



Terms & Conditions

Registration Fee: This is an annual fee payable upon booking your child into class to cover the 2019 year. This registration fee covers your child's membership with CYC, Gymnastics Victoria and Gymnastics Australia, along with personal accident insurance. It is a compulsory fee due in its entirety and is non-refundable and non-transferable to another person.

Public Holidays: There are no classes scheduled on Public Holidays and this has been taken into account when setting your term fees.

Special Levies:

1. All CYC athletes are required to pay a club maintenance and equipment levy with their term fees.
 - \$10 per term for educational athletes
 - \$25 per term for squad athletes
2. A surcharge is added to all competition entry fees to cover the cost of providing judges and the additional coaching costs.

Term Fees and Fee Payments:

- CYC do not accept payment by cheque or cash payments over \$50
- Credit card and eftpos payments must be a minimum of \$10
- Your term fees are determined by the amount of hours your child trains.
- Athletes are invited to join a particular class or squad and must attend and pay for all the hours set for that group. If athletes need to leave early or arrive late, this does not entitle them to a fee reduction.
- Term fees can and will be corrected in good faith should a billing error occur as soon as practicable after the error is detected.
- If your child is asked to do additional holiday training, bookings and payment are made via the parent portal. Holiday training is charged by the session at a rate of \$9.50 per hour.
- Term fee payments are due in advance by the second last week of the current term.
 - If Payment is not received by the due date the athletes position in the class will be forfeited.
 - Should an athlete decide not to continue until the end of term no refund shall be given.
- Accounts are sent to the Primary email as listed on the Parent Portal
 - With separated parents the person listed as the primary email is responsible for fee payments, we do not "split bills".
- Accounts and payments can be viewed in your Parent Portal account at any time.

Instalments:

- Applications to pay via instalments will only be accepted on the Instalment Application Form (available at office) at least one week prior to the due date.
- To be eligible for instalments athletes must train for a minimum of three (3) hours per week or be otherwise approved by the Centre Manager or Accounts Manager.
- Credit or debit card (Visa or Mastercard only) must be recorded in the Parent Portal by the cardholder for auto processing on the due dates.
 - Families may pay at the office at least 24 hours prior to the due date, or by direct bank deposit at least 48 hours prior to the due date if they do not wish to have their nominated credit/debit card processed.
 - Any payment which is declined will automatically incur an additional \$15 administrative charge and this charge will be added to the amount to be processed.

Fee Reduction and Refunds:

- Athletes commencing with CYC part way into a term will only pay for the weeks remaining from the start date.
- If your child is forced to miss training sessions for more than three consecutive sessions due to an illness or injury, a 50% credit for the time missed **may** be applicable for the following term if a medical certificate is provided.
 - Credits will be allocated to the athletes account for the following term; refunds will not be given;
 - Account credits may be used by direct family members but should not be for merchandise.
- There is no fee reduction for absence due to non medical reasons.
- Athletes who are asked to 'sit out' of class due to non payment of fees, or for wearing incorrect training attire, will not be entitled to a fee reduction.
- No fee reduction is applicable for athletes away on gymsport trips and tours.
- No fee reduction is applicable for athletes attending competitions in lieu of training.
- Should an athlete decide not to continue until the end of term no refund shall be given.
- Refunds will only be considered for accounts with a credit balance, they must be applied for in writing (email or letter) and will be subject to a 25% administration fee.

Absence and Make-up Classes: CYC does not offer make-up classes for sessions missed due to illness, injury, holiday, school camp or other activity. Exceptions will apply when the class is cancelled by the club or the coach.

- Any educational Gymnastics, Trampoline or Kindergym class cancelled by the club or coach will be made up in the first week of the school holidays on the same day and same time. If you cannot make this there will be no refund.
- Any squad class cancelled by the club or coach will be made up in the first week of school holidays at a time specified by your coach. If you cannot make this, there will be no refund.

Communication and Social Media: A communication pathway is set for all members. A copy of the pathway is available on our website, at the office and in the viewing area. Members should not contact staff via social media but should follow the communication pathway.

Heat Policy: There will be no training if the current Moorabbin Airport temperature on the Bureau of Meteorology website is 35° or above at 3pm on the day of training. Make - up classes are offered in the first week of the school holidays if training is cancelled due to high temperatures. When classes are cancelled due to the heat policy in term 4 a credit will be applied to athletes accounts for the following year. Athletes not returning may receive a refund upon written request (see Fee Reduction and Refunds).

Private Lessons: Private lessons may be booked according to coach availability and must be booked and paid for through the office a minimum of 48 hours in advance. Cancellations require 24 hours' notice otherwise payment will be forfeited.

Competitions: All squad athletes are expected to enter all competitions on the calendar unless prior arrangements have been made with the Program Manager. Educational trampolinists may be invited to select competitions throughout the year. Competition entry forms and payment are required by the due date or the athlete will not be entered into the competition. Closing dates are generally 6-8 weeks prior to all competitions. **The CYC office will not process late entries.**

- A condition of entry into CYC Competitions is that all CYC families help with either set up or pack up for the competition their child is entered into.
- Parents will be invited to a team meeting each year to receive the relative information for the year and discuss the commitment and expectations.

Training Uniform:

All athletes are required to wear appropriate training attire to all classes. The gym can get quite warm in summer and equally cold in winter. Gymnasts are required to dress according to the weather conditions.

