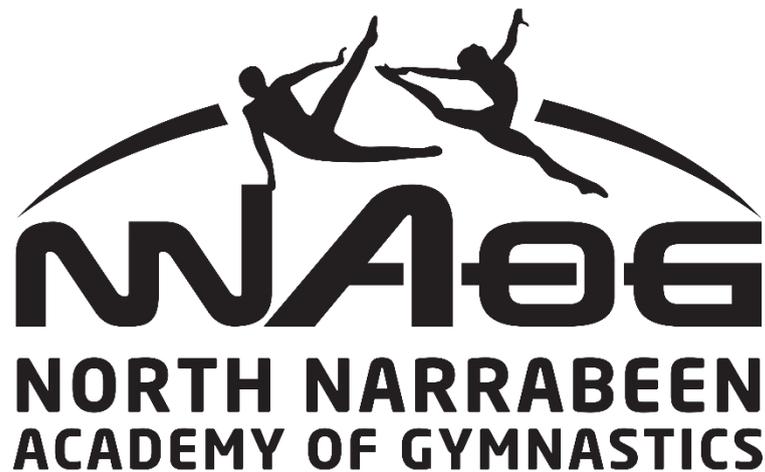


NORTH NARRABEEN ACADEMY OF GYMNASTICS

POLICIES AND PROCEDURES



Updated By: Jason Semeniuk

Date: 16/2/2018

North Narrabeen Academy

Policies and Procedures

Contents

Pages as listed below

1. Code of Conduct	Page 4
a. Gymnast	Page 4
b. i) Spectator	Page 4
ii) Photography	Page 4
c. i) Coaches and Staff Members	Page 5
ii) Representation at External Events	Page 6
2. Club Fees Policy	Page 6
a. i) Statement	Page 6
ii) Policy Application	Page 6
iii) Policy Coverage	Page 7
b. i) Administration Roles and Responsibilities	Page 7
ii) Members Roles and Responsibilities	Page 7
c. i) Priority Period Enrolments and Invoicing (FitNastics)	Page 7
ii) General Public Enrolments and Invoicing (FitNastics)	Page 7
iii) Junior Development and Squad Enrolments and Invoicing	Page 8
iv) All NNAOG Programs	Page 8
d. Make Up Class (FitNastics)	Page 11
3. Confidentiality and Reporting	Page 11
a. Injury Procedures	Page 11
b. Injury Report Form	Page 11
c. If an Incident/Accident Occurs	Page 11
d. In the Event of a Minor Injury (Grade 1 or 2)	Page 12
e. In the Event of a Major Injury (Grade 3)	Page 12
f. Personal Injury Claim	Page 12
g. How to lodge a personal Claim	Page 13
4. Roles and Responsibilities in the Occurrence of an Injury	Page 13
a. Junior Coach	Page 13
b. Senior Coach	Page 13
c. Other Information	Page 13

5. Injury Management Procedure	Page 13
a. What is the Purpose	Page 14
b. When Should a Gymnast Discuss an Injury	Page 14
c. Injury Management, the First 24-72 hours	Page 14
d. Recommended Sports Physician and Physiotherapist	Page 14
e. What can a Gymnast do to Prevent Injury	Page 14
f. Storage of Injury Report Forms	Page 15
g. Emergency Medicine	Page 15
6. Behavioural Management	Page 15
a. What is Behavioural Management	Page 15
b. Positive Expectation	Page 16
c. Response to Inappropriate Behaviour	Page 16
d. Developing Positive Relationships with Children	Page 16
e. The Principles of Positive Interactions with Children	Page 17
7. Equipment Safety Policy	Page 17
a. Equipment Safety Statement	Page 17
b. Roles and Responsibilities	Page 17
c. Directors Job	Page 17
d. Gym Supervisors/Program Managers Roles	Page 17
e. Coaches Roles	Page 18
f. Athletes Role	Page 18
g. Maintenance and Replacement	Page 18
h. Equipment Maintenance	Page 18
i. Moving Heavy Equipment	Page 19
8. Emergency Procedures	Page 19
a. Evacuation	Page 19
b. Fire	Page 19
c. Fire Evacuation Procedure	Page 20

Gymnasts code of conduct

- Be a positive role model
- At all times have a respectful relationship with your coach
- Conduct yourself in a professional manner, especially in relation to
 - language,
 - temper and
 - punctuality
- Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision
- Abide by all rules and regulations within NNAOG's rules and regulations

