



# ENROLLMENT / RE-ENROLLMENT INFORMATION FOR MEMBERS

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## THANK YOU FOR CHOOSING TO BE PART OF OUR CLUB

Prahan Rhythmic Gymnastics Specialist Centre (PRGSC) is a leading Rhythmic Gymnastics (RG) club in Victoria, catering for gymnasts of all levels, in both National and International streams.

Our club was incorporated as a non-profit, parent-run club in February 2007, after the closure of the RG High Performance Centre (run by Gymnastics Victoria). We continue to maintain the prestige and support from our close relationship with Gymnastics Victoria (GV) and Gymnastics Australia (GA). Our training venue is one of the best in Australia, with a newly installed and dedicated RG floor.

Our RG floor is Olympic standard and internationally approved. This provides a consistent, professional quality training area used in the highest level of competitions. The spring wooden base of our floor allows for safe landing during jumps. Our 35m (exceeds minimum world standards) ceiling allows our gymnasts to consistently practice their apparatus skills to the heights required at senior competitions. Our facilities also include storage "cage" and permanent office space. PRG has priority access to the venue 6 days/week – before and after school and all day Saturday. This makes us the only club in Victoria to have this level of the venue availability, which allows us to offer a higher number of training days.

At beginner and Recreational Levels we also have the use of an excellent venue in Caulfield.

## ENROLMENT CONDITIONS

Please read the information contained in this document and complete the online enrolment forms. During the enrolment process you will be asked to consent and acknowledge adherence to PRGSC Codes of conduct and policies/procedures which are summarised below and also found on our website.

Families please complete one enrolment form per child. Existing students and siblings will be given first priority. Please note, spots cannot be held for you.

New students - once you return your enrolment form to us we will contact you to confirm your classes.



Existing students – Please complete the online re-enrolment forms. You will only be contacted if there is a problem with the training session selections.

Please remember that Squad spaces are limited so any changes during a term will require 4 weeks' notice.

## OUR PHILOSOPHY

PRGSC is committed to providing high-quality rhythmic gymnastics classes in a supportive and safe environment that nurtures and develops children into confident, strong, talented and gracious rhythmic gymnasts.

PRG believes in catering for gymnasts of all levels including Beginners and Recreational as well as the National Levels Program and the International High Performance Program. Our aims include:

- supporting gymnasts and coaches in achieving their goals
- Preparation of gymnasts for state, national and international representation
- providing Programs that cater for all abilities
- providing an environment, which encourages gymnasts and coaches to achieve their personal best

PRGSC coaches take their roles as mentors, role models and teachers in your child's life seriously and strive to lead by example and help your child create memories at our venues that will last a lifetime.

## CLUB MANAGEMENT

The running of the club is overseen by a Management Committee made up of parents and coaches, and all decisions affecting the club must be ratified by the committee. This ensures that parents will always have a say in the future direction and policies of the club. The committee has been active in club's operation, management and running its fundraising initiatives and events. All members of the Management Committee are members of the club who volunteer their time and skills. We welcome your participation.

PRG members have many opportunities to take part in club's activities. Each year several events are held at the PRG gym. One such example occurs in March where our club hosts an Interstate/International Tournament "Prahran Invitational". Parents will be invited to assist with ticket sales, scoring, supporting the judges, set up and manning the food stall with



healthy options. This is a great way to meet other parents, enhance the strength of our club and to find out more about the sport itself.

The Club also employs a Senior Administrative Officer to support the day to day operations of the Club and will be the first point of call for responding to member queries regarding daily operations, enrolment and Trial questions and will manage appointments with the coaching team.

## POLICIES

As a condition of enrolment at PRGSC, gymnasts and their parents or guardians agree to abide by all of the policies set forth by PRGSC. These Policies can be found on our website [www.prahranrg.com.au](http://www.prahranrg.com.au) and should be read and agreed upon when enrolling.

PRGSC reserves the right to terminate any gymnast's enrolment at any time for misconduct or inappropriate actions by either, the gymnast, or his/her/their parent(s) /Guardian(s).

