



# **BRIGHTON REC GYMNASTICS**

## **PARENT HANDBOOK**

**Brighton Recreational Centre**

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## **Brief overview of Brighton Rec Centre and Gymnastics**

The Brighton Recreational Centre is a non-profit community based organisation. A committee of Management runs the Centre under a licence agreement with the Bayside City Council. Our "Mission Statement" is to provide recreational, cultural, developmental and educational activities for all age groups in the local community. Within the charter, the Centre offers a variety of pre-school and gymnastics programs from the age of 12 months and onwards. Brighton Recreational Centre has been providing a gymnastics club for over 40 years. Currently Brighton Rec Gymnastics club has over 660 gymnasts enrolled in a variety of classes.

### **Staffing**

All of our coaches are qualified and accredited coaches with Gymnastics Australia and Gymnastics Victoria. All coaches over the age of 18 also hold a Working with Children's Check. In order to become a qualified coach you need to complete and pass online training and face to face training run by Gymnastics Victoria. The coaches training does not finish there as there is also further training in the gym with supervision by more experienced coaches. Even our most experienced coaches need to complete professional development each year to maintain their registration. Coaches at Brighton Rec take the responsibility of coaching seriously and are always striving to provide the best program possible.

There are lesson plans written for each class regardless of the level of the class. The Kindergym, Junior Gym and beginner classes are provided with a lesson plan designed by our senior coaching staff. The coaches taking our intermediate, advanced and all squad classes are written by the individual coach under the supervision of the senior coaches.

# Program structure



## **Programs**

### **Pre-School Gymnastics Program**

#### **Kindergym Classes**

We offer kindergym classes with parent participation for 1-2 year olds which run for 30 minutes and 2-4 year olds which run for 45 minutes. These classes are designed for parent/carer participation through-out the class. The program incorporates a range of activities including group games and exercises on the floor followed by circuits using the different gymnastics equipment such as the beams, bars, rings and trampolines as well as our kindergym specific equipment like soft shapes and climbing frames. Kindergym is a fun way to learn the fundamentals of all types of movement. Each week there is a different theme so that the gym and the activities are always changing.

#### **Junior Gym Classes**

Our junior gym classes are run for 4-5 year old's for 1 hour. The children work independently and therefore are aimed at children who are going to school the following year. Classes are run with similar circuits as our kindergym classes and again with a different theme each week. Junior gym is a fun way to learn the fundamentals of all types of movement. The goals of the program also include learning how to follow instructions, co-operating in group activities, lining up and waiting for their turns as well as communicating with their coaches and other children which will all help with school readiness. The children will be able to progress from this program into our Gymnastics For All program when they start school.

#### **Gymnastics For All Program**

Our Gymnastics For All program caters for children aged 5+ years old. The program incorporates a range of activities to develop strength, flexibility, coordination, spatial awareness and fundamental gymnastics skills using a variety of gymnastics equipment. Children are grouped based on age, ability and previous gymnastics experience as stated below.

#### **Beginner Classes (classes are either mixed or just boys or just girls)**

Beginner classes cater for girls aged 5-13 years old and boys aged 5-9. Girls are divided into the following age categories; 5-7 year olds, 8+ year olds and 10+ year olds. These classes are an hour long and are designed to develop balance, coordination and confident body movement. We place a strong focus on building self-esteem, strength and flexibility in a safe and fun environment incorporating games and circuits. Basic shapes and skills are developed over different gymnastics apparatus such as vault, bars, parallel bars, rings and floor for boys and vault, bars, beam and floor for girls. The average time a gymnast spends in the beginner class program is 12-18 months before progressing to an intermediate class however this can vary depending on the ability and readiness of the gymnast.

#### **Intermediate Classes (classes are separate for boys and girls)**

These classes are an extension from our beginner program and run for 1.5 hours. We divide the girls into different age categories 6-8 year old, 7-9 years old and 9+ year olds. Classes provide the

opportunity to further develop the gymnasts understanding of techniques required to perform an increasing level of skills. More emphasis is placed on developing strength and flexibility in these classes so that they can perform more difficult skills safely.

