



Elite Rhythmic Gymnastics Club

ABN: 80 163 117 142

elitergclub@outlook.com

0403 034 914

Club Handbook

Policies & Procedures





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1. WELCOME

We warmly welcome you and thank you for choosing our club. We are excited to embark on this journey with you and see the growth and development in your child.

We are an accredited and affiliated club of Gymnastics Queensland and Gymnastics Australia. We provide a professional service in delivering competitive and recreational Rhythmic Gymnastics programs for all ages and abilities. Our coaching staff are highly trained and experienced in providing positive, safe and inclusive lessons. We aim to inspire each gymnast to reach their individual goals and aspirations in an encouraging way. All our coaches follow a code of conduct to ensure professionalism. (See Appendix page 10)

Rhythmic Gymnastics is a beautiful sport which incorporates strength, flexibility, balletic movements, agility, poise, confidence and coordination all in one sport. Gymnasts learn discipline, respect, teamwork, consistency, persistence, friendship, commitment and many other life skills which benefit growth and development. Gymnastics is for life!

1.1 About Us

We are a family owned club in operation since 2001. Akoulina Rollington is the Club Manager and Director. Akoulina was a former high performance rhythmic gymnast and has been teaching for over 15 years. Akoulina's passion is working with the younger gymnasts. At Elite, Akoulina teaches the beginner and level 1-3 gymnasts.

Tatiana Ktoiants is the Level 3-4 coach and has been involved in the sport for over 50 years. Tatiana is the original founder of the Elite Rhythmic Gymnastics Club. She has an abundance of knowledge and experience and has worked with senior elite gymnasts who were Australian Champions and representatives at International Competitions. Tatiana is our Advanced Judge at competitions and events.

Galrina Yegoroba is the High Performance Executive Coach and teaches gymnasts from Level 5-10 as well as High Performance Elite gymnasts. Galrina has incredible knowledge, experience and expertise in training our senior gymnasts and preparing them for competitions and events. Galrina has been awarded RG Coach of the Year by Gymnastics Queensland on several occasions and Australian RG Coach of the Year in 2013. Before coming to Australia, Galrina taught Rhythmic Gymnastics in Korea and prepared many outstanding gymnasts with one gymnast representing Korea at the 2008 Beijing Olympics. She has made many Australian Champions here in Australia. Galrina has an eye for detail and creates exquisite routines which are individually crafted and unique in style and character.

1.2 Pathway for Rhythmic Gymnastics

Recreational Stream: The focus is basic technique— working to master the body, and later the apparatus, is a fundamental goal. Levels 1 – 3 are non-competitive and aim to build a love of the sport in a fun and creative environment. By providing proper body alignment, square shoulders and hips in all positions, and equal work with the right and left sides of the body, a solid technical base is developed so that gymnasts can attempt more physically demanding elements in the future. Gymnasts can perform at the End of Year Concert and other non-competitive and enjoyable events.

Competitive Stream: Once a child chooses rhythmic gymnastics as their regular sport, Levels 3 – 9 provides a progression through various levels of difficulty. By clearly mirroring the subsets of body difficulty, apparatus handling/skills, dynamic elements of rotation, dance, artistry and execution from the FIG Code of Points, the gymnasts gain confidence as they progress through the levels of competition. Gymnasts can compete at State and National Events.



High Performance Stream: Once a gymnast shows talent, commitment, physical and technical ability, the Head Coach and Director will approach the parents of the gymnast to discuss the High Performance Pathway. This is only for gymnasts who are dedicated, persistent and hardworking. The gymnast will train numerous hours for the majority of the week. Gymnastics will be their main focus and they will make goals to achieve excellent results in Queensland, Australia and International Competitions. This stream is designed to develop the 'Elite' athlete. The progression for the High Performance Stream: Development, Sub-junior, Pre-Junior, Junior International, Senior International and Level 10.

