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## Presidents Report ~ Judy Young

Welcome back to our second year as Eastern Gymnastics Club and a special welcome to our new members. Many of our staff and coaches have been busy working through January to prepare for a smooth start to Term 1. We have also been running a series of excellent holiday programs for younger gymnasts and our Acrobatics squad has been training through most of January. Our WAG squad groups have already been training for a week or so and we now look forward to all our classes returning and to seeing all our gymnasts and families again. On behalf of the Committee, I would particularly like to thank Amy Boucher, our Programme Coordinators and coaches for their commitment to their gymnasts and to the Club and for their hard work to ensure that the year starts off smoothly for all.

I am very pleased to announce that Eastern Gymnastics Club was a finalist for Community Club of the Year at the recent Gymnastics Victoria Awards Ceremony. This is a fine acknowledgement of the work done by our staff, committee and volunteers to get our Club established. The Club has also been awarded a grant by Gymnastics Victoria to set up a loan arrangement for tracksuits for use at competitions for families in need. These will be made available on request for a small hire fee.

There will be some changes to our procedures in the office that will unfold as the term progresses. Our Business Manager, Edmund Ow, is no longer working for the Club and we are now looking at restructuring our administration. Amy Boucher, our Club Coordinator will continue to coordinate coaches and classes, Marina Spark will continue to handle enquiries, birthday parties and general administration and Anne Lambe will continue to deal with enquiries related to accounts. We encourage members to email rather than call the office with non-urgent enquiries. We will endeavour to respond within 24 hours to all phone calls and emails. We also ask that members become familiar with the Club Fee Policy which is displayed on our website (and is printed at the end of this newsletter). This policy can answer many of the most common questions. Amy Boucher has also set up a new parent noticeboard with announcements and changes to class arrangements. We hope that you will check this regularly as well as speak with your coaches or Programme Coordinators. More information about our administration arrangements will follow shortly.

You will have received notice this week of our Annual General Meeting to be held on Monday 21 February at 7pm at the Club. I encourage members to consider nominating for a position on the Committee for 2011. It's a great way to contribute to the Club and to be involved in gymnastics.

On behalf of our current committee I wish you well for a great year at the Club and all the best to our gymnasts in their training and at events and competitions.

## Display December 2010

We have received excellent feedback from our members and friends regarding the high quality Club Display held at the end of 2010. Our Kindergym Display held a week earlier was also a great success. Congratulations to all our gymnasts for their performances, the coaches for their planning and organisation and for the hours of assistance given by our office staff, committee and volunteers. In particular, we would like to thank Felicity O'Brien for co-ordinating and planning the Display.

## EGC – Annual General Meeting

**The AGM will be held 21<sup>st</sup> February 2011 at 7pm. All members wishing to nominate are required to have their nomination forms completed and received at the gym no later than Monday 14<sup>th</sup> February 2011.**

## Diary Dates

DATES	EVENT	GROUP INVOLVED
<b>31 Jan – 9 Apr</b>	<b>Term 1</b>	
21/02/2011 @ 7pm	EGC – Annual General Meeting	All members
18 Apr – 24 Apr	Holiday Training	MAG Nat, WAG Squad & Acro
<b>26 Apr – 2 Jul</b>	<b>Term 2</b>	
28 May – 29 May	Trial 1	Acro
4 Jun – 5 Jun	EKGA Invitational	WAG 1-3
10 Jun – 12 Jun	Victorian Championships	MAG Nat 2-10
18 Jun – 19 Jun	Judges' Invitational	WAG 1-3
25 Jun – 26 Jun	Club Championships	Acro, Gymfun, Gymstar, MAG State & Nat Rhythmic and WAG
2 Jul – 3 Jul	Waverley Invitational	WAG 1-3
16 Jul – 17 Jul	Balance Invitational	WAG 1-3
16 Jul – 17 Jul	Trial 2	Acro
<b>18 Jul – 24 Sep</b>	<b>Term 3</b>	

*Please see web site for further details relating to diary dates*

## Display Award Winners 2010:

At the end of year Display, we gave a number of awards for excellence, improvement, dedication and commitment. Congratulations to all our award winners were:

Acrobatic Gymnastics Athlete of the Year:	Nicole Chiha
Gymfun Gymnast of the Year:	Kaitlyn Morris
Gymstar Gymnast of the Year:	Nada Hasan
MAG National Gymnast of the Year:	Max Collett
MAG State Gymnast of the Year:	Tom Berman
Rhythmic Gymnast of the Year:	Mel Stray
WAG Gymnast of the Year:	Sinead Chaplin
Coach of the Year:	Britt Henry
Lesley White Award:	Tim Cooke

2010 Rising Star Awards: Jamison Calvert, Janine Fitzgerald, Corinne Flowers, Helena Fotakis, Amelia Haynes, Eleanor Hodges, Serena Jones, Ben Lammardo, Simon Lim, Emily Lui, Christine Ntais, Alyssa Picone, Samantha Todd, Callum Todd, Amanda Twaalfhoven, Frances Waterfall

## New Life Members

Life Membership is awarded to those who have contributed to the club for a period of 10 years or more. In 2010 we awarded 25 people Life Membership and between them have been with the Club or its predecessors for well over 250 years!

Thank-you and congratulations to:

Nicola Chiha, Chris Cooke, Roger Cooke, Tim Cooke, Julie DeJong, Ray DeJong, Joan Duquemin, Len Duquemin, Sue Faulkner, Kirsty Faulkner, Melanie Faulkner, Emily Ivanka, Julianna Ivanka, Anne Lambe, Rachel Laurie, Nicola McCaskill, Bruce McMahon, Sueleen Ng, Jay Ondracek, Krissy Ronan, Kerrie Saba, Lauren Shiel, Phil Shiel, Jessica Stewart and Noni Taylor

## Gymnastics Holiday Programme

The holiday programme has once again enjoyed good numbers over the Christmas School Holidays. Thanks to all families who have supported our programme.

## Club Championships~ Alan Keating



The inaugural Eastern Gymnastics Club Championships were held on November 21<sup>st</sup>, featuring 145 gymnasts from Gymfun levels 1, 2, 3 and 4, Gymstar 1, 2, 3, 4, 5 and 6, MAG State 2 & 3, MAG National 2, 3 & 4, and WAG 1A, 2B, 2A, 3A, State 4, 5 & 8, and National 5B. With such a variety of programs and levels spread over three sessions, it was always going to be an exciting day where the parents and younger gymnasts had an opportunity to see the more experienced athletes in competition, and for gymnasts to mix between programs, levels, age groups and classes.



Gymnasts competed individually in one of eighteen divisions, and were placed in mixed teams. It was a good day to be in the green team, which triumphed in all three sessions, but all gymnasts were rewarded with a team medal

for their efforts. All in all, it was a very successful day – many thanks to all the coaches and parents who gave their time to contribute to the event. This year, we intend to hold Club Championships in June on a date to be confirmed, and hope to make it available to even more members within the club.

Congratulations again to our 2010 Club Champions, Aidan Browne, Alice Cranston, Samantha De Monte, Shaun De Monte, James Ebinger, Helena Fotakis, Rebecca Gilmartin, Martha Hasan, Nada Hasan, Adelaid Hawkins, Amelie Holah, Daniel Hook, Simon Lim, Erin Mahoney, Hannah McLaren, Deborah Ntais, Kipp Smith, Abbie Steel, Hannah Yao and Scott Young.



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## \$\$\$Fees\$\$\$

There are some fees which remain outstanding for Term 4. Any outstanding fees from previous terms must be paid immediately to avoid suspension of classes for the gymnast(s) and allow entry to all upcoming competitions.

Term 1 Fees have been sent out and registration forms must be returned immediately to ensure that your gymnast(s) are insured for this year.

Please contact the office by phone or email should you wish to discuss your fee payments or if you have any queries, Phone: 9890 2588, emails: [enquiries@easterngymnastics.com.au](mailto:enquiries@easterngymnastics.com.au).

## Uniform Update~ Alison Dunn & Kylie Morton

The Uniform Shop will be open by appointment in Term 1 and further details regarding set opening times will be established later in Term 1. You can leave your order in the pigeon hole at the office or with the office; your order will be filled provided stock is available and left in the office for the next time you are in training. Alison and Kylie are in and out of the office a lot so always ask if we are in if you have a query.

**TRACKSUITS** - *Please remember that there are substantial lead times for tracksuits* and whilst we endeavour to hold stock to cover all instances it is impossible to guess everyone's sizes. If your gymnasts are starting competition for the first time this year please speak to your coach to establish whether you require leotards, tracksuits etc, and get in early to avoid disappointment.

**LEOTARDS** - Our leotard supplier will be taking a break over the month of March, therefore if you require leotards for competition in this period orders need to be received prior to 5<sup>th</sup> February to ensure delivery. Please speak to your coach to establish what is required.

**SECOND HAND LEOTARDS** – If you have any leotards that are still in good condition please feel free to drop them at the uniform shop. Please ensure that you have the price, size and your contact details name/phone so that you can be contacted regarding questions and also to ensure you receive your payment.

Please call Kylie Morton 0418 504 446 or Alison Dunn 0413 384 320 for any uniform queries.

## Café

The café will return on a Sat morning very soon. Any volunteers to help run the Café are appreciated. If you can assist please see Alison in the café or call on 0413 384 320 or email [alisondunn06@optusnet.com.au](mailto:alisondunn06@optusnet.com.au) to register your interest. All training and support will be provided!

## Sponsorship/Advertising.

Are you looking for a convenient form of advertising that reaches more than 700 members at a cost effective price? Why not advertise with us. For \$50 per addition (4 per year) you can have a business card size ad in our newsletter this can include a logo if you wish and any details that you feel are necessary.

If you are interested please contact the editor Kylie Morton on 0418 504 446 or email [insquare@optusnet.com.au](mailto:insquare@optusnet.com.au).

## Co-ordinator's Reports

### Acrobatics – Andrew Saba [acro@easterngymnastics.com.au](mailto:acro@easterngymnastics.com.au)

Our holiday Program started back on the 5<sup>th</sup> & 7<sup>th</sup> January 2011 with a shortened program to ease back into training. Full holiday training commenced on the 10<sup>th</sup> January and it's great to see the commitment our athletes have ...well done all!



event.

Our Level 5 Women's Group: Naomi Hudspeth, Elizabeth Hedding and Kirsty Faulkner were standout recipients of the Gymnastics Victoria Acrobatic Gymnastics Technical Committee Award for Outstanding Achievement. This is a very prestigious award for athletes and is well deserved due to the commitment to their partners, training and such fine results and outcome at the 2010 ACR Australian Championships. Congratulations Girls! This also reflects the strength and the continuing advancement of our Acrobatics Program at Eastern Gymnastics Club

Lauren Shiel, our Junior Acro Coach and a member of a Women's Group in 2010 was a recipient of the Gymnastics Victoria Acrobatic Gymnastics Technical Committee Award for Excellence ...well done Lauren!

Parents/Athletes, as we will be back at normal training shortly, I would like to remind you not to forget your music requirements ...we need these pieces ASAP. Also as we are getting hot days please remember your drink as you need to keep well hydrated.

We will be arranging choreography soon and we will notify you of any requirements ASAP.

We are all looking forward to a great year! Andrew / Daniel / Jacek

### Gymfun – Felicity O'Brien [gymfun@easterngymnastics.com.au](mailto:gymfun@easterngymnastics.com.au)

Welcome to all the new boys and girls who have joined our Gymfun program. Many of the gymnasts have progressed to a higher level and their coaches are eager to meet their new gymnasts. Our Gymfun gymnasts will soon begin learning new tricks on bars, beam, floor, vault, p-bars, rings and trampoline! Just a reminder to parents to please ensure your child is dressed appropriately for each gymnastics class. Girls should ideally be dressed in a leotard and boys in shorts and a tight fitting top. School uniforms are not suitable to do gymnastics in and should not be worn at the gym. 2011 is sure to be a great one for our Gymfun children and their coaches.

### Gymstar – Felicity O'Brien [gymstar@easterngymnastics.com.au](mailto:gymstar@easterngymnastics.com.au)

Our coaches have been eagerly waiting for the new gymnastics year to commence. After a very successful year in 2010, we are expecting great things from our Gymstar girls. This term we will be welcoming over 20 new girls into the program across all 6 levels! Many of our gymnasts have recently progressed into the next level of Gymstar and will need to work extra hard to prepare on all apparatuses.

Unfortunately the competition dates have not yet been released but as soon as we receive them we will post them on the website calendar. I would just like to remind parents of the girls in the WAG Gymstar program that **all** girls are expected to compete. All girls are also required to wear a leotard to every training session. I am looking forward to seeing each individual improve throughout the year and each team work together to accomplish their gymnastics goals.

I attended the Gymnastics Victoria Awards Night. This was held at Lauriston Girls' School - Armadale in their main hall and was a great venue for the



### MAG – State & Nat. – Dion [mag@easterngymnastics.com.au](mailto:mag@easterngymnastics.com.au)

Term 4 was a lot of fun. Competitions were over, the hard work was done for the year, and the kids had a chance to just chuck some sweet new moves.

During Term 4 all MAG classes were preparing for the Club's first end of year Display. All of the boys had a really great time performing their Display dance and enjoyed the opportunity to show off some of their competition routines that they had worked hard on all year.

Congratulations to the MAG gymnasts who received awards at the Display.

I would like to thank all the coaches and parents who helped out in some way during both the Display and the lead up to it. Your help does not go unnoticed and is really appreciated.

Finally, I wish all MAG gymnasts the very best for the coming year. Let's make it another year to remember. And don't forget...pain is temporary, glory is FOREVER.

### Kindergym – Sue Faulkner [kindergym@easterngymnastics.com.au](mailto:kindergym@easterngymnastics.com.au)

Do you have friends with little ones who are now walking? Please spread the word that we have places available in our younger classes since many of our smallest gymnasts have moved up to the next level. So if you know someone that might fit the bill who is now walking and they need to burn off some energy, why not come and do a **free** trial? Please contact the Kindergym Co-ordinator by email or speak to the office to arrange a trial.

### WAG Squad – Erin [wag@easterngymnastics.com.au](mailto:wag@easterngymnastics.com.au)

The WAG Program is looking forward to another successful year in Women's Gymnastics to follow up the great achievements of 2010.

Our Level 1-3 program is growing with over 15 more gymnasts being welcomed into the program in the final months of 2010 and the beginning of 2011.

These junior gymnasts are looking forward to starting off their year by learning their new routines in preparation for competitions in Term 2 and 3.

The Level 4s have been eagerly awaiting their first chance to compete this year after spending 2010 perfecting their basic skills while successfully overcoming some injuries.

Our Level 6 gymnasts are excited about learning their new floor routines and are so dedicated to their gymnastics that they have been stretching and practising skills all through the holidays!

Our Level 9 gymnasts are leading the program with their hard work, enthusiasm and the encouragement they often give to our younger WAG gymnasts.



And a big congratulations goes to Erin Mahoney for her bronze medal winning Floor routine, Noni Taylor for her bronze medal Bars routine and Sinead Chaplin for her silver medal winning Overall performance at the Victorian Championships Finals in November 2010. Sinead was also named WAG Squad Gymnast of the Year 2010 for her outstanding results and improvement in her gymnastics.

### Rhythmic – Joan [rhythmic@easterngymnastics.com.au](mailto:rhythmic@easterngymnastics.com.au)

Nothing to report but wishes all gymnasts a fantastic 2011.

## Future Newsletter Publications

Our newsletter is published 4 times per year, the next publication will be **End April 2011** and the **cut off date** for any inclusions in the newsletter will be **April 15, 2011**.

If you have anything you think is noteworthy in the newsletter or any photos from competitions that you would like to be considered for publication please email me on [insquare@optusnet.com.au](mailto:insquare@optusnet.com.au)

Editor: Kylie Morton



Up to a 6 week lead time on some items please order early to avoid disappointment.

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### Uniform Shop ~ Order Form 2011

Gymnast Name: \_\_\_\_\_ Parent Contact Name: \_\_\_\_\_  
 Parent Contact Number: \_\_\_\_\_ Class Type(Circle): Acro/Gymfun/Gymstar/MAG/Rhythmic/WAG  
 Class Day(Circle): Mon/Tues/Wed/Thurs/Fri/Sat Time: \_\_\_\_\_

Item	Colours and sizes (Please Circle)	Price	Qty	Size	Total
Club Competition Tracksuit Jacket	Club Colours (Kids)6K, 8K, 10K, 12K, 14K (Adults)XSA, SA, MA, LA	\$95.00			
Club Competition Tracksuit Pant	Black (Kids)6K, 8K, 10K, 12K, 14K (Adults)SA, MA, LA, XLA	\$45.00			
Club Coaches Sublimated Polo Top (Subsidised by club for paid coaches only)	Ladies Cap Sleeve Unisex SA,MA,LA,XXLA, XXXLA (Adults)XSA,SA,MA,XLA	\$35.00			
Club Sublimated Polo Top	Unisex (Adults)MA,LA,XLA	\$40.00			
Club Polar Fleece	Black with Club Logo 14K, XSA, SA, MA, LA, XLA (the slings are very generous eg Adults Size 10-12 would be XSA)	\$45.00			
Girls Training Leotard	Black with Turquoise and glitter glue Sample sizes are in the office	\$35.00			
Childrens Club T-Shirt (Gymfun & other streams training only)	Coming Soon	TBA			
Boys/Mens Gymnastics Shorts	Coming Soon	TBA			
Gymstar Competition Leotard levels 1-3	White activator, aqua fog finish spandex, black velvet, clear Swarovski crystal accents & aqua – no sleeves (Larger sizes made to order) Child Standard Sizes 6, 8, 10, 12	\$60.00			
Gymstar Competition Leotard levels 4-6	White activator, aqua fog finish spandex, black velvet, clear Swarovski crystal accents & aqua – long sleeve Sizes Made to Measure	\$80.00			
WAG 1-3 Competition Leotard	Black, turquoise and white. Sample sizes are in the office	\$65.00			
MAG Competition Leotard	Made to measure please speak to Uniform reps to arrange a time to be measured	TBA			
<b>Total of Order</b>					

OFFICE USE: DATE ORDER RECEIVED:   /  /   ORDER PLACED:   /  /    
 PAYMENT PROCESSED/REC:   /  /   ORDER SUPPLIED:   /  /   KM/AD

#### Payment Slip – Club Uniform Order

Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Payment can be made by direct transfer. Please ensure you email the club to let us know when you've transferred money Please use your child's name and the word "uniform" as the reference: eg:Taylor Uniform your surname should automatically appear as a reference ([accounts@easterngymnastics.com.au](mailto:accounts@easterngymnastics.com.au))

BSB: 633-000 Account: 128 013 109 Name: Whitehorse Gymnastic Club Bank: Bendigo

**CHEQUES SHOULD BE MADE PAYABLE TO "EASTERN GYMNASTICS CLUB"**

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Name on Card \_\_\_\_\_ Bank \_\_\_\_\_

Credit Card number: \_\_\_\_\_ Expiry date: \_\_ / \_\_

Check value (3 digit number on signature strip) \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
 Please complete and return to the Club Office or Fee Box, or mail to 21 Clarice Road, Box Hill South 3128

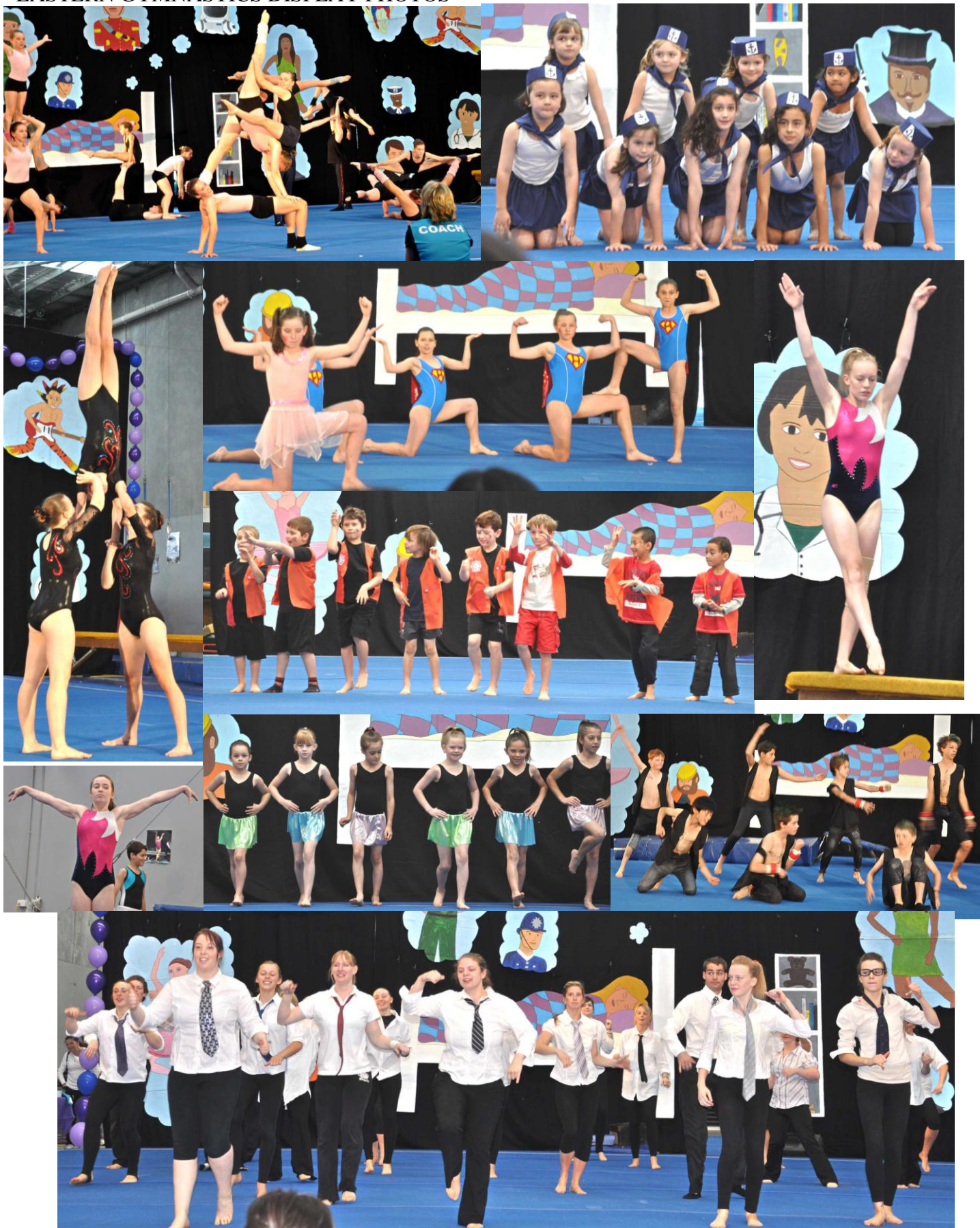


Last updated: 29/01/2011

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EASTERN GYMNASSTICS DISPLAY PHOTOS





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We would like to thank the following companies that have helped us in getting established last year & for their ongoing support:

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## Fee Policy

Last amended: 15/1/11, Alan Keating  
Approved: 17/1/11, Committee

### 1. Purpose of Policy

- 1.1. Eastern Gymnastics Club recognises the importance of the setting, payment/collection and refund of fees to the membership, as well as to the financial viability of the club.

### 2. Definition of Coverage

- 2.1. This policy applies to all members of the club.

### 3. Terms and Holiday Training

- 3.1. Terms run with the school terms (Typically 10 weeks, though term lengths can vary significantly depending on the timing of Easter), and gym term dates will be made available on the website and in the Club newsletters well in advance.
- 3.2. All classes except Adult Gym classes are billed on a term by term basis.
- 3.3. MAG National Program and WAG Squad Program classes are also charged for one week of holiday training during each school break which is held in the week preceding the beginning of term.
- 3.4. Holiday training is offered to other classes from time to time at the club's discretion, and sometimes, where holidays fall in competition season, competitive programs may train both weeks of the holidays. Additional weeks will be charged separately at standard rates in advance.
  - a) It is the responsibility of the Business Manager to approve such training sessions, and to ensure that they are financially viable. If such a session is not financially viable, the Business Manager may elect to offer the session at a higher than normal hourly rate and then reassess viability.

### 4. Public Holidays

- 4.1. As a general rule, all classes will run on public holidays and long weekends. From time to time classes may be cancelled on public holidays, and in this case, a make-up session will be made available but there will be no fee reduction or refunds.

### 5. Fee structure and payment

- 5.1. The fee structure will be reviewed at least annually at the October committee meeting, and may also be reviewed at any other time the committee deems necessary. This fee structure will include a family discount.
- 5.2. Fees will be collected in a timely manner. To this end:
  - a) Invoices will be provided to members by the start of each term or within a week of membership application
  - b) Payment of fees by members is expected within two weeks of the start of term, or of their joining date (the due date), whichever is latest.
  - c) Any member who does not pay by the due date will be charged an Administration Fee, which will be set by the committee with the fee structure.
  - d) One week after the due date, members who have not paid their fees or made suitable arrangements with the office will be sent a reminder invoice.
  - e) Three weeks after the due date, any member who has not paid their fees or made suitable arrangements with the office will be denied access to their class, and may lose their position to another gymnast. The member (or their parent as appropriate) will be contacted personally at this time
  - f) Five weeks after the due date, the Club may enlist the services of a debt collection agency to collect fees from any member who has not paid their fees or made suitable arrangements with the office. The member will be denied access to their class and may lose their position to another gymnast. The member (or their parent as appropriate) will again be contacted personally.
  - g) A member will be denied access to classes if a completed Membership form and payment of the Registration fee are not received within 2 weeks of joining.
- 5.3. In accordance with the transfer policies of Gymnastics Victoria and Gymnastics Australia, gymnasts transferring between clubs must pay all outstanding debts at their originating club before the transfer may be approved.
  - a) Gymnasts owing monies will not be permitted to transfer to another club until the debt is fully paid.

### 6. Partial Attendance

- 6.1. A term's fees serve to reserve a place for a gymnast in a given class, and apply regardless of attendance. As such:
  - a) No refund is available for classes not attended. A make-up class may be requested at no charge if a suitable class is available.
  - b) Members joining a class mid-way through a term are billed on a pro-rata basis.

- c) A pro-rata credit will be applied to accounts in the case of classes missed due to cancellation by the club due to public holidays or operational requirements.
  - (i) No credit will be applied for cancellations or non-attendance due to heat. For more information, see the Heat Policy
- d) Pro-rata credit may be applied for absences of two or more weeks, or three or more classes, due to injury or illness, where the absence is supported by a medical certificate.
- e) In all other cases, credit will be applied only where approved by the Business Manager or Committee following a written request.

## 7. Payment Methods

- 7.1. The club will provide as many means of payment as are practical and financially viable to assist members to make prompt payment. This may include: cash, cheque (in person or in the fee box), credit card (in person or by phone), EFTPOS, and direct transfer.

## 8. Other Fees and Charges

- 8.1. Competitions, choreography, uniform, camps, additional training sessions, etc. are all offered from time to time by the Club to particular groups. Where applicable, such fees must be paid in advance, and they are generally non-refundable.
- 8.2. For more information, see the Competition Code of Conduct and Entry Policy, the letter about the particular item, or contact the office

## 9. Adult Gym

- 9.1. Adult Gym classes are not billed in the same way as other classes and the following sections above do not apply to these classes:
  - a) Section 3 and all clauses and sub-clauses
  - b) Clause 5.2 and all sub-clauses
  - c) Section 6 and all clauses and sub-clauses
- 9.2. Each gymnast must, for every lesson after the free trial class:
  - a) Be a registered Club member, having filled in the Membership Form and made payment; and
  - b) Surrender to the coach a voucher for the lesson which they have purchased in advance; or
  - c) Fill in a voucher purchase form, and submit it with payment to the coach.
- 9.3. Adult Gym fees will be decided upon as part of the fee structure.
- 9.4. Vouchers will be able to be purchased at any time from the office using a form provided.
- 9.5. Vouchers expire after 3 months, or at the end of the calendar year, whichever is earlier.

## 10. Requirements and Responsibilities

### 10.1. Members and parents:

- a) Members are required to pay term fees or arrange a written payment plan by the due date (within two weeks of joining, or the beginning of term, whichever is later).
- b) Members are responsible for prompt payment of fees for all competition entries, choreography, music cuts, additional training sessions or other costs relating to gymnastic training. Failure to pay by the due date may result in the gymnast missing out on these items.
  - (i) These costs will be advised in writing before such fees are due to enable the member to opt-out of such costs. If a member does choose to opt out of these costs, they acknowledge that their gymnast will not require access to these services and may be disadvantaged as a result. In some programs, competitions and uniform are compulsory.

### 10.2. Coaches

- a) Coaches are responsible for ensuring prompt delivery of any invoices, statements and receipts that may be distributed through them.
- b) In the event of a gymnast being absent for 2 weeks, invoices or statements will be returned by Coaches to the office to be posted.
- c) Coaches are responsible for ensuring any monies handed to them are delivered immediately to the office or the fee box.

### 10.3. Program Coordinators & Club Coordinator

- a) Program Coordinators are responsible for ensuring the office staff has sufficient advance notice of any additional fees (choreography, music cuts, competition entries etc) in order to allow time to notify members and obtain payment, or allow them to exercise their right to opt-out of such fees.

### 10.4. Office Staff

- a) The office staff are the club's primary representatives for processing accounts, handling monies, recording payments, issuing receipts and chasing up outstanding fees. They are also responsible for issuing invoices and statements when required to by the Business Manager.

### 10.5. Business Manager

- a) The Business Manager is responsible for ensuring this policy is adhered to; for issuing credits where necessary and for ultimately ensuring all fees are collected in a timely manner.