



**BRIGHTON REC
GYMNASTICS**

PARENT HANDBOOK

Last updated April, 2026

Brighton Recreational Centre

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Overview

Brief overview of Brighton Rec Centre

The Brighton Recreational Centre (BRC) is a not-for-profit community-based organisation providing recreational, educational and sporting activities to reflect the needs of all ages and abilities in the local community.

We offer a diverse range of programs, classes and social activities for children and adults in a fun, connected and welcoming environment.

We are incredibly excited to launch our brand new, state of the art Centre, which is now open, having recently undergone a complete multi-million dollar rebuild. Our Centre has been transformed into an outstanding integrated multi-purpose precinct featuring an extended gymnastics area with first floor viewing space, dedicated pottery and art rooms, children's services facility, multi-function spaces and more!

Being part of a community has great benefit to an individual's mental health and emotional wellbeing. The connections made when taking part in activities such as those offered at Brighton Rec can provide happiness, security, support and a sense of purpose.

Come down and enjoy what we have to offer in our new state of the art facility!

Staffing

At Brighton Rec, we have a fantastic team of accredited coaches from Gymnastics Australia and Gymnastics Victoria! All coaches over 18 hold a Working with Children Check to ensure a safe environment.

Becoming a coach involves completing online and in-person training, followed by hands-on experience in the gym with experienced mentors. Our coaches also participate in yearly professional development to enhance their skills. They are dedicated to providing you with the best gymnastics experience possible!

All our classes are carefully planned for maximum safety, progression and fun. For Kinder, Junior Gym, and beginner/intermediate+ classes, our Coach Coordinators create the plans. In GymStar classes, individual coaches craft their own plans with support from the Gym Manager. Our aim is to provide the best experience for our gymnasts!

Our Vision

To be the recreational centre of choice, by offering diverse programs and services that support inclusiveness, growth and positivity, allowing everyone to feel more connected to the local community.

Our Mission

To provide recreational, educational and sporting activities for all ages and abilities in the local community within a fun, connected and welcoming environment.

Our Values

Inclusive - we welcome people of all ages and abilities and promote inclusiveness and accessibility.

Connected - we strive for all to feel connected and achieve a sense of belonging within the community.

Fun – we believe in providing a fun, friendly and positive environment

Growth - we support the development of viable programs and encourage personal growth and new skills

Child Safety Statement

Brighton Recreational Centre is committed to the safety, well-being, and empowerment of all children and young people accessing our programs and services. We have a zero-tolerance approach to any form of child abuse. We support the rights of children and we will act immediately to ensure an environment is maintained where children and all participants feel safe, respected, valued and empowered at all times.

Program Structure

Adult Gymnastics
16+ years

Gym For All & FreeG
8+ years
1 -2 hours

Competitive
GymStar WAG
8+ years 7-8 years
4-6 hours/week 4 hours/week

Gym For All
5-7 years
1 hour

Junior Gym
4-5 years
1 hour

Toddler Gym
3-4 years
1 hour
Parent Participation

Tiny Tots
1-3 years
45mins
Parent Participation

Note: Age taken from April 30

Kinder Program (Pre-School Age)

*Age based on end April.

Tiny Tots

1 to 3 years

Parent/Guardian Assisted

45 mins

12:1

Our 1-3 years classes are for children who are independently walking and designed for parent/guardian participation throughout. 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 Kinder specific equipment like soft shapes and climbing frames. These classes are a fun way to learn the fundamentals of all types of movement. Each week there is a different theme so the gym and the activities are always changing.

Toddler Gym

3 to 4 years

Parent/Guardian Assisted

1 hour

12:1

Like our Tiny Tots classes, however a little longer. 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 Kinder specific equipment like soft shapes and climbing frames. These classes are a fun way to learn the fundamentals of all types of movement. Each week there is a different theme so the gym and the activities are always changing.

Junior Gym

4 to 5 years

1 hour

10:1

Our classes for 4-5 year old's encourage children to work independently and are therefore aimed at children who are going to school the following year. Classes are run with similar circuits as our 1-4 year olds classes with a different theme each week, and are 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. Therefore we encourage parents not to participate in these classes. The children will be able to progress from this program into our GFA program.