1.3 Handbook Policies and Procedures

The Director has the right to update the information and guidelines set out in this handbook at any given time. Any changes to the handbook will be communicated to the parents via email. It is the parents' duty of care and responsibility to read, accept and abide by the terms and conditions set out in the handbook.

2. VENUE INFORMATION

Elite RG Club operates in two schools on the Gold Coast:

1. *Marymount College, Burleigh Waters (Tuesday, Thursday)*
2. *All Saints Anglican School, Merrimac (Friday, Saturday, Sunday)*

We request the assistance from all our gymnasts and parents when setting up and packing up our equipment and mats prior to and at the conclusion of each lesson. This includes rolling out the mats, rolling out the large mirror and ballet bar. Please encourage your child to assist in setting up and pack up. We may also request your assistance in transporting various equipment/apparatus to our All Saints venue and back to our Marymount Venue.

2.1 Venue Changes

At times the main hall at Marymount College (Tuesday and Thursday) and All Saints Anglican School (Friday) may become unavailable due to school events on short notice. In these circumstances we endeavour to give parents as much notice as possible if our classes move to a different day or another venue. We appreciate your understanding.

During our lessons at Marymount College, there are times during the year when the school notifies us that the main hall is unavailable.

In this case, we move our training into the Theatre room or the two dance rooms (also located within the hall at Marymount).

At times throughout the year, we may need to swap our training day for gymnasts in level 5+ to a different day. If the school has an event in the main hall, it will affect the entirety of training. This will be at the discretion of the club and we appreciate your understanding and support in this decision.

3. ENROLLMENT AND PAYMENTS

All Elite Rhythmic Gymnastics Club members are required to complete a registration form. It is a requirement of Gymnastics Australia that all members of our club are registered. If the form is not completed, you will not be able to proceed to the next step of the registration process and your daughter will not be permitted to commence classes.

Upon registration, parents with gymnasts in level 3 and above must read, complete and sign the *Parent Code of Conduct* (See Appendix page 10-11) and gymnasts must complete the *Gymnast Code of Conduct form* (See Appendix page 12).

3.1 Billing



Invoices will be issued per term or at the start of a billing period. Competition fees and extra lessons undertaken privately will be billed separately. Choreography for individual Level 7+ and High Performance routines will be billed from \$50-\$150 per routine. If a group of gymnasts in the same level/category share the same choreography, this cost will be shared amongst the number of gymnasts equally. Annual membership and administration fees are non-refundable. Payments are to be settled within two weeks of notice or prior to lesson commencement. If you are away during the school holidays you must notify us at the start of the term and we will not invoice you for the holiday period. All payments must be made to Elite RG Club by direct transfer, cash, cheque or eftpos (applicable credit card surcharges will be charged) by the due date as stated on your invoice otherwise a \$25 late fee will be charged.

3.2 Late Payments

Payments that are not made on time will result in gymnasts not participating in lessons until all fees are settled. Fees owed to the club will be passed on to a debt collector and may result in negative credit ratings and additional recovery costs being incurred. A \$25 late fee will be charged to invoices not settled by the due date.

3.3 Trial Classes

All trial classes are to be organised with the Director of the Club. Turning up to a trial class without confirmation is not permitted. Please arrange trial classes to minimise disruptions and prepare the coaches for the new child. One trial class is permitted. Any class thereafter, the child must be enrolled and the term fees must be paid in full. Gymnasts trialling must wear active clothing and socks, hair neatly secured and bring a water bottle.

3.4 Missed Training

No refund or discounts are given for missed lessons by personal choice, gymnastics trips, family events, outside events, days off, birthdays, holidays or any other reason including illness (less than two weeks). Any gymnast who requires leave of absence for non-medical reasons for two weeks or more may be eligible for a discount of 25% from the third week forward. This is a case by case situation and will be decided upon at the discretion of the Club Director.

3.5 Public Holidays

We do not always train on public holidays. If your lesson falls on a public holiday a makeup lesson during the current term may be organised. There are no makeup lessons for gymnasts in level 9+. An extended training session may be organised by the Director and Coach.

