



**MWGC KINDER, MINI and JUNIOR GYM
PARENT INFORMATION HANDBOOK**

MWGC is proudly “Community Owned” and “Not for Profit”

Manly Warringah Gymnastic Club

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OUR MISSION

“It is the objective of the Manly Warringah Gymnastic Club to provide the environment, equipment and coaching resources that will allow all members the opportunity to develop physically, in skill and in character in the sport of Gymnastics and to reach the highest level of achievement that they are each capable of.

To one child the goal may be to do a cartwheel, to another it may be to become a National Champion.”

***The information contained in this handbook is of a general nature and should be use as a guide only.**

****Please speak to staff if any clarification on the details within this book is required**

About our club.

From a foundation of six kids in the early 1980’s our membership has now grown to a point where we are one of the largest clubs in the country and now boast over 1900 children and young adult members who attend activities every week.

Located at 24 Middleton Rd Cromer in Sydney Australia MWGC is a 3000m2 Community Owned and Not for Profit Gymnastics Club.

Programs run by the club start at “kinder gym” and progress through junior recreational, development & competitive squads. The club also hosts many different programs for the kids and teens including acrobatics, trampoline and tumbling and even adult gymnastics. We also offer a very supportive schools program that invites all schools to use the facility as a part of their sporting programs.

Our club has been designed and built to enable everyone from 3 years of age to enjoy all the aspects of gymnastics and its associated sports.

We have also been named as a centre of excellence by the Cerebral Palsy Alliance for our work with special needs kids.

Throughout the years MWGC has repeatedly fielded large teams of gymnasts to compete at State & National Championships we are considered one of the strongest gymnastics clubs in the country.

We invite and encourage input from the members and ask if there is anything you thinks we may be able to do to improve the way operate please don’t hesitate to contact us.

Program Overview

Kindergym for the 1-3 year olds

Welcome to the wonderful world of Kindergym where we encourage your 1 to 3 year old child to explore, create and discover their gymnastics and sporting talents.

At MWGC our main focus is to encourage your child's motor, cognitive and socio-emotional growth, at a comfortable pace. An accompanying adult is mandatory and we encourage you to be as involved as possible. There is a fun new theme each week and your child will have the opportunity to learn and practice gross motor skills – such as running, jumping, galloping, hopping, skipping and climbing. Whilst also developing their fine motor skills including hand-eye and hand-eye-foot coordination. They will learn swinging, spinning, rotations and many other gymnastic and sporting skills which will give them a fantastic start for whichever sport they choose to take up.

Come join in the Fun!

Classes are 1 hour in duration. (Extra siblings are charged an additional fee if over 18months old.)

Mini Gym for the 3-4 year olds (No parents in the class)

This is a basic and simple introduction to gymnastics for children aged 3 - 4 years of age. It is a big step from Kindergym as for the first time they do the class without mum or dad. The program is structured to develop the basic skills of gymnastics in a fun and challenging manner while helping them to develop gross motor skills and co-ordination.

Classes run for 45 minutes

Junior Gym for the 4-5 year olds (No parents in the class)

This is an introduction to gymnastics for pre-school aged children 4 - 5 years of age. The program is structured to develop the basic skills of gymnastics in a fun and challenging manner while helping to develop gross motor skills and co-ordination.

The next progression in the MWGC program. Junior Gym classes are structured in a student group situation under the guidance of a coach. Mums and Dads are welcome to watch. In this group situation children develop their learning skills as well as physical strength, co-ordination and the ability to interact socially with other members of the group.

Classes run for 1 hour

*Please note that all children under the age of 1 will be required to be supervised by the parents.

CLUB MANAGEMENT INFORMATION.

About our team

MWGC is managed by a dedicated and experienced Board of Directors.

Each Member of the Board has been with the Club for years and is committed to providing the Community one of the best Clubs in the country.

- Competent and dedicated Board of Directors
- Friendly and efficient reception and administration team
- Nationally accredited Senior coaching staff
- Schools program coordinators to develop local external sport opportunities
- Staged and ongoing accreditation for all employees
- Mandatory WHS and First Aid protocol and certification
- External Payroll and HR consultants for compliance to all State and Federal requirements.
- External accountants and audit process to ensure long term financial stability
- A proven record in regard to growth and success.

