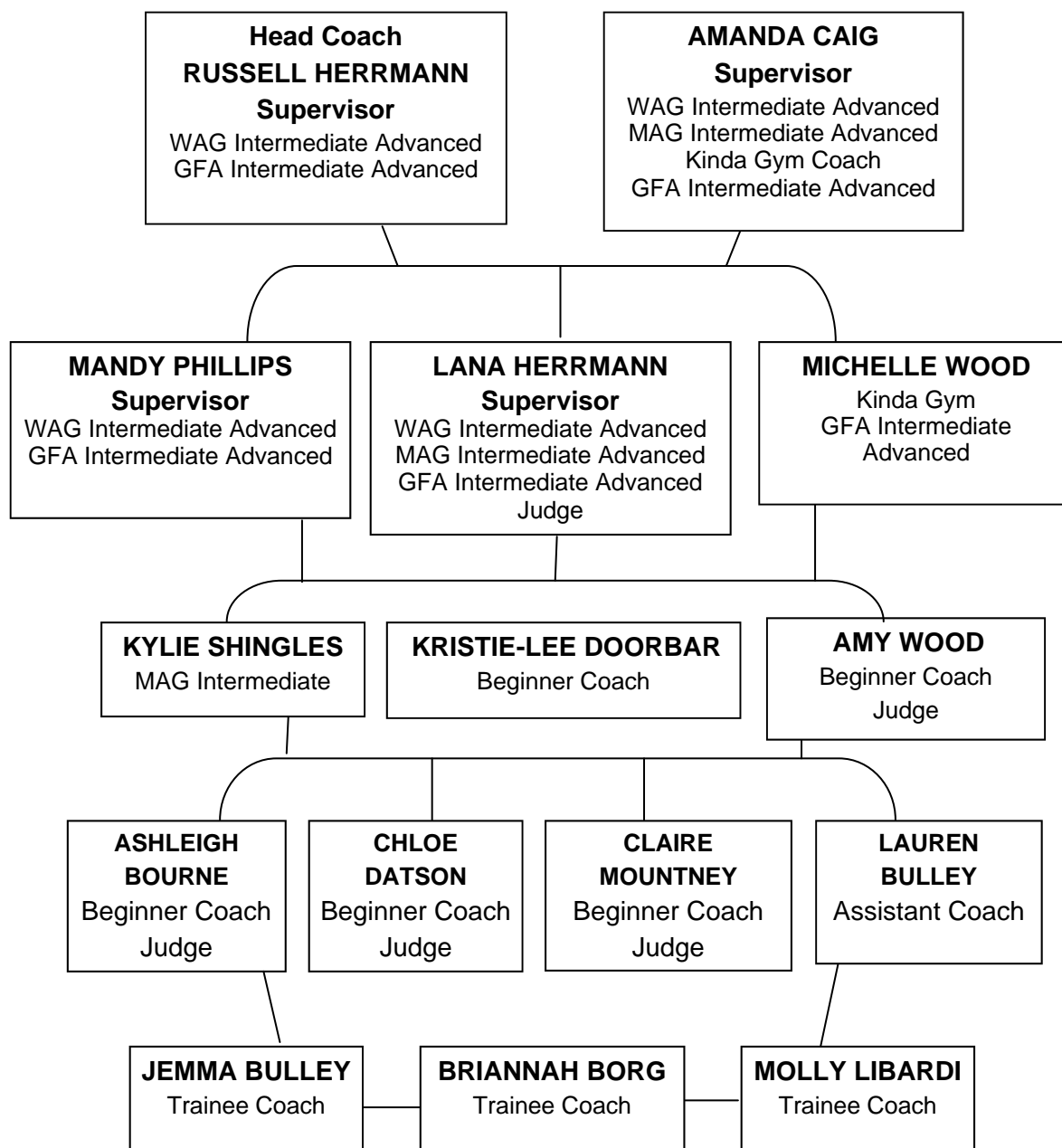
### **Fundraising**

At different stages throughout the year Birralee Gymnastics undertakes fundraising events to subsidise Club activities or to purchase new equipment. Due to our low fee structure, it is expected that parents assist in these events where possible. Any assistance provided by you is greatly appreciated.