Spectator code of conduct

- To ensure all gymnasts can concentrate and be safe anyone being a distraction to the gymnasts can be asked to leave the venue
- Respect the rights, dignity and worth of others
- Spectators are reminded that all coaches, staff, parents and gymnasts deserve to be treated with respect. Bullying, abuse and physical violence will not be tolerated and will result in exclusion from the session and possibly the program and the centre.
- Do not physically or verbally abuse or harass anyone associated with the sport of gymnastics (participants, coaches, staff members, other parents and so on).
- The head coach has the right to deny participation when appropriate
- Check with the appropriate staff supervisor or staff member before photography of gymnasts

Spectator Photography

- We take the privacy of all participants and parents very seriously, to protect this:
- Please ensure if taking still pictures or videos only your child is involved
- Please ensure your coach is aware you are doing this during training
- Flash photography can be dangerous as it may blind children during activity, as such this is not allowed

Coaches and Staff Code of Behaviour

As an employee or volunteer with North Narrabeen Academy of Gymnastics, you must meet the following requirements regarding your conduct during any activity held or sanctioned by Gymnastics Australia, Gymnastics New South Wales, an affiliated club or North Narrabeen Academy of Gymnastics in your role as a coach or Volunteer appointed:

1. Do not tolerate acts of aggression.
2. Do not conduct yourself in an aggressive manner.
3. Provide feedback to participants in a manner sensitive to their needs. Avoid overly negative feedback.
4. Recognise participants' rights to consult with the other coaches and advisors. Cooperate fully with other specialists (for example sports scientists, doctors and physiotherapists).
5. Treat all participants fairly within the context of their sporting activities, regardless of gender, race, place of origin, culture, athletic potential, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
6. Encourage and facilitate participants' independence and responsibility for their own behaviour, performance, decisions and actions.
7. When appropriate, involve the participants and or the parents/guardians in decisions that affect them.
8. Encourage participants to respect one another and to expect respect for their worth as individuals
9. Ensure that the tasks and/or training set are suitable for age, experience, ability and physical and psychological conditions of the participants.
10. Ensure any physical contact with participants is appropriate to the situation and necessary for the participant's skill development.
11. Be acutely aware of the influence that you as a coach have with your participants in the coaching relationship and avoid inappropriate actions
12. Avoid situations with your participants that could be construed as compromising.
13. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
14. Do not exploit any coaching relationships to further personal, political or business interests at the expense of the best interest of your participants.
15. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
16. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and spirit of the rules.
17. Be honest and ensure that qualifications are not misrepresented.

Representation at external events

All coaches, parents, volunteers attending competitions are also representatives of NNAOG and as such any or all actions will reflect on NNAOG.

- All meetings and briefings must be attended as required
- Be punctual for all official events
- Dress in a tidy fashion befitting the status and image of your assigned role at the external event you were assigned to in representation of NNOAG
 - Coaches in full uniform (shirt and tracksuit pants)
 - No tights or shorts
 - Judges in formal wear with flat shoes
 - Volunteers and parents
 - Dress in a tidy fashion befitting the status and image of NNAOG
- All coaches, judges, parents and volunteers that are representing NNOAG must report back any incidents that occurred to the senior coach at the event. If further action needs to be taken contact is to be made to Head of North Narrabeen Academy of Gymnastics to be investigated further.
- As a coach, judge, parent or volunteer that is representing NNAOG you must abide and respect by other club and associations rules
 - Complete set tasks to the best of your ability and correctly
- Actions and words are representation of NNAOG
 - Offensive language or actions will not be tolerated when representing North Narrabeen Academy of Gymnastics. If occurred, Head Coach/ Director has the right to dismiss you of representing the club in any way.
- Understand and abide by the Judges Oath
 - Actively maintain technical knowledge through ongoing review of the code of points, technical publications, video tapes and gym floor participation
 - Be prepared to counsel athletes and coaches regarding the athlete's performance after competitions

NNAOG Club Fees Policy

Statement of Commitment

North Narrabeen Academy of Gymnastics is committed to providing an up-to-date facility with the highest quality equipment and services in which the apparatus and equipment are regularly checked and reported on by staff. To achieve these objectives, the club must implement fees and charges for its services and facilities.

Policy Application

This policy applies to the North Narrabeen Academy of Gymnastics Committee, staff, volunteers, members and all users of the club's facilities and classes.

Policy Coverage

This policy serves to cover all fee development, invoicing, collection and receipting for North Narrabeen Academy of Gymnastics.

Administration Roles & Responsibilities

1. Admin and reception staff are there for your benefit, please remain polite at all times
2. No staff member or official will accept rudeness or abuse at any time
3. Staff are obliged to act within the policies of NNAOG and if unable to provide the required level of service are instructed to pass on the relevant documents to pursue any matter further
4. All unresolved matters will be referred to the Director
5. The Director will respond as soon as possible
6. NNAOG reserves the right to ask any member to leave if their actions cause staff or other members to feel threatened or at risk.

