



2015 Club Affiliation Manual

Gymnastics Australia
ClubIO

Dear Member,

Congratulations and thank you for re-affiliating with your State Gymnastics Association. Your decision also affiliates your club directly with Gymnastics Australia (GA), the national governing body for gymnastics in Australia.

Your membership is valuable and will provide your club with access to a wide range of services, products and events at local, state, national and, potentially, international level.

Gymnastics Australia is proud of its achievements in 2014, including further expansion of the highly successful new coach education program with additional online courses, the introduction of a new website making club and participant access to news and information even easier, the first live streaming of the National Championships, the rollout of revised national levels framework for several Gymsports with more on the way and the introduction of several marketing initiatives aimed at better awareness and access to the sport.

Growth is continuing in both athlete and technical membership with a 5% increase in Athletes and a 19% increase in Technical Members compared to the same period last year (as at end of September 2014).

The coming year 2015 is set to continue these positive trends. Gymnastics Australia will again focus on communication with clubs to ensure the products and services we deliver meet the requirements of all members. The revised Club 10 program, based on the feedback provided through the Gymnastics Club Survey conducted in 2013, will be launched early in 2015 and followed up with support through the Club 10 network.

In this Manual you will find information to assist you in completing the Club Affiliation Form and Club Affiliation Agreement. The Club Affiliation Form has undergone some changes which will hopefully make completion a somewhat simpler task for you, although you will appreciate that your governing bodies still need to collect a substantial amount of important information to assist in growing and improving our sport.

If, after using this Manual, you require further information or assistance, please contact the Club 10 or Membership Officer at your State Association for whom contact details are provided on page 30 of this Manual.

With regards,



Mark Rendell

Chief Executive Officer
Gymnastics Australia



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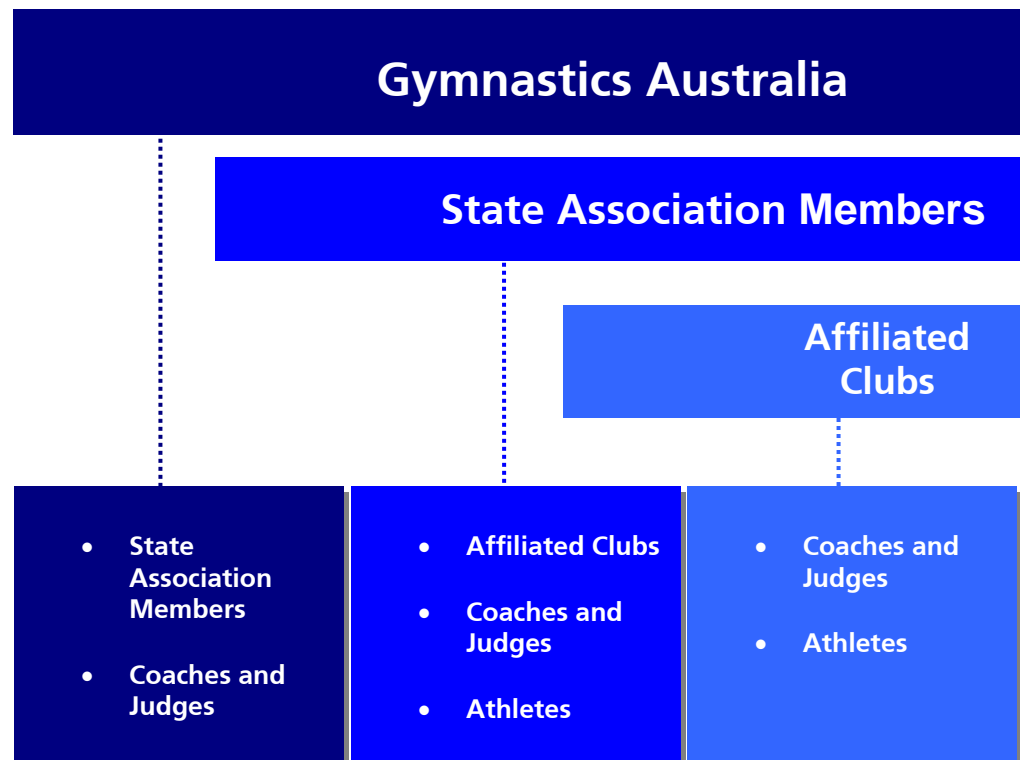
Chapter 1 | Gymnastics in Australia

Gymnastics Australia is the governing body for the sport of gymnastics within Australia. Overseeing the development of the sport nationally, Gymnastics Australia also provides members with access to a wide range of events, services and products.

Club benefits developed and offered by Gymnastics Australia include (but are not limited to):

- national club championships;
- a risk management and quality assurance framework for Affiliated Clubs (Club 10);
- an accredited education framework for coaches and judges;
- national levels programs for athletes;
- pathway for club athletes to international representation (World Championships, Olympic & Commonwealth Games);
- national licensing; and
- a national insurance program.

The membership and delivery structure of gymnastics in Australia



Chapter 2 | Association Members

Gymnastics Australia includes membership of eight (8) State Association Members. These State bodies have responsibility for delivering services to Clubs and Club members.

In addition, the Association Members develop services, products and events to meet the needs and requirements of affiliated Clubs. Events, services and products of the Association Members include State Championships, Club Development and Risk Management, Coach and Judge Education and State Representation (e.g. at National Championships).

Association Members are not-for-profit organisations, meaning that the proceeds from membership fees and other income are re-invested into the sport for the benefit of members. Each Association Member's Board of Management oversees decision making and policy development, whilst dedicated staff and volunteers work to deliver services to all members.

All affiliated Clubs have the right to nominate and vote for the Association Member's Board of Management, subject to each Association Member's Constitution. In turn, the Association Members vote for the elected Directors of Gymnastics Australia's Board.

Therefore, affiliated Clubs remain the life-blood of our sport. Without Clubs and their dedication to the delivery and betterment of gymnastics across Australia, there would be no genuine direction or provision of relevant services, products or events for all participants to enjoy.

Association Members' Contact Details

<p>Gymnastics ACT Sports House 100 Maitland St HACKETT ACT 2602 Phone 02 6257 7544 Email admin@actga.net Web www.act.gymnastics.org.au</p>	<p>Gymnastics NSW PO Box 190 NORTH STRATHFIELD NSW 2137 Phone 02 9763 5011 Email info@gymnsw.org.au Web www.gymnsw.org.au</p>
<p>Gymnastics NT PO Box 43169 CASUARINA NT 0811 Phone 08 8927 9262 Email ntadmin.gymnastics@bigpond.com Web www.nt.gymnastics.org.au</p>	<p>Gymnastics QLD Unit 10, 866 Main Street WOOLLOONGABBA QLD 4102 Phone 07 3036 5603 Email info@gymqld.org.au Web www.gymqld.org.au</p>
<p>Gymnastics SA PO Box 183 PARK HOLME SA 5043 Phone 08 8294 8288 Email admin@gymsa.com.au Web www.gymsa.com.au</p>	<p>Gymnastics Tasmania Sports House Level 2 / 375 Albert Road ALBERT PARK VIC 3206 Phone 03 8698 9700 Email gymtas@gymnastics.org.au Web www.tas.gymnastics.org.au</p>
<p>Gymnastics Victoria 138 High Street PRAHRAN VIC 3181 Phone 03 9214 6020 Email info@gymnasticsvictoria.org.au Web www.gymnasticsvictoria.org.au</p>	<p>Gymnastics Western Australia Loftus Recreation Centre 99 Loftus Street LEEDERVILLE WA 6006 Phone 08 9228 9399 Email info@gymnasticswa.asn.au Web www.gymnasticswa.asn.au</p>



Club 10 is Gymnastics Australia's quality assurance and risk management framework for Clubs. It is designed to assist Clubs identify and implement effective management strategies. Club 10 provides resources and services that help Clubs develop strategies to minimise foreseeable risks.

Following an extensive consultation and review process, a revised Club 10 will be launched in January 2015. In response to Club and Association Member feedback the Club 10 program will continue to provide for strong risk management but will evolve to place stronger emphasis on club development. A key aim is to make more accessible to all clubs the club development aspects of Club 10.

The new Club 10 focus will be on the meeting of certain minimum standards but just as importantly it will seek to assist clubs in preparing club-specific development plans to underpin participation growth and engagement.

Current clubs will have the whole of 2015 to respond to the revised standards. Club 10 benefits will continue through 2015 and evolve into the new framework from 2016 onwards.

Details will be released and communicated to clubs in early 2015, beginning with presentations at State Congresses.



Chapter 4 | Club Affiliation

Gymnastics Membership

Within the gymnastics family there are three main categories of membership:

- Athlete;
- Technical; and
- Club.

Athlete Membership refers to the registration of the participants within the Club's programs. The participants are registered by an affiliated Club onto the National Membership Database using Gymnastics Online.

Technical Membership refers to the registration of an accredited coach or judge. These members register (join) directly to Gymnastics Australia. This membership category is only available to coaches and judges who have successfully completed one or more of Gymnastics Australia's Accreditation Courses.