3.6 Makeup Classes

Makeup classes are to be made during the current term and credit will not flow into the next term. Three makeup classes are the maximum amount per term. Parents must contact the Director in writing to organise a makeup class. Turning up to a makeup class without written approval is not permitted. There are no makeup lessons for gymnasts in level 9+.

3.7 Injuries

An injured gymnast may be eligible for a reduced injury rate of 50% regardless of whether they attend classes or not during the injury period. Application for an injury discount must be made in writing with an attached medical certificate. This is a case by case situation and will be decided upon at the discretion of the Club Director.

3.8 Late Collection

If you are running late to collect your child you must notify the Director/Coach. It is our duty of care to stay with your child. If you are more than 15 minutes late after our pickup/finishing time, you will receive a reminder/warning. If it happens again a \$25 late collection fee will be invoiced.

3.9 Hourly Rates



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Our hourly rates structure follows the principle of the more hours undertaken by a gymnast the lower the hourly rate. Gymnasts from level 4+ will have reduced hourly rates applied. Siblings discount will only be given if one of the gymnasts is in Level 3+ and at the discretion of the Director.

3.10 Video and Photography

Upon enrolling your child with Elite RG Club you give permission for us to take respectful and positive videos and photographs of your child for social media use and promotional material. We do not permit parents/visitors to take videos or photographs of children (other than their own) or to share these to social media platforms.

3.11 Termination

A minimum of 2 weeks notice is required should you choose not to continue in a term. We have a 50% refund policy after the 2 weeks notice is given. All choreography of routines and music is not permitted to be used and remains the property of Elite RG Club.

3.12 Communication

The best form of communication between parents and coaches is a face to face meeting at a time and place organised by both parties. A parent should never interrupt a lesson or talk to the coach during training. A meeting can be arranged to discuss complicated matters in detail. If you have any questions or concerns please email us. If it is an urgent matter please contact us using the direct mobile number. Messaging or calling after 8:00pm is not permitted. All communication is to be courteous and respectful.

4. TRAINING INFORMATION

4.1 Safety

4.11 Parents, for safety and security please ensure you are in the foyer area for pickup at the conclusion of training. Gymnasts will not be released from their class if parents are not physically present. In the case where a relative/friend or caregiver is appointed for picking up a gymnast, please notify the Director/coach prior to the lesson.

4.12 Parents, for your safety, please do not walk in front of a class or coach at any time. Do not enter the hall, the gymnasts will come to you at the conclusion of the lesson. If your gymnast needs to leave early, please notify the Director/coach in advance to ensure the coach prepares the gymnast for early departure.

4.13 Parents and visitors, please do not walk on the mats with shoes, our gymnasts would appreciate this.

4.14 This is a nut-free zone. No nuts to be brought for healthy snacks under any circumstances.

4.2 Class Size

Our classes range from small to medium in size. We can have up to 15 gymnasts in one group. The class size is at the discretion of the coaches and Director.

4.3 Uniform and Hair

All gymnasts are required to wear the club uniform. Our gymnasts demonstrate high professionalism in their dress and grooming by wearing the black rhinestone club singlet and black rhinestone club shorts. For any reason the club singlet and shorts are not worn, a plain black singlet and shorts are appropriate. The club singlet and shorts must be worn at least 80% of training sessions. Gymnasts in Level 3+ are expected to wear toe shoes. Gymnasts in beginners and Level 1-2 must wear socks or toe shoes for all lessons.

For health and safety reasons all hair must be neat and secured in a high bun (level 3+). Gymnasts in beginners and Level 1-2 should have a high pony tail/bun and all loose bits secured.