*Copies of Codes of Conduct are available to all members upon request.

*Any breaches of these codes will be considered serious and memberships may be revoked

Members

- Responsible for payment of all fees owed to North Narrabeen Academy of Gymnastics as per the rules outlined in this policy.

Enrolments and Member Accounts

Priority Period Enrolments and Invoicing (FitNastics Program)

- Existing customers can make use of our “priority period” from week 5 of every term. This 3-week period allows existing customers to re-enroll their child into the appropriate gymnastics class for the next term at an earlier date than the general public.
- These bookings can only be made via our Parent Portal, using the following link:
<https://www.iclassprov2.com/parentportal/northnarrabeengym>
- All bookings made during Priority Period must be paid in full.
- Term Fees are based on the number of weeks in the Term and are calculated dependent upon Program Structure.
- All Term training fees, competition entry and any uniform purchases can be viewed and paid for on the Parent Portal.

General Public Enrolments and Invoicing (FitNastics Program)

- From week 8 of term, enrolments can be made using the Parent Portal or in person via our administration staff at the front reception desk within Pittwater Sports Centre.
- These enrolments require a \$50 deposit to secure the enrolment. The remaining balance must be paid by the end of week 2 of each term.
- Additional enrolments will not be accepted until all outstanding balances are met, including Time To Shine and Holiday Workshops.
- Places in each class do not roll over from one term to the next, parents must re-enroll their child into the appropriate gymnastics class for each term where places exist.
- If there is no space available in the appropriate class, the child will be placed on a waitlist. If a spot does become available, we will make contact the family at the top of the list first.

- Once contact has been made you will receive 24hrs to confirm your spot in the class before we call the next family on the list.
- The preferred method of enrolment is via our Parent Portal.
- Enrolments are not accepted via email or phone message.
- Term Fees are based on the number of weeks in the Term and are calculated dependent upon Program Structure.
- All invoicing will be completed by the club's administration staff and will be sent via email to families or can be viewed on the Parent Portal.
- Invoices are issued for Term training fees, competition entry and any uniform purchases.

Junior Development and Squad Enrolments and Invoicing

- On acceptance into the Junior Development/Squad Program along with returning completed and signed copies of the Squad Program Handbook, the Squad Program Manager will enroll the chosen gymnast into the class for you and will email you a copy of your first invoice.
- Junior Development classes that involve less than 6 hours of gymnastics/week will be billed on a termly-basis with invoicing being completed a minimum of 1 month prior to the commencement of the 1st week of each school Term.
- Term-based billing is due to be paid prior to the commencement of the 1st week of each school Term
- Junior Development or squad classes that run for 6 or more hours of gymnastics/week will be billed on a monthly-basis with invoicing being completed around the 15th of each month.
- Monthly-based billing is due to be paid prior to the 1st of each month.
- If the gymnast starts their junior development/squad class part way through the month/term (depending on the billing process of their class), they will be charged for the amount of training hours remaining in that billing cycle from their start date.
- Junior Development and Squad Program Classes are billed based on the set number of training hours required for the squad that they are in. There will be no alternatives to a gymnast's set training hours or their monthly/term-based bill without prior approval from both the child's coach and the Squad Program Manager.
- Fees for squad members are determined on the amount of training hours each week, charged for 48 weeks of the year and divided into twelve monthly payments. Each squad member is given four weeks of annual leave per year with two weeks at Christmas.
- Any accounts that have not been finalised by the due date will have an account keeping fee of \$25 applied to their account on the first day of the following month.
- All Competitive Gymnasts will be required to pay for their competitive gymnastics NSW registration fee at the start of the calendar year or upon beginning with squads.
- All families with children involved in our competitive program, will be required to pay for the squad membership pack (1 per family) in April of each year or upon beginning with squads.
- There is no makeup class system for squad gymnasts. If your child cannot attend a training session, please notify the coach. A change to training hours during a month must be submitted by your coach to verify the correct hours are on all accounts.

All NNAOG Programs

- Classes are not held on Public Holidays
- Parents are requested to notify the Club prior to the commencement of the new Term if a gymnast will not be returning.
- There will be no refunds available for any gymnast's fees without approval from the Director of North Narrabeen Academy of Gymnastics.