If you have any special skills, for example plumbers, electricians, secretarial skills, bookkeeping etc that you feel the Club may be able to utilize please inform the Committee. If you would like to sponsor the Club or know of anybody who may be interested please let the Committee know.

We have over **250** families involved with the Club – what a great base for promotion.

## COACHING STRUCTURE



## **Club Program**

Birralee offers a range of gymnastic programs that cater for all abilities.

Programs are designed to enhance individual physical and motor abilities such as flexibility, strength, muscular, endurance, balance, coordination and agility. Our teaching methods include group activities, problem solving and individual challenges using a wide range of equipment.

Birralee is a recreational gymnastic club offering participants a safe, non-threatening environment and fun way to learn. Throughout the year members have the opportunity to participate in:

Level Testing

Gymnastics Victoria events

Community Involvement

Gymstar Competitions

## **Recreational Gymnastics**

Our skills system, this has proved invaluable not only for the students but also for the coaches.

## **Women's Artistic**

Classes are by Level of competence, this makes coaching much more productive by allowing the coach to concentrate on that level and not multiple levels in a group.

## **Men's Artistic**

Our boys groups have proven to be a huge success and will continue.

## **Intro Gym Classes**

These have proved very successful and these classes continue to expand.

## **Registration**

Birralee Gymnastics is an affiliated member of Gymnastics Victoria and Gymnastics Australia. All participants of Birralee Gymnastics are registered and insured through Gymnastics Australia.

Registration is paid annually and provides Insurance from January 1st to December 31st. A new Gymnast is welcome to participate in our Come and Try program for the first visit. The next attendance will require that the Insurance is paid or participation will not be permitted.

Parents or Guardians must remain in attendance until all Insurance fees are paid.

## **Competitions**

A yearly Competition Calendar is available on the website. It is the responsibility of the parent and gymnasts to collect the competition form and return it together with payment (cash only) by the due date. If the appropriate form and money are not received by the due date the child will be unable to participate in that competition. We do not select gymnasts for competition, all participants 5 years old and over are welcome to participate in the Competition program. It is not how they do that is important, but having a go and trying.

**Fees**

Class fees are payable weekly or by the term. Fees must be paid promptly. Fees in arrears cannot be carried by the Club and may result in the termination of your child's participation until payment is received.

Families suffering financial difficulty are encouraged to contact the President or Secretary to make suitable financial arrangement to ensure the continual participation of their child

**EFTPOS FACILITIES AVAILABLE AT DOOR**

We accept eft, cheque, money order, cash and internet banking (cheques and money orders payable to Birralee Gymnastics Inc.

**Unattended Classes**

Each gymnast is entitled to one credit per term for a class which could not be attended. This credit cannot be transferred to another gymnast or accumulated to the next term. Once this credit has been used the balance of the classes must be paid for whether the gymnast attends or not.

If you have a long term (more than 3 weeks) injury or illness you may contact the President or Secretary in writing to request a special change to the above rule. The committee will make the final decision.

If your child leaves the club and returns in the same year a \$40.00 re-enrolment fee will apply. Please note there is no guarantee that your child will be able to attend the same class that they previously attended. It is your responsibility to let the club know if your child does not wish to continue gymnastics, if we do not know this your fees will be payable for classes not attended until we are informed of your decision. You are welcome to notify the club via email if you wish.

**Cleaning levy**

An annual Levy of \$11.00 per family is required to cover the cost of cleaning and maintaining our equipment.

**Communication**

Please feel free to approach your child's coach to discuss their progress etc. This can be done after class finishes if the coach is available or you may leave a written message and contact number so they may call you at a convenient time or alternatively speak to a Committee Member who will arrange an alternative time and place. There is also an enquiries register which is available at all sessions and answered promptly by either the President or Vice President.