## COMMUNICATION

Communication between Club, parents and coaches is very important. At PRG we use the following modes of communication:

- Instateam for all Club related and squad related communications. It is vital that all members actively use this app
- Whatsapp groups for squads (parents or over 18 years only)
- Instagram & Facebook
- Club Noticeboard
- Club emails
- Coach emails
- Squad Rep emails

In the interests of Child safety, the following rules will apply with communications regarding changes to training, competitions, etc. that are necessary:

- Where a gymnast is under 16 years of age, Club, Coaches & Squad reps will relay information directly to the gymnast's parent or guardian via Instateam, Club email or by phone.
- If in rare circumstances, direct communication with the gymnast is necessary via phone or social media, the parent will also be contacted and informed.
- For gymnasts 16 – 18 years old, coaches may communicate some information directly with the gymnast or squad. In part, this is to both acknowledge and
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reinforce a sense of responsibility and independence that is expected from late adolescents. Parents will also be informed.

- For Adult gymnasts (18+ years) communication will be with the gymnast directly.

Important news, notices and term fee invoices will be sent via email so please ensure you provide us with a current email address.

Please respect our Coaches' approach to establishing professional relationships with our gymnasts and parents.

- Please ensure all contact is initiated by email to [PrahraanRGclub@gmail.com](mailto:PrahraanRGclub@gmail.com) and message will be passed onto relevant coach/ official.
- Please refrain from contacting staff on their personal mobiles or social media platforms.
- After a competition, please do not approach coaches or judges for feedback. Feedback is provided twice a year in June/July and Nov/Dec, in organised sessions between coach, parent & gymnast.
- Do not encourage gymnasts under 18 to befriend coaches, judges or officials on social media.

## FEE CONDITIONS

PRGSC is a not-for-profit organisation and any profit made is put back into the club. This also means that we are able to keep our fees as low as possible. The only paid staff members are coaches and contractors. Billing occurs on a term or quarterly basis. All invoices are due within 14 days of issue, unless alternative arrangements are made.

Please see the PRGSC fees policy for a more comprehensive explanation of our fees policy.

As our coaches/contractors and overheads are paid regardless of how many students attend, there is no discount for missed classes. You are paying for a spot in your class. There are no credits or deductions for missed classes due to birthdays, camp, excursions or short family holidays. If you are going on an extended overseas holiday (over 4 weeks), please contact our office and we can discuss options with you.

All fees are inclusive of GST. Fees are advertised on our website. Class fees are invoiced by the term or quarterly and the full term invoice must be paid, regardless of the number of classes the student wishes to attend (or actually attends). There will be no refunds, credits, or transfers if the full term isn't completed.

When enrolling in our classes, you are committing to a service contract for a complete term.



## SQUAD PLACEMENT

Following the National Carnival event in the latter half of the year, The PRG Coaching team meet to discuss the students' progress and/or placement for the following year. Our aim is to offer appropriate opportunities for participation to every child based on the assessments of their individual coach, Head coach and Senior coaches. Factors that are relied on during this assessment include :

- Training effort and commitment
- Competition/performance results throughout the year
- Feedback from judges throughout the year
- Ability to meet the requirements of the Level they will be moving to
- Ability to meet training commitment required for Level
- Enabling future potential

Placement decisions are derived from many years of coaching experience and are not taken lightly. A gymnast will generally be placed in a level where he or she will feel confident, in order to promote the development of self-esteem and enjoyment.

In Australia, there are two different streams for Rhythmic Gymnastics: National and International. The national stream gymnasts usually move up through the levels Program from Beginner to Level 10. There are no limits on the length of time spent at any one level. Age however, can be a factor in what Level you can compete at, with there being Junior and Senior sub-categories for each Level from Level 5 onward. For Levels Gymnasts (Level 3 and above), training commitment can range from 3 hours to 16 hours a week.

The international stream, however, has strict age limits at each level, and therefore gymnasts have to move levels according to their age as well as ability and hours of training undertaken. Selection to International Stream is by invitation only. Coaches identify and refer to the Head Coach, gymnasts demonstrating early potential who would benefit from extra stimulation and accelerated development. These identified gymnasts are then assessed by the senior Coaches and may be invited to become part of the International stream. For International stream gymnasts, training hours range from 12 hours – 24 hours a week and holiday training is mandatory.