4.4 Parents and Spectators



- 4.41** To minimise disruption during our lessons, we require parents and spectators to observe from afar, behind the glass windows/door (Marymount), at the side entry (All Saints). Please do not enter the training hall during training times and please keep your voices low to minimise disruption.
- 4.42** Please do not walk on the mats with shoes, our gymnasts would appreciate this.
- 4.43** Please refrain from starting a conversation with coaches prior to the lesson as this time is used for preparation. All questions and concerns can be discussed at the conclusion of training or by arranging a meeting at a suitable time to ensure training is not interrupted.
- 4.44** Parents and children are not permitted to play sports including basketball, soccer or anything else which is loud and disruptive to our training. Parents are not permitted inside the training hall – even if the blue divider wall is present (All Saints/Marymount).

4.5 Equipment and Apparatus

For beginner and recreational classes all equipment and apparatus is included for use by the gymnasts. We strongly advise gymnasts in level 1-3 have their own apparatus such as the rope, clubs, ribbon, ball, hoop and hoop cover (to store and protect the hoop when travelling and storing). We also have a large carry bag (Elite duffle bag) which we recommend parents to purchase. Gymnasts use this bag at training and competitions through their entire gymnastics journey.

Gymnasts who would like to take home the club's apparatus may do so with a safety deposit which will be returned once the apparatus is returned.

4.6 Lost Property

The club is not responsible for items which have been damaged or lost. We advise gymnasts not to bring valuable items to classes. We advise gymnasts and parents to label belongings and equipment. Please check your items and bag prior to leaving the venue.

4.7 Adjusted or Cancelled Training

4.81 Hot Weather

If the temperature is forecast to be 40 degrees or above on the Bureau of Meteorology website, all classes will be cancelled. In this case, arrangements will be made for a make-up class, if possible.

4.82 Extreme Weather

In the event of extreme weather conditions, eg: high speed winds, heavy rainfall, flooding or severe weather warnings, the Director may cancel training as a safety measure for all gymnasts, coaches and parents. In this case arrangements will be made for a make-up class, if possible.

4.83 One Gymnast Only

In the unlikely event only one gymnast is present in a class, the coach will make a discretionary decision to shorten the hours of training or cancel training. The parents will be notified.

5. COMPETITION INFORMATION

5.1 Entry Fees

All competition entry fees are paid to Gymnastics Queensland (for QLD events) and Gymnastics Australia (for National events). The entry fee includes:

- the gymnast entry for their category/division



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- coach cost
- judge cost
- processing fee

Entry fees are non-refundable unless a medical certificate is presented. The host club will partially refund the amount less their administration fee. Elite RG Club will not refund the coach, judge or processing fee.

5.2 Competition Uniform

The Club tracksuit is to be worn to all events/competitions from Level 3+ as set out in the Gymnastics Queensland technical regulations. It is necessary for clubs to present themselves in a unified and identifiable uniform at all state and national events. The club leotard is to be purchased from Level 1-3. Gymnasts in Level 4+ can choose to wear the club leotard or individually designed leotards. Gymnasts must wear toe shoes at the competition. The Elite RG Club equipment bag is to be purchased and used from Level 3+ for training and competitions. The Elite Club singlet and club shorts must be worn during warm-up at competitions. A plain black singlet will **not** be acceptable. This is not part of the club uniform and proper presentation is required at competitions.

5.3 Parent Information

For the latest competition and events schedule please see the Gymnastics Queensland website under 'events'. Our club and gymnasts will participate in most events, however the Director and coaches will determine a gymnast's readiness and scheduling at which competitions they enter. Participation in competitions and events are at the discretion of the Director and coaches.

Queensland Gymnastics DO NOT allow parents/spectators inside the warm-up area of a competition. Parents should not interrupt or distract coaches and gymnasts when a gymnast is preparing for their performance. If a gymnast is distressed after a performance the coach is trained to effectively calm and handle the situation in the most appropriate way. Please ensure your gymnast is prepared with all their equipment prior to entering the warm-up area. Parents cannot argue with the scoring or judging at events. Once a gymnast has performed and the score is given, this is FINAL. Parents and Spectators conduct themselves in a respectful, positive and polite manner at all times.