Gymnastics for All (School Age)

Bright Star Blue

Prep - Grade 6

1 Hour - 1.5 Hours

10:1

These classes are mixed-gender and gymnasts will be working towards achieving skills in our **Bright Stars Level 1-4**. The program is non-competitive and focuses on developing strength, flexibility, balance, coordination, body and spatial awareness, incorporating a mix of circuits and games. We place a strong emphasis on building confidence and self-esteem in a fun and safe environment. Classes incorporate all the gymnastic apparatus, including vault, bars, rings, floor, beam and trampoline.

Bright Star Orange

Grade 2-6

1 Hour - 1.5 Hours

10:1

These classes are mixed-gender and gymnasts will be working towards achieving skills in our **Bright Stars Level 5-7**. The program is non-competitive and focuses on developing strength, flexibility, balance, coordination, body and spatial awareness, incorporating a mix of circuits and games. We place a strong emphasis on building confidence and self-esteem in a fun and safe environment. Classes incorporate all the gymnastic apparatus, including vault, bars, rings, floor, beam and trampoline.

Bright Star Silver

Grade 4-6

2 Hours

10:1

These classes are mixed-gender and gymnasts will be working towards achieving skills in our **Bright Stars Level 8-10**. The program is non-competitive and focuses on developing strength, flexibility, balance, coordination, body and spatial awareness, incorporating a mix of circuits and games. We place a strong emphasis on building confidence and self-esteem in a fun and safe environment. Classes incorporate all the gymnastic apparatus, including vault, bars, rings, floor, beam and trampoline.

Bright Star Teens

Year 7+

2 hours

10:1

These classes are mixed - gender and allow for mixed ability. Gymnasts will learn and practice skills on all the gymnastics apparatus including vault, bars, rings, floor, beam and trampoline. Each child will be challenged at their level.

Bright Stars Recreational Pathway

Bright Stars is our own internal pathway that BRC gymnasts follow as they move through our recreational program. Developed by our Gymnastics Manager and with input from our coaches, the Bright Stars program will ensure safe, progressive participation in our recreational classes starting from Level 1 and going to Level 10.

Each Bright Stars level has a selection of skills that need to be successfully completed before progressing through to the next. Coaches will assess these skills twice a year at the conclusion of **Term 1 and Term 3**. It is expected that your child will progress one level **every 6 months** or longer as they progress through the levels.

Once assessments have been completed, parents will be informed if there will be any class changes based on skill.

Bright Star Levels Equivalent to GymStar Levels



BRIGHT STARS	GYMSTAR
LEVEL 1 - BLUE	LEVEL 1 & 2
LEVEL 2 - BLUE	
LEVEL 3 - BLUE	
LEVEL 4 - BLUE	LEVEL 3
LEVEL 5 - ORANGE	LEVEL 4
LEVEL 6 - ORANGE	
LEVEL 7 - ORANGE	
LEVEL 8 - SILVER	LEVEL 5 & 6
LEVEL 9 - SILVER	
LEVEL 10 - SILVER	

GymStar Level 7 = WAG Level 5

Competitive Program (School Age)

Gymstar Squad (Level 3+)

All Genders 8+years

4-6 hours/week

10:1

GymStar is a recreational competitive program offered by Gymnastics Victoria for members of all ages, genders, and abilities. At the BRC, GymStar provides recreational gymnasts with the opportunity to deepen their commitment to gymnastics while participating in external competitions in a fun and friendly environment.

GymStar classes are available for children aged 8 years and older and require a commitment of 4 - 6 hours of training per week, along with participation in a season of competition. The program focuses on developing skills across six apparatus: vault, uneven bars, beam, rings, parallel bars, and floor. It is designed for gymnasts to challenge themselves, emphasizing personal growth while keeping difficulty, scores, and results as secondary considerations.

WAG Competitive (Level 1 & 2)

Girls 7-8yo

4 hours/week

10:1

The Women's Artistic Gymnastics (WAG) Australian Levels Program (ALP) is a competitive program based around a set of 10 levels and is open to girls of all ages. At Brighton Rec Gymnastics, this is an invitation-only program. Gymnasts can expect to train from 4 hours to 6 hours per week, depending on level. All gymnasts are expected to attend all training sessions each week to remain in the program.

As levels progress, gymnasts are expected to attend external competitions throughout the year to represent Brighton Rec Gymnastics. Typically, competitions are offered in the second half of the year.