- A sibling discount applies to multiple gymnasts from the same immediate family being enrolled into any NNAOG Programs. This involves the following discount amounts:
 - The second child receives a discount on their term fees of 10%
 - The third child receives a discount on their term fees of 15%
 - The fourth child receives a discount on their fees of 20%

- Enquiries:
 - Please refer any FitNastics queries related to invoicing or fees to the club's administration team, not coaches.
 - Escalation of fee queries is to the Director of NNAOG.

- Payments:
 - All payments can be made by cash, cheque or Internet Banking via the Parent Portal. Parent portal is our preferred method of banking.
 - Bank account details are printed on all Invoices and Statements
 - Please use your child's surname as the Payment Reference^[1]_{SEP}
 - Receipts will be issued for all payments except for direct deposits but can be issued if required/requested.
 - If a cheque is dishonored, all bank charges will be added to the members' account and the total must be paid before the due date.
 - Cheques are to be made payable to: North Narrabeen Academy of Gymnastics
 - Cheque or cash payments are not to be handed to the Coaches.

- Late/Overdue Fees:
 - Term fees are due to be paid by week 2 of each term and the club reserves the right to withdraw its services thereafter.
 - Fees must be paid in full or a \$50 deposit must be made within the first 14 days of term, unless arrangements have been made with the administration team for a payment plan to be set up.
 - For habitual slow payers, if no payments have been made within the 14 days, the following course of action will be taken:
 1. The administration team will make a phone call asking for payment in full (Week 3)^[1]_{SEP}
 2. If payment has not been received during Week 3, a "Pending Suspension of Gymnast" letter will be issued (Signed by Director) with the terms being 7 days^[1]_{SEP}
 3. If payment has not been received by the end of Week 4, the suspension will be enforced by the Director (phone call to parent).^[1]_{SEP}
 4. Any requests for payment plans at this stage, must include back-payment of weeks elapsed.
 5. Children are not allowed to participate in competitions and/or events until all fees are paid or the parents have engaged in a payment plan.^[1]_{SEP}
 6. In the event of Non-Payment, the account may be placed in the hands of a debt collection agency.

- Illness or Injury:
 - Application for a credit may be in writing to the Director if illness or injury extends 2 or more weeks.
 - Any such claim must be accompanied by a medical certificate.
 - In the case of injury, the athlete must have medical clearance in writing from a medical

- professional to begin training again.
 - If injury occurred during training and a claim for insurance is being made this must be done in accordance with our injury procedure policy.
 - If a junior development or squad gymnast has time off training for a lengthy period or within 2 weeks of a scheduled competition due to illness, the gymnast will only be eligible to enter and compete at the competition with permission from both their medical professional e.g. doctor, surgeon, specialist etc. and their coach.
 - If a junior development or squad gymnast has time off training for a lengthy period or within 2 weeks of a scheduled competition due to injury, the gymnast will only be eligible to enter and compete at the competition with permission from both their medical professional e.g. physiotherapist, doctor, specialist etc. and their coach.
- Family Holidays:
 - Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time.
 - If a Squad gymnast (on a monthly-based billing cycle) is away on holidays for 3 or more weeks, they may be eligible for a \$100 holding fee to be placed on their account rather than paying their monthly bill. They must contact the Squad Program Manager a minimum of 1 month prior to notify them of their plans in order for approval.
 - If a junior development or squad gymnast has time off training for a lengthy period or within 2 weeks of a scheduled competition due to a family holiday, the gymnast will not be eligible to enter or to compete at that competition.
 - Ceasing at our Request
 - If the club discontinues a program the members' account will be given a pro rata adjusted credit or refund for the balance of fees
 - If the club withdraws a gymnast's position in a program, the members' account will be given a pro rata adjusted credit or refund for the balance of fees
 - If the club requests a member be removed from a program, the members' account will only be given a pro rata adjusted credit or refund for the balance of fees based on the Director of NNAOG's discretion.
 - Voluntary Withdrawal
 - No refunds apply to Gymnastics NSW Registration, club membership or training Fees.
 - Suspension
 - Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policy will apply (see above).

Make-up class policy for the NNAOG FitNastics Program

- When a child is sick and unable to attend their gymnastics class, reception must be notified prior to the commencement of the class in order for the child to be eligible for a make-up class enrolment.
- One make-up class is available per child per term.
- To schedule a make-up class, parents must call our administration team on the morning of the proposed make-up class and are only able to be enrolled if there is available space in the class. Pre-booking make up classes before the day is not fair to everyone else.
- Where classes are full or public holidays may occur during the term, this may mean make up classes are not unavailable, management may grant a reduction in term fees.

Confidentiality and Reporting

The North Narrabeen Academy of Gymnastics management team and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics New South Wales, or as part of the disciplinary or corrective process in the event of a breach of policy.