Club Membership refers to the relationship between any legal entity providing gymnastics services or programs and the Association Member. This relationship is established by the Club's commitment to comply with the National Affiliation Standards, a requirement of affiliation. The Club's commitment is demonstrated by signing the Club Affiliation Agreement.

In addition, Clubs provide the Association Member with specific details regarding their programs, venues and technical staff. This information is used to promote the Club to the public (via a web-based Club search function) and communicate effectively with the Club's officials, coaches, volunteers and members.

Once the Club's affiliation has been accepted by the Association Member, the Club is entitled to the services and benefits associated with its Club 10 Membership category.

Documentation for Club Affiliation

All Clubs are required to:

- **submit the *Club Affiliation Form*** | All Sections (1 – 9) must be completed. Incomplete forms will be returned and the Club's affiliation delayed.
- **pay the *Club Affiliation Fees/Payments*** | As per Association Member invoicing and payment procedures. Contact your Association Member for further details.

Missing or incomplete affiliation documentation or failure to pay will result in a delay, or decline, of the Club's affiliation.



Chapter 5 | Terms & Conditions of Affiliation

Introduction

Compliance with the National Affiliation Standards - Section 1 of the Club Affiliation Form (the Form) is required for Club Affiliation. In addition, by signing Section 9 of the Club Affiliation Form, the Club agrees to the Terms and Conditions of Affiliation set out in this Chapter 5.

TERMS & CONDITIONS OF AFFILIATION

1. Affiliation

1.1. Granting Of Affiliation

Subject to the provisions of these Terms and Conditions, in consideration of the Club paying the Affiliation Fee and continuing to abide by the Terms and Conditions, the Association Member will grant to the Club Affiliation.

1.2. Affiliation Fee

The Club will pay the Affiliation Fee to the Association Member within seven* (7) days of the date of a tax invoice from the Association Member to the Club.

* **Note:** Process varies from State to State, please confirm with your Association Member.

1.3. Affiliation Standards

The Club shall at all times comply with the Affiliation Standards and warrants that at the time of applying for Affiliation the Club complies with the Affiliation Standards.

1.4. Breaches

The Club acknowledges and agrees that Affiliation is conditional upon the Club continuing to comply with the Affiliation Standards and if at any time the Club is in breach of the Affiliation Standards, the Association Member may, in its complete discretion:

- a) give the Club written notice requiring the Club to remedy any breach of the Affiliation Standards within such time as the Association Member determines, at the Club's expense;
- b) suspend the Club's Affiliation for such period as the Association Member determines;
- c) terminate the Club's Affiliation;
- d) vary the Club's Affiliation or the level of service provided in such manner as the Association Member determines, including, without limitation, the Club's Club 10 Star Rating; and/or
- e) take any such other action against the Club as the Association Member sees fit.



2. Termination

If the Club's Affiliation is terminated in accordance with 1.4 (c):

- a) the Club may not make a further application for Affiliation until it has remedied the breach or breaches of the Affiliation Standards which resulted in the termination of its Affiliation; and
- b) the Association Member may impose such additional conditions as it sees fit on any further Affiliation granted to the Club.

3. Refusal Of Affiliation

- 3.1 Notwithstanding anything in these Terms and Conditions, the Association Member may decline to grant Affiliation to the Club and the Association Member's decision in that regard shall be final and binding and shall not be the subject of any appeal right.
- 3.2 If Affiliation is not granted, the Association Member shall refund the Affiliation Fee to the Club.

4. Disputes

- 4.1 For the purposes of this clause, a 'Dispute' is any dispute or difference arising out of, or relating to, these Terms and Conditions, or where agreement between the Parties is required by these Terms and Conditions and there is absence of agreement after a reasonable period.
- 4.2 Neither Party may commence or initiate any court proceedings (except applications for urgent interim injunctions) until the procedures set out in clauses 4.3 and 4.4 have been followed.
- 4.3 If a Party considers that a Dispute has arisen, that Party must promptly send a notice to the other Party (Notice) setting out a full description of the matters in dispute or in which there is a difference.
- 4.4 An authorised representative of each Party (or their nominees) must attempt to resolve the Dispute, on the basis that the Parties wish to retain a long term commercial relationship.
- 4.5 If the Dispute is not resolved within 30 calendar days of the Notice, or any longer time the Parties may agree, either Party may commence or initiate appropriate legal proceedings.

5. Definitions and Interpretations

5.1. Definitions

Affiliation	means recognition by the Association Member and Gymnastics Australia as a Club within the Club 10 Framework.
Affiliation Fee	means the annual fee calculated and imposed by the Association Member on the Club for Affiliation



Affiliation Standards	means the requirements for Affiliation published by the Association Member and Gymnastics Australia from time to time.
Club	means a legal entity, affiliated to the Association Member and Gymnastics Australia in compliance with the National Affiliation Requirements.
Club 10 & Club 10 Framework	means the quality assurance and risk management program developed by Gymnastics Australia to provide resources and services to gymnastics Clubs.
Party or Parties	means either or all of the Club, the Association Member and Gymnastics Australia as the context so requires.
Star Rating or Ranking	means the category of accreditation within the Club 10 Program.
Terms and Conditions	Means the Terms and Conditions of Affiliation set out in this Chapter 5.

5.2. Interpretation

In Section 9 of the Club Affiliation Form and in these Terms and Conditions, unless the context otherwise requires:

- a) the singular includes the plural and vice versa;
- b) other grammatical forms of defined words or phrases have corresponding meanings;
- c) a reference to a clause, part of a clause, schedule or annexure is a reference to that clause, part of a clause, schedule or annexure of or to these Terms and Conditions and a reference to these Terms and Conditions includes their schedules and any annexure;
- d) a reference to a document, Deed or Agreement, includes a reference to that document, Deed or Agreement as notated, altered or replaced from time to time;
- e) a reference to “dollar”, “\$” or “AUD” is a reference to Australian currency;
- f) headings are for convenience of reference only and do not affect interpretation.

6. General

6.1. Entire Agreement

These Terms and Conditions constitute the entire Agreement between the Parties. No understanding, arrangement or provision not expressly set out in these Terms and Conditions binds the Parties. Accordingly, all correspondence, negotiations and other communications between the Parties in relation to the subject matter of these Terms and Conditions which precede these Terms and Conditions are superseded by it and have no effect.



6.2. Amendment

These Terms and Conditions may only be amended in writing signed by all Parties and not in any other manner.

6.3. Waiver

- a) The failure by any Party at any time to enforce any of its powers, remedies or rights under these Terms and Conditions will not constitute a waiver of those powers, remedies or rights or affect the Party's rights to enforce those powers, remedies or rights at any time.
- b) Any single or partial exercise of any power, remedy or right does not preclude any other or further exercise of it or the exercise of any other power, remedy or right under these Terms and Conditions.

6.4. Severance

If any provision of these Terms and Conditions is prohibited, invalid or unenforceable in any jurisdiction, that provision will, as to that jurisdiction, be ineffective to the extent of the prohibition, invalidity or unenforceability without invalidating the remaining provisions of these Terms and Conditions or affecting the validity or enforceability of that provision in any other jurisdiction.

6.5. Governing Law

These Terms and Conditions are governed by the law in force in Victoria and the Parties submit to the non-exclusive jurisdiction of the courts of Victoria and all courts competent to hear appeals from the courts of Victoria in respect of all proceedings arising in connection with these Terms and Conditions.

6.6. Assignment

No Party may assign or transfer any of its rights or obligations under these Terms and Conditions without the prior written consent of all the other Parties and no assignment of any obligation will be effective until the assignee has covenanted in favour of, and in form satisfactory to, the non-assigning Parties, to assume and to be bound by the obligations assigned.

6.7. Further Assurances

Each Party must do, sign, execute and deliver and must procure that each of its employees and agents does, signs, executes and delivers all Agreements, documents, instruments and acts reasonably required of it or them by Notice from the other Party effectively to carry out and give full effect to these Terms and Conditions and the rights and obligations of the Parties under them.



Chapter 6 | Club Affiliation Form

This chapter of the Manual is intended to provide your Club with guidance and detail to help you complete the 2015 Club Affiliation Form.

Correct completion of this Form is vital for your Club to ensure that it understands and is compliant with all the requirements for renewal and ongoing affiliation.

Section 1 | National Affiliation Standards

The National Affiliation Standards are the minimum requirements for any Club wishing to affiliate with the Association Member.

Information in Section 1 of the Form will be used to verify the Club's acceptance and compliance with the National Affiliation Standards.

Please make sure that you use this opportunity to check your Club's current compliance with each of the 16 standards below as part of your preparation for 2015.

Non-compliance with any one or more of these Standards will result in a delay in the processing of the Club's affiliation (see Chapter 5 – Terms and Conditions of Affiliation 1.4 Breaches).

By signing the Club Affiliation Agreement (Section 9 of the Form) the Club agrees to meet and continue to comply with these Standards for the year of affiliation.

The following explanations are provided as a guide to assist the Club understand the requirements and compliance regulations associated with each of the National Affiliation Standards.