**The Committee of Management must be informed immediately of any Custody or Intervention Orders.****Medical Consent form**

A medical consent form must be completed at time of registration and signed by a parent/guardian. Please inform us promptly of any changes. Medical Alert bracelets must be worn at all times and Committee need to be informed of any Diabetic dietary requirements.

**Accidents**

If your child has an accident during class they will be attended to by one of our First Aid Officers and an Accident Report will be sent home with your child. The Accident is also recorded for our records.

**Ambulance**

In the event that it is necessary to call an Ambulance, the parent or guardian will be responsible for any fees charged by the Ambulance Association unless covered by Ambulance Subscription. The Senior Coach on Duty or an Executive committee member will call an Ambulance if they feel that it is necessary prior to notifying the parent.

## **Uniform**

### **Recreational Gymnastics Program**

No uniform needs to be worn for classes, however it is a requirement that clothing is free of zips, belts, buckles and buttons. No hoodies are permitted to be worn. Culottes should not be worn and pants shouldn't be longer than the ankle. Straps must be at least an inch wide on the shoulders. If your child is in inappropriate clothing (such as dresses) they will not be allowed to participate in the class. Clothing should allow free movement in all directions. Hair should be tied back neatly, no socks or jewellery (except for medical alert bracelets)

Birralee has a black and teal shirt with logo and windcheaters with logo together with a teal and black leotard available for purchase.

Birralee Gymnastics Inc takes great pride in their presentation across all areas. The following uniform requirements have been endorsed to ensure all members of our club:

- wear the appropriate attire to participate in activities safely
- are easily identified as club members
- represent our club in a positive and professional manner

### **Levels Program**

Gymnasts participating in Levels programs are required to wear the following:

#### **Girls**

Training: Club leotard or black bike pants/ track pants, club polo

Competition: Competition Club leotard,  
Club tracksuit (optional), Club bag (optional) and runners  
Hair must be tied back neatly and no jewellery.

#### **Boys**

Training: Club leotard/polo shirt and shorts or track pants

Competition: Competition Club leotard, club shorts, club longs, polo shirt, club tracksuit  
(optional) runners, club bag  
Hair must be tied back neatly and no jewellery.

#### **Travelling**

When gymnasts are travelling to/from events, competitions or public displays, the following uniform must be worn:

Club polo shirt and black pants	Runners, No jewellery
Club tracksuit (optional)	Hair tied back neatly

#### **Committee**

Volunteers will be provided with a Club Polo shirt to make them visually identifiable and have their working with children check with them at all times.

#### **Food & Drink**

No food or drink (with the exception of water) is to be consumed inside the gymnastics area unless it is for medical reasons. Please ensure that your child has a water bottle at each class, as the coaches allow for numerous drink breaks throughout your child's lesson. Please ensure that the drink contains only water, as sticky drinks do not help with rehydration and damage the equipment.



## **Inappropriate Behaviour**

Children that behave inappropriately will be given one verbal warning and then a 5-minute time out. If the child still persists in behaving inappropriately they may then be asked to leave the group for the remainder of the lesson. If inappropriate behaviour persists after a formal letter in writing then the Committee of Management reserves the right to expel the member from further participation in the Club.

## **Participants' Code of Behaviour.**

As a member of Birralee Gymnastics Inc, a member association or a person required to comply with Gymnastics Australia's Member Protection Policy you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Birralee Gymnastics Inc or a member association in your role as a participant within Birralee Gymnastics Inc or a member association.