It is possible and not uncommon, to move between national and international streams upon the recommendations and assessment of the Coaching Team. Sometimes, a gymnast may be placed in a particular group or level because of their ability and not always their age.

## COACH GYMNAST RATIOS

When training on the floor, our Club will try to keep as low a gymnast to coach ratio, as possible for all levels. This is why it is important that we know which training days and



times, a gymnast is committing to, for the year. Once the coach-gymnast ratio is met, that session will not be available to other gymnasts on a regular basis.

- For Beginners, Level 1 & Level 2 gymnasts, we limit the size of the squad to a maximum of 10 -15 gymnasts per coach.
- For all other levels it decreases to 8 /10 gymnasts per coach

## TRAINING HOURS

Training hours are usually between 4pm and 8pm on week days and 8am to 6pm on Saturdays.

Morning trainings are available for those gymnasts in Level 9 and above who wish to train over 16 hours per week. These morning sessions will be kept to no more than 8 gymnasts per session.

There are set recommendations as to the number of training hours per week for each level. If you wish to vary these hours, you must discuss options with your coach. Changes to enrolled sessions require 4 weeks notice or you will continue to be charged for the originally enrolled sessions.

Please see below for a general idea of the expected training regime for the different levels.

### Levels Stream

Recreational / Beginners : 1 hour sessions x 1 or 2 session per week

2 hour sessions x 1 or 2 session per week

Levels 1-2 : 2 x 2hr sessions per week

Level 3 – 4: 3 x 3hr sessions per week

Levels 5-6 : 3 x 3hr sessions per week

Levels 7-9: 4-5 x 4hr sessions per week

Level 10 : 4 – 5 x 4hr sessions per week

Pre-development/Development Stream: 3-4 x 3/3.5 hr sessions per week

Holiday Training is available throughout all levels and is optional but recommended.





### International stream

Sub-junior: 4-5 x 3.5/4 hours per week

Pre-junior: 4-5 x 4 hours per week

Junior: 5-6 x 4 hours per week

Senior: 5-6 x 4 hours per week

International Levels have strict guidelines in terms of hours of training. For International stream gymnasts Holiday training is mandatory.

### **PRIVATE LESSONS**

Prahran RG offers private lessons for athletes looking to work on specific skills or wanting that extra boost in preparation for upcoming competitions. Athletes who take private lessons benefit from one-to-one coaching with fewer distractions. These lessons are available to all athletes of all abilities.

All private lessons are subject to the availability of coaches and gym space. Private Lessons are not intended to replace regular classes. Squad training will always have priority to gym floor space and equipment.

Private lessons can be organised by emailing a request to the Club email on [PrahranRGclub@gmail.com](mailto:PrahranRGclub@gmail.com). Please check with the gymnast's coach as to whether having privates would be of benefit to the gymnast before requesting additional classes. Further information regarding the process can be found on our PRG website.

### **UNIFORM POLICY**

Training uniform is black in colour, appropriate, dance/active wear or leotards that are fitted and shaped to the body. This is to ensure coaches can see the student's body alignment and ensure they are practicing their skills correctly and safely.

Crop tops are not recommended. Hair should be tied back or in a bun. Toe shoes should be worn. No jewellery except small stud earrings may be worn. All gymnasts should bring a drink bottle to each session.

Gymnasts must also bring with them to each session, a small notebook/journal which can be used to record, goals, corrections, training directions etc.



There is also a club tracksuit which all gymnasts must have if taking part in competitions or representing Prahran Rhythmic Gymnastics in other events. These can be ordered by talking with the Club Administrative Officer.

In addition, all gymnasts up to Level 4 must have a club leotard for competitions and if they wish, can also have individual leotards. From Level 4 and above, gymnasts can have individual leotards if they wish. Please consult with your Coach before ordering a leotard.

Second hand tracksuits, club leotards and competition leotards may sometimes be available from the office. If you wish to sell any items, just bring to the office with your name, contact details and asking price attached. This is a service we provide for our members but we may charge a commission of 10% per sale item.

