



PRAHRAN RHYTHMIC GYMNASTICS

ENROLMENT POLICY

POLICY NAME	Enrolment Policy
DATE OF ISSUE	10 th April 2021
POLICY COVERAGE	All Prahran Rhythmic Gymnastics Future Members (Squad and Recreational) Pahran Rhythmic Gymnastics Personnel
FREQUENCY OF REVIEW	Biennially
REVIEW DATE	9 th October 2021
CONTROLLING BODY	PRG Committee

1. INTRODUCTION

This policy outlines procedures for Prahran Rhythmic Gymnastics (PRG) with regards the enrolment procedure to be implemented by PRG personnel for enquiries to the Club.

2. STATEMENT OF PRINCIPLE

PRG is committed to providing a streamlined customer focus enrolment procedure to facilitate efficient and timely registration of all future members of PRG

3. COVERAGE

This policy applies to PRG personnel and coaches; along with all future members of PRG and their families

4. SCOPE

This policy relates to enrolment at PRG including:

- a. Enquiries
- b. Trial Classes
- c. Registration Forms
- d. Fee requirements
- e. Re-enrolment
- f. Use of Photography Consent
- g. Information Privacy Principles
- h. Handbook

5. RELATED DOCUMENTS

Related PRG Documents include:

- a. GV Member Protection Policy
- b. GV Child Safe Policy
- c. PRG Fees Policy
- d. PRG Photography Policy
- e. PRG Handbook

6. PROCEDURES

1. Enquiries

All enquiries received by phone, email, website, social media or in person will be responded to within 24 hours by PRG Head Coach/Vice President who will suggest they submit a Trial Request Form via link on website <https://www.prahranrg.com.au/enrol-book-register-now.html> or by providing direct link <https://form.jotform.co/51558290593867>.

The submitted form will be delivered to prahranrg@outlook.com automatically.

PRG Secretary will update the "Gymnasts Trial Requests" spreadsheet with an entry for correspondent request

Once a Trial Request Form is received, PRG Head Coach will triage the request into the appropriate Trial Class and advise the parent/guardian of the date and time of the Trial Class.

PRG Head Coach will also attach the "Introduction to PRG" document with answers for most frequently asked questions.

(https://drive.google.com/file/d/1DXdZ1Ph9SyjbjIDGPABjynTtMmo_ixGg/view?usp=sharing)

2. Trial Classes

Future members of PRG are provided with the opportunity to participate in one free trial class.

PRG offers two types of Trial Classes:

1. **New to RG – “See if I like it”**
2. **Previous Experience – RG, Other Gym Sport, Dance, etc.**

A Trial Class in either option 1 or 2 is offered on the recommendation of the Head Coach as a result of triaging the Trial Form

PRG Secretary will update the “Gymnasts Trial Requests” spreadsheet with received requests

PRG Head Coach and/or coaches conducting trial sessions are responsible for updating the spreadsheet with dates and outcomes.

PRG Secretary will ensure that only required persons will have Editor Access to that spreadsheet.

Types of Trial Class

1. New to RG

- Trial Classes are held on each second Saturday afternoon between 3-5pm, except for the first 4 weeks of the term 1; Arrangements can be made for an alternate day in the circumstance that Saturday afternoon does not suit.
- The parent/guardian of the child trialing is notified of the Trial Class, date and time, by the PRG Head Coach
- PRG Head Coach will update the "Gymnasts Trial Requests" spreadsheet with the proposed trial date.
- PRG Head Coach will forward the list of children offered the Trial Class to the coach conducting the Trial Class; prior to the commencement of the Trial
- On completion of the Trial Class, the trial coach updates the "Gymnasts Trial Requests" form indicating whether the trial was attended by the child and add the recommendation about enrolment level for each child that trialed
- The Trial Class coach then forwards this form to Administration (Head Coach, Secretary, Assistant Treasurer)
- At the end of the trial class the Trial Coach will advise the parent/guardian re:
 - a) available training days
 - b) provide the parent/guardian with a printout re: PRG Club Contact details, and, “What to do Next..”
 - c) to enroll with PRG, they need to submit a Registration Form via the website <https://www.prahranrg.com.au/enrol-book-register-now.html>.
- The registration/enrollment includes information such as:
 - i) Registration Details
 - ii) Medical Details
 - iii) Sessions (days of week) child intends to attend
 - iv) Use of Photography/video Consent
 - v) Acknowledgement that the parent has read and agrees with PRG Club Policies