From Senior Management through to the admin crew at the front desk you will find the highest of service and care with a fun and caring approach to the development of all young children

Please visit our Website at www.mwgymclub.com for further info

1.1 About our coaches

Coaching Staff

MWGC club currently employs more than 50 permanent & casual coaches. The extensive coaching program is professionally managed and coordinated by,

Martin Shields - General Manager & Head Men's Coach

- Level 2 Coaching Accreditation
- 2007, 2009, 2010, 2011 and 2012 Men's NSW Development Coach of the Year
- 2001, 2002, 2003 Australia Men's Levels Coach of the Year.
- Current Australian Team coach
- On the board of advisors for gymnastics in both NSW and Australia
- Holder of a degree in business management

Most of our staff are ex members and gymnasts who are now dedicating their time to teach others.

GENERAL INFORMATION

Membership and Insurance

MWGC is affiliated with Gymnastics NSW and a registered membership is required. All insurances are covered within the membership and they are underwritten by Sports Insurance Australia and Gymnastics Australia. Membership and Insurances are compulsory.

Under Gymnastics NSW rules, a Membership Form must be completed and signed every year. If you haven't completed one for your child, please ask for one at reception.

Make sure administration has your correct e-mail address as all communications are done via e-mail.

As younger children can often change their minds we offer our parents within these programs the benefit of being able to pay memberships either by the term or by the year.

Attendance, absences and general class info

At MWGC we encourage all the children to attend as many of the term classes as possible. We believe that routine and a little commitment goes a long way.

Makeup classes

We offer 2 makeup classes per Term. The only thing you need to do is call us to organise times and dates. Makeup classes must be booked at least two days in advance. Please note that we don't carry makeup lessons to another Term.

If your child is absent due to illness and a Doctor's Certificate is supplied to the Office, then a refund can be arranged.

If you know you're not going to make a class just give us a call

Trial classes

You can book and pay for one class only to see if your child likes it before committing to the Term. Trial classes must be booked at least two days in advance. We will hold a spot for you up to 24hrs after the class done.

Waiting lists

When classes are booked out we start building waiting lists. We will contact you when spaces become available. Please note that we don't carry over waiting lists from one Term to another.

Payment of Accounts

Full payment is required at the time of the booking. Sorry, there are no refunds.

Re-booking is required before the end of each Term. Unfortunately we can't guarantee a spot for the following term if you don't re-book.

Lost & Found Property

Please look after your belongings. We have a lost and found basket in the gym, but every fortnight everything left is donated to St Vincent de Paul. If you forget an important item, contact the office asap and we will put it aside for you.

Parents are welcome to watch the classes using the upstairs viewing area.

Parents and siblings are not allowed on the Gym Floor. Children in the class must wait for their coaches before going on the gym floor and equipment.

Late Arrival

If you arrive late and can't locate your coach or group just ask at reception and we will be happy to take your child in for you. We do ask if possible to avoid late arrivals as the classes are structured and they may miss their favorite activity.

2 PARENT AND GYMNAST RESPONSIBILITIES

Expectations of our Gymnasts:

- Arrive a little early so we can all start on time
- Dress your child in shorts, t-shirts, leotards or tights. Please try to tie log hair.
- No jewelry please
- Treat other people in the gym with respect at all times
- Remember as a parent you are a role model to younger gymnasts and a representative of MWGC whilst on the premises
- Follow the MWGC Gymnasts code of conduct
- No playing on the equipment or gym floors prior to classes

Expectations of our Parents:

- Support your children in meeting the above requirements
- Remember that parents of children under must remain within the premises for the duration of the class
- Parents must not disturb coach's unnecessarily
- No food or drinks are permitted in the gym area

- Ensure attendance to as many classes as possible
- Provide us permission to seek medical and paramedical support for your children if required
- Support and assist the activities of MWGC
- Communicate with your child's coach about any issues as a first option, not the last
- Pay bills on time
- Follow the MWGC Parents code of conduct
- No photography or smoking is permitted anywhere in the facility or grounds

*** MWGC requests that all participants and parents are aware of our policies and procedures.**

Copies of all policies are available from reception upon request.

3 FEE POLICY

The following information may help to explain how our payments and also late payment policies work.

1. PAYMENTS

In order to ensure the safe financial management of your club we need to clearly explain the procedures in regard to payments.

- Every member must have their annual memberships (includes insurances) paid in full prior to entering into any classes
- Booking priority is always given to existing members
- Members rebooking is usually approx. 6 weeks before the end of the current term
- The priority period will remain until 2 weeks prior to the end of term when bookings will be available to all new members
- All term invoices are to be paid in full prior to the commencement of classes.