NNAOG Club Injury Procedures

Injuries can occur during the nature of any sport. PSC / NNAOG puts measures in place to minimise any potential injury. As such it is essential all children are in class for any warm up /stretching exercises conducted.

In the event of an injury or other accident at North Narrabeen Academy of Gymnastics, the following steps will be followed:

Injury Report Form:

All incidents that result in a Grade 1 or 2 injury or potential injury or disease requiring administration of First-Aid such as applying a band-aid or ice-pack must be reported in the NNAOG Incident Report Book immediately after the conclusion of the class. This Incident Report Book must be completed for anyone that is injured during a North Narrabeen Academy of Gymnastics event, function, activity or use of North Narrabeen Academy of Gymnastics services.

All incidents that result in a Grade 3 injury or potential injury or disease must have an Incident Report Form completed and reported to Club Management. This includes emergencies or dangerous occurrences such as near-misses & equipment failure. This Injury Report Form must be completed for anyone that is injured during a North Narrabeen Academy of Gymnastics event, function, activity or use of North Narrabeen Academy of Gymnastics services.

If an Incident/Accident occurs:

- Stop the class, event or work and prevent any injured participants from moving or being harmed by further activity.
- Ensure the rest of the class and yourself are safe (give responsibility for your group to another coach to remove from the accident site) and remain with the injured person.

- Request assistance from the most senior qualified First Aid personnel within the gymnasium to assess the nature of the injury and give directions regarding treatment.
- Talk to the participant: What happened? How did it happen? What did you feel? Where does it hurt? Have you injured this part before?
- Observe the participant: Is the participant distressed? Is the participant lying in an unusual position? Is there any swelling? Is there any difference when compared to the opposite limb?

In the event of minor injury (Grade 1 and 2):

- Administer appropriate first aid – Rest, Ice, Compression and Elevation (RICE), gloves must be worn if blood is present.
- Notify parent/guardian at the conclusion of the class, or as soon as possible.
- When talking to parent/guardian, do not make any diagnosis other than the obvious (e.g. Jane hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment.
- All incidents that result in an injury or potential injury or disease must be reported in the Incident Report Book. This includes emergencies or dangerous occurrences such as near-misses & equipment failure.

In the event of major injury (Grade 3):

- Check Danger, Response, Airway, Breathing and Circulation (DR ABC) and administer first aid as required.
- Do not move the participant if there is a suspected neck or spinal injury, unless there is a risk to life present (e.g., falling debris, fire, explosion).
- Stay with the participant and keep them as calm and comfortable as possible.
- If the seriousness of the injury requires, call an ambulance.
- Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily.
- When talking to parents, do not make any diagnosis other than the obvious (e.g. Jane hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment.
- Any incident that occurs that you believe may lead to legal action or non-legal action by a third party must be reported to Insurer as this might initiate an insurance claim.
- In the event of death, serious injury or illness or dangerous accident a WHS-QLD Incident Notification Form must be completed and State Authority is to be notified.

Personal Injury Claims

If you are a registered member of Gymnastics Australia and you have suffered an injury whilst participating in an official gymnastics activity (including training, competition, displays, events or other sanctioned activities) please follow the simple steps below to lodge a Personal Injury Claim. Please refer to the Personal Injury Summary and Policy Wording for policy terms, conditions and exclusions. NNAOG and its coaches are not liable for injury caused by accident.

How to lodge a Personal Injury Claim

Contact Marsh Advantage on 1300 306 383 and they will assist you throughout the claim process. Marsh have created a Claim Form which can be found on their website with steps and general information regarding claims: <https://marshadvantage.com.au/gymnastics/>

Important: Make sure to notify the insurer within 120 days of the accident or injury occurring. Complete all relevant sections of the claim form and copies of original receipts of any medical expenses that have been incurred relating to the accident or injury. Submit the claim form and additional information (receipts) and your claims adviser will confirm receipt of your claim.

Roles & Responsibilities in the occurrence of an injury/incident

Junior Coach / Staff Member

- Remain with participant until assistance is provided.
- Contact with relevant emergency services.
- When in communication with ambulance, provide details regarding the nature of the injury, address and phone number you are calling from and address where injured party is.
- Talk to parent/guardian as soon as possible.
- Follow up with injured participant and parent/guardian.
- Complete relevant sections of Injury Report Form/Book.

Senior Coach/Staff Member

- Provide assistance to a junior coach/staff member
- Review medical form and determine appropriate treatment response.
- Complete relevant sections of Injury Report Form.
- Submit the Injury Report Form to the Director or Event Organiser at the conclusion of event, function or activity. Ensure that all witness details available are recorded.
- Photocopy the Injury Report Form and place in the relevant Event Folder within 48 hours.