Freestyle Gymnastics

FreeG

All Genders

8+years

1.5 hours

10:1

This gym sport is an exciting combination of parkour, gymnastics and freestyle movement. If you're looking for a new and exciting way to move in style, then look no further than FreeG. At BRC we offer an exhilarating experience which will heighten your senses, motivate you to move and advance your skills. From learning the foundations of how to move safely to experienced techniques our classes are open to all levels and will not disappoint.

Adult Gymnastics

Adult Gymnastics

All Genders

16+ year olds

2 hours

8:1

Our adult gymnastics classes are fully instructed and designed to enhance strength, fitness, and flexibility while prioritising fun, friendship, and safety. These classes welcome all skill levels, from complete beginners to advanced gymnasts. The curriculum includes learning skills on all gymnastics apparatus, such as the vault, bars, beam, floor, rings, and trampoline. Classes are held Monday through Friday.

PlayGym

PlayGym

All Genders

Pre-School Age only

1.5 hours

Parent Supervised

Play Gym an open play time in the gym space for pre-school children only, with parent-supervised access. Children may explore and navigate the gym under the guidance of their parent, using trampolines, the foam pit, balance beams, bars, rings, and open floor space. It provides a fun, safe, and relaxed indoor environment where children can develop movement skills through play, while parents bond with their child and socialise with other families. No food or drink is permitted in the gym space.

General Rules

- Gymnasts must wait in the foyer until instructed to move into the gymnastics space by a BRC coach.
- No food or drink allowed in the gymnastics space, except for water in a bottle.
- No shoes allowed in the gym space except for coaches. Shoes and socks must be removed by gymnasts and placed in the shoe shelves provided in the foyer.
- No bobby pins in hair.
- Water bottles may be bought into class by school age and above members only. Bottles will be carried by each group around the gym space in a bucket to assist with short drinks breaks throughout the class. A drink fountain is accessible in the gym space if your child forgets their bottle.
- All children under the age of 18 must be picked up by an adult from the inside the centre unless alternative arrangements are made prior.
- No parents/guardians are allowed in the gym space unless required for Kinder classes. Parents/Guardians may only view classes from the upstairs spectator area provided.
- Please make sure young children are toileted before class by using the centre bathrooms.
- The gymnastics space is temperature controlled so classes will be conducted all throughout the year without cancellation.
- Mobile phones use is not allowed in the gym space unless by a BRC staff member.

Participation Rules

To ensure that everyone enjoys safe and fun participation in our classes, we have established rules for participation.

Our participation rules establish clear boundaries of behavior for the children to help them understand what is acceptable and appropriate. Our aim is to guide them with kindness and support, ensuring they feel safe and respected as they learn and grow.

LOOK - All gymnasts are expected to look at the coach when they are giving instruction.

LISTEN - All gymnasts are expected to listen to the coach when they are giving instruction.

FOLLOW - All gymnasts are expected to follow coach instruction in order to enjoy safe participation in our classes.

SUPPORT - We encourage all gymnasts to show support for each other during class with kind words.

If a gymnast is not following the BRC participation rules then coaches are expected to implement our discipline policy.

Behavioural Management Process

The behavioural management process outlined below is applied to all programs within the club to ensure the safety and well-being of all participants. Our objective is to cultivate and maintain a positive learning environment, enabling both participants and coaches to achieve their full potential.

If a child behaves in an inappropriate manner the following process will be followed:

- **REMINDE**- The gymnast is reminded by the coach of the rules of participation.
- **REPOSITION** - The gymnast is repositioned within the class to a different activity or station to assist with addressing the behavioural issue.
- **REMOVE**- The gymnast is removed from the group due to safety of the individual and others and referred to the Program Coordinator or Gym Manager to talk about the behavioural issue.
- **RECONNECT** - The gymnast is granted permission to return to the coach and group after the behavioural issue has been addressed.

If a child has been removed from the group, the coach will take a moment during the last five minutes of class to speak with the parent/guardian. This time will be used to discuss the behavioral incident that occurred in a supportive and understanding manner. We value open communication and want to ensure that together, we can help the child learn from this experience.

Program Dates

First week of classes: Tuesday 27th January , 2026

Last week of classes: Sunday 20th December, 2026

No classes held during Easter or on Victorian public holidays.

Our **Recreational** gymnastics classes run for **47 weeks** of the year with a **5-week** break period over Christmas. Classes do not run during Easter or on Victorian Public Holidays.

Our **Competitive** classes have a **4-week** break over the Christmas period. Classes typically resume in January 1 week earlier.