### **Advanced Classes (classes for girls only)**

These classes are aimed at gymnasts who are 9+ years old and who need more of a challenge. These classes run for 2 hours. Emphasis is placed on developing more complex gymnastics skills and the strength and flexibility required to achieve these skills. Gymnasts will be identified as ready to move to these classes by their coach and the coaching co-ordinator.

### **Teen Classes (classes for girls only)**

These classes are aimed at gymnasts who are 12+ years old and who are entering Secondary School. These classes run for 2 hours. The program incorporates fitness, fun and developing more complex gymnastics skills. Individual programs are offered to each gymnast depending on their needs and abilities.

### **Tumbling classes**

These classes are open to boys and girls aged 8+ years and run for 1 hour. The general tumbling class is available to gymnasts who are already able to handstand, cartwheel, forward and backward roll. The advanced class is available to those who are able to round off, front sault and front handspring. The class focuses on tumbling on both the floor and trampolines as well as conditioning.

### **Squad Program (for girls only)**

#### **Gymstar Squads**

Gymstar is a Victorian recreational competition program which is made up of 10 levels. The Gymstar program at Brighton Recreation Centre offers girls the chance to train 2 sessions per week (from 4-6 hours per week) and is by invitation only. We currently have gymnasts competing at Levels 5-9. The gymnasts are invited to compete in 4-5 competitions throughout the 2<sup>nd</sup> half of the year.

#### **ALP (Austalian Levels Program) Squad**

This program is by invitation only and caters for girls from ages 5/6 upwards. Girls generally train from 4-14 hours per week depending on their age and level. Gymnasts work through 10 levels designed by Gymnastics Australia which sets out skills that gymnasts must perform to a desired standard to be awarded with the appropriate level. Levels 1-2 can be assessed within the club and Level 3-10 are assessed externally at Level Award Tests. Gymnasts in the ALP program have the opportunity to compete in club invitational competitions as well as Regional and State Championships.

#### **Moving from Gymnastics For All into Squads**

We are constantly looking to give gymnasts the opportunity to develop to their potential. If we feel a gymnast is ready to move to a higher level we will inform the parents about possible options. If a

parent feels that their child would like more challenge in their gymnastics then please also let us know.

### **Selection into Squad Programs**

All of the factors below are taken into account when considering a gymnast to enter Brighton Rec's squad program.

- Physical ability

Gymnast shows physical ability suitable for squad gymnastics training; for example, strength in both upper body and lower body, flexibility in hips and shoulders.

- Enthusiasm

Gymnast is always enthusiastic in class towards all activities.

- Mental application

Gymnast applies themselves to all activities.

Gymnast has good concentration and consistency in attitude and work ethic.

Gymnast is able to deal with and manage their fear.

- Discipline

Gymnast is disciplined in attitude and behaviour throughout class.

Gymnast takes personal responsibility for their results.

Gymnast understands the importance of feedback and accepts it in a positive manner and endeavours to apply information given to improve the performance of skills.

- Skill level

Gymnast shows suitable skill level for progressing to more advanced training.

### **Discipline Policy**

The following discipline policy is implemented in all programs throughout the club for the safety and benefit of all children. Our focus is to create and maintain a positive learning environment, so that all children and coaches are given the best possible opportunity to move towards their potential.

Boundaries of behaviour will be set for the children. They will be told what is acceptable and appropriate.

If the child behaves in an inappropriate manner, a warning will be given. The warning will consist of:

- a) Letting the child know what was inappropriate and why

- b) Outlining the consequences of repeat behaviour – this will be time out
- c) Giving the child direction towards appropriate behaviour

If the behaviour persists the consequences outlined will be carried out. That is, a short time out period.

If inappropriate behaviour is repeated again, time out will be of a slightly longer duration and if needed they may need to have time out with a senior coach in the gym.

Parents will be made aware of persistently inappropriate behaviour and together we will work out the best way to deal with the situation.

