

Pittwater Sports Centre Pty. Ltd.

ABN: 30 103183348

1525 Pittwater Road, North Narrabeen NSW 2101
Ph: (02) 9913 7421 • Fax: (02) 9970 7427
admin@pittwatersports.com.au • www.pittwatersports.com.au



Squad Information Pack 2012

The following information is an introduction to the NBG Squad Program and outlines policies and procedures that are in place.

Please refer to this document along with the NBG website for Squad based queries. If you have any further questions please contact the office.

Point of contact

Website – www.nbg.com.au and www.pittwatersports.com.au

The NBG and PSC websites are the number one information hub for squad programs. Training time tables, competition information, weekly program reports, results and general information is posted here.

General enquiries – Administration staff can help answer your general enquiries or direct you to the best person to answer them.

Coaches – Your child's coach is your first point of contact regarding their progress and development. Squads will meet at least once a term to discuss their program and any important information.

If you wish to meet with your child's coach to discuss your child on a one on one basis we recommend you contact administration who can arrange for your coach to contact you. Otherwise prior to or following your class is fine.

Accounts – Squad accounts are generated monthly and distributed via email. As squad accounts can require some time to discuss, we recommend you email your queries to the Administration Manager, Leanne Rogan at leanne@pittwatersports.com.au.

Program Manager - If you have concerns beyond those raised above please contact the Program manager of your program either via phone or email. They will be more than happy to discuss your concerns and facilitate any needs you may have.

Squads Program Manager

Jason Semeniuk

Jason@pittwatersports.com.au

MG Program Manager

Jason Semeniuk

Jason@pittwatersports.com.au

WG Jnr Dev Program Manager

Andrew Stubbersfield

Andrew@pittwatersports.com.au

Fees General Information

- Squad fees are calculated and invoiced on the fifteenth of the current month for the following month's training. The invoice is emailed to each squad family. This invoice is due to be paid by the end of the current month. Any accounts that have not been finalised by the due date will have an account keeping fee applied on the first day of the following month. Please see "Account Keeping Fee" (below).
- A discount applies to all fees paid by direct payment into Pittwater Sports Centre bank account by the due date.
- Fees for squad members are determined on the amount of training hours each week and charged for 48 weeks of the year and divided into twelve monthly payments. Each squad member is given five weeks holiday per year with two weeks at Christmas and one at each of the other school holidays.
- Squad gymnasts must become members of the Pittwater Sports Centre as this covers their club registration, insurance and competitive registration with Gymnastics Australia.
- There is no makeup class system for squad gymnasts. If your child cannot attend a training session please notify the coach. A change to training hours during a month must be submitted by your coach to verify the correct hours are on all accounts.
- **There is no refund on squad fees.**

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Account Payment

E-Banking is the preferred method of squad fee payment. To encourage prompt payment of fees, monthly fees received in to the PSC accounts by the end of the month will have the GST withheld for that month. Contact administration for monthly calculations.

Our Account details are as follows

****NEW ACCOUNT DETAILS – PLEASE UPDATE YOUR RECORDS****

Account Name: Pittwater Sports Centre Pty Limited

Bank: Commonwealth Bank

BSB: 062 247

Account Number: 1025 8551

Reference: Your Family Name

Please ensure that you put your child's surname on the payment details. If you are paying for event or membership please ensure you label each payment that collates to the account you receive from the office. If you are not sure please contact the office to ensure you have the correct information.

Changes to hours

A gymnast's training hours can only be changed with the approval of their coach or the Program Manager. Administration staff cannot make changes to billing without approval.

Account Keeping Fee

All squad fees are due by the last day of the current month. Any outstanding fees will attract an account keeping fee of 10% per month of the total debt. The account keeping fee will automatically be placed on the 1st day of the following month. This fee cannot be removed by administration staff.

Termination

In the event a squad gymnast leaves the program after 3 months in the program you must notify the office by email or a written letter. A final payment of 1 month fees will be charged on all exiting gymnasts from the program this is based on a calendar month system, if a gymnast complete the full year Jan to December and all time off has been applied no leaving charge will be incurred.

In the event a gymnast leaves due to injury sustained through the sport of gymnastics the exiting charge will be waived.