2. Previous Experience

- The PRG Head Coach recommends the class for the child to trial in based on the triage of the Trial Request Form received
- The parent/guardian of the child trialing is notified of the day and time of the appropriate Trial Class by the PRG Head Coach;
- PRG Head Coach updates the "Gymnasts Trial Requests" spreadsheet with proposed date of trial.
- PRG Head Coach will forward the list of children offered the Trial Class to the coach conducting the Trial Class; prior to the commencement of the Trial
- On completion of the Trial Class, the trial coach updates the "Gymnasts Trial Requests" form indicating whether the trial was attended by the child and add the recommendation about enrolment level
- Also, on completion of the Trial Class, the trial coach will provide the parent/guardian with a printout re: PRG Club Contact details, and, "What to do Next.."
- The Trial Class coach then forwards this form to Administration (Head Coach, Secretary, Assistant Treasurer)
- The Head Coach then sends a Letter Of Offer to the parent/guardian outlining the expectations, days and times for training in the specific Level of gymnastics they will be commencing, and the link to the Registration form
- The signed Letter of Offer acceptance is to be returned to pahranrg@outlook.com and the Registration Form is to be submitted via <https://www.pahranrg.com.au/enrol-book-register-now.html>,
- The registration/enrollment includes information such as:
 - i) Registration Details
 - ii) Medical Details
 - iii) Sessions (days of week) child intends to attend
 - iv) Use of Photography/video Consent
 - v) Acknowledgement that the parent has read and agrees with PRG Club Policies

3. Registration Forms

All members of PRG are required to enroll via a Registration Form available on the PRG website <https://www.pahranrg.com.au/enrol-book-register-now.html>

- Once the Registration Form is received, PRG Head Coach will notify PRG Secretary and PRG Treasurer/Invoice Issuer (Trish) confirming the level and hours the child will attend
- PRG Secretary will add the new member's details to the PRG DB, Instateam, correspondent outlook contacts lists and register (or request transfer) with GA
- PRG Treasurer/Invoice Issuer (Trish) will add the details to MYOB and issue an invoice.
- PRG Secretary will send a "Welcome to the club" letter with information about PRG, session details and detailing the need for fees to be paid prior to the commencement of joining the class.

Parent/Guardian to sign authorisation re:

- Consent to participate in the Gymnastics program

4. Medical Details

Parent /Guardian to sign authorisation on Registration Form re:

- Contact details for General and Emergency situations to be kept on file
- Consent for PRG to seek Medical Treatment for the gymnast if required

PRG requires signed authorisation to remain on file for the duration of participation in the gymnastics program at PRG

Please advise of any relevant change of details so that our records remain current

5. Fee Requirements

All Registration Fees and Tuition Fees are to be settled as per the PRG Fees Policy – available on PRG Website

6. Use of Photography Consent

Completed as part of Registration

7. Handbook

PRG Handbook has been collated to provide all the necessary information to assist with orientation to Prahran Rhythmic Gymnastics Club – available on PRG Website

8. Re-enrolment

- The Head Coach sends a Letter Of Offer (usually in November) to the parent/guardian outlining the level offered for the returning gymnast for the following year, the days and times for training for that level, the coach and the expectations.
- The parent/guardian accepts/declines the Letter Of Offer by signing it and returning it to prahranrg@outlook.com
- PRG Head Coach collects these details and updates the data base
- If changes in hours/levels happen after registration/re-enrolment, PRG Head Coach will update the database accordingly and notify PRG Secretary and PRG Invoices Manger regarding the change.

7. CONFIDENTIALITY AND PRIVACY

PRG follows Information Privacy Principles (IPPs) under the National Privacy Act

8. POLICY PROMOTION

This policy will be made available to all members via the PRG Website