## **PERFORMANCES / COMPETITIONS**

All gymnasts are offered the opportunity to participate in various performances and competitions. Gymnasts should not feel any pressure to participate as generally events and competitions are not compulsory. However, if a gymnast wishes to compete at National and international levels and be selected to State and national squads, they will have to compete at nominated events.

Coaches will recommend and advise parents as to whether a gymnast is ready and prepared for a particular competition. Coaches will seek written confirmation from the parent/gymnast that they want to participate and are willing to pay the competition fee. The gymnast will then be registered for the competition upon payment of the fee and written confirmation. A gymnast who has been registered for a competition but failed to attend the competition can only seek a refund on medical grounds and will require medical certificates.

Please refer to the GV Events calendar for dates and list of competitions available. PRGSC website and Instatteam will also display information regarding competitions and performance opportunities throughout the year.

Please remember that gymnasts will not be permitted to compete if they have unpaid fees.

## **EXTERNAL TRAINING/OPPORTUNITIES**

If gymnasts are participating in any productions, masterclasses, workshops, competitions or training camps outside of those organised by their coach at PRGSC, it is Industry etiquette for gymnast/parent to inform the Coach.





Gymnasts must not perform routines choreographed at PRGSC without seeking prior permission from the Head coach. Gymnasts transferring to another Club cannot keep their routines if choreographed by coaches at PRGSC.

## **BEHAVIOUR / CONDUCT POLICY**

PRGSC does not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from gymnasts, parents/guardians, family members, or visitors. When enrolling, the parent/guardian or adult gymnasts are asked to consent and acknowledge that they will abide by PRG codes of conduct and policies. These acknowledgements and consents are given on behalf of the family members of the gymnasts as well.

Any individual who demonstrates behaviours in breach of PRG codes of conduct and policies, will be referred immediately to the Committee of Management who will evaluate the alleged breach and if found to be true, consider consequences including expulsion. Any person who is found to be in breach of PRG Codes of Conduct and policies, will forfeit their position at PRGSC, to the extent permitted by law, and will not be entitled to refund.

## **BULLYING/ HARASSMENT POLICY**

All gymnasts are to treat their coaches and fellow peers with the utmost respect. Misbehaviour towards anyone will not be tolerated and if serious enough, your enrolment may be cancelled.

The following will not be tolerated in person, via email, via text messaging or via the internet;

- Verbal abuse or shouting,
- Physical Abuse,
- Excluding or isolating a person,
- Psychological harassment,
- Humiliating and or undermining a person through sarcasm, criticism or insults,
- Ignoring or belittling a person's contribution or opinion,
- Spreading rumours

Where any persons feel that they are the victim of bullying or harassment, they should discuss the matter directly with the person/people concerned and request an end to the behaviour. The Club MPIO will also be available for support if needed. Should this approach fail or be inappropriate, the matter should be reported to the Management committee by emailing to [prahranrg@outlook.com](mailto:prahranrg@outlook.com)



## DISCIPLINE POLICY

In order to maintain a happy, healthy, professional environment, gymnasts are taught the importance of being a part of the group. We encourage gymnasts to have respect for other gymnasts, the coaches and other users of the venue.

Our coaches will use constructive techniques of discipline to maintain control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what is wrong and directed to a positive alternative approach or behaviour.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before re-joining the class.
- If a child's misbehaviour continues to disrupt the class, the parent or guardian will be asked to collect the child.

## GRIEVANCE/ COMPLAINTS POLICY

Our Club has adopted the GA and GV MPIO policy to guide our processes in relation to complaints and grievances. Links to these policies can be found on our club website.

A grievance is a real or perceived cause for complaint. PRGSC recognises that open communication and feedback are essential elements of a satisfying and productive environment. Every effort will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance.

Gymnasts and parents can be assured that they will not be disadvantaged by the use of such procedures whether decisions are found for or against their grievance. If a member requires support to assist in solving disputes or issues that arise, support can be provided by our Club Member Protection & Information Officer. MPIO contact details will be available on our PRG website.