Squad Membership

Every year squads gymnast are required to be registered with Gymnastics NSW and be a member of PSC that includes

• PSC memberships and Insurance	\$49.95
• Gymnastics NSW Registration per competing Gymnast	\$68.00
• Administration levies Family	\$120.00
• Equipment Levy Family	<u>\$160.00</u>
	<u>\$397.95</u>

Please add \$68.00 per child if you have more than one child competing

If you wish to make this payment in instalments please contact the office to arrange an instalment plan, all Squad Membership fees are required to be paid in full. No gymnast will be allowed to compete without payment or payment plan in place.

Competition Entry Fees

The competition fees will be based on the entry to the event plus the cost of the coaching staff, travel and administration of the event. Please note that we are required to cover all costs of coaching staff when attending events, these cost are above your training fees. No gymnast will be entered into an event if the membership is not paid or a payment plan in place at the time of the event. If you would like to discuss the event cost or a plan please contact the office staff and speak to Leanne.

Monthly Fees

All squad monthly fees are required to be paid by the last day of each month, please ensure that you have programmed your direct payment to allow for weekends and public holidays, Fees are based on the total hours trained each month and then multiplied by 48 weeks in the year and then divided by 12 equal payments that are due in advance and paid prior the month end date. A late fee will be charged in the event that a payment is not received in the nominated bank account by the last day of the month at \$35.00, please note that any squads fees that fall greater than 30 days will have a stop training applied to the squad gymnast, if you are experiencing difficulties in making payment please ensure that you contact the office to have a payment plan put in place to avoid your child not being able to continue to train. In the event fees are not paid and a termination of program occurs all legal fees and charges will be sought through our collection process. Discount will only apply to accounts that are paid in full by the required date and by Cash or direct payment method. , No discount applies to credit card or EFT payments, if you require to make payment by credit card, any fee over \$100.00 will incur a charge of 5%, we do not accept American Express cards.

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Illness & Injuries

Any gymnast who is unwell and contagious is required to stay home. Please inform the office that your child is ill and will not be attending training. We need to keep colds, flu's, and stomach bugs out of the gym, especially around competition season.

We ask that any injury be treated as soon as possible and that the gymnast continues to attend training. Coaches will liaise with physiotherapists and doctors to ensure your child is best treated and their training least interrupted. Northern Beaches Gymnastics recommends Beach Life Physiotherapy, 9970 7982 in the Pittwater Sports Centre, the Narrabeen Sports Medicine Centre at the Sydney Academy of Sport or ChiroSports Chiropractic and Wellness Centre at Narrabeen for treatment.

Program

All squad and competitive programs are based on the Australian Gymnastics Federation Competitive manual levels 1 to 10 and Elite.

Lockers

Lockers are available for hire for squad gymnasts and are to be kept tidy at all times. No food or drinks are to be left in the locker at anytime. NBG reserves the right to inspect lockers and revoke them if the rules are not adhered to.

Website

All the latest squad news and updates are available on our website www.nbg.com.au and www.pittwatersports.com.au

Clothing and Uniform

All squad gymnasts are to ensure they have all their training gear and competition gear when necessary.

For training all squad gymnasts require the following:

WAG

Leotard (any colour or design)
T-Shirt
White socks
Gloves - if required
Loops - if required
Spray water bottle
Hand Guards – If required

MAG

Gymnastic Shorts
T-Shirt
White socks
Training Longs - (Level 1 exempt)
Gloves- if required
Loops- if required
Hand Guards – If required

All gymnasts Level 4 and above also require a grip bag containing grips, wristbands, and tape.

For competition, all gymnasts will require the following before competing and representing Northern

Beaches Gymnastics:

WAG

Club Competition Leotard
NBG Squad T-Shirt
White track suit Pants
White Tracksuit Top (Open Levels Exempt)
NBG Blue Jacket

MAG

Club Competition Leotard
NBG Squad T-Shirt
White track pants
NBG Blue Jacket
White Longs – (Level 1 Exempt)

All Programs

Navy Shorts (for tours)
White socks
White runners
NBG Back pack

When Travelling

There will be occasions where your child may travel with Northern Beaches Gymnastics for competitions or training camps. We have very stringent travelling policies which include the following:

- All gymnasts travel together at all times in their requested uniform unless informed otherwise.
- Gymnasts cannot leave a tour at any point until a tour has finished. Under the direction of management, a gymnast may be able to continue on or return with parents providing previous arrangements have been made.
- All gymnasts will be required to complete a "Code of Conduct" prior to a tour and parents
- Must provide a medical attention form including **all** medication and previous medical histories.
- No gymnast is allowed a mobile phone whilst on tour. **NO EXCEPTIONS.**
- Gymnasts, coaches, and chaperones are responsible for all gymnasts on tour and there is no provision for parents to stay with their children.