In addition, each student is entitled to use a **4-week holiday suspension** of their gymnastics enrolment each year, which must be used as a minimum 2-week block. You will not be charged for classes missed during your suspension period.

Enrolments & Fees

Enrolments

In order to enrol into one of our gymnastics classes visit our online [customer portal](#). Existing families will need to log into their account and new families will need to set up both a family account and a student account.

Your enrolment into our gymnastics class will be on-going to ensure you always keep your place in your selected class.

Booking a Trial Class

Brighton Recreational Centre offers a trial class for our gymnastics programs subject to availability. Trial classes are only available if there are places available in the class of your choice. Trial class fees are charged at the **cost of a singular class** and payment is required at the time of booking. Trial bookings can be requested by contacting the Centre via [email](#) or telephone (03) 9592 3033 and can only be placed **within 5 days** of your chosen class.

Alternatively, you can enrol in the class of your choice, in the knowledge that you can cancel your enrolment if your child decides that gymnastics is not for them. You need only to **cancel by the 23rd of the month** to ensure that the cancellation is effective before the commencement of the following month.

Class Fees

Class fees for gymnastics classes are paid **monthly**. You will be billed for your first month of classes at the time of enrolment and your credit card or bank details will be saved on your customer account for future monthly billing. Your direct debit will continue each month, automatically, until you cancel your enrolment.

Our billing is pro-rated with break periods and public holidays taken into account, therefore you will not be charged for your classes during break periods or on public holidays.

CLASS FEES 2026

KINDERGYM PROGRAM

CLASS TYPE	CLASS DURATION	FEE/CLASS
Tiny Tots	45 minutes	\$23.95
Toddler Gym	60 minutes	\$28.95
Junior Gym	90 minutes	\$37.25

RECREATIONAL PROGRAM

CLASS TYPE	CLASS DURATION	FEE/CLASS
Grade Prep to Grade 3	60 minutes	\$28.95
Grade 4 to 6	90 minutes	\$37.25
Grade 7+	120 minutes	\$43.50
FreeG	90 minutes	\$37.25

COMPETITIVE PROGRAM

CLASS TYPE	CLASS DURATION	FEE/CLASS
GymStar – Level 3/4	120 minutes	\$38.50
GymStar – Level 5/6	150 minutes	\$41.47
GymStar – Level 7+	180 minutes	\$44.97
Development Squad	120 minutes	\$38.50

Annual Registration Fee

On enrolment into any of our programs every gymnast must pay an annual registration, insurance and equipment levy fee. Insurance cover is provided under the Gymnastics Australia National Risk Protection Programme. More information can be found at <https://www.gymnastics.org.au/insurance>

2026 Annual Fee is \$59.00

After June 30, fee reduces to \$39

This fee is payable for a calendar year and will be charged in the first month of enrolment. The fee payable for any new enrolment after the 30th June, will be \$39.00. This fee is not refundable in full or in part if the gymnast cancels or relocates during the remainder of the year.

Cancellations, Future Absence/Makeups/Suspensions

Cancellations

You can cancel your enrolment at any time by logging into your Customer Portal either using a web browser or the **iClassPro App**.

Go to your Account / Student (select the student) / Enrollments / and select the Drop Enrolment button. You will be prompted to select a **drop date** (date of the last class you wish to attend).

Enrolment cancellation requests must be received at least **5 days prior** to your next monthly billing date, the first business day of each month, to ensure that you are not charged for future classes. If you wish to cancel your enrolment within a month that has already been charged, you will need to forfeit the payment for the classes that will not be attended. Refunds are not offered.

Once your enrolment cancellation request has been approved, you will receive confirmation via email of your/your child's last class. After this date, provided your account has been paid in full (including the notice period) all payment details will be completely removed from our system.

Should a singular class be cancelled by Brighton Recreational Centre, you will be issued with a class credit for the cost of the individual class. Class credits will be applied against your next billing instalment.

Should the Brighton Recreational Centre decide to remove a class that you have enrolled in from our timetable due to a lack of enrolments, fees will be refunded in full and paid via direct transfer.

Absences & Makeup Tokens

If your child is unable to attend their regular class, customers will be entitled to **1 makeup class** per month. To request a future absence, log into your Customer Portal using a web browser or the **iClassPro App**.

Go to your Account / Student (select the student) / and select Future Absences. You will be prompted to **select a date** for the absence and **submit**.

