

**STAR-MITES GYM SPORTS
MANAGEMENT, STAFF &
MEMBERS BEHAVIOUR POLICY
CODE OF CONDUCT - CORNERSTONES**

Star-Mites Gym Sports Student Behaviour Policy, and our expectations about the way in which we work with each other are based on five key principles. These are:

COOPERATION:

We place a strong value on cooperation, as we believe it is far more productive to work together with each other.

COURTESY:

We are all entitled to polite, courteous consideration.

INTEGRITY:

Star-Mites Gym Sports stress Honesty, Trust and Respect for others and their property; these are the basis of good citizenship.

BEHAVIOURAL BELIEFS:

- All people must accept personal responsibility for their own behaviour.
- All behaviour has consequence.
- Behaviour occurs as a result of personal choice and decision.

GENERAL EXPECTATIONS:

- Being punctual.
- Being courteous to others and treating them with respect.

Failure to abide by our Behaviour Management Policy, may result in disciplinary action being taken (Suspension or expulsion from organization)

RULES IN THE GYM

- NO-ONE is permitted on equipment with-out coach approval.
- NO RUNNING in gym unless instructed by a coach.
- NO-ONE is permitted into gym area apart from gymnasts attending their lesson time.
- ATHLETES must not leave the building without a supervising parent or caregiver.
- ATHLETES must ask permission from coach if they wish to leave the class for any reason.
- ATHLETES are not permitted to wear jewellery during class.
- INAPPROPRIATE behaviour or language from gymnasts or parents at any time will result in the dismissal of the gymnast from class.
- MISUSE of equipment will not be accepted.
- NO FOOD AND DRINK to be consumed in main gym area unless otherwise advised by coach.
- APPROPRIATE attire must be worn.
- TRAMPOLINE one athlete permitted on trampoline at any one time.

Failure to abide by our Rules in the Gym and Behaviour Policy may result in disciplinary action being taken (Suspension from class or expulsion from organization).

TRAINING ATTIRE POLICY

Boys General Program: Track suit pant or Shorts, T Shirt (tight fitting), Track suit jumper (tight fitting), No foot wear required

Girls General Program: Leotard, Shorts or bike pants and T/shirt (tight fitting), Bathers (one piece), No foot wear required

No jewellery—No nail polish— Hair neat and tied up if long

Team programme: MAG-WAG-Trampoline-Cheerleading (Refer to team information notes)

Reviewed 21.01.2019 Next review 21.01.2020 By CEO File Policy File



**Star-Mites Gym
Sports Pty Ltd &
SM Cheer & Dance
Mission Statement**



Welcome

Policies & Regulations

Our program exists to provide every child regardless of age, gender or ability with a chance to succeed, through development of long term life skills such as confidence, perseverance, a love of exercise and a sense of accomplishment in every endeavor.

Affiliated with



**Gymnastics
Australia**



**Gymnastics
Western Australia**

OUR BRANCHES ARE LOCATED
AT
U3/169 Beechboro Rd,
BAYSWATER
&
99 Loftus St, LEEDERVILLE

Unit 4/301 Collier Rd Bassendean
Further inquiries:
info@starmites.com.au

EMERGENCY EVACUATION PROCEDURE

SIGNAL

- Continuous whistle blowing

ASSEMBLY

- Lawn area in front of centre

EVACUATION EXITS

- Doors marked exit
- Roller doors

PROCEDURE

- Coach in charge to call Emergency Service (000)
 - Obey any direction given by coach in charge
 - Group coach to conduct children from gym in a distinct manner
 - Exit the building quickly and calmly, and in an orderly fashion
 - When out of the building, move well clear of the building to avoid hindering those exiting behind you
 - Coach to account for all children in the group. Report missing children to coach in charge
- ### PARENT VIEWING AREA
- Exit the building quickly and calmly, and in an orderly fashion from the nearest exit door

PARENT INFORMATION

CONDITION: I acknowledge and bear responsibility and the risk to my child participating in the sport of gymnastics. I have explained to my child the need to follow safety instructions, remain in areas designated by staff, and refrain from behavior that could cause injury. I acknowledge the request of management that children enrolled in the program are kept clear of the floor and equipment prior to their class and children NOT enrolled in the program are to be kept clear of the training area and equipment at all times.