1. Participate for your own enjoyment and benefit, and not just to please parents and coaches.
2. Be a good sport and respect all gymnasts and coaches.
3. Always be courteous to others.
4. Control your temper. Verbal abuses of officials sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behavior in any sport. Address all in a polite and positive manner. Bad language will not be tolerated.
5. Stay with your coach/group at all times. Seek permission from your coach to leave the group.
6. Listen and co-operate with your coaches and fulfill their instructions to the best of your ability.
7. Be safety conscious and look where you are going at all times.
8. Play and abide by the rules.
9. Never argue with an official.
10. Work equally hard for yourself and/or team. Your team's perform will benefit and so will you.
11. Treat all participants, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
12. Enjoy your training.
13. Understand the repercussions if you breach, or are aware of any breaches of these codes of behaviour.
14. Breaches of these Codes may result in suspension or if repeated expulsion from training or the Club.

## **Parents' Code of Behaviour**

As a parent of a member of Birralee Gymnastics Inc, a member association or a person required to comply with Gymnastics Australia's Member Protection Policy you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Birralee Gymnastics Inc or a member association in your role as a parent of a member of Birralee Gymnastics Inc or a member association.

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's effort rather than winning or losing.
4. Teach children that an honest effort is as important as victory.
5. Encourage children to always abide by the rules and to settle disagreements without resorting to hostility or violence.
6. Never ridicule or berate a child for making a mistake or losing a competition.
7. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
8. Support all efforts to remove verbal and physical abuse from sporting activities.
9. Respect official's decisions and teach children to do likewise.
10. Show appreciation for volunteer, coaches, officials and administrators. Without them, your child could not participate.
11. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
12. Coaches may not be interrupted during a class. If a parent wishes to speak to a Coach and they are not available then they must speak to a Committee Member who will arrange a suitable time.
13. Be a positive role model.
14. Refrain from any form of harassment of others.
15. Refrain from any behavior that may bring Birralee Gymnastics Inc, a member association of an affiliated club into disrepute.

## Rules

1. Gymnasts must wait quietly until their class is due to start. Parents and non-participating children are welcome and encouraged to stay and watch, however children must be strictly supervised at all times and parents must ensure that they are not on the equipment unless they are in a class and kept quiet so as not to disturb or distract the class in progress. No bikes, skateboards or toy prams are allowed in the stadium at any time.
2. Punctuality must be strictly adhered to. Warm-up is one of the most important parts of the program; if warm-up is missed or the participant arrives at the conclusion of this they will be unable to **participate** in that session. This will be strictly enforced.
3. Only bare feet. Grip socks or jiffies are only acceptable for Toddler and Kind Gym activities (depending on the apparatus) socks or tights not to be worn. Footwear should be worn to and from gym.
4. No jewellery to be worn during classes. Bangles to be removed or bandaged to the arm. Sleepers or studs are accepted. Medical alert bracelets are accepted.
5. Long hair must always be tied back neatly (No pins or clips)
6. Glasses should be secured as necessary.
7. Children must not share drink bottles with other children or refill bottles from toilet areas.
8. Only one person permitted on equipment at any time unless under direct instructions from a Coach.
9. Equipment may only be used under the Supervision of an accredited Coach.
10. Running in the gym is not permitted, unless instructed by a Coach.
11. Children that behave inappropriately will be given one verbal warning and then a 5 minute time out. If the child still persists in behaving inappropriately they may then be asked to leave the group for the remainder of the lesson.
12. Children must be collected from the Club and are not permitted to leave the club unless in the presence of a parent or guardian. This is a serious breach of Club Rules and can lead to instant dismissal from the Club.
13. No swearing or verbal abuse is permitted at any time.
14. Bullying and antisocial behaviour will not be tolerated at any time.

## **Toddler and Kinda Gym**

1. During Kinda Gym classes parents are responsible for the care and safety of their children.
2. No mobile phones are to be on the gymnastics floor.
3. If your child is injured in any way please inform an Instructor immediately, this includes if your child is injured or unwell prior to class commencing.
4. Do not allow your child to attempt anything unsafe, if your child would like to try something new or different please have the Instructor advise you.
5. During Toddler and Kinda Gym classes, siblings are not permitted onto the floor area.
6. Don't forget that exploration is the key to learning, so allow your child to progress at their own pace and you will both find the class more enjoyable.