Other Information

- Any questions relative to Injury Reports should be directed to the Club Director.
- The original form must never be removed from North Narrabeen Academy of Gymnastics.
- Information on the Accident Database will be utilised for reporting purposes for identifying injury prevention.

INJURY MANAGEMENT PROCEDURE – COMPETITIVE SQUADS

Your child's safety and their injury-free participation in our programs is our paramount undertaking. However, competitive gymnastic performance places extraordinary demands on the gymnast, and the risk of injury cannot be eliminated. This being the case, the following injury management process is recommended:

What is the purpose of this Injury Management Procedure

- To minimise the extent of any initial damage and to limit inflammation, and promote healing
- Maintain or restore flexibility, strength, proprioception and overall physical condition during the healing phase – thus avoiding the “cycle of injury”.
- To functionally rehabilitate the injured gymnast so as to hasten a return to performance
- Assess and correct any predisposing factors, attempting to reduce a likelihood of a recurrence.

When should a gymnast discuss an injury or incident with their coach?

- If the gymnast is ill or injured prior to training.
- A sudden onset of pain during training that immediately limits normal training.
- Any and every time a gymnast feels concerned about an incident or injury or a current injury worsens.
- Whenever pain interferes with normal training – this will normally be a “pain score” of 3/10 or greater. Remember – gymnasts MUST never train with increasing pain!

Injury Management – for the first 24-72 hours following injury

- Immobilise, or limit use of the injured part.
- Institute the R.I.C.E.R. regime: REST, ICE, COMPRESSION, ELEVATION and REFERRAL.
 - Rest and Ice = 15 mins of compressed ice over injury, while resting, every two (2) hours.
 - Compress and Elevate = Compress the injured joint or area with a compression sleeve/bandage. For example, while sleeping, raise an injured ankle on a pillow, or keep the injured side raised by lying on the uninjured side.
 - Referral = seek medical attention/advise in order to diagnose the injury and to begin a rehabilitation process.
- Avoid use of heat, heat rubs, vigorous massage and activity during this first 72 hours.
- Any major injury (Grade 3) that requires the gymnast to take a significant period of time off gymnastics training must be referred on to medical professionals immediately for a written diagnosis and written clearance before a return to training is allowed.

Recommended Sports Physician and Physiotherapist

To enable accurate injury diagnosis and effective injury management, we expect all members to make immediate appointments with a physician and physiotherapist.

- We recommend Beachlife Physiotherapy which is located within Pittwater Sports Centre. You can contact them and book an appointment by visiting their website on <http://www.beachlifephysio.com> or by calling them on (02) 9970 7982.
- Gymnastics Australia Insurance contacts – Parents contact the following office for insurance claim information and claim form. Sports Cover – claims hotline – 1300-134956. Claim forms will be mailed to your address or contact on-line and request a form (www.sportscover.com).

What can a Gymnast do to prevent injury?

- Complete all aspects of the annual training program – including all cardiovascular fitness training, progressive overload strength programs, physical preparation and conditioning, injury-prevention exercises or “pre-hab”, flexibility and dance work and any additional training programs such as safety and falls programs.

- Complete the required warm up and stretching program each training session and a proper cool down before concluding each session
- Maintain vigorous health – drink lots of water, maintain a balanced, healthy diet, get plenty of sleep.
- Never train when ill (with a raised body temperature).
- Avoid any late nights prior to training sessions or competitions.
- Be at their highest possible fitness level at all times – ANY training break decreases fitness.
- Always complete stretching exercises on rest days – see your coach for an individual program.
- Stay focused and ON task during each and every training session and competition.

Where medical attention has been sought for any injury occurring either inside or outside Pittwater Sports Centre, for the safety and welfare of participants; a medical clearance is required.

Storage of Injury Report Forms and Injury Report Book

All information about past injuries/incidents that have been reported by NNAOG are stored in a secured Injury Report Folder located in the coach's office for staff members to access if an injury/incident occurs.