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Competition

Coaches will advise of gymnast eligibility to compete. Entry forms are available on the NBG web site and must be returned with full payment by the due date. Late entries will not be accepted. Payment covers the cost of competition entry fee and a coach and judge levy.

Lost Property

Any items of clothing or accessories left around the centre will be put in the lost property basket near the Gym entry. Items will not be held in the coaches or administration office. On the first of each month, any lost property will be donated to charity. NBG does not accept responsibility for any lost or misplaced items. Gymnasts are responsible for their own belongings.

Gymnast Profiles

It is your responsibility to update your child's profile on the website. Please email any accomplishments to our IT Manager, Matt Angel matt@pittwatersports.com.au



Squad Gymnasts Code of Conduct

In General

- Abide by the rules of the AGF, NSWGA, NBG and PSC.
- Abide by the requirements of the Competitor as described in the NSWGA website
- Respect the efforts of the appointed and elected representatives of NBG/PSC
- Be a role model for gymnastics and other gymnasts
- Never to use derogatory or abusive language
- Dress in an appropriate manner, wearing uniform as required, and behave in a manner befitting my appointment as a representative
- Respect my fellow team members and competitors from other states or countries
- Carry out the instructions of managers and other officials of the team
- Be punctual in arriving at requested destination
- Respect all equipment at all times

Travel

- To travel with the team where requested by club or state
- To wear travel uniform that is set out in the event requirements
- To arrive on time for departures and arrival to events
- To indicate any travel illness that you may experience
- To abide by the head of teams directions during travel

At Competitions

- Be prepared for competition by having all my personal equipment and accessories ready, and ensuring my competition attire is in good condition to present a positive image
- Be cooperative with coaches, judges, and other competition officials
- Never to argue with an official. If concerned about anything, to use the appropriate system to query (e.g. protests)
- Be a good sport, and acknowledge the efforts and achievements of others
- Treat other competitors as you would like to be treated
- Compete because I want to, not just to please others
- Be thoroughly prepared to give my best efforts

Parent _____ Gymnast _____

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Appendix B

Parents Code of Conduct

- Respect the rights, dignity and worth of others.
- Remember that your child participates in sport for their own enjoyment, not yours.
- Focus on your child's efforts and performance rather than winning or losing.
- Never ridicule or yell at your child and other children for making a mistake or losing a competition.
- Show appreciation for good performance by all gymnasts, including gymnasts from other teams.
- Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
- Respect officials' decisions and teach children to do likewise.
- Do not physically or verbally abuse or harass anyone associated with the sport
 - (player, coach, judge, administrator and so on).
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour

Parent _____

Chaperone Criteria

At NBG and PSC, we pride ourselves on providing opportunities for gymnasts to travel interstate and overseas as part of their gymnastics career. In keeping with the highest quality of care we have compiled selection criteria to outline the selection of chaperones.

The following criterion is a guide to parents and potential chaperones to understand the roles and responsibilities that are required for these positions. We encourage parents to get involved BUT places are limited as chaperones on tours are subsidised by the gymnasts and club.

As a chaperone you are required to cover the following areas

- Attend pre-tour meetings
- Hold a Senior first aid certificate
- Hold a driver's licence (minimum car licence)
- Agree to sign a „Working with Children“ form
- Be on call 24/7 from the time of the tour
- Work under the guidance of a team manager
- Give clear directions to gymnasts and officials
- Detach yourself from your own child at all times
- Avoid any form of confrontation with any member of the team
- Help with washing cleaning and food preparation
- Care for sick children or officials
- Take control in the event of an emergency
- Work long hours and attend meetings late at night
- Be able to handle change at the last minute
- Smoking is not permitted around the gymnasts

Note:

There is not a lot of down time on tours, and chaperones are on duty from the time the tour begins until the tour ends. A good sense of humour is essential. There is not too much sleep and you will also need to go without makeup and even showering when times get hectic!

You may even need to go without breakfast if you don't get up early enough to feed yourself before the masses come! You also must enjoy living out of a suitcase! Apart from all that chaperoning is an enjoyable and fun experience and the team always comes first.

Parent _____ Date _____