## **BREACH OF SAFETY RULES**

It is a condition of entry to Birralee gymnastics that all persons agree to and abide by these safety rules. Birralee Gymnastics Inc reserves the right to remove any person for breach of these rules or behaviour contrary to the Clubs codes of conduct.

## **Exclusion Policy**

Birralee Gymnastics Committee of Management reserves the right to exclude the following infections from the Club in the interest of Health and Public Safety

- Meningococcal
- Hepatitis
- Hepatitis C
- German Measles
- Scarlet Fever
- Mumps
- Measles

A Medical Certificate is required prior to future participation for the above ailments.

- Ringworm
- Scabies
- Open Wounds
- Conjunctivitis
- Hand Foot and mouth
- Head Lice
- Chicken pox
- 

## **Constitution and Policies**

These are available for viewing on the website.

## **Emergency**

**Evacuation procedures, these are carried out twice annually.**

### **Evacuation (Fire/Other)**

- When the alarm sounds (or fire/other danger is imminent) each coach will ensure that their group leaves the building via the pre-arranged exit point.
- The Supervisor on floor governed with the task of being fire officer will remain in the building until they are certain that everybody is out.
- Coaches will direct gymnasts to the designated meeting area and take the role to ensure everyone is there.
- Do not-enter the building until given the all clear by the Fire Brigade/Police.
- Evacuation procedures must be practiced twice annually.

## Security

- Staff to always approach visitors and check the validity of their presence.
- Report any suspicious or unusual behaviour to the Head Coach, Floor Supervisor or Committee Member or if urgent to the Police.
- Parents are to wait for the children in the reception area.
- Children are not permitted to leave the gym unaccompanied at any time (this can mean instant dismissal from the Club)
- No one is permitted in the gym and on the equipment unless authorised to do so.
- Only staff are permitted in the office/kitchen area or behind the reception desk.
- All coaches and Committee need to be aware of who is and isn't authorised to collect the gymnasts.
- Committee and Coaches must be made aware of any Custody or intervention orders.
- Coaches may not leave the gym until all gymnasts have been collected or are in the care of a responsible adult.
- The last coach to leave must ensure that all gymnasts have left and check everything is locked.

## Heat

- **Classes will be cancelled if the predicted temperature is to exceed 36 degrees on the 6pm news the eve prior to the class**
- Ensure that everyone in the Club is handed a Information Book in order for them to be aware of our Policies.

## Privacy Policy

Birralee Gymnastics is committed to providing you with the highest levels of membership service. This includes protecting your privacy. We are bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principals concerning the protection of individual's personal information.

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

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

What is personal information?

- How we collect and use personal information
- When we disclose personal information
- Access, storage and security of personal information
- Accuracy of personal information

## **5 year Plan.**

The demand for diversity is ever increasing and in 2001 it became evident to the Committee of Birralelee that we were outgrowing the facilities provided to us at the Robson Stadium. We are unable to introduce and expand our programs due to lack of facilities. The obvious solution to this problem is for Birralelee to obtain a venue that could be solely used for gymnastic purposes. If we had our own premises, equipment would be set up permanently, eliminating damage and reducing the financial costs to our club. We would like to expand our classes and introduce new disciplines of gymnastics. Programs including trampolining and sports acrobatics are sought after and would be well received by the community. We also have the potential to provide a greater service to the local playgroups, kindergartens and schools that could be incorporated into their educational and sporting programs. If Birralelee had its own premises, classes could be conducted seven days a week if required.

Birralelee would require a venue sized appropriately and should include the following:

- Gymnastic area with pit floor
- Car parking
- Kitchen
- Canteen
- Toilets, Showers and Change Rooms (Male, Female and Disabled)
- Office
- Storage
- Firstaid-room

To this end, Birralelee is working towards the financial future of our Club.



For further information contact:

Email: [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au)

0408 714 426 Mon, Tue, Wed

President: Jenni Wood

0438 411 147

Vice President: Carolyn Herrmann

57831067 or 0416 124 600