## **Rewards and recognition**

In the Pre-school program, each gymnast receives a skill book each term. At the end of each class the children are given a sticker and stamp to put in their book and can have a stamp on their hand if they wish.

In the Gymnastics For All Program each gymnast works through 10 Bright Star certificates. We have certificate testing starting the 3<sup>rd</sup> last week of term 1, 2 and 3 giving 2 weeks for testing and 1 week for handing out certificates for those who are ready. Usually the first 4-5 certificates are completed each term however the higher certificates often take longer to achieve.

Gymnasts in our Intermediate and advanced classes are invited to attend our Team Challenge in Term 2 where there is the opportunity to show case their routines to their family and friends and they have the chance to win team medals and/or ribbons.

At our display at the end of the year we do have some individual awards for gymnasts from various classes who have worked hard, have a great attitude and who are also a fantastic team member.

## **End of year display**

A display is held in December each year, to signify an end to the gymnastics year and to allow family and friends a chance to see some of their son/ daughters gymnastics skills. This event is much loved by the whole gymnastics community. Each session there are a variety of school aged classes from beginners to our more advanced squads finishing off with the coaches display, which the gymnasts love to see.

During term 4, gymnasts will practice their displays as well as their normal gymnastics training. It is important to let us know if your child is unable to attend the display so that the coaches can adjust their training to not include display practice.

The end of year display will be on Saturday 12 December 2020.



## Dates for 2020

Term 1: Tuesday 28 January-Saturday 28 March, 2020

Term 2: Tuesday 14 April – Saturday 27 June, 2020

**Team Challenge Competition – Sunday 14 June, 2020**

**(Open to all Intermediate and advanced gymnasts)**

Term 3: Monday 13 July – Saturday 19 September, 2020

Term 4: Monday 5 October – Friday 11 December, 2020

**End of year display is Saturday 12 December, 2020**

**(Dress rehearsal for this is their regular class the week before the display, starting Saturday 5<sup>th</sup> December)**

## Enrolment

### Enrolment and re-enrolments

Enrolments can be made as follows:

- Online
- In person
- Over the telephone using credit card facilities

Enrolments for the following term open the Monday of the last week of each term. If you are on a waitlist for a class these do not carry over to the following term so you will need to contact us again when the new enrolments open.

Re-Enrolments open three weeks prior to the end of each term

- Parents are responsible for the re-enrolment of their child  
**If you do not re-enrol, you cannot be guaranteed a position for the following term**
- During re-enrolment week we can only guarantee a position in your child's current class. All changes to either days of the week or type of class can only be done once we know how many positions are available in each class. Parents will need to complete an 'Application for change of class' form at reception if they would like to change classes. These are given priority before general enrolment opens and you will be notified by phone to confirm if these changes are possible.

### Payment

Full payment for the term must be made at the time of enrolment.

In the event of an account being rendered, a \$2.50 administration fee will be charged.

Refer to our website for relevant course fees.

### **Cancellation and refunds**

**Fourteen Day Money Back Guarantee** for new enrolments only, may request a refund in writing for ANY REASON in the first fourteen days of enrolment. You will be refunded the full amount paid excluding the registration fee. A Refund Application Form must be completed and emailed to [enquiries@brightonrec.com.au](mailto:enquiries@brightonrec.com.au) no later than 14 days from the start of enrolment. Approved refunds will be via direct deposit. A new enrolment is a person who has not previously participated in paid BRC Term Programs. Under no other circumstances will any other enrolment be refunded.

It is normal that from time to time you will be unable to attend the scheduled class due to commitments or illness. Make up lessons are not available as groups run at full capacity. Missed classes due to other commitments do not warrant a credit as your position is being held for the term.

Credit applications will be granted for periods of two consecutive weeks (or more) of injury or illness if a Doctor's certificate is provided to BRC, within one week of the 'start' date indicated on the certificate. Certificate needs to state 'date to date' of expected absence and how this injury/illness directly affects the member's ability to participate. Under no circumstances will suspensions be backdated.