1. **All classes are conducted by an Accredited Coach** | The Club must ensure all gymnastics programs (as indicated in *Section 6*), and classes, are conducted by an Accredited Coach who holds a current Technical Membership with Gymnastics Australia (see *Section 7*). In addition, all Beginner Coaches must be directly supervised by an Accredited Coach and must not conduct any program/class on their own.
2. **All participants are registered** | The Club must ensure all participants within all gymnastics programs (as detailed in *Section 6*) are registered onto the National Membership Database in accordance with the National Membership Database Policy.
3. **Acceptance and compliance with State/Territory Association and Gymnastics Australia Constitution, Regulations and Policies** | The Club must ensure that all members, participants, staff/volunteers, coaches, judges and officials are aware of, understand and comply with the Association Member's and Gymnastics Australia's Constitution, Regulations and Policies. Refer to Chapter 7 of this manual for links to these documents.



4. **General Liability Insurance** | The Club must ensure that it maintains appropriate Insurance that complies with the National Insurance Standards (in accordance with Section 6 and Appendix B of the Form). Clubs who purchase Gymnastics Australia's General Liability Insurance automatically comply with this Standard.
5. **Working with Children Checks (Suitability Checks)** | The Club must ensure that all staff (including all coaches), paid or unpaid, are assessed for suitability to work with children and young people. These checks are to be conducted in accordance with State Legislation (where applicable). For further information please refer to *Appendix B* of this Manual.
6. **Safety Rules** | The Club must ensure that safety rules for participation are displayed in all venues within which it operates (as detailed in *Section 3* and *Appendix A* of the Form). These rules must be easily visible to all participants, spectators and visitors.
7. **Fire Drills** | The Club must ensure that Fire Drills are conducted at least twice per year within all venues within which it operates (as indicated in *Section 3* and *Appendix A* of the Form). All members, participants, staff/volunteers, coaches, judges and officials should be aware of the procedures associated with these Fire Drills. For information regarding Fire Drills contact your local Fire Department or your Club 10 Officer.
8. **First Aider** | The Club must ensure that during all classes at least one qualified and current First Aider is on site and accessible within the venue (as indicated within *Section 1*).
9. **First Aid Kit** | The Club must ensure that a well-stocked First Aid Kit is located on site within all venues (as indicated within *Section 1*) and is accessible during all classes. For an example of a First Aid Kit Stock List contact your local First Aid Supplier or your Club 10 Officer.
10. **Telephone** | The Club must ensure that a working telephone is on site within all venues (as indicated within *Section 1*) and is accessible during all classes. In addition, the Club must ensure contact numbers are on display near the handset. The telephone may be either a land line or mobile phone. For an example of emergency contact numbers contact your Club 10 Officer.
11. **Storage of Membership Information** | The Club must ensure that all membership forms and information, including medical information, is stored on site within all venues (as indicated within Section 1 of the Form) relevant to participants. In addition, disclosure and storage of the membership information must comply with the Privacy Act (1988) and other relevant State legislation. Clubs must comply with the Australian Privacy Principles in the collection, storage, use and disclosure of personal information. In addition, clubs may also be required to comply with their relevant state health information and/or privacy laws. The club should check the requirements for its own particular circumstances, in particular Clubs for which the following, amongst others, may apply: *Health Records Act 2001* (Vic), *Health Records and Information Privacy Act 2002* (NSW), *Health Records (Privacy and Access) Act 1997* (ACT).

For further information regarding disclosure and storage of membership information contact your Club 10 Officer.



- 12. Equipment Safety Check** | The Club must have an equipment safety checklist which is used in accordance with the Club's Equipment Policy to regularly check all equipment. Clubs must ensure that all equipment is checked as least once per month to maintain safety and reduce risks including, but not limited to, injury of participants. For an example of an Equipment Safety Checklist contact your Club 10 Officer.
- 12a NSW ONLY.** Clubs must use the GNSW Workplace Health and Safety App to complete and submit checklists.
- 13. Manual Handling** | The Club must ensure coaches and administrators are aware of and utilise correct manual handling techniques in accordance with State Occupational Health and Safety legislation.
- 14. Work Cover/WorkCover Insurance/Employment Obligations** | Worker's compensation insurance is a mandatory legal requirement for all employers (except exempt employers). Contact the WorkCover/WorkSafe authority in your State for further information. In addition, Clubs must ensure that they meet relevant employment conditions for staff, including coaches.
- 15. Lesson Plans** | It is essential that Lesson Plans are completed by all coaches for all classes. The Lesson Plans must be accessible and are held on file by the club.
- 16. Quarterly Reports on participation numbers** are completed and provided to the State Association Member in the form required by Gymnastics Australia.
- 17. NSW ONLY Member Protection** | Your Club must have at least one person who is a trained and registered Member Protection Information Officer (MPIO.) To become a registered MPIO a person must complete an online course followed by a face-to-face workshop on completion of which the person can register to obtain a Certificate of Recognition. Information on the process can be obtained on the GNSW website at <http://www.gymnsw.org.au/page.php?id=240>
- 18. Injury Procedures & Report Forms** | The Club must ensure that Injury Procedures, detailing the steps to be taken in the unlikely event of an injury, are documented and accessible by all staff at all venues (as indicated in Section 3/Appendix 1 of the Form). In addition, Injury Report Forms must be accessible to appropriate staff and completed forms must be stored on-site. All information must be managed in accordance with relevant State and Commonwealth legislation, including the Commonwealth Privacy Act (1988). For a copy of Gymnastics Australia's Injury Report Form contact your Club 10 Officer (refer to Appendix A of this Manual for contact details). It should be noted that some states in Australia have additional state law requirements for gyms that deal with injury or other health related information. The Club should check the requirements for its own particular circumstances, in particular Clubs for which the following may apply: *Health Records Act 2001* (Vic); *Health Records and Information Privacy Act 2002* (NSW); *Health Records (Privacy and Access) Act 1997* (ACT).



Section 2: Club Information

Information in Section 2 will be used to ensure all documentation and correspondence complies with relevant statutory requirements. Unauthorised names or unregistered names are not permitted.

2.1 Legal Name

Please supply the Club's recognised legal name. In most cases, this name will be as it appears on official documentation for legal status (certification). It is a legal requirement to use the recognised name of the organisation unless a trading name has been established and registered. For example, incorporated organisations must use the word "Incorporated" or "Inc." after the organisation's name, regardless of where, when or why the name is being used. (**Note:** *The Club's Legal Name will be used by Association Member and Gymnastics Australia for the Certificate of Insurance and other official documentation where applicable.*)

2.2 Trading Name(s)

Please supply the Club's registered trading name(s) if applicable. A trading name is a name or title under which a legal entity trades. *For example: XYZ Gymnastics Club Inc. trading as Gymnastics XYZ.* If you are a Sole Trader, a Partnership or a Trust, you must register your business name.

2.3 Club Name

Please record the name by which the Club will be known. The Club should ensure compliance with all relevant statutory requirements (as per Section 2.1 & 2.2 above). This name will be recorded by the Association Member and will be used predominantly for communication purposes. (**Note:** compliance with the National Club Name Policy is required for all Clubs.)

2.4 Club ABN

Please supply the Club's Australian Business Number (This number will allow for added efficiency to financial and accounting transactions between the Club and the Association Member where applicable.

2.5 Registered for GST

Please indicate whether or not the Club is registered for the collection of Goods and Services Tax (GST). Your Club must register for GST if it is a business with an annual turnover of \$75 000 or more, or a non profit organisation with an annual turnover of \$150 000 or more.

2.6 Club's Entity Type

Please indicate the legal standing by which the Club is officially recognised by the relevant authority in your state.

For each category of entity listed below please provide a copy of the relevant government certification or registration which applies – either a certificate of incorporation for not for profit clubs or a certificate of business registration for private entities or where these are not applicable provide an explanation or other evidence regarding the entity's status.



- **Incorporated Association** | considered by law, under the Incorporated Associations Act 1987, that a group of people shall be treated and recognised as *one body* acting on behalf of and for the members under the rules set by and agreed upon by the members. Under the Act, Incorporated Associations are non-profit or not-for-profit; meaning all profits are directed back to the membership and are not for the personal gain of individual members. (**Note:** Please supply, with the Affiliation Form, a copy of Certificate of Incorporation.)
- **Trust** | a trust is an obligation on a person or entity to hold property or funds for the benefit of others (who are known as 'beneficiaries'). (Note: Please supply, with the Affiliation Form, evidence of business registration. For example: Certificate of Business Registration.)
- **Sole Trader** | a sole trader is an individual who is trading on their own. That person controls and manages the business. (Note: Please supply, with the Affiliation Form, evidence of business registration. For example: Certificate of Business Registration.)
- **Partnership** | a partnership is an association of persons or entities that carry on business as partners or receive income jointly. (Note: Please supply, with the Affiliation Form, evidence of business registration. For example: Certificate of Business Registration.)
- **Company** | A company has shareholders who own the company and directors who run it. Shareholders may also be officeholders and it is a legal entity separate from its shareholders. (Note: Please supply, with the Affiliation Form, evidence of business registration. For example: Certificate of Business Registration.)
- **Other** | if the Club does not fall under one of the above categories of Legal Status, please specify the Club's situation. Examples of this may include education institutions (schools), PCYC, YMCA, etc. (**Note:** Please supply, with the Affiliation Form, evidence of the Club's legal status.)