Emergency Medication

- If emergency medication is required by a child (for example, use of an EpiPen in response to potential anaphylactic shock) then the correct dose of that medication must be given to the Director by the parent or guardian. The required dosage is to be left in the nominated NNAOG First-Aid container on the Gymnastics Sign-In desk.
- The parent or guardian is responsible for ensuring the dosage is correct and that the use-by date has not elapsed. The gymnast's coach and all senior coaches will be briefed on the requirements of how to treat children for whom medication is supplied.
- If there is potential for emergency first aid then details of the immediate actions are also to be noted with the gymnast's name clearly marked, and it is to be placed in the container with the medication on the Gymnastics Sign-In desk.
- If emergency first aid medication is required, it will only be administered in accordance with instructions given by the parent or guardian which have been noted in the NNAOG First-Aid container. An ambulance may be called, and the gymnast may be transported directly to the nearest hospital. The parent or guardian will be called and notified that the child has been moved to hospital.

Behavioural Management policy

North Narrabeen Academy of Gymnastics has an obligation of care for our members to provide a secure, caring and stimulating environment. This includes encouraging positive interactions and behaviours. When a child continues to behave in an unacceptable manner, parents/guardians will be asked to work with staff to ensure that positive behaviours are reinforced. This could be done through providing clear expectations and instill the right discipline.

What is behavioural management?

Behavioural management is North Narrabeen Academy of Gymnastics process of dealing with members in our care who may or may not be following the behavioural guidelines of our club. It can also be referred to as guidance and discipline.

Rules are in place to ensure the safety of our members and their families. We have these rules and guidelines to ensure we are promoting positive behaviour and limiting harmful behaviours. Some examples of rules within North Narrabeen Academy of Gymnastics are:

- No name calling, insults or derogatory remarks
- No fighting or play fighting
- Treat equipment in the gym with respect and care
- Follow instructions put in place by our coaches

Positive Expectation

Positive expectations are guidelines of behaviours that you would like the children to follow. Positive expectations are put in place to help our members adapt to the right behaviours in our gym. North Narrabeen Academy likes to help our members understand prosocial behaviours in the gym. Prosocial behaviours are actions that help the child to get along with other people, eg. helping someone, friendship skills and manners.

Examples of positive expectations:

- “Wait at the gate until your coach has come and got you”
- “You are expected to leave the gym in a tidy and organised manner”
- Positive expectations are not rules but are more painting a picture of the positive prosocial behaviours that are expected within the gym.

Response to inappropriate Behaviours

Stop – Identify the inappropriate behaviours and act quickly if the situation is becoming unsafe for the child (s) involved.

Look and Listen – Look at the situation and try to understand why the situation is happening. Are the kids involved acting this way for a reason? Is the child involved being bullied? Are your own interactions with the child encouraging the right behaviour.

Act - Manage the inappropriate behaviour in an appropriate manner. Remember to separate the behaviour from the child. Don't speak to the child as if you don't like them make sure they understand you don't like there behaviour.

Ensure that you understand the child's needs. Children are different ages and at different stages of development. Ensure the child understands what they are doing is wrong. Ensure you outline the positive expectations within the gym. Then redirect the child to the appropriate activity.

Developing Positive Relationships with Children

Responsive staff members will develop the skills of encouragement and positive communication to help children feel good about themselves. School age children want to do things for themselves and they want to be independent. They have now developed the creativity and initiative necessary to achieve this. They have a desire to please adults. Encouragement, which acknowledges children's efforts and feelings, is not the same as the praise that we give to children about their work. Praise about work needs to be descriptive eg, “I like the colours you have used in your painting and, I like the way you control the ball when you play soccer. Effective and responsive listening and expression

occurs through verbal and nonverbal communication with the Coach/Volunteer using a calm voice, warm manner and accepting body language.

The Principles of Positive Interactions with Children

1. Staff interactions with children are warm and friendly
2. Staff treat all children equally and try to accommodate their individual needs: they respect diversity of backgrounds
3. Staff use a positive approach in managing the behaviour of children
4. Staff are responsive to children's feeling and needs
5. Staff initiate and maintain communication with children
6. Staff show respect for children's developing competence, and foster their self-esteem and independence
7. Staff motivate children by stimulating their curiosity and thinking
8. Staff create a pleasant atmosphere and safe environment
9. Staff communicate well and respect members of the team

Equipment Safety Policy

North Narrabeen Academy of Gymnastics has a commitment to its members to ensure that our gym and its equipment is kept to a high level of safety. We are committed to carrying out weekly equipment checks and implementing the necessary maintenance to ensure the equipment is safe for use.

This policy applies to all equipment and facilities used by North Narrabeen Academy of Gymnastics whether they are owned or hired. This includes all areas of the centre and any activities that are completed off site.

Roles and Responsibilities

This section specifies the roles and responsibilities of all those within the club and club activities.

Director

It is the director's job to ensure that all staff are understanding and trained in their role of equipment maintenance. It is up to the director to ensure that equipment checks have been taken out and any action on unsafe equipment has been made.