Should a class be cancelled due to lack of enrolments, fees are refunded in full and enrollees notified by telephone.

If a class is cancelled by us due to unforeseen circumstances such as extreme hot weather then your account will be credited the amount for the class.

### **Registration and insurance**

All children participating in Gymnastics (including kindergym and tumbling) must pay an annual registration and insurance fee. This fee is determined by Gymnastics Australia and Gymnastics Victoria and works on a calendar year.

Accident Insurance is provided by Marsh Advantage Insurance Pty Ltd and may cover injuries sustained whilst in the process of doing gymnastics. All claims must be notified to Marsh Advantage Insurance Pty Ltd within 30 days of the accident. (Registrations for Gymnastics taken in Term 4 of the year are reduced).

### **Make up Classes**

If a gymnast misses a kindergym or junior gym class due to illness, injury or holiday they are able to make up a class if there is availability on another day. Please let us know prior to the absence and will try and arrange a suitable make up class.

Unfortunately there are no make-up classes for our school aged gymnastics program as most of our classes are already fully booked.

## **Heat Policy**

The Gymnastics space tends to cope on the first day of heat, so don't be alarmed if classes go ahead as we monitor the temperature in the gymnasium.

If we need to cancel classes due to the heat in the gym this will be announced on our social media pages listed below by 2.30pm on weekdays and 9.30am on Saturdays for Rec Classes. Classes will receive a credit onto the child's account. On days that are warm please remember

- Dress appropriately; short sleeve leotards, shorts and crop top or singlet.
- Drink bottles; children that don't have a drink bottle will not be able to participate.

We will have additional drink breaks and where possible take students into available rooms with air-conditioning to cool off.

We will be communicating if classes are running on social media as soon as we make the call.

Facebook: @brightonrecgymnastics

Instagram: @brightongymnastics

## **Watching your child's class**

We do not allow parents to stay and watch their child's class from inside the gym. There is simply not enough room inside the gym to accommodate gymnasts, coaches, parents and siblings safely. The door are always left open so that you can see what is going on in the class from the doorway and you are more than welcome to enjoy the couches in our reception area if you would like to stay on the premises during class time.

If your child is having great difficulty with separation then please call or speak to us at reception about strategies to help with this.

## **Bathroom Procedures**

We do strongly advise all gymnasts to visit the bathroom before their class begins.

In our kindergym classes it is the responsibility of the parent/carer to take their child to the bathroom if needed in class time. As our Junior Gym classes are independent classes the coach is responsible for taking the gymnasts to the bathroom area if needed. The coach may ask another staff member to watch over the bathroom area or they will take the whole class out of the gym together so that no gymnasts are left on their own.

In our school aged classes gymnasts must tell the coach if they need the bathroom. Gymnasts under 9 years old need to go to the bathroom in pairs. Parents will be called if their child has had a toilet accident.

## **Gymnastics Safety Rules**

1. No running unless specified by a coach.
2. Gymnasts are not to perform activities, drills or skills unless instructed by a coach.
3. Gymnasts are not permitted to be on or to use equipment unless instructed by a coach.
4. Gymnasts are not permitted to adjust equipment unless supervised by a coach.
5. Gymnasts must follow coaches instructions at all times.
6. Gymnasts must always behave sensibly and safely.
7. Gymnasts must NOT walk across equipment and activity areas. Gymnasts must walk around equipment and activity areas.
8. Only one gymnast on equipment at a time unless specified by a coach.
9. Once a class is dismissed, children are not permitted on the equipment or activity areas.
10. Gymnasts must be collected from the gym.
11. Gymnasts will be supervised at all times when doing gymnastic activities by appropriately qualified coaching staff. If the coach has to leave the gym for any reason, the gymnasts will be instructed to sit quietly and wait for the return of the coach.
12. Food and drink are not permitted in the gym other than water.
13. PLEASE MAKE SURE FULL NAMED DRINK BOTTLES ARE BROUGHT TO EVERY CLASS AS THERE ARE NO DRINKING TAPS INSIDE THE GYM.
14. ANY DRINK BOTTLES LEFT IN THE GYM WITH NO NAME ARE THROWN AWAY THE NEXT DAY.
15. Gymnasts must be appropriately dressed for participation in gymnastics classes. Please refer to clothing policy.
16. Jewellery must not be worn during gym classes. Children will be instructed to remove jewellery and place it with their personal items or give it to their parents. Brighton Recreation staff will not take any responsibility for lost jewellery.
17. Hair must be tied back neatly so as not to get in the gymnast's face during class.
18. Coaches must be made aware of any injuries your child currently has which may affect their participation in gymnastic activities.
19. The new generation of mobile phones with built in cameras pose a threat to the privacy of all who use the change areas. For this reason the management requires that mobile phones are not to be used in the change areas.
20. In the event that a parent needs to be contacted, gymnasts must not use their personal mobile phones to contact their parents. They must talk with the coaching staff and the coaching staff will make the necessary phone calls.

For the smooth running of all of our classes Brighton Recreational staff are instructed to enforce these rules at all times.

## **Clothing, jewellery and hair**

### **Clothing**

In the Gymnastics For All Program there is no special requirement with regard to training attire. Most gymnasts wear bike shorts, leggings or shorts with crop tops, leotards, T-shirts or singlet tops. It is suggested that clothing worn for gymnastic classes should be tight fitting as loose clothing can impede a child's ability to do activities safely. School dresses, skirts and jeans are not appropriate. Clothing with buckles or zips are dangerous to participants and coaches and can damage equipment. Tops with hoods can be worn during warm up however they need to be removed before going to apparatus as these can also be dangerous. Most gymnasts wear bike shorts, leggings or shorts with crop tops, leotards, T-shirts or singlet tops.

In our squad programs gymnasts will be asked to wear bike pants or tight leggings with either crop tops or leotards. More spotting is required for more difficult skills and loose clothes can make this difficult. It is also especially important for our ALP squad coaches to be able to see the shapes the gymnasts are making and give valuable feedback for the gymnast to improve performance.

### **Jewellery**

Jewellery should not be worn as it is dangerous to your child (it can catch on things), it is also dangerous to other children when the children are playing games and to coaches when the coach is helping the gymnast do an activity. We also don't want the gymnast breaking their jewellery at gym. Therefore, bangles, necklaces, anklets, rings on fingers, belly button rings and all watches including Fitbits should be removed before class. Hanging earrings should be replaced with studs during gym for similar reasons as outlined above. Children will be instructed to remove jewellery and place it with their personal items or give it to their parents. Brighton Recreation staff will not take any responsibility for lost jewellery.

### **Hair**

When any child participates in gymnastics they should have their hair tied back neatly. It is dangerous to participate in gymnastics with hair not tied back as it gets in the gymnast's eyes and may cause them to have an accident because they cannot see. Hair not tied back can also raise health issues.

### **Accident management**

Serious accidents are extremely rare in our programs because we take great care in the running of all activities to limit the potential risk of injury. There is still always a chance for injury in any form of physical activity.

In the event of an accident the coach will stop the class and assess if first aid is required. In small accidents the coach applies first aid and at the end of the class fills in an accident report form. If the accident includes the head, neck or back or seems more serious the first aid officer who is on is immediately informed and comes over to assess the situation. If the accident involved the head or is deemed more serious and unlikely that the gymnast will be able to continue then a parent is called by reception and asked to collect the gymnast. The parent may be recommended to seek further medical assistance.

**We reserve the right to exercise our judgement in the decision to call an ambulance in the best interest of the gymnast.**

Please be aware that ambulance transport starts from \$1200.

In the event of a serious accident the Gymnastics Coordinator or Centre Manager will follow up with the parents to see how the gymnast is. In the event of a serious injury such as a fracture the Centre Manager, Committee Of Management, Bayside Council and the insurance company are informed.

Every gymnast's registration fee includes an accident insurance cover. Please see us if you wish to make a claim.