Absences submitted at least **1 hour prior** to the class starting will be marked as excused, and a Make Up Token will be issued after the class.

Once the selected date has passed, you will receive an electronic "Makeup Token" which can be used to attend another class of the same level and age group, pending the availability of a space in a suitable class. Makeup Tokens have an expiry of **90 days**.

Makeup Tokens for Competitive, FreeG & Bright Stars Silver

Makeup tokens are not available for our Bright Stars Silver, Gymstar, and Development Squad classes, as well as Free G and Tumble & Tramp sessions. This is due to the fact that if you miss a class, there is no similar session available on our schedule to join. As an alternative to makeup tokens, we have increased your allowable suspension period to six weeks per year, with a minimum duration of one week.

Makeup Classes

Make up classes are booked by logging into your Customer Portal using a web browser or the **iClassPro App**.

Go to your Account / Student (select the student) / and select Makeups. Available tokens can be viewed and selected to use for available classes. Dates will only be shown for the next **5 days** as booking into the makeup class can only be made within 5 days of when the class is scheduled. A Makeup class must be utilised within **90 days** of the date of the class for which the makeup lesson was claimed and the makeup token generated.

Suspensions

Brighton Recreational Centre's gymnastics classes run year-round except for a closure over Easter and the Christmas period. In addition, each student is entitled to use **4 weeks** holiday suspension of their gymnastics enrolment each year, which must be used as a minimum **2-week** block. A credit will be applied to each class suspended effectively voiding the charges for classes missed during your suspension period. Your child will not be able to attend class during the suspension period.

Brighton Recreational Centre requires a minimum **10 days** notice prior to any suspension.

To apply for a suspension to your enrolment, log into your Customer Portal either using a web browser or the **iClassPro App**.

Go to your Account / Student (select the student) / Enrollments / and select the Drop Enrolment button. You will be prompted to select a **drop date** (date of the first class you will be missing). Make sure you select **Suspension Request** as your reason, and include the class dates you would like to apply for a suspension.

Once your enrolment suspension request has been approved, you will receive confirmation via email.

Watching your child's class

We encourage parents/guardians to stay and watch classes from our comfortable temperature controlled upstairs spectator area. Siblings must be looked after by a parent in the spectator area and may not be left alone. Food and drink is allowed but we do ask that spectators reach out to Reception or Centre Management if an accident occurs.

If your child is having great difficulty with separation then please call or speak to your child's coach about strategies to help with this.

Guest Wifi is available throughout the centre.

Network: BRC_Guest

Password: Brighton

Accident Management

Serious accidents in gymnastics are rare due to our careful planning and focus on safety. However, there is always some risk of injury.

If an accident occurs, the coach will stop the class and assess the need for first aid. For **minor injuries**, first aid will be provided, and an accident report will be completed.

For more **serious injuries** involving the head, neck, or back, the **first aid officer** will be notified immediately. If necessary, reception will contact a parent to collect the gymnast and may recommend further medical evaluation.

We take safety seriously and will use our best judgment to decide if an ambulance is needed.

In the event of a serious accident the Program Coordinator or Gymnastics Manager will follow up with the parents to see how the gymnast is.

For more information on how we manage injuries/accidents, refer to our **First Aid Policy** document available on our website.

As a registered gymnast, all gymnasts are covered under the **Gymnastics Australia National Risk Protection Program**. You can read more information about coverage [here](#)

Health Care Needs

Our club is committed to providing a safe and supportive environment for all gymnasts by appropriately managing individual health care needs during classes and programs.

Parents and guardians are required to provide **accurate and up-to-date medical information** at enrolment, including any conditions (include neurodevelopmental disorders), allergies, injuries, or medications that may impact participation, and to notify us of any changes promptly.

Where necessary, a current **Health Care or Action Plan** must be supplied, and made readily accessible to coaches during classes. Our coaches and staff are informed of relevant health needs, follow provided plans, and are trained to administer first aid and respond to emergencies, including contacting emergency services where required.

Open communication between families and staff is essential to ensuring the ongoing safety and wellbeing of all participants.

For more information on how we manage health care needs, refer to our **Health Care Needs Policy** document available on our website.

Bathroom Procedures

We strongly advise all gymnasts to **visit the bathroom before their class begins**. There are toilets located in the gymnastics space which are reserved for gymnasts only during class time. Before class, participants must use the Centre toilets located the foyer area.