2.6 Legal Status on file with Association Member

Please indicate if your club's legal status and required supporting evidence has been supplied to your State Association Member. If you have not provided this information, please attach such evidence with the Form.

Section 3: Primary Information

Information in Section 3 will be used for communication and promotion purposes. Gymnastics Australia's Club search function will display some of the information provided in this section. To view the Club Search please visit www.gymnastics.org.au and click on the Club Search logo.

All of the Club's location details are required regardless of whether programs are conducted from each location at all times or only at certain times throughout the year. Should the Club's details change throughout the year of affiliation, please ensure you update these details with your relevant State Association Member.

3.1 Club Postal Address

Please supply the Club's mailing address for all postal correspondence.



3.2 Total number of sub club venues (additional venues) at which the Club conducts programs

Please indicate the number other venues (sub club) in addition to your primary venue from which your Club will conduct programs throughout 2015. That is, do not include your primary venue in this number. If you use only a primary venue then the number of additional venues is zero 0.

3.3 Venue #1 – Primary Location and two other locations

Please supply the **physical location** address for all of your Club's venues. These addresses will appear on the web-based Club search facility. Ensure you inform your Association Member of any additional locations or changes to current locations that may occur throughout the year of affiliation.

In particular make sure that you include your Club's primary email address in the Primary Venue information. This information will be used in the online Club Search feature on Gymnastics Australia/State Association Member websites and official communications with your Club.

If your Club has more than 3 locations at which it operates please provide details of the additional venues at *Appendix A* of the Form.

3.4 Club Phone Number

Please supply the Club's phone number for all telephone communication.

- **Primary Phone Number** | *general enquiries* from the public, Association Members, Gymnastics Australia and other affiliated Clubs.
- **Secondary Phone Number** | *additional enquiries*, predominantly from the Association Member and Gymnastics Australia.
- **Mobile Phone Number** | *emergency contact* (where applicable) and *optional contact* for a Club representative.

3.5 Club Website

Please supply the Club's website address for promotional purposes, including the online Club Search feature on Gymnastics Australia/State Association Member websites.

3.6 State Association

Please indicate the State Association Member with which the club is affiliated.

3.7 Club ID Number

Please supply the Club's ID Number as recorded on the Gymnastics Australia National Membership Database.

3.8 Number of Athlete Registrations

Please indicate the total number of your club's athletes registered with the Association Member on the National Membership Database. All of the club's participants must be registered in accordance with the National Membership Database Policy.



Section 4: Club Contacts/Personnel

Information in Section 4 will be used for a range of purposes including voting and Club delegate nominations at Association Member Annual General Meetings, athlete registrations, accounts and fees payable, event entries, Club 10 Accreditation and general communication. Incorporated Associations must provide the details for all individuals on the committee. All Clubs must ensure this information is kept up to date throughout the year of affiliation.

4.1 Club Contacts/Personnel

Please supply the personal contact details for each individual involved in the management of the Club. Please use the following as a guide to ensure all relevant management personnel are included:

- President, Secretary, Treasurer, General Members (all committee positions);
- Directors, Owners, Partners, etc;
- Managers, Department Heads, Officers, etc;
- Administrators, Registrars, Membership Officers, etc;
- Finance Managers, Accounts Payable, etc;
- any other administrative staff.

Please indicate ONLY one Voting Delegate and make yourself aware of Association member requirements for voting by proxy or absentee. Please note in this section if your Club has a Member Protection Information Officer.

(Gymnastics Australia and the State Association Member treat all information contained in Section 4 as confidential. As such, GA and the AM are bound by a Privacy Policy and the *Privacy Act 1988* (Cth). Unauthorised disclosure of personal information is prohibited.)

Section 5 Club Uniform

Information in Section 5 will be used to identify the Club's uniform and colours. It is a requirement in all States to have the Club's uniform endorsed by the State body to ensure it does not conflict with another Club's design or colours

5.1 Official Club Colours

Please list the official colours as used within the Club's uniform design/s.

5.2 Has the Association Member formally accepted the Club's current uniform(s)?

Please indicate if the Club has official endorsement from the Association Member in regard to the Club's current uniform designs. If the Club has not received endorsement, please supply sufficient details illustrating the Club's current uniform, including the Club colours.



Section 6: Insurance

Affiliated Club members who are registered on the National Membership Database are covered by personal accident insurance the cost of which is included in the membership fee for all members.

In addition, all Affiliated Clubs must be adequately insured in accordance with the National Insurance Minimum Requirements.

Gymnastics Australia offers coverage to Affiliated Clubs through the Gymnastics National Risk Protection Program (Program) through JLT Sport. For information about the Program go to <http://gymnastics.jltsport.com.au/index.aspx>

Alternatively, clubs may purchase their own insurance.

Information in Section 6 will be used to identify Clubs who wish to purchase Gymnastics Australia's General and Club Management Liability Insurance Policies and to confirm that Clubs are adequately covered in accordance with the National Insurance Standards when they purchase coverage from other sources.

6.1 Do you wish to purchase General Liability, Professional Indemnity and Management Liability Insurance for your club through GA's National Risk Protection Program?

Please indicate if the Club does or does not wish to purchase GA's General Liability Insurance Policy.

If **yes**, answer question 6.2.

If your Club **does not** wish to purchase the policy, go to question 6.3.

6.2(a) Disclosure of Information

Before you enter into a contract of general insurance, you have a duty, under the Insurance Contracts Act 1984, to disclose to the Insurer (via this form) every matter that you know, or could reasonably be expected to know, is relevant to the Insurer's decision whether to accept the risk of the insurance and, if so, on what terms

Go to **Appendix B of the Form** to review the requirements relating to your duty of disclosure and other insurance information.

6.2(b) After due inquiry, are you aware of any claims, or incidents that may lead to a claim, relating to the following areas?

Please review all areas carefully and identify if you are aware of any claims or incidents that may lead to a claim in any of the areas.

Make sure you tick a box Yes or No for all of the five categories.

Please supply a full description of the claim or incident that may lead to a claim, including attachment of relevant supporting documentation. Contact your State Association Member for further assistance or information.



6.2 (c) Club Declaration

National Risk Protection Program – Nil Claims Declaration

Prior to receiving cover through the National Risk Protection program, Clubs are required to sign a Statutory Notice used to identify potential and outstanding litigation that must be disclosed to the Insurers.

After signing off the Club Declaration go to question 6.4 relating to workers compensation insurance and general building and/or other equipment insurance. See also further notes in this Manual in “6.4 Insurance: Other” below.

6.3 (a) Insurance Opt-Out

If your club has elected not to purchase insurance through Gymnastics Australia’s National Risk Protection Program, evidence of pre-existing and current insurance must be provided to the Association Member with the Club Affiliation Form.

6.3 (b) Gymnastics Australia’s National Insurance Minimum Requirements

Please confirm if the Club’s current Insurance does or does not comply with the National Insurance Minimum Requirements for all of the categories of insurance listed. If your current insurance does not meet these Requirements you must make the necessary arrangements with your insurer.

Once you have confirmed the Club’s Insurance complies with the National Insurance Standards, submit a copy of the Club’s Certificate of Insurance (Certificate of Currency) with the Club Affiliation Form.

6.3 (c) Club’s Certificate of Insurance

A copy of the Club’s Certificate of Insurance and additional insurance documentation must be attached to the Club Affiliation Form if the Club has elected not to purchase insurance through Gymnastics Australia’s National Risk Protection Program.

6.3 (d) Club Declaration

Please ensure the declaration is signed to acknowledge you have attached the Club’s Certificate of Insurance and declare that the insurance policies held by the club are current and meet ALL of the National Insurance Minimum Requirements.

(Note: Question 6.3 **does not** need to be completed if the Club has indicated it wishes to purchase GA General Liability Insurance)

If the Public Liability Insurance does not comply with the National Insurance Minimum Requirements, the Club’s affiliation will be delayed, or declined. You should contact your State Association Member to discuss further options.

6.4 Insurance: Other

It is important that the Club confirms that it has sufficient insurance coverage for both general building and/or equipment insurance along with worker’s compensation insurance (WorkCover/WorkSafe). Please ensure you answer both of parts (a) and (b).



It should be noted that worker's compensation insurance is a mandatory legal requirement for all employers (except exempt employers). Contact the WorkCover / WorkSafe authority in your State for further information.

Section 7: Gymsport Programs

Information in Section 7 will be used to promote to the general public the programs offered by the Club, including through the Club Search function on the Gymnastics Australia and Association Member websites. In addition, this information will assist the State Association to distribute relevant information to the Club's coaches, judges and officials.

7.1 Gymsport Programs offered by the Club

For all of the Gymsports listed please go through and tick each box for programs which your club will offer in 2015. The following information may assist you.