Where gymnasts/ parents have an issue with a coach:

1. please email the coach in question and attempt to resolve issue,
2. if this does not work, raise the issue with the Head Coach and try to find a resolution
3. If this is not an option, please refer the matter to the Management committee via an email to the club – [prahranrg@outlook.com](mailto:prahranrg@outlook.com)



## **MEDICAL TREATMENT AND INJURY**

Rhythmic gymnastics is a physical activity and whilst all reasonable care is taken, to the extent permitted by law PRGSC is not liable for injuries sustained during classes, instruction, performance activities or otherwise.

In the case of an injury or health concern in respect of your child, all reasonable efforts will be made to contact you promptly. But, in the case of an emergency, or in the event that you cannot be reached, PRGSC will seek medical attention for the student. This may involve rendering of first aid to the gymnast or calling an ambulance. Any costs incurred in obtaining such emergency medical attention, for example ambulance fees are the responsibility of the gymnast.

Your registration with Gymnastics Australia does provide some insurance towards injuries sustained during Club training and competitions. The link below provides further details: [https://www.gymnastics.org.au/GA/Ga/Club\\_Development/Club\\_Affiliation/Personal\\_Injury\\_Insurance.aspx](https://www.gymnastics.org.au/GA/Ga/Club_Development/Club_Affiliation/Personal_Injury_Insurance.aspx)

It is essential that Coaches are informed of any injuries to the gymnast which occur outside training and any management plans that are developed in relation to injuries/medical matters.

## **PARENT VIEWING POLICY**

We have found that gymnasts can become distracted by parents/guardians sitting in the class and watching. Additionally, our floor space is fully utilised and there is extremely limited provision for spectators during training. Therefore we encourage parents/guardians to 'drop and go' or wait in the foyer. Your support in this matter is greatly appreciated.

We welcome all parents/guardians to watch their child's first class. We believe children need to feel 100% comfortable in the unfamiliar environment, surroundings and with a new coach and peers. We also know how important it is that parents get to see how we teach and interact with our gymnasts before deciding whether or not we are the right school and fit for their child.

## **PICK UP AND DROP OFF PROCEDURES**

Only gymnasts and staff are allowed to walk through the National Institute of Circus Arts (NICA) gym. Too much traffic disturbs the students and can cause distraction and possible injury. Complaints have been made in the past by the NICA management to GV when parents do not adhere to this.



Parents should drop their children at the entrance to the NICA gym and only gymnasts should come through this area to the Rhythmic Gymnastics gym. For children in the junior levels, a coach will bring them out at the end of each session. There is a waiting room on the ground floor by the entrance on Green Street.

Please ensure your children are collected promptly at finishing time. Please understand that for children under 10 years, a coach will remain with the child until the parent/guardian arrives and a late pick up fee of \$1.00 per minute will apply. Gymnasts from 10 years will only be supervised during their scheduled class time and will not be supervised before or after the class they are attending. Parents are required to collect their child at or before the set finishing time.

PRGSC will not be responsible for students transport arrangements or their safety to or from classes or events.

For gymnasts from Beginners, Level 1 and Level 2 – gymnasts will be collected by their coach from a specified area. Late arrivals must bring their child into the gym training area and hand over to the coach.

We remind parents to pick-up gymnasts from inside the gym foyer. We would advise that gymnasts should wait in the foyer of the PRG building complex. Parents who are delayed must call another parent or coach to make arrangements for someone to remain with their daughter until they arrive.

Whilst our club and coaches will undertake necessary precautions, we urge parents to also:

- Remind children of how to behave in regards to 'stranger-danger'
- Remind parents to collect children personally, from within the complex
- Notify the PRG office or coach if you have made alternative pick-up arrangements
- Ensure that children know the person who is collecting them

## **TOILETING PROCEDURE**

For safety reasons, the following rules will be implemented if a gymnast needs to go to the toilet:

- Gymnasts under the age of 7 will be accompanied by a coach.
- Gymnasts between the ages of 7-9 will be encouraged to go to the toilet in pairs once the coach has been informed.
- Gymnasts from the age of 10 and older may go to the toilet on their own as long as coach has been informed.



## **SOCIAL MEDIA AND IMAGE POLICY**

Upon enrolment, you will be asked to sign a consent regarding photo and media policies. From time to time images from training, performances, photos and various events will be used to promote the activities of PRGSC e.g. in newsletters, on the PRG website, social media (e.g. Facebook/Instagram), noticeboards, brochures etc.

PRGSC encourages active and responsible participation by parents on its social media platforms (e.g. Facebook). All posts and comments must be respectful, polite, inoffensive and appropriate. If you see that something inappropriate or offensive has been posted, please contact us immediately.

## **HEAT POLICY**

Once the temperature reaches 36 degrees Celsius, as reported at 2pm on the Bureau of Meteorology website for the Melbourne Metropolitan area, training will be cancelled for health and safety reasons. For any classes cancelled for this reason, a gymnast may attend (if possible) an alternative class the following week or a class during the first week of the holiday training period. If the gymnast cannot make either of these options, there is no refund.

## **CHILD SAFETY COMMITMENT**

PRG is committed to the safety, wellbeing, and empowerment of all our members. We have a zero tolerance approach to any form of child abuse. We want our gymnasts to be safe, happy and feel empowered. It is essential that everyone involved in gymnastics including administrators, volunteers, parents and participants understand the important responsibilities they have in relation to child safety and work in partnership.

Please read our Child Safeguarding policy, Child Safety statement and Code of Conduct which are available on the PRG website as they will detail responsibilities, expectations and processes in relation to ensuring a child safe environment within the Club.

We have a Child Safety Officer who support and assist gymnasts and parents if necessary. Please see the PRG website for contact details.

## **COVID POLICY**

The current Government advice regarding COVID positive individuals is that there are no isolation rules except in relation to the Health industry. However, a number of our gymnasts have family members that are immunocompromised or extremely vulnerable to more severe illness if they catch it. For these reasons our COVID Policy requires that anyone





who tests positive for COVID does NOT attend training for 5 days and /or is asymptomatic. We would also encourage gymnasts to do RAT tests if they are symptomatic.

## **TERMINATION OF ENROLMENT**

Four weeks notice is required for termination of enrolment otherwise you will be charge for four weeks from when notice is given. Transfers to other Clubs will not be approved if there are any outstanding fees.

Gymnasts transferring to another Club cannot keep their routines if choreographed by coaches at PRGSC unless an exception is provided by the Committee.

## **EXPECTATIONS OF GYMNASTS**

Please come prepared and eager to learn and use each session as an opportunity to grow and become better at what you love to do. Show up to your class dressed in uniform, ready to learn from your coaches and work as hard and as consistently as you can.

Please ensure you are a role model for our younger gymnasts and be mindful of your language, tone and behaviour. Mobile phones are to be switched to silent and are not to be used during training time.

Please show respect and care for our venue and our equipment.

There are many performance opportunities, events and competitions throughout the year. No event is compulsory, and gymnasts can decide whether they would like to participate or not. Please confirm with your teacher upon your decision.

Please Respect your coaches - Listen to feedback, guidance and instruction from them as it is directed at helping you to progress, grow, evolve, learn and improve.

## **EXPECTATIONS OF PARENTS**

Our Club prides itself on being a family and having a positive atmosphere and inclusive environment and as such, cooperation and kindness between all parents/guardians is expected.

As adults, we lead by example for our children. Showing respect for other parents, the gymnasts, and the team makes an important impression on the children watching us. You are a role model for your child about how to interact with others in a professional environment.





Please help us to create a supportive culture within the Club and help us to eliminate the three C's that can cause toxicity within our Club:

- Criticise : - Instead, focus also on the positives and try to be balanced
- Complain: - Instead, be solution focused and open minded.
- Compare: - Instead, understand that our gymnasts and coaches bring different strengths, personalities and temperaments with them and as such even within a squad these differences will and may necessitate individualised training regimes and methods.

Your feedback is valued and can be sent to [prahranrg@outlook.com](mailto:prahranrg@outlook.com). Parents that are interested in volunteering to help at events, or want to find out more about becoming a judge or coach can contact the club at any time.

Thank You -  
**PRG Committee**