PLEASE make sure your child is happy to join our program, as we do not refund fees.

IF possible we will provide a make-up class but this is not a guarantee.

Unauthorised taking of video or pictures is not permitted.

PLEASE drop off and pick up on time-Please come into building when dropping off or picking up children.

IF children are UNWELL, PLEASE do not send to gym class.

PRIVACY

In accordance with the Privacy Amendment (Private sector) act (2000), the information contained within this form will be used primarily for matters specifically related to participating in the sports under the gymnastics umbrella.

To assist in providing our services, the organizations to which we disclose information include:

Gymnastics WA-Gymnastics Australia-Insurers-Sport Education Section (ASC)

Government and regulatory authorities and other organizations, as required or authorized by law.

PHOTO/VIDEO

Star-Mites Gym Sports may during events or training, take group or individual photos/videos to be used for in house newsletters or media publication. (At no time will we publish the name of the athlete without consent).

MISSION STATEMENT

Our program exists to provide every child regardless of age, gender or ability and regardless of physical impediment, with a chance to succeed through development of long term life skills such as confidence, perseverance, and a love of exercise and a sense of accomplishment in every endeavour.

Star-Mites Gym Sports Pty Ltd is dedicated to providing a safe, fun and positive learning environment, where children can participate. Our programs are designed to promote self-esteem and create self confidence

OUR CORE VALUES RESPECT-FAMILY-POSITIVITY-FUN-GROWTH

WELCOME

We take this opportunity to welcome you and your family to our organisation; we know it is hard when you arrive for your first ever gym class and we will be doing everything we can to make your child safe and happy, whilst participating in our sport.

Please read our rules, policies and payment requirements. We know that parents have lots of questions and enquiries, so please feel free to speak with our front desk reception.

FEES AND PAYMENT POLICY

Please Note: Pro rata fees apply based on start date. (Excluding team members)

Term fees & charges are non-refundable. Requests for refunds due to a medical condition may be conceded if your child is absent for 3 or more classes. Request made in writing to management and need to be accompanied by a medical certificate.

New Members: Payment of fees and club enrolment form need to be returned to the office prior to your child attending their second lesson. Please see front desk reception.

Returning Members: Payment of fee's due at first class attended. Please see front desk reception.

Payment Options:

Cash: We ask that when making cash payment you must ask front reception for a receipt.

Credit card/Debit card: -Bayswater-Leederville-Bassendean

Direct deposit into our account: National Australia Bank

BSB# 086 334 ACC# 21 886 3837 (please note: Athlete's name/Branch)

If you require any information in regards to your fees please speak to front reception prior to your second class.

Fees & Charges:

Fees & charges are set January of each year - Fees & charges are subject to change with prior notice.

Fees & Charges Recovery:

I / We agree to pay all fees incurred by or on behalf of the athlete, including but not limited to term fees, registration fees, competition entry fees, and travel expenses on or before the due dates. Debt Recovery - I / We understand that Star-Mites Gym Sports may at its discretion commence proceedings or engage a debt collector to recover fees outstanding, in excess of sixty (60) days. The expense of debt recovery will be a cost to the person signing the Membership Application Form.

PAYMENT CARD: General Gym

Your child will only receive a card when you have paid your child's term fee in full. **NO CHILD WILL BE ABLE TO ATTEND CLASSES WITH OUT HAVING A CARD.** Please bring a copy of your receipt if paying fees by Direct Deposit. This will ensure your child receives their card and can continue with their lessons. If no payment card is waiting for you at front desk please see reception.