- **Gymnastics for All (GfA)** | Apparatus Gymnastics; Gymnastics and Dance; Performance Gymnastics – All recreational programs other than Cheerleading sit within GfA.
 - **KinderGym** | a movement-exploration program for children 5 years and under – part of the LaunchPad package
 - **GymFun** | – part of the LaunchPad package for children (5 – 8 years)
 - **GymSkills** | – part of the LaunchPad package for children (8 – 12 years)
 - **Rec Program** | Participation programs for children 0 - 5 years not delivered as a KinderGym program
 - **Rec Program** | Participation program for children 5 - 12 years not delivered as a GymFun or GymSkills program
 - **Youth** | Participation program for teenagers (13 – 18 years)
 - **Adults** | Participation program for adults (19 – 59 years)
 - **Seniors** | Participation program for older adults (60+ years)
 - **Disability** | Participation program for people with disabilities
 - **Team Gym** | a NSW only program providing performance opportunities within a team environment
 - **Rebound Therapy** | a NSW only trampoline-based therapeutic exercise program, predominantly for people with a disability
- **Men's Artistic Gymnastics (MAG)** | Floor, Pommel Horse, Rings, Vault, Parallel Bars and Horizontal Bar
 - **National Levels** | Level 1 – 10 of the Australian Levels Program
 - **International Levels** | International Stream (Junior or Senior)
- **Women's Artistic Gymnastics (WAG)** | Vault, Uneven Bars, Balance Beam and Floor
 - **National Levels** | Levels 1 – 10 of the National Levels Program
 - **International Levels** | Levels 1 – 10 of the International Development Program or International Stream (Junior or Senior)



- **Rhythmic Gymnastics (RG)** | Rope, Hoop, Ball, Clubs and Ribbon
 - **National Levels** | Level 1 – 10 of the Australian Levels Program
 - **International Levels** | International Stream (Junior or Senior)
- **Trampoline Gymnastics (TRP)** |
 - **National Levels** | Levels 1 to 10 Program – PAS)
 - International Levels | International Stream (Junior or Senior)
- **Trampoline Gymnastics Double Mini Tramp (DMT)** (
 - **National Levels** | Levels 1 to 10)
- **Trampoline Gymnastics Tumbling (TUM)** |
 - **National Levels** | Levels 1 to 10)
- **Aerobic Gymnastics (AER)** | Individuals, Mixed Pairs, Trios and Groups
 - **National Levels** | Level 1 – 10 of the Australian Levels Program
 - **International Levels** | International Stream (Junior or Senior)
- **Acrobatic Gymnastics (ACR)** | Women's Pairs, Men's Pairs, Mixed Pairs, Women's Trios and Men's Fours
 - **National Levels** | Level 1 – 10 of the Australian Levels Program
 - **International Levels** | International Stream (Junior or Senior)
- **Cheerleading (CHL)** | Sport program involving tumbling, dance, jumps and stunting
 - **Recreational** | Recreational participation and no levels achieved
 - **Competitive** | CompeCheer / Competitive cheerleading

7.2 Does the Club conduct competitive programs?

Please indicate if the Club conducts competitive programs that would warrant the need for judges at events. If the Club does not conduct competitive programs you do not need to provide Head Judge details and may move on to Section 7.4.

7.3 Head Judge

Please supply the following details for the Club's highest ranked/qualified judge (Head Judge).

- **Name** | Full name including Given Name(s) and Surname.
- **Accreditation(s)** | All judging accreditations, including the Gymsport and Level (eg. WAGN1).
- **Tech Member ID# and registration date** | Technical Membership number that will identify the Head Judge as a member of Gymnastics Australia and the date of expiry of that registration.
- **Contact Numbers** | List the most appropriate phone numbers on which the Head Judge can be contacted, including business hours and after hours.
- **Email Address** | Provide the Head Judge's email address for electronic communication including news and updates.



- **Working with Children** | Indicate whether or not State Legislation requires the Club to complete a suitability check on the judging staff. Also, indicate whether the Club has completed a suitability check on the Head Judge, the card or verification number and the date this Check expires.

7.4 Head Coach

Please supply the following details for the Club's highest ranked/qualified coach (Head Coach).

- **Name** | Full name including Given Name(s) and Surname
- **Accreditation(s)** | All coaching accreditations including the Gymsport and Level (eg. WAG1)
- **Tech Member ID#** | Identification number issued by Gymnastics Australia to indicate Technical Membership status and the date of expiry of that membership.
- **Contact Numbers** | List the most appropriate phone numbers on which the Head Coach can be contacted, including business hours and after hours
- **Email Address** | Provide the Head Coach's email address for electronic communication including news and updates
- **Working with Children** | Indicate whether or not State Legislation requires the Club to complete a suitability check on the coaching staff. Also, indicate whether the Club has completed a suitability check on the Head Coach, the card or verification number and the date this Check expires

Note: In some states, Suitability Checks, such as "Working with Children Checks", "Blue Cards" (QLD), "PED" (NSW), Screening Assessment (SA) and Police Checks are a requirement by law. Please ensure you are familiar with the relevant statutory regulations in your State. Further information is at Appendix B of this Manual.

7.5 All Coaches

Please supply the following details for all of the Club's coaches.

- **Name** | Full name including Given Name(s) and Surname
- **Accreditation(s)** | All coaching accreditations including the Gymsport and Level (eg. WAG1)
- **Tech Member ID#** | Identification number issued by Gymnastics Australia to indicate Technical Membership status
- **Working with Children** | Indicate whether or not State Legislation requires the Club to complete a suitability check on the coaching staff. Also, indicate whether the Club has completed a suitability check on each coach, the card or verification number and the date this Check expires

Note: In some states, Suitability Checks, such as "Working with Children Checks", "Blue Cards" (QLD), "PED" (NSW), Screening Assessment (SA) and Police Checks are a requirement by law. Please ensure you are familiar with the relevant statutory regulations in your State. Further information is at Appendix B of this Manual.



Section 8: Gymnastics for All (GfA) Provider

Information in Section 8 will be used to identify Clubs who deliver programs for children and who wish to be recognised as a KinderGym Provider and/or GymFun and GymSkills Provider.

If your club does not provide specific programs for children from 0 to 12 years please go to **Section 9**.

Gymnastics Australia has three programs for children:

- KinderGym;
- GymFun: and
- GymSkills.

To be recognised as a Provider of KinderGym and/or GymFun/GymSkills programs a Club must use a suitable coach to deliver the program, register the participants with GA, comply with the relevant Guiding Principles and declare compliance with all of these conditions in the Affiliation Form.

KinderGym

8.1(a) Does your Club comply with the following KinderGym Provider Conditions?

Indicate your Club's compliance with each of the three conditions for recognition as a GymFun and GymSkills Provider.

- **KinderGym Coach**
 - A person who is an accredited KinderGym Coach; or
 - A person who has attended and is in the process of completing post-course requirements of KinderGym Coaching Course.
- **National Membership Database** | All KinderGym participants are registered using the correct code – GfAKG – in accordance with the National Membership Database Policy.
- **KinderGym Guiding Principles** | All of the Club's KinderGym programs are conducted in accordance with the KinderGym Guiding Principles (See Appendix C of this Manual).

8.1(b) KinderGym Provider Agreement

Please ensure an Authorised Club Representative and the Club's KinderGym Coach sign the KinderGym Provider Agreement. This declaration will be used to provide endorsement of the Club's KinderGym Provider status.



GymFun and GymSkills

8.2(a) Does your Club comply with the following GymFun and GymSkills Provider Conditions?

Indicate your Club's compliance with each of the four conditions for recognition as a GymFun and GymSkills Provider.

Note that Clubs which have completed the LaunchPad accreditation process (**Blast Off**) can be deemed to comply with the conditions for recognition providing they have a current appropriately accredited coach (as defined below) on staff.

- **Accredited Coach**
 - a person who is an accredited Gymnastics for All Intermediate Coach; or
 - a person who is an Intermediate level accredited Coach in **any** gym sport who has completed a **Zoom** workshop
- An accredited coach at the Club has attended a **Zoom** or **Ignite** workshop
- **National Membership Database** | All GymFun and GymSkills participants are registered using the correct code in accordance with the National Membership Database Policy.
- **GymFun and GymSkills Guiding Principles** | All of the Club's GymFun and GymSkills programs are conducted in accordance with the GymFun and GymSkills Guiding Principles (See Appendix D of this Manual).

8.2(b) GymFun and GymSkills Provider Agreement

Please ensure an Authorised Club Representative and the Club's GymFun/GymSkills Coach sign the GymFun and Gym Skills Provider Agreement. This declaration will be used to provide endorsement of the Club's GymFun and GymSkills Provider status.

Section 9: Club Affiliation Agreement

Section 9 of the Form is the Club's declaration that:

- all information provided within the Club Affiliation Form is accurate and up to date; and
- the Club agrees to the Terms and Conditions of Affiliation (as per Chapter 5) as well as the National Affiliation Standards.

Should section 9 of the Form be left blank by the Club, the Club's affiliation will be declined until the section is completed.

The following explanations are provided as a guide to assist the Club understand the terminology within the Club Affiliation Agreement.