5.4 Inappropriate Behaviour

If a gymnast demonstrates a negative attitude, impolite manner, damaging example to others, training poorly or refuses to listen to a coach before an upcoming competition, the Director will make a decision to pull the gymnast out of competition and not participate. Parents will be notified. No refund for entry fees will be given.

6. CLUB EVENTS

6.1 Volunteering

We value each member of our club and appreciate your support and commitment. As part of belonging to our club and creating a supportive and nurturing environment, we request the parents support in running our events (we host) each year. This involves setting up for competitions, the end of year concert, master camps and other events we may hold. We require help in moving mats, vacuuming mats, setting up chairs and tables, decorating, organising and creating hampers, helping at the event with the music, scoring, announcing, canteen, pop-up shop, bathroom cleaning and front door entry. It is important we all work together and foster positive and supportive connections, united as one and working together for our gymnasts.

6.2 Door Entry



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At most events and competitions there is a door entry fee for parents, visitors and spectators. It is usually \$10 for adults and \$5 for children but can vary and fluctuate. (Children under 4 free) Parents who volunteer for the event (with setting up, and running the event) will not pay the door entry fee.

6.3 Canteen

To be organised by the parents at events and competitions hosted by the club. Director will organise the roster/schedule. Parents will organise items to sell, setup, running of the canteen and keep record of profits. 20% will be returned to the club to cover operational costs.

6.4 Hampers

A few weeks prior an event/competition hosted by the club, each family will be asked if they can bring an item to be collected to make hampers for an event. Raffle tickets are sold at the event and winners are announced. 50% of the money raised will be used for club development (Volunteer membership costs, updating qualifications, coach and judge accreditations)

6.5 End of Year Concert

Our end of year concert is the most exciting part of our work where we showcase our gymnasts, their progress and magnificent routines. Gymnasts will do individual routines as well as group routines. Our older gymnasts may perform dances in different genres as well as a few surprise performances. The gymnast entry fee will cover the certificate of participation, small gift and operational costs to hold the event.

A separate hire fee will be invoiced for props and costume wear (for gymnasts who will perform using the club's costumes/props). Gymnasts may need to purchase simple items such as a coloured shirt/singlet for group performances.

6.61 Awards

An awards ceremony will conclude our end of year concert with special awards/certificates given to all gymnasts with one excellence award given to the Gymnast of the Year.

- **Excellence award** (plaque given to a gymnast who is an excellent role model, courteous, respectful and well mannered, excellent achiever, dedicated, a hard worker and all around deserving of recognition)



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7. APPENDIX

7.1 COACH CODE OF CONDUCT

1. To be organised and arrive early to help set up and help during pack up.
2. To be respectful, friendly and courteous to coaches, parents, gymnasts and equipment.
3. Treat all gymnasts fairly and equally.
4. Encourage gymnasts to respect one another, respect themselves and their equipment.
5. To be ready for lesson and give clear instructions, take an active approach to coaching including correcting and spotting gymnasts.
6. To lead by example when teaching – not sitting down, but actively helping, supporting and correcting each gymnast (especially level 3-4 gymnasts).
7. To ensure safety of gymnasts and set tasks which are suitable for age, experience and ability of the gymnasts.
8. To know and apply the latest requirements and gymnastics curriculum (the current fig code of points) (Australian Levels Manual) and other important documents in order to teach correct techniques and methods to the gymnasts.
9. To wear professional looking active wear (black preferably) which is clean, presentable and well maintained.
10. Hair neat and tidy – away from face, tied back or in a bun.
11. No excessive jewellery including earrings, necklaces and rings.
12. Finger nails to be kept clean and at a length not to harm/injure self or others.
13. Toilet break to be taken by firstly informing head coach/or other coach to cover class.
14. No personal phone use during lesson for the safety of the gymnasts and for minimum disruptions.
15. Coaches will not take a gymnast to the toilet leaving her class behind. Choose an older girl from Level 6 and up to marshall the young gymnast to the toilet. If parent is present in the foyer area this may also be an option.