## **Code of Behaviour**

The following codes of behaviour have been provided by Gymnastics Australia and the Australian Sports Commission.

### **Gymnast Code of Behaviour**

1. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow participants and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in the development of programs to adequately prepare you for competition at the highest level.

### **Coaches Code of Behaviour**

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young player for making a mistake or not coming first.
3. Be reasonable in your demands on players' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your players to do the same.
5. Ensure that the time players spend with you is a positive experience.
6. All young people are deserving of equal attention and opportunities.
7. Avoid overplaying the talented players; the 'just average' need and deserve equal time.
8. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
9. Do not tolerate acts of aggression.
10. Provide feedback to participants in a manner sensitive to their needs. Avoid overly negative feedback.
11. Recognise participants' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
12. Treat all participants fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
13. Encourage and facilitate participants' independence and responsibility for their own behaviour, performance, decisions and actions.
14. Involve the participants in decisions that affect them.

15. Encourage participants to respect one another and to expect respect for their worth as individuals regardless of their level of participation.
16. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the participants.
17. Ensure any physical contact with participants is appropriate to the situation and necessary for the participant's skill development.
18. Be acutely aware of the power that you as a coach develop with your participants in the coaching relationship and avoid any sexual intimacy with them that could develop as a result.
19. Avoid situations with your participants that could be construed as compromising.
20. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
21. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your participants.
22. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
23. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
24. Be honest and ensure that qualifications are not misrepresented.

#### **Parents/Guardian Code of Behaviour**

1. Respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background or religion.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance by all participants (including opposing participants).
5. Show appreciation for volunteers, coaches, judges and administrators.
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of person under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (participant, coach, judge, etc).
9. Be a positive role model.
10. Allow fellow parents the respect they deserve in their viewing or involvement in their child's participation.
11. Beware of the repercussions that any breaches of this code of behaviour may incur

#### **Privacy Policy (adapted from Gymnastics Australia)**

Brighton Recreational Centre is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. Brighton Recreational Centre is bound by the Commonwealth *Privacy Act* 1988, which sets out a number of principles concerning the protection of an individual's personal information.

The aim of these laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

By providing your personal information to Brighton Recreational Centre, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

### **What is personal information?**

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

Brighton Recreational Centre collects personal information in order to properly and efficiently carry out its functions, including to provide you with requested products and services, and to facilitate the provision of marketing and promotion services that may be of interest to you.

At Brighton Recreational Centre all participants in must complete and return to the centre a **medical form** each calendar year. It is your responsibility if these details change to notify the centre.

### **How we use personal information.**

We will only collect personal information that is necessary for us to carry out our primary purpose of providing services to yourself or your children related to coaching, membership, education, events and merchandise. Your personal information may be used in order to:

- Provide the service you require.
- Enable internal accounting and administration.
- Enable Regulatory reporting and compliance.
- Help us to identify and inform you about other products or services that may be of benefit to you.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

### **Disclosure of personal information.**

We disclose personal information to other organisations that we believe are necessary to assist us in providing our services. The organisations to which we disclose information may include:

- Outsourced service providers who manage the services we provide to you, for example insurers
- Government and regulatory authorities and other organisations, as required or authorised by law.
- Gymnastics Victoria and Gymnastics Australia.

We limit the use the use and disclosure of any personal information provided to us to such organisations for the specific purpose for which we supplied it.



### **Storage and security of personal information.**

Brighton Recreational Centre stores personal information on computer file and paper file form. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorised handling.