MWGC has a compassionate policy and in certain circumstances will try to assist a member that may require staged payments.

2. LATE PAYMENTS AND OUTSTANDING AMOUNTS

- A reminder will be sent after 7 days from the due date on the invoice requesting immediate payment
- After 14 days from the due date a 2nd notice will be sent requesting full payment or action from our debt collectors will be engaged
- After 21 days the matter will be handed to our debt collectors for collection and all fees plus their costs will be included
- If after 30 days the funds still outstanding, the child will be unable to enter any classes until the full balance is received

We trust that this document will assist us all in avoiding any disappointment or embarrassment and we hope that you will understand that we rely on our members funds for its ongoing success.

6. EMERGENCIES AND EVACUATION

WHAT IS AN EMERGENCY AND WHAT HAPPENS IF WE HAVE ONE?

An emergency can be anything from a single injury to a fire or a threat of violence.

ASSES THE SITUATION AND REMEMBER IT'S BETTER TO BE SAFE THAN SORRY.

1. If the children or parents are at risk of further injury,

MOVE THEM OUT and CALL 000

2. If it is an injury,

MOVE OTHERS AWAY AND FOLLOW FIRST AID PROCEDURES.

IF IT INVOLVES THE NECK, HEAD OR A BADLY BROKEN BONE CALL 000

3. If you smell smoke,

LOOK FOR FIRE. FIRST USE FIRE HOSE REELS and EXTINGUISHERS then CALL 000

4. If it is a threat or an act of violence,

DO YOUR BEST TO MOVE AWAY FROM THE CHILDREN. CALL THE POLICE

5. If it is electrical or a building fault,

STAND BETWEEN THE FAULT AND THE CHILDREN, DO NOT TOUCH ANYTHING. CALL 000

6. If it is chemical,

MOVE AWAY FROM THE SOURCE. CONTAIN MINOR SPILLS. IF THERE IS VAPOUR, MOVE OUT. Call 000

EMERGENCY	CALL	000
DEE WHY POLICE	CALL	9971 3399
HAZARDOUS SPILLS	CALL	000
WARRINGAH COUNCIL	CALL	9942 2111
IAN HARDY	CALL	0418 250 880
MARTIN SHIELDS	CALL	0415 673 380

REMEMBER TO ALWAYS USE COMMON SENSE AND STAY CALM

EMERGENCY EVACUATION PROCEDURES

In the event of any emergency follow these steps

1. **OUR STAFF WILL SOUND THE HOOTER OR USE WHISTLES.**
2. **THEY WILL RING 000 STRAIGHT AWAY.**
3. **REMAIN CALM AND CONSIDER THE CHILDREN.**
4. **Senior staff will act as fire wardens and use high visibility vests and whistles.**
5. **Senior staff will instruct other staff to tasks.**
6. **Senior staff will instruct other staff to commence evacuation by calmly moving all occupants toward the nearest exit. They will use the words "GO TOWARDS THE DOOR" and will point to the direction and exit.**
7. **They will tell all the kids "Once you are out, go to the lawn at the street".**
8. **If the driveway is blocked, move to the furthest corner of the rear carpark.**
9. **Do not allow anyone to move backwards for the sake of personal possessions.**
10. **REMAIN CALM AND REASSURE THE KIDS.**
11. **If possible extinguish fire by use of hose reels or extinguishers.**
12. **DO NOT RISK INJURY TO YOURSELVES OR OTHERS.**
13. **Senior staff are to move to the furthest corners of the building and begin a "sweep" of the building by checking toilets, offices, foam pit and staff room etc.**
14. **STAFF WILL DO A SECOND CHECK. Using the words "Is there anyone in here".**
15. **Assemble everyone at the street and get them to "stay with your friends".**
16. **ASK IF ANYONE IS MISSING.**
17. **WAIT FOR EMERGENCY SERVICES TO DIRECT YOU.**
18. **DO NOT RE ENTER THE BUILDING UNTIL YOU ARE SURE IT IS SAFE.**

Office Hours

- **During School Term**

Mon – Fri 9.00am to 5.30pm

Sat 7.45am – 1.45pm

- **During School Holidays**

Mon – Fri

8.15am – 4.15pm

Thanks for being interested in our program and we look forward to seeing you soon.