

1. Purpose of Policy

- 1.1. Eastern Gymnastics Club aims to protect its gymnasts by ensuring they are safely collected by a parent or carer at the end of their gymnastics session.

2. Definition of Coverage

- 2.1. This policy applies to all sessions held by the Club at any venue, including training, 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.

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 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 15.
- 3.4. Older gymnasts are expected to remain within the gym building until collected and no gymnast should wait outside the building.
- 3.5. 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.