

# Gymnast Collection Policy

## **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 the Head Coach or Administrator for every training session, and these must be marked at the beginning of class.

3.2. Gymnasts under the age of 13 are to be collected from inside the gym at the end of training. Any uncollected gymnasts must wait in the gym until a parent or guardian signs them out.

3.3. All gymnasts must be signed in and out by a parent or guardian.

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.

## **4. Requirements & Responsibilities**

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.

### **4.1. Head Coach/Administration:**

a) Is responsible for maintaining an accurate roll. This requirement applies to all gymnasts in all classes

b) Is responsible for ensuring that this policy is complied with by parents and gymnasts and policy education.

c) Should contact any families whose children are repeatedly not collected on time or who are observed to be waiting outside the gym.

### **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 club 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 the gym until collected by a parent or guardian

b) Should notify the club 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