Gym Supervisors/Program Managers

It's up to the supervisors and program managers to ensure an equipment safety check is carried out weekly. It is their role to ensure the gym is kept to a high standard of safety and to report any equipment that is damaged and/or unsafe for use. It is their job to ensure that the coaches understand what to check before using any equipment.

Coaches

It's up to the coach to monitor the day to day use of the equipment and ensure that the equipment is checked before use. Alert the supervisor or program manager of any unsafe equipment so it can be removed from the gym. Educate your class on safe use of equipment.

Athletes/Visitors

Observe and comply with the rules of the gym, ensure you follow the directions of use by the staff at NNAOG.

Maintenance and Replacement

North Narrabeen Academy of Gymnastics is committed to providing a safe environment for its members by ensuring that the facilities are kept and maintained in a safe manner. It is our job to ensure that our members are safe.

This is achieved through:

- Regular safety checks
- Ensuring our staff report any unsafe or damaged equipment
- Ensuring our staff and members are well trained at handling and packing up equipment
- Adhering to the NNAOG equipment procedures

Equipment Maintenance

Equipment and maintenance of equipment must include the following:

- Heights, distance and apparatus arrangements must be considered
- Apparatus must be appropriately arranged to allow for safe landings (spaced to allow for falls)
- Apparatus must be arranged so as to avoid students crossing the path of other participants
- Apparatus must be correctly assembled
- Matting should be sufficient for the activities to be performed and be in position to minimise risk of injury
- All metal equipment must be checked regularly for loose connections, rusty parts, faulty joints and condition of supports and springs
- All wooden equipment must be checked for loose screws and bolts, warping, splitting, splintering, rough edges, faulty joints and instability
- Mats must be checked regularly for torn materials, frayed edges, loss of resilience, uneven surfaces
- All ropes and ladders must be checked regularly for fraying and rotting
- Faulty equipment should be noted, and action taken to repair it. Until it is repaired, faulty equipment must only be used for activities for which it is still safe. If there are no activities for which the equipment can safely be used, it must be removed from use. (Any faulty equipment must be removed from use.)

Moving Large/Heavy Equipment

Extra care must be taken when moving large and/or heavy equipment for training or competitions:

- All pack up and set up of large equipment is only to be done with the required number of adults assisting and under the full supervision of a senior coach
- Trampoline – 4-6 adults (males) plus Senior Coach to fold up and set up
- Large crash mats – 3 adults plus coach ☐ Double Mini – 3 adults plus coach
- P-Bars – 3 adults plus coach
- Uneven Bars – 3 adults plus coach ☐ Beams – 3 adults plus coach

Emergency Procedures

Evacuation

1. Once alarm sounds stay calm
2. Supervisors and program managers will direct the evacuation
3. Admin, parents and visitors are to exit the building at the nearest exit in an orderly manner and proceed to the nearest assembly point
4. Supervisor is to collect ipads (class rolls) and each staff member is to take their group to the nearest exit in an orderly manner and head to the designated assembly area
5. Coaches are to do a head count at the assembly area. Alert supervisor of any missing persons
6. Supervisors/Head Coach will check bathrooms, offices, and store rooms for any leftover persons.
7. Delegated person will call emergency services (000) if necessary.
8. Attend to those in need of first aid

Fire

1. Remain calm.
2. Alert the most senior coach present, who will direct the action to be taken.
3. If the fire is small, the delegated responsible person may fight it with a fire extinguisher or building fire hose. Ensure the correct extinguisher for the type of fire is used. If you are not sure, check the label on the extinguisher. Do not attempt to use a fire extinguisher if you have never been instructed on how to use one
4. If Evacuation is announced by the delegated responsible person/Head Coach, follow FIRE EVACUATION PROCEDURES.

Fire evacuation procedures

1. Remain calm.
2. Alert the most senior coach present, who will direct the evacuation and sound the alarm to evacuate the building. A continuous whistle blowing will signal the evacuation.
3. Administrators/Parents/Visitors are to evacuate the building in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area and follow instructions from the delegated responsible person.
4. Coaches are to collect ipads (class rolls) and move their group in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area.
5. Coaches to conduct head count at the assembly area. Report any missing persons to the delegated responsible person. If all are present, remain with your group and stay calm until allowed to leave.
6. The supervisor (or delegated responsible person) will check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building.
8. If necessary, the supervisor (or delegated responsible person) will contact Emergency Services (000), stating: Name & position Telephone contact number Location Emergency type Casualties/Unaccounted people Assistance required; and Known hazards
9. Attend to those in need of first aid.
10. Do not re-enter the building until directed by the Warden.