In our **kinder classes** it is the responsibility of the parent/guardian 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 supervise or send the children in pairs.

In our **school aged classes** gymnasts must tell the coach if they need the bathroom. Gymnasts under 7 years old need to go to the bathroom in pairs. Parents will be called if their child has had a toilet accident. Gymnasts will be using the toilets located inside the gymnastics space.

For Child Safety, Adults gymnasts and coaches may only use the Centre bathrooms in the foyer.

Clothing, Jewellery & Hair

Clothing

Gymnasts should wear comfortable, close-fitting clothing such as bike shorts, leggings, leotards, T-shirts, singlets, or crop tops to ensure safe participation. Loose clothing, dresses, skirts, jeans, and items with buckles or zips are not permitted as they can be unsafe and damage equipment. Hooded tops may be worn during warm-up but must be removed before using apparatus. In GymStar programs, tighter-fitting attire is required to allow for safe and effective spotting during more advanced skills.

Jewellery

For safety, children should not wear jewellery during class. This includes necklaces, rings, bangles, anklets, watches, and body jewellery. Stud earrings are recommended instead of hanging earrings. Any removed items should be stored with personal belongings, as the club is not responsible for lost jewellery.

Hair

All children with long hair must have it tied back neatly for safety. Loose hair can obstruct vision, cause accidents, and pose health risks. Bobby pins should not be used, as they can come loose and create hazards on the floor or in the foam pit.

Supervision of Minors

To ensure children's safety, **minors under 12 years old** must be supervised at all times by a parent or guardian while inside the BRC facility. Coaching supervision is only available during scheduled classes, but parents/guardians are responsible for their child's supervision before and after.

Children must not leave the facility without a guardian over 16, and those under 12 cannot leave alone.

Arrival/Departure Procedures

EARLY ARRIVAL

If a gymnast arrives early for class, we kindly ask that a parent or guardian supervises them until class begins, especially for those under 12. If a child is to be unsupervised, prior arrangements must be made with the coach or management. This policy is in place to keep everyone safe during emergencies, as we may need to evacuate the facility. We appreciate your understanding, as we can't guarantee supervision for gymnasts whose presence we aren't aware of.

LATE ARRIVAL

To ensure gymnasts are ready for class, each session starts with a warm-up. To keep everything running smoothly, we kindly ask gymnasts to arrive on time. If they arrive 10 or more minutes late, they may not be able to join the class.

If late arrivals become a regular issue, we will contact parents to discuss alternative class options. We understand that busy schedules can be challenging, so please reach out to the BRC Management if you need assistance finding a more convenient time.

EARLY DEPARTURE

At BRC, we understand that sometimes gymnasts may need to leave class early for various reasons. If this occurs, please let the coach or Management know in advance, either verbally or by email, to help us keep the class running smoothly.

LATE DEPARTURE

If you expect to be late picking up your gymnast, please call BRC reception. Your gymnast will wait inside the gym after class so a coach can keep an eye on them. If a gymnast is often not picked up within five minutes of class ending, BRC management will reach out to discuss how we can help.

Please note, In the event that a parent needs to be contacted, gymnasts must not use their personal mobile phone to contact parents. They must talk with coaching staff or management to make necessary contact.

**Centre Reception phone number
(03) 9592 3033**

Evacuation Plan

1. The Chief Warden or the person responsible will take charge and make the decision to evacuate the Centre.
2. The alarm will be activated in the event of a fire and will be heard throughout the centre. If the alarm fails to work and the Chief Warden determines that the centre needs to be evacuated then the alarm can be activated by pressing the 2 middle arrows at the base of the alarm panel (→ and ↑) at the same time until the siren starts. (the alarm can be deactivated by entering 8631 and then off)
3. Emergency Services are to be called (000)
4. Assist anyone in immediate danger
5. All staff will move/carry/walk the children and all others out of the Centre using the predetermined exit pathways to the assembly point.
6. Avoid any danger during the evacuation.
7. Area Wardens will evacuate the program in which they are delivering the program, except for the area warden conducting a program in multi purpose room 4/5, who will also evacuate the upstairs area including the gym viewing area and the toilets change areas (checking each of these toilet areas).