### **Accuracy to personal information.**

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

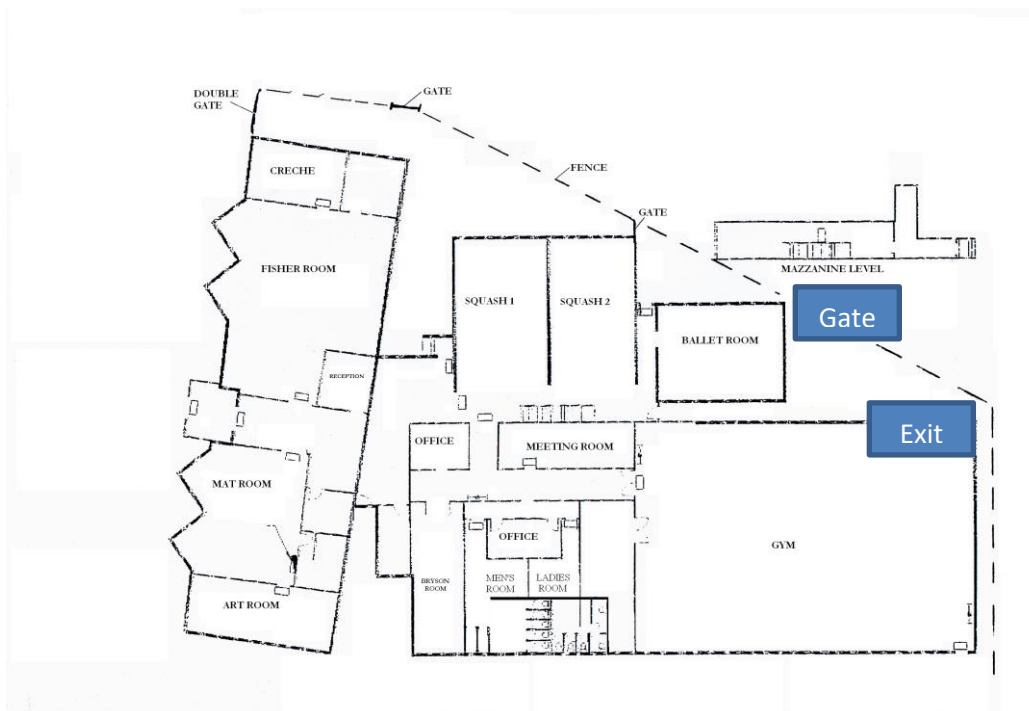
### **Access to personal information.**

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting either Gymnastics Coordinator or the Centre Manager. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

## **Emergency procedures**

1. Remain calm!
2. Coordinator/ Manager to check toilets, storeroom and offices
3. Manager/ Receptionist to call emergency services (Fire/ Police)
4. If the fire is small: The Manager/ Coordinator may fight it with a fire extinguisher
5. If the fire is large, very smoky or rapid-spreading, evacuate the building immediately  
Receptionist to sound alarm (Press 'O' on the Alarm Pad at the front door and 3 whistle blows)
6. Assess the situation and decide on the safest exit
7. Coordinator or First Aid Officer to collect attendance rolls
8. Move members quickly in an orderly manner through the rear gym exist to the designated assembly area outside (next door on the oval), closing the doors behind you.  
All staff will assist children exiting the building
9. Seat members, and check all children are present using the attendance rolls
10. Report any missing persons to the Coordinator/ Manager, who will alert the attending Fire Officers
11. Do not re-enter the building until directed by the Emergency Services
12. Attend to those in need of First Aid

Park



### Final note (including grievance resolution)

Brighton Recreational Centre will review every part of this document on an annual basis with the aim of improving it and to ensure that it is up to date with current policy directions. If there is anything in this document that you wish to discuss please speak with the Gymnastics Coordinator or the Centre Manager.

At Brighton Recreational Centre we pride ourselves on providing the best service possible. If however, you have any issues that cannot be resolved with the coach instructing your child, please contact the Gymnastics Coordinator, Kate Seator, who will endeavour to resolve the issue immediately.

If this is not satisfactory, the following procedure is advised:

- Contact the Centre Manager, Tash Pecoraro, to discuss the matter further and obtain a resolution and/or
- Contact the MPIO (Membership Protection Information Officer) via the centre in person, phone or email
- If there is still no resolution, write to the Chairman of the Committee of Management (c/- Brighton Recreational Centre).

Lisa Bradley	Chairman of Committee of Management
Tash Pecoraro	Centre Manager
Kate Seator	Gymnastics Coordinator
Linley Mahony	MPIO Officer