- GIRLS – leotard with or without bike shorts/leggings over the top. Long hair must be placed back in a bun.
- BOYS – leotard with gym shorts/gym longs or a close fitting singlet/t-shirt with gym shorts (no pockets, stretch fabric). If boys arrive in baggy singlets or t-shirts they will need to be tucked into their shorts. Long hair must be tied back neatly.
- TRAMPOLINE – In addition to above athletes require clean white socks.
- ALL – No jewellery, watches or fitbits, long hair tied back neatly, must bring a drink bottle.
- Close fitting long sleeve tops are recommended for warm up in winter however, for safety reasons, NO HOODED JUMPERS.

Competition Uniform:

Squad athletes require full competition uniform for all competitions. The uniform comprises:

- GIRLS – leotard, polo, tracksuit
- BOYS – leotard, shorts, longs, polo, tracksuit, clean white socks
- TRAMPOLINE – in addition to above clean white socks and DMT shoes.

Food and Drink:

- No food or drink is to be consumed within the gym or viewing area with the exception of water
- CYC is a NUT and SEED free club.
- All athletes must bring a water bottle to every class. Water can be purchased from our vending machine if you forget.
 - Due to safety concerns athletes are not to use the kitchen unless in the company of a parent or staff member.

Classes that run for 3 or more hours will be given a quick snack break part way through the class. Athletes must bring a healthy snack that is NUT FREE i.e. fruit, vegetable sticks, light sandwich. Lollies, chips and chocolate are not appropriate.

Starting & Finishing:

Warm up is a critical part of gymnastics and is essential to ensuring all gymnasts are physically and mentally prepared for their activity. Please ensure to arrive in time to participate in all warm up activities. For safety reasons only gymnasts and staff are allowed into the gymnastics arena; parents may watch from the viewing room on the first floor.

Gymnasts are dismissed from class within the gym. Parents should pick up their children from the foyer area. Please come inside to pick up your child and please reinforce this behaviour by asking your child to wait inside for you. Children should be advised to contact the office or their coach if nobody arrives to pick them up.

Parents are to make sure their children are picked up promptly at the end of each class. Late pick-ups have an impact on our staff, such as delays in their trip home or they may have family or other commitments they are unable to meet. For children who are not picked up on time the following fees will apply:

\$20	first 5 – 15 minutes
\$20	each subsequent 15 minutes or part thereof

For pick-ups after the centre closing time the above fees will be doubled.

- Any late pick up fee must be paid prior to the athletes next class.
- Continual late pick-up may result in the athlete being unable to enrol in classes for the following term.



Parking & Safety: Please drive slowly and carefully taking into consideration that our students and siblings may be very young. A 5km speed limit applies on the premises. Parking is in marked car parks only and please observe the signs for specially marked car parks such as disabled, 2 minute and reverse parking only. Please park responsibly on the street making sure not to block driveways and avoid parking in private car parks belonging to surrounding businesses.

No ball games, scooters, games or viewing of classes is allowed in the car park.

Smoking is not allowed within the club or the grounds (including the carpark) of Cheltenham Youth Club.

Medical: Parents are responsible for ensuring that all relevant medical details and contact information is kept up to date in our iClass database. CYC will call an ambulance for all major injuries and suspected fractures, breaks and dislocations. All fees and charges associated with seeking medical attention on behalf of your child are the responsibility of the parent/guardian of the child concerned. Parents should consider having ambulance cover and private health insurance in case of a medical emergency involving your child.

Insurance: Included in the membership fee paid by each gymnast is a personal accident insurance policy. Accident insurance is provided by Marsh Advantage Insurance and may cover injuries sustained whilst in the process of doing gymnastics at, or with, Cheltenham Youth Club. All claims are to be notified to Marsh Advantage Insurance within 30 days of the accident. This insurance does not cover medicare items or private health insurance. Cover for physiotherapy, chiropractic or other specialist care must be referred to from a qualified medical practitioner prior to seeking treatment. Further information is available on the website <https://marshadvantage.com.au/gymnastics/InsurancePrograms.aspx>

Enrolment for the following year: To confirm and hold your child's position in class for the following year a non-refundable deposit of \$110 for squad athletes and \$85 for educational athletes is due by the advertised date. This amount will be used to register all athletes with Gymnastics Australia prior to term commencement and will be deducted from your term 1 invoice.

Member Conduct: Inappropriate behavior, physical, verbal or otherwise towards any employee, contractor, member or guest, may result in cancellation of your membership and removal from the premises. Management reserves the right to refuse entry to any persons and members at its absolute discretion.

Cheltenham Youth Club reserve the right to cancel any class that has insufficient athletes enrolled.

SQUADS ONLY – Additional Terms and Conditions: Athletes accepting squad positions are subject to the following additional terms and conditions.

Squad Curriculum Days: All squads training twice a week or more will have one scheduled curriculum day per term. This is done to recognize the large amount of unpaid programming and planning done by our squad coaches without having to raise fees in order to do so. The club requires that the planning/programming is done by the coach before the commencement of each term, however the date of the actual curriculum day is left up the coach.



Attendance: Squad athletes must maintain a minimum 90% attendance rate for training sessions, with the exception of compulsory school camps.

A 100% attendance rate is required for all athletes in the two weeks prior to any competition, including across school