For clarity there are 4 program areas:

- I.Upstairs area including parent viewing area (to be evacuated by Area Warden operating MP4/5)
- II.Pottery Room (including kiln room)
- III.Gym Hall (including toilets off the gym floor, the storage area on the southern side and the gym office and foyer)
- IV.Multi purpose room 1 (including the store room)

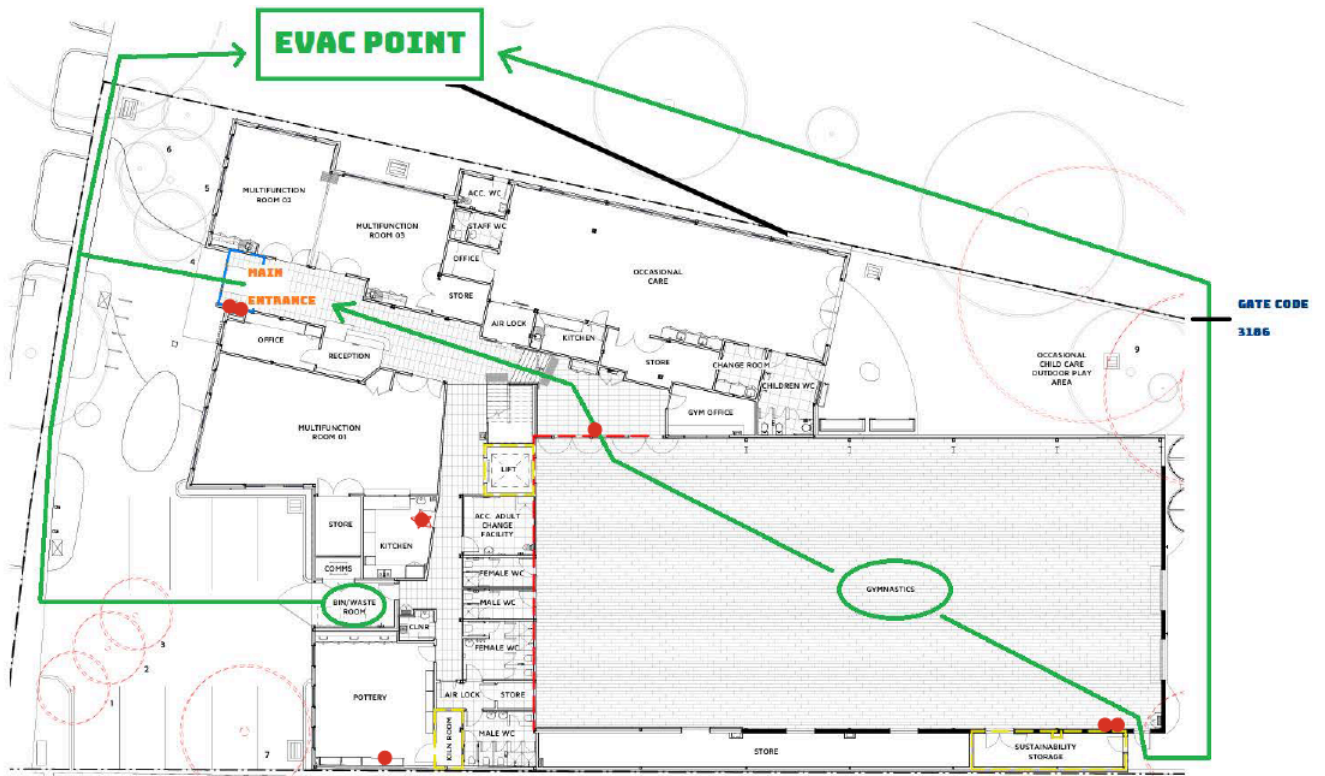
The chief warden will evacuate:

The changerooms/toilets and lift area in the downstairs area

Any downstairs program rooms that an area warden is not operating a program and that the room is not secured/locked

The upstairs area if there are no programs operating and as such an area warden is not in attendance. This is to include the rooms, the toilets and the gymnastics viewing area..

Once at the evacuation point at the south western corner of Wilson's Reserve, check attendance records and staff roster to ensure everyone is accounted for. Do not re-enter the building until emergency services have given the all clear.



Gymnastics & Centre Policies

For more information on the Gymnastics and Brighton Recreational Centre policies, including health, safety, privacy, diversity and inclusion, please refer to the full set of policies available at

www.brightonrec.com.au

These policies provide detailed guidance to ensure a safe, supportive, and enjoyable environment for all patrons of the Centre. Families and gymnasts are also encouraged to read and familiarise themselves with these policies to understand expectations and procedures.