

Gymnast Arrival/Departure Policy

PURPOSE

This document outlines the Waverley Gymnastics Centre (WGC) Policy in relation to a gymnast arriving or departing from training outside of the designated times.

SCOPE

As part of the WGC ongoing commitment to child safety, we endeavour to ensure all children remain in a safe environment for the duration of their time at WGC.

As WGC classes run consecutively, we require all parents/guardians to ensure they drop off and pick up their gymnast at the correct time to allow for minimal disruption to WGC programming.

POLICY

EARLY ARRIVAL

WGC recognises that many of our gymnasts may travel significant distances to attend their classes. That depending on traffic and other variables, that they may arrive much earlier than when their class commences. However, gymnasts under 18 years must be directly supervised by their parent/guardian until the commencement of class, unless prior agreement from the gymnast's coach/es or WGC office is obtained. This is primarily because in the event of an emergency, WGC may need to evacuate all patrons, and if a gymnast is present in our facilities without WGC employee knowledge, their safety may be at risk. WGC is not responsible for the supervision of a gymnast without having knowledge of their presence in and movement around WGC facilities.

LATE ARRIVAL

All classes include a warm-up component ensuring gymnasts are ready physically and mentally for planned activities. For this reason, and because of the disruption that late arrivals cause to the learning of others, if a gymnast arrives 10 or more minutes late to a class, they may be declined entry and therefore unable to participate. The decision will be made by the coach at that time. Parents/Guardians will be advised that if this becomes a regular occurrence, they are required to speak to the WGC office and make alternative class arrangements. In cases where a more suitable class day or time can be agreed upon, gymnasts will need to withdraw from their current class and enroll in the alternative class.

If parents/guardians are finding it difficult to get their gymnast to attend their current class because of other scheduling commitments, we encourage them to contact the WGC office to discuss alternative arrangements.

EARLY DEPARTURE

WGC recognises that many of our gymnasts may need to leave before their class concludes (this is typically more common for competitive gymnasts than recreational gymnasts). This may be because of a medical or non-medical reason. In such instances, WGC requires parents/guardians to ensure they have advised their gymnast's coach/es by text message or email in advance so as not to significantly disrupt classes or WGC programming.

LATE DEPARTURE

If a parent/guardian anticipates they are going to be late to pick up their gymnast, they are required to phone or email the WGC office. In such instances, and at the conclusion of their class, the gymnast will be required to remain and wait inside the gym, to ensure their coach or another WGC employee has line of sight on them until such time a parent/guardian arrives.

If a gymnast, on repeat occasions, is not collected within five minutes of the end of their class a late pickup fee may be applied. This fee will be calculated at \$15 for every 15 minutes, or part thereof and the charge processed on the parent/guardian credit card recorded for WGC payments.

BREACH OF POLICY

Breaches of this policy include but are not limited to:

- Gymnasts under 18 years being dropped off, unsupervised, more than 15 minutes before training without prior parent/guardian discussion with, and agreement from, their gymnast's coach/es or the WGC office.
- Gymnasts arriving more than 10 minutes late to class with no prior communication with the gymnast's coach/es or the WGC office.
- Parents/Guardians arriving late to pick up their gymnast at the end of class with no prior communication with the gymnast's coach/es or the WGC office.

Breach of Policy Reporting Process

For any breaches or complaints related to this policy please contact the appropriate WGC employee as outlined in the WGC Questions and Concerns Procedure located at the link below:

<https://www.wgc.org.au/wp-content/uploads/2019/07/Questions-and-Concerns-Procedure.pdf>

WGC will follow the complaints procedure as per the Gymnastics Australia (GA) Member Protection Policy located at the link below:

https://www.gymnastics.org.au/images/national/About_Us/By_laws_Policies_Tech_Regs/Member_Protection_Policy_0219.pdf

The below outlined process is applicable to WGC staff, volunteers, gymnast and relations in regard to breach of policy.

| Offence | 1 st Occasion | 2 nd Occasion | 3 rd Occasion | 4 th Occasion |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Unsatisfactory conduct | Formal verbal warning | Written warning | Final written warning | Termination |
| Misconduct | Final written warning | Termination | | |
| Serious misconduct | Termination | | | |

Unsatisfactory conduct is defined as where the conduct involves a substantial or consistent failure to reach or maintain a reasonable standard of competence and diligence.

Misconduct is defined as a substantial or intentional disregard of the employer's interests.

Serious misconduct is defined as wilful or deliberate behaviour by an employee, participant or participant family member that is inconsistent with the continuation of the contract of employment, WGC Code of Conduct and causes serious and imminent risk to:

- (i) the health or safety of a person; or
- (ii) the reputation, viability or profitability of WGC or the gymnastics community.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or termination, and full details will be provided.

There may be occasions where the conduct of the individual/s is serious enough to by-pass one (or more) of the above steps and move immediately to a first and final written warning or termination.

WGC Management retains the right to take in to account the severity of a misconduct and use their discretion accordingly in relation to disciplinary proceedings.

Policy Promotion

This policy is available to all WGC staff, volunteers, gymnasts and relations, and the broader gymnastics community, via the WGC website at <https://www.wgc.org.au/>.

This policy will be communicated to all WGC staff, volunteers and gymnasts by the WGC Child Protection and Policies Compliance Manager, or in their absence the Club Director (or delegate), at the beginning of each calendar year.

APPROVAL AND REVIEW

Approved By: Stuart Ireland, Vice President, WGC

Review Date: February 2022

Policy Owner: Child Protection and Policies Compliance Manager/ Governance Sub-Committee

Contact Details: compliance@wgc.org.au