Authorised Representative | means an official of the Club who can either legally sign on behalf of the Club's legal entity, or has been provided due authorisation to sign on behalf of the Club's legal entity.

Club Name | Insert your Club's name as per *Section 2: 2.1 and/or 2.2*



Terms and Conditions of Affiliation | means *Chapter 5* of this Club Affiliation Manual

National Affiliation Standards | means *Section 1* of the Club Affiliation Form



Conditional | means that the affiliation will be declined or delayed if the Club does not meet the requirements for affiliation

Meeting and continuing to comply | means the Club must currently comply with the requirements for affiliation and will ensure the requirements are maintained throughout the year of affiliation

Association Member and Gymnastics Australia Policies | Refer to the GA website www.gymnastics.org.au/

Affiliation Form Completion

Once you have completed the Club Affiliation Form, you will need to submit all documentation to your Association Member (refer to *Chapter 2* for contact details).



Chapter 7 | Finding Information

Gymnastics Australia's website – www.gymnastics.org.au – is the primary access point for all national information, including national policies, procedures and resources.

State Associations also provide a range of information resources on their websites.

National Policies

To view all of the National Policies, click "**About Us**" - and go to **By-Laws, Policies and Technical Regulations**. This menu includes all National Policies that apply to affiliated Clubs

By signing the Club Affiliation Agreement, the Club agrees to comply with Gymnastics Australia's policies, including the Association Member's policies. Please ensure that the Club's staff and volunteers are familiar with these policies.

Insurance

Information about Gymnastics Australia's National Risk Protection Program Can also be accessed through the "**About Us**" menu on the GA website. This link takes the user to the JLT Sport website, and includes all relevant information regarding Gymnastics Australia's National Risk Protection Program.

This information applies to Clubs who have purchased Gymnastics Australia's Public Liability Insurance Policy, to all registered participants who are eligible for Personal Accident Insurance and to currently accredited Coaches and Judges who access the Professional Indemnity cover.

Included in the insurance information you will find insurance policy wording and important procedures on "How to make a claim". Please ensure the Club's staff, volunteers and members are aware of this information.

Club Development

The "**Club Development**" menu of the GA website is another important source of information for clubs.

This menu is the access point for information relating to:

- **Club Affiliation**, including affiliation benefits, affiliation standards and affiliation resources;
- **Club 10**, including a description of Club 10's purpose and framework and the set of Club 10 tools and resources;
- **Gymnastics Online**, including the online user guide and coding guide.



For the purpose of Affiliation, including all supporting documentation and agreements, the following definitions will apply.

Affiliation: to associate as a member of the Association Member. This affiliation is only achieved by completing the Club Affiliation Form and by signing the Club Affiliation Agreement (including compliance with the National Affiliation Requirements). In addition, all fees and payments must be made in accordance with Association Member procedures.

Agreement: the Club's declaration of compliance with the National Affiliation Requirements. Must be signed by both parties and witnessed for the agreement to be binding.

Association Member: the governing body for the sport of gymnastics within each State; representative of the members and affiliated Clubs.

Club: a legal entity, affiliated to the Association Member and Gymnastics Australia in compliance with the National Affiliation Requirements.

Coach: any individual who holds a Gymnastics Australia Coach Accreditation and is a current Technical Member of Gymnastics Australia.

First Aider: any individual who has successfully completed a registered First Aid Course and holds current First Aid certification.

GymFun/Gym Skills: the brand used by Gymnastics Australia to identify affiliated Clubs who provide GymFun and GymSkills programs that meet the criteria of the GymFun/Gym Skills Guiding Principles.

GymFun/Gym Skills Provider: the title provided to an affiliated Club endorsed by Gymnastics Australia for agreeing to and adopting the GymFun/Gym Skills Guiding Principles.

Gymnastics Australia: the governing body for the sport of gymnastics within Australia.

Gymnastics Online: Gymnastics Australia's internet-based database program used by affiliated Clubs for the registration of participants directly on to the National Membership Database.

Gymsport: the term used to describe each of the eight recognised participation/competition programs of Gymnastics Australia (including MAG, WAG, RG, GfA, AER, TRP, ACRO and CHL).

Judge: any individual who has successfully completed one or more of Gymnastics Australia's (or an Association Member's) registered Judge Accreditation Courses. In addition, the individual is a Technical Member of Gymnastics Australia.

KinderGym: the brand used by Gymnastics Australia to identify affiliated Clubs who provide KinderGym programs that meet the criteria of the KinderGym Guiding Principles.

KinderGym Provider: the title provided to an affiliated Club endorsed by Gymnastics Australia for agreeing to and adopting the KinderGym Guiding Principles.



LaunchPad: the overarching brand used by Gymnastics Australia to identify delivery of non-competition programs to children, including the KinderGym, GymFun and Gym Skills programs.

Management Liability Insurance: insurance coverage for Incorporated Associations, who have purchased GA's Public Liability Insurance. This policy protects the listed officers/committee of the Club (as per the accepted constitution &/or amendments) for decisions the committee makes that result in a claim being made against them.

Member: any individual, organisation or entity who has paid for and is registered on the National Membership Database as a member or an associate of the Club, the Association Member &/or Gymnastics Australia.

National Membership Database: the location of every member's details (including but not limited to; Clubs, athletes, coaches, judges, committee, board, directors, etc). Access to the National Membership Database is provided via specialised computer programs such as Gymnastics Online for Clubs (and iMIS for Association Members).

Participant: any individual who has paid a membership fee to a Club, or is a paying customer/client, for gymnastics services.

Personal Accident Insurance: an "Accident only" cover that will assist in the unlikely event of a personal injury or similar disablement. The definitions of injuries and financial assistance are detailed within the National Insurance Program Handbook.

Policy: a set of ideas or a plan of what to do in particular situations that has been agreed officially by the Club, the Association Member &/or Gymnastics Australia.

Procedure: a set of actions which is the official or accepted way of doing something.

Professional Indemnity Insurance: a component of the Public Liability Insurance provided to Technical Members and Clubs who have purchased GA PL Insurance cover. Professional Indemnity Insurance provides cover for the Insured in respect of a breach of professional duty arising from negligent acts, errors or omissions in connection with the sport (as described in the Policy Schedule).

Public Liability Insurance: provides cover for legal liability to pay compensation for personal injury &/or property damage to third parties as a result of an occurrence in connection with the business of the organisation (as described in the Policy Schedule).

Registration: the process used by Clubs, coaches or judges for becoming a member, or providing participants' details for membership, with the Association Member and Gymnastics Australia.

Suitability Check: also known as a 'Working with Children Check'. A suitability check is a formal process undertaken by the Club to check an individual's suitability to work with children. See Appendix B for further details.

Technical Member: any individual who is an accredited coach or judge and has purchased a membership with Gymnastics Australia.



Club 10 Network

Gymnastics Australia

Sports House
Level 2 / 375 Albert Road
ALBERT PARK VIC 3206
Phone: (03) 8698 9700
Fax: (03) 8698 9799
Email: membership@gymnastics.org.au

State Club 10 Officers

ACT

Executive Officer
Sports House
100 Maitland St
HACKETT ACT 2602
Phone: (02)6257 7544
Fax: (02) 6257 7433
Email: admin@actga.net

NSW

Belinda Sartor
PO Box 190
NTH STRATHFIELD NSW 2137
Phone: (02) 9763 5011
Fax: (02) 9763 5158
Email: membership@gymnsw.org.au

NT

Executive Director
PO Box 43169
CASURINA NT 0811
Phone: 08 8927 9262
Fax: 08 8927 8255
Email:
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QLD

Kym Dowdell
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Phone: (07) 3036 5608
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SA

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TAS

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VIC

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alyons@gymnasticsvictoria.org.au

WA

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Email: clubs@gymnasticswa.asn.au



Appendix B

Working with Children Check/Suitability Check

Working with Children Check is an assessment of an individual's suitability to work with children. It is a formal process that aims to reduce the risk of abuse of young people by preventing prohibited and registered persons from working in child-related employment.

The Commission for Children and Young People and Child Guardian Act (2000) has legislated that people (including coaches) who work with young children must undertake a compulsory check. The Working with Children Check prohibits people convicted of sex offences, kidnapping or murder of a child, from working in child-related employment.

People working in, or seeking to work in, child-related employment must complete forms stating whether they are a prohibited person. Laws can differ in each State and coaches who work across State borders must ensure they comply with each State's legislation.

For further information, please visit the following websites

Australian Sports Commission: www.ussport.gov.au

Queensland: <http://www.bluecard.qld.gov.au/index.html>

New South Wales: www.kids.nsw.gov.au/

Victoria: www.justice.vic.gov.au/workingwithchildren/

Western Australia: www.checkwwc.wa.gov.au/checkwwc

Australian Capital Territory:

http://www.ors.act.gov.au/community/working_with_vulnerable_people

Northern Territory: www.workingwithchildren.nt.gov.au/

South Australia: <http://www.dcsi.sa.gov.au/services/screening>

Note that new arrangements came into place in **South Australia** in July 2014. South Australian Clubs should check the website to ensure they are up to date with requirements.

