

1. Purpose of Policy

- 1.1. Written as part of the club's duty of care to its members, this policy is designed to protect our gymnasts by ensuring that rolls are accurately maintained and that gymnasts are safely collected by a parent or carer.

2. Definition of Coverage

- 2.1. This policy applies to all training sessions held by the Club at any venue, including one-off classes, private lessons and holiday program sessions
- 2.2. This policy does not apply to parties, where the collection of attendees is the responsibility of the person holding the party
- 2.3. This policy does not apply to competitions etc.

3. Policy Application

- 3.1. Accurate attendance rolls must be kept by coaches for every training session, and these must be marked at the beginning of class.
- 3.2. The class coach is expected to ensure their gymnasts under the age of 13 are collected at the end of training. Any uncollected gymnasts may be taken to the office to wait (during office hours) or placed under the care of another coach until collection.
- 3.3. Contact will be made with the parents of any gymnast not collected within 15 minutes of the end of their class. The supervised collection of gymnasts applies to gymnasts under the age of 13.
- 3.4. Gymnasts under the age of 13 who come to and/or from training alone (e.g. those who ride a bicycle) should bring written permission from a parent or guardian.
- 3.5. Older gymnasts are expected to remain within the gym building until collected, and no gymnast should wait outside the building after dark.
- 3.6. Parents who are late to collect their gymnast from the last class running and cause a staff member to remain beyond their normal hours of work may be billed to recover the expense of paying the staff member.

4. Requirements & Responsibilities

4.1. Coaches

- a) Are responsible for maintaining an accurate roll. This requirement applies to all gymnasts in all classes
- b) Must ensure that their gymnasts under the age of 13 are safely collected
- c) Should notify the Club Coordinator if they note a parent or gymnast repeatedly failing to meet the requirements of this policy.

4.2. Parents

- a) Are responsible for ensuring that someone is present in the gym to collect their gymnast at the end of each class.
- b) Are responsible for advising the coach if they will be late to collect their gymnast, or if someone unexpected will collect them.

4.3. Gymnasts (under the age of 13)

- a) Should not leave their coach until collected by a parent or guardian
- b) Should notify the coach if collected by someone unexpected
- c) Should provide written permission if leaving the gym alone

4.4. Gymnasts (13 years or older)

- a) Should remain in the building until collected

4.5. Club Coordinator:

- a) Is responsible for ensuring that this policy is complied with by coaches, parents and gymnasts and policy education.
- b) Should contact any families whose children are repeatedly not collected on time or who are observed to be waiting in the car park.
- c) Must ensure accurate class lists/rolls are provided for coaches.
- d) Is responsible for billing any parents who cause staffmembers to remain beyond their normal work hours.