

1. Purpose of Policy

Choreography is an important part of many gymsports. In striving for excellence, we recognise the importance of using experienced or trained choreographers in the development of some routines. It is important that costs to members be regulated and standardised whilst providing appropriate remuneration for the required expertise. This policy aims to define the process for identifying the need for choreography and engaging a suitable choreographer.

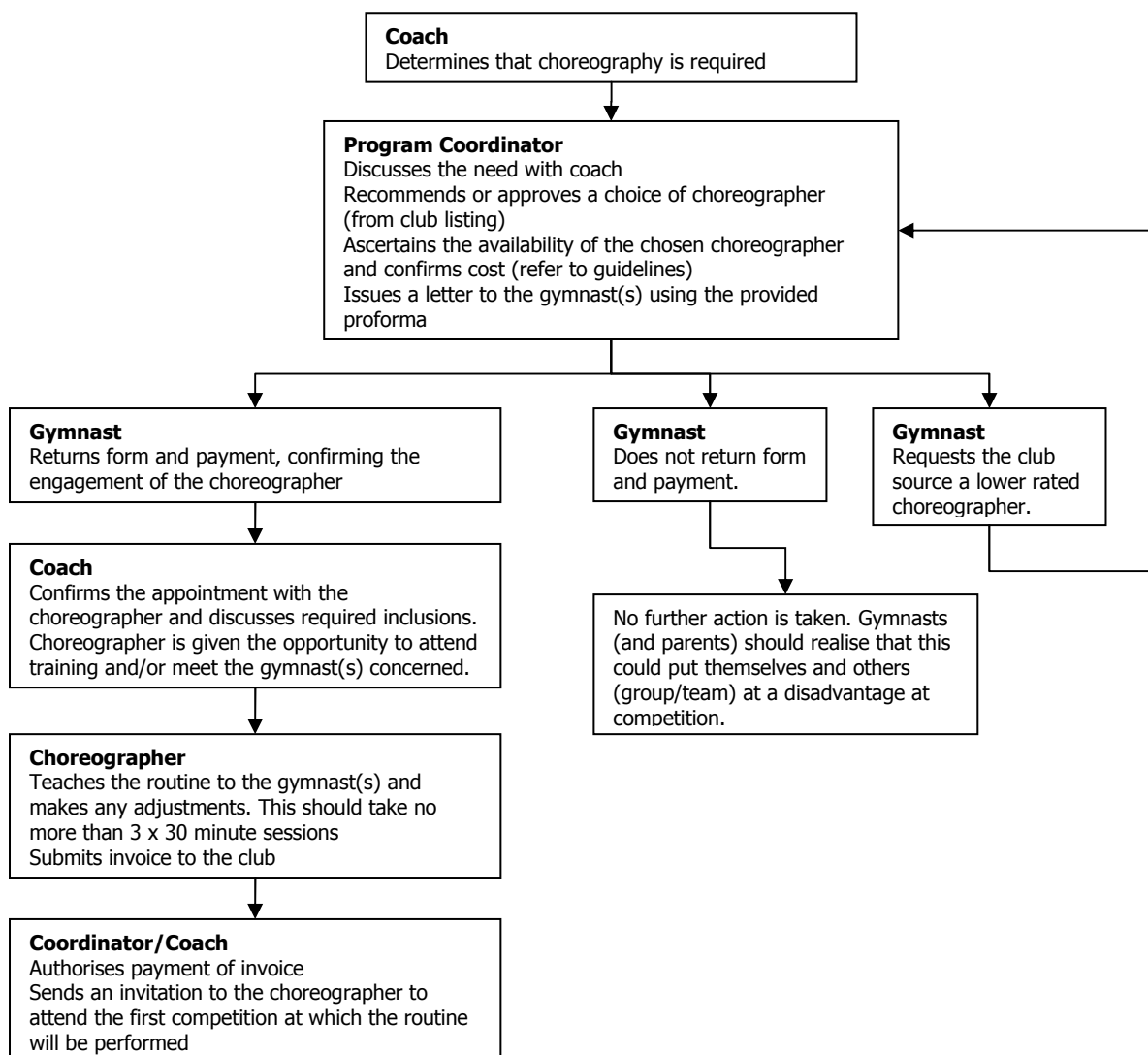
2. Definition of Coverage

This policy applies to any situation where the class coach and the relevant Program Coordinator agree that a choreographer is required. It does not apply to situations where the class coach choreographs the routine in minimal time and teaches the routine during ordinary class time.

3. Process

The flow chart below outlines the process and the following comments are made by way of emphasis and clarification.

- 3.1. Before scheduling a choreography session, gymnasts must be issued with a notice informing them of the costs involved, and return written confirmation that they will meet those costs.
- 3.2. Payment for choreography will be made to the Club – under no circumstances should gymnasts pay the choreographer directly. The Club will then pay the choreographer.



4. Choreographer payment rates

The following table is provided as a guideline to appropriate rates for choreography

| | | |
|---------|---------------------------------|---|
| Level 4 | \$70-85 per gymnast per routine | Should hold formal training or qualification in choreography Has extensive experience in choreography for gymnastics EGC has received highly favourable feedback about their work Previous routines have scored very well at competition |
| Level 3 | \$35-50 per gymnast per routine | May hold formal training or qualification in choreography Has considerable experience in choreography for gymnastics EGC has received very favourable feedback about their work |
| Level 2 | \$25-35 per gymnast per routine | Does not hold formal training or qualification in choreography Has experience in choreography for gymnastics EGC has received favourable feedback about their work |
| Level 1 | \$15-25 per gymnast per routine | Does not hold formal training or qualification in choreography Has limited experience in choreography for gymnastics |

5. Cost to members

- 5.1. Where more than one gymnast is using the same routine, the choreography cost will be shared equally amongst the gymnasts.
- 5.2. Providing other activities are not disrupted and no extra staff are required to be in attendance, no charge will be made for use of the gym.

6. Requirements & Responsibilities

6.1. Members

- a) are expected to authorise and pay choreography fees promptly.
- b) have the right to refuse choreography or request that the services of a lower rated choreographer be sourced, however they should understand that this could disadvantage their gymnast and others (pair/trio/group/team) at competition.

6.2. Coaches

- a) should liaise closely with the choreographer to ensure the routine meets any specific requirements.
- b) must ensure the choreographer is aware of the payment guidelines and process
- c) must arrange the choreography through the Program Coordinator

6.3. Program Coordinator

- a) should obtain written approval from members/parents for the charges BEFORE arranging choreography.
- b) should approve choreography sessions only for situations where it is required.
- c) should promptly issue letters to parents as required.

6.4. Choreographers

- a) should be provided with a copy of this policy and make themselves aware of the implications.
- b) Should, prior to commencing work, provide the club with a copy of a Working With Children Check card if over 18.
- c) should provide the club with one of:
 - (i) an invoice and ABN
 - (ii) an invoice and ABN withholding statement

6.5. Club Coordinator / Office Staff

- a) should maintain a list of contact details for suitable choreographers.
- b) should enter choreography charges and payment into the database.