Managing the Risks of Coaching (MRC) or Managing Inclusion in Gymnastics (MIG)

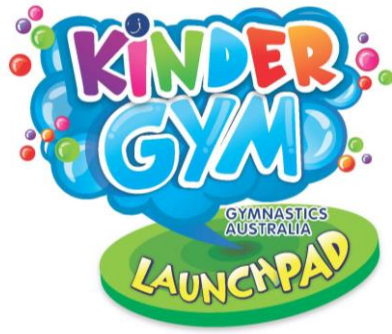
In accordance with registration requirements as a Technical Member, all coaches and judges may be required to complete either Managing the Risks of Coaching (MRC) or Managing Inclusion in Gymnastics (MIG) resources via Gymnastics Australia's website. Please ensure all coaches and judges within the Club are familiar with this resources and/or have completed the certification.

MRC - <http://mrc.gymnastics.org.au/>

MIG - <http://www.sportsconnect.gymnastics.org.au/>

Within the MRC, members will find additional information regarding the relevant laws within each State relating to child protection and suitability checks and how to minimise the risk of litigation.





Appendix C

KinderGym Guiding Principles

Introduction

Gymnastics is an exciting and diverse sport. Gymnastics Australia offers many gymnsport programs catering for all ages, from the very young to the young at heart. KinderGym is the most fundamental movement program of all, especially for children five years and younger and is part of Gymnastics for All - one of the 8 recognised Gymsport programs.

One of the most unique components of a KinderGym program is the physical involvement of both the child and their adult caregiver. It is this element that sets KinderGym apart from other programs offered within gymnastics and the wider community. Child and adult interaction is a key developmental principle on which the KinderGym program and Guiding Principles have been developed.

The KinderGym Guiding Principles are intended to set the framework by which Gymnastics Australia may endorse an affiliated club's KinderGym program. Clubs wishing to gain endorsement will be required to accept and adopt the KinderGym Guiding Principles when conducting KinderGym programs. This acceptance will be acknowledged by your club through signing the KinderGym Provider Agreement.

Based on this basic philosophy, clubs wishing to be recognised as offering KinderGym programs should provide the opportunity for involvement of both parent and child within their programs.

To be recognised as offering a KinderGym program, your club will be required to accept and adopt the KinderGym Guiding Principles. This includes statements on:

- Names and Definitions
- Philosophy
- Aims and Objectives
- Age Groupings
- Parent/Caregiver Involvement
- Child/Adult Relationship
- Program Content

This acceptance will be acknowledged by the signing of the KinderGym Agreement within the Club Affiliation documents. The Guiding Principle statements are detailed below.





Clubs who sign the KinderGym Guiding Principles will:

- have the KG logo beside their name on the Club Search facility on the GA website
- will receive a KinderGym passport for each registered participant when their annual affiliation has been processed
- have access to KinderGym flyers and posters

Names and Definitions

KinderGym:

- Is a movement program for children 5 years and under and their adult caregiver
- Is designed to develop the whole child - socially, emotionally, cognitively and physically
- Is conducted in a safe, structured and multisensory environment

KinderGym Providers:

- Are affiliated members of the State Gymnastics Association
- Have adopted the KinderGym Guiding Principles
- Have signed the KinderGym Provider Agreement
- Are endorsed by Gymnastics Australia for agreeing to and adopting the KinderGym Guiding Principles.
- Conduct all KinderGym programs using qualified and accredited KinderGym Coaches (a KinderGym program may be conducted by a KinderGym coach in training while under the supervision of an accredited coach)

KinderGym Coach:

- A person who has completed a KinderGym coach accreditation course

Gymnastics Australia:

- The governing body for gymnastics across Australia
- Includes (8) State Gymnastics Associations
- Owns the copyright to all KinderGym documentation and material including the KinderGym Crew Manual and The KinderGym Manual
- Develops and reviews all National Policies, Products and Services

Gymnastics for All:

- One of Gymnastics Australia's eight recognised gymsport programs
- Includes KinderGym as an identified program
- Caters for all ages and abilities (predominantly non-competitive)

The Adult:

- The assigned caregiver, parent or guardian responsible for the safety and supervision of the child





The KinderGym Philosophy

- Positive movement experiences can influence a child’s outlook on physical activity for life
- It is possible to assist in the development of the whole child by providing an environment where the child may creatively explore and practise skills safely in order to increase self-confidence and self-esteem
- The provision of a fun environment in which a child and caregiver may play together is worthwhile

Aims and Objectives

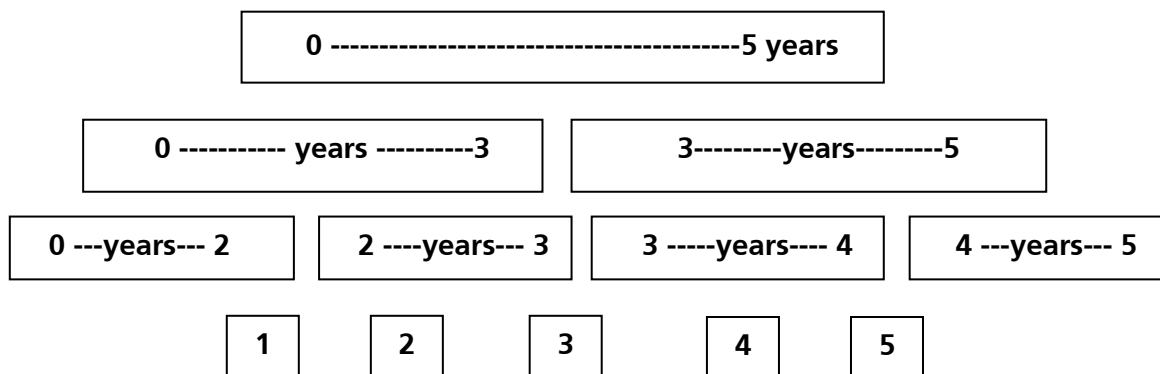
- To promote the KinderGym philosophy of providing experiences through a child-centred program
- To provide facilities in which children of all abilities aged 5 years and under may explore and develop their physical skills at their own rate, in an inclusive and non-competitive atmosphere
- Programs aim to:
 - Structure the environment rather than the child
 - - Promote a situation of one child to one caregiver, where possible
 - - Provide safe, stimulating and challenging activities
- To liaise and co-operate with other Education and Health groups interested in the growth and development of all young children

Age Groupings

Any of the following age groupings or combinations, are possible within a KinderGym session depending on a club’s needs. This may be influenced by:

- Location – potential market needs
- Venue – size and equipment
- Number of Accredited KinderGym Leaders

Possible age groupings within a KinderGym program



Child/Adult Relationship

- A positive, nurturing relationship is fostered between the child and adult developing and improving the child's confidence, self-esteem, physical, social and emotional skills
- The child and adult enjoy the worthwhile pursuits of play together
- The adult provides support and encouragement to the child to practise and improve physical skills

Adult Involvement

- Adults are responsible for the supervision and safety of their own child
- Adults share their child's fun and achievements. The real benefit comes from the child's self-initiated play rather than parent-directed play
- Adults provide encouragement and positive reinforcement for the child through play
- Adults observe the child while at play
- Adults reinforce the healthy lifestyle message provided at KinderGym
- By being actively involved, adults reinforce to the child a positive lifelong attitude towards physical activity

Gymnastics Australia acknowledges that as a child develops, their independence grows. Recognising this, guidelines have been developed to provide clubs with ways of meeting the developmental needs of the 4-5 year old child while fostering adult involvement – see page 8 for more details.

Why retain parents within programs?

Gymnastics Australia believes that adult involvement in a KinderGym program:

- Plays a major role in the development of society, by providing an opportunity for adults to spend quality time with their child including:
 - Learning
 - Sharing
 - Having fun
- Provides substantial benefits to the child including:
 - Safety
 - A greater rate of development, due to the child feeling secure in a known friendly and supportive environment
 - Expanded learning opportunities through continual follow-up activities by adults
- Provides the adult with an opportunity to learn and ultimately provide greater support to their child's development
- Ensures the club's KinderGym programs are economically viable by allowing for a higher student to leader ratio



- Provides the club with an additional resource from where new coaches and volunteers can be identified and sought
- Provides the club with an opportunity to involve parents over a longer period therefore educating and exposing them to the concept of “Gymnastics for All” and the club’s overall philosophy
- Creates a valuable marketing tool for the delivery of health messages, which can influence parental attitude towards better and healthier outcomes

Program Elements

The recommended length for a session is between 45 and 60 minutes depending on the age and experience of the participants. The class components below are offered as a **sample** of how KinderGym classes can be programmed.

Class Elements	Duration (minutes)	
	0 – 3 year olds	3 – 5 year olds
Free Exploration	5	10
Welcome and Warm – up	5	10
Group Time	10	10
Guided Exploration	20	20
Cool-down and Farewell	5	10
Total	45	60

All the above class elements may be included within a session and they can vary in length of time due to varying factors, including the age of the children in the session. For further details and explanations on each of the above components refer to the KinderGym Crew Manual or The KinderGym Manual.

Program Guidelines for 4 and 5 Year Olds

The following factors should be taken into consideration when applying the KinderGym Guiding Principles to KinderGym programs for 4-5 year olds:

- The changing needs of the child with regards to independence and the need to develop school readiness
- The increased skill level of the child
- Changing trends in society, seeing more young children in Childcare centres
- The changing developmental nature of the child

With the above in mind naturally the role of the adult within a KinderGym program for 4-5 year olds may also change. The following guidelines are designed to assist clubs in maintaining the Principles that ensure a quality KinderGym program while also addressing the changing developmental needs of 4-5 year olds.





Guidelines for teaching 4 and 5 year olds

Gymnastics Australia provides the following suggestions for maintaining adult involvement in a KinderGym program for 4-5 year olds.

Please note: Adult involvement may also include appointed Childcare, Kindergarten or Early Childhood learning centre staff. These staff are likely to hold additional qualifications with regards to early childhood learning and care.

- Class ratio may be reduced. There are many other factors that influence class sizes and ratios and these must be considered (ie: coach experience, venue size and layout, availability of equipment)
- Duration of individual program elements will change. More time may be given to “Guided Discovery” and skill development with less time given to “Free Exploration”. The coach should take into account that children may respond to different teaching techniques
- Adults may play the role of an observer encouraging their child throughout activities such as Warm-up and Grouptime, rather than being actively involved in all elements of a program.
- Adults may become actively involved through encouraging activities at one particular station during circuit work rather than continually moving around with their child.
- Program objectives and/or themes will further encourage and develop independence and begin school readiness. Emphasis can be on colours, numbers, shape recognition, problem solving techniques and societal values such as sharing, friends and health. In addition, more complex movement patterns like skipping can be included.

Gymnastics Australia believes the benefits of adult involvement are substantial and the coach should make every effort to involve the parents either directly or indirectly in the growth and development of their child. It should never be assumed that parents do not wish to be involved. As professionals it is the responsibility of the coach to encourage adult and child interaction. Remember that the parents are not trained coaches and should not be expected to “teach” or supervise skills above their level of ability.





Appendix D

GymFun/GymSkills Guiding Principles

Introduction

Gymnastics is an exciting and diverse sport. Gymnastics Australia (GA) offers many gymsport programs catering for all ages, from the very young to the young at heart. GymFun and GymSkills are fundamental movement programs designed for Primary School aged children under the LaunchPad banner and are part of Gymnastics for All (GfA) - one of the 8 recognised GymSport programs.

The GymFun and GymSkills Guiding Principles are intended to set the framework by which Gymnastics Australia may endorse an affiliated club's junior recreational gymnastics program. Clubs wishing to gain endorsement will be required to accept and adopt the GymFun/GymSkills Guiding Principles when conducting these programs. This acceptance will be acknowledged by your club through signing the GymFun/GymSkills Provider Agreement.

To be recognised as offering a GymFun/GymSkills program, your club will be required to accept and adopt the Guiding Principles. This includes statements on:

- Names and Definitions
- Philosophy
- Aims and Objectives
- Age Groupings
- Program Content

This acceptance will be acknowledged by the signing of the GymFun/GymSkills Agreement within the Club Affiliation documents. The Guiding Principle statements are detailed below.

Clubs who sign the GymFun/GymSkills Guiding Principles will:

- have the GymFun/GymSkills logo beside their name on the Club Search facility on the GA website
- have access to the LaunchPad Marketing Portal
- receive ongoing information and support from Gymnastics Australia and affiliated SSAs.

Names and Definitions

LaunchPad:

- Is the name given to Gymnastics Australia's endorsed junior recreational gymnastics programs delivered in affiliated clubs, schools or by a GA licensed provider.





- LaunchPad brand encompasses three developmental stage-appropriate, programs:
 - · KinderGym
 - · GymFun
 - · GymSkills
- Each program is supported by resources and ‘easy to use’ lesson plans for coaches and teachers that are safe, fun and require minimal equipment

GymFun/GymSkills:

- Are fundamental movement programs for children 5 - 12 years of age delivered under the LaunchPad banner
- Are designed to develop the whole child - socially, emotionally, cognitively and physically
- Are conducted in a safe, structured and multisensory environment with an emphasis on enjoyable activities

LaunchPad Providers:

- Are affiliated members of the State Association
- Have adopted the GymFun/GymSkills Guiding Principles
- Have signed the GymFun/GymSkills Provider Agreement
- Are endorsed by Gymnastics Australia for agreeing to and adopting the GymFun/GymSkills Guiding Principles.
- Conduct all GymFun/GymSkills programs using qualified and accredited GfA Coaches (a program may be conducted by a coach in training while under the supervision of an accredited GfA coach)

LaunchPad Coach:

- A person who has completed a GA Intermediate Level GfA coaching accreditation

Gymnastics Australia:

- The governing body for gymnastics across Australia
- Includes (8) State Gymnastics Associations
- Owns the copyright to all GymFun/GymSkills documentation and material including the GymFun/GymSkills Lesson Plans and branding
- Develops and reviews all National Policies, Products and Services

Gymnastics for All:

- One of Gymnastics Australia’s eight recognised gym sport programs
- Includes KinderGym, GymFun and GymSkills as identified programs
- Caters for all ages and abilities (predominantly non-competitive)
- Offers a broad range of gymnastics experiences including performing in a group





The LaunchPad Philosophy

LaunchPad programs are all about teaching children the fundamental movement skills they need to lead an active and healthy life full of sport and recreation. Designed to give children the opportunity to practise, develop and enjoy moving through a wide-range of activities, LaunchPad programs will help them to develop physically, socially and cognitively.

LaunchPad programs rely on safe and enjoyable activities that challenge participants relative to their abilities and stage of development. Many of the games and activities in LaunchPad programs are based on what fundamental gymnastics coaches around the world have been delivering for years. Importantly, research tells us that children who have these fundamental skills are far more likely to participate in sport and recreation throughout life.

Fundamental Movement Skill activities benefit children through providing:

- A foundation for lifelong participation in sport and recreation
- A foundation for future participation in gymnastics
- Optimised activities for brain and body development

The LaunchPad initiative involves three developmental stage appropriate, programs:

- KinderGym
- GymFun
- GymSkills

Each program is supported by resources and 'easy to use' lesson plans for coaches and teachers that are safe, fun and require minimal equipment.

Aims and Objectives

- To promote the LaunchPad philosophy of providing experiences through a child-centred program
- To provide facilities in which children of all abilities aged 5 – 12 years may explore and develop their physical skills at their own rate, in an inclusive and non-competitive atmosphere
- Programs aim to provide safe, stimulating and challenging activities
- To liaise and co-operate with other Education and Health groups interested in the growth and development of all young children

Age Groupings

GymFun and GymSkills lessons are based upon the following age categories, however this is not prescriptive and ideally children should be grouped to take into account their fundamental movement skills, their friendship groups etc.





The following age groupings are possible within GymFun/GymSkills sessions depending on a child's developmental stage and the club's/ school's needs. This may be influenced by:

- Location – potential market needs
- Venue – size and equipment
- Number of coaches/teachers

Suggested age groupings for GymFun/GymSkills sessions

<p>Recommended GymFun</p> <p>5 ----- years -----8</p>		<p>Recommended GymSkills</p> <p>9----- years -----12</p>	
5 ----- 6	7 ----- 8	9 -----10	11 -----12 5

Program Guidelines for 5 - 12 Year Olds

The following factors should be taken into consideration when applying the GymFun/GymSkills Guiding Principles to programs for 5 – 12 year olds:

- The increased skill level of the child
- The changing developmental nature of the child
- Children aged 5–12 years should participate in at least 60 minutes of moderate to vigorous intensity physical activity every day.
- Children's physical activity should include a variety of aerobic activities, including some vigorous intensity activity.
- Children should engage in activities that strengthen muscle and bone.

Guidelines for teaching 5 - 12 year olds

Gymnastics Australia provides the following suggestions for teaching 5 – 12 year olds.

- Class ratio can vary. There are many factors that influence class sizes and ratios and these must be considered (ie: coach experience, venue size and layout, availability of equipment, safety)
- Duration of individual program elements should be flexible. More time may be given to one element ie; teacher directed skill development with less time given to circuits or any other element within the lesson.
- The coach should use a variety of teaching techniques ie., auditory, visual and kinesthetic to cater for differences in children's' learning styles building on prior experiences, knowledge and skills.





- Coaches may play the role of a facilitator rather than director encouraging children to find solutions throughout activities, rather than being actively involved in all elements of a program.
- Throughout lessons, Coaches provide key coaching points for performing skills then set the children a challenge that they must solve through activity. This engages children in the activity at a level that suits their own ability, and helps them to learn through self-discovery and working with and observing other children.
- Discrete coaching is provided in an unobtrusive way, creating an encouraging and supportive environment where children can develop at their own pace allowing the child to receive one-on-one support where needed.
- The use of 'questioning' is a valuable strategy to engage children in changing the activity to increase participation and to make the activity more or less challenging. Feedback from the children will give a good indication of whether the activity or challenge is achieving the desired outcomes.