Coaches who choose not follow this code of conduct will be given the above reminders. After the second reminder, a meeting with the coach and Director will be arranged to discuss concerns and resolutions.

Coach Name:

Coach Signature:

Date:



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7.2 PARENT CODE OF CONDUCT

1. To be respectful, friendly and courteous to all coaches, parents, gymnasts and equipment.
2. To please arrive before the start time (if possible) and assist in preparing mats and equipment prior to lesson and at the conclusion of lesson.
3. To minimise disruption during our lessons, we urge parents and spectators to observe from afar, behind the glass windows/door (Marymount), at the side entry (All Saints). Please do not enter the training hall during training times and please keep your voices low to minimise disruption.
4. Please refrain from starting a conversation with coaches prior to the lesson as this time is used for preparation. All questions and concerns can be discussed at the conclusion of training or by arranging a meeting at a suitable time to ensure training is not interrupted.
5. Parents and children are not permitted to play sports including basketball, soccer or anything else which is loud and disruptive to our training. Parents are not permitted inside the training hall – even if the blue divider wall is present (All Saints/Marymount).
6. Please inform coaches if your child isn't toilet trained as we want to take necessary precautions to prevent accidents on our gymnastics mats. Please ensure your child wears necessary absorbent nappies/underwear to prevent accidents.
7. Parents please do not walk in front of coaches during lesson to collect your children. Please walk around the mats to minimise disruptions if you need to pickup your daughter from the other side of the hall.
8. To help, support and volunteer at events and competitions hosted by us in such as the **Junior Challenge Competition, End of Year Concert, Mastercamps or other events.**
9. It is a requirement by Gymnastics Queensland that Clubs provide volunteers at State Events and National events such as the State Titles Competitions and National Clubs Carnival. Fines to the club apply if requirements aren't met.
10. All questions, issues and concerns to be made directly to the Director: Akoulina Rollington.

Parents who do not follow this code of conduct will be given the above reminders. After the second reminder, a meeting with the Parent and Director will be arranged to discuss concerns and resolutions.

Parents Name:

Parents Signature:

Date:



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7.3 GYMNAST CODE OF CONDUCT

1. I will be respectful and courteous to coaches, parents, gymnasts and equipment.
2. I will be friendly to all gymnasts which means including everyone in group work, team chats and not creating dramas/issues amongst my fellow teammates.
3. I will not display poor behaviour/attitude or use inappropriate language.
4. I will say hello, thank you and good bye to all coaches upon arrival and departure.
5. I will listen to all coaches and complete what is asked of me the first time.
6. I will train to the best of my ability at each training session.
7. If I am unwell, I will immediately inform the coach.
8. If I am injured I am still expected to attend training. There are many areas I can work on, whilst avoiding the injured body part.
9. My mobile phone/device will be placed on the coaches table at the beginning of each session and collected at the conclusion of training.
10. If I post to Instagram or other social media posts, they will be respectful, positive and not a misrepresentation of the club/coaches or gymnasts. Unauthorised posts (deemed by the club) must be taken down.
11. I will try to arrive early and help with setup of mats and equipment as well as pack up. It is not the coaches responsibility to set up or pack away the mats.
12. My hair will be in a high bun and must be secured well. No pony tails.
13. My rhythmic gymnastics uniform will be worn at all training. Club uniform (black/rhinestone elite singlet and shorts) to be worn 80% at training. Club uniform must be worn at all competitions/events –simply black is not acceptable. Must be 'elite' club top.
14. Hands to be kept clean and finger nails short for safety.
15. Earrings to be very small (studs) to prevent tears and accidents.
16. No necklaces, bracelets or body jewellery to be worn during lesson.

Gymnasts who do not follow this code of conduct will be given the above reminders. After the second reminder, parents will be notified and consequences may take effect – decided upon the club director and head coach.

Gymnast Name:

Gymnast Signature:

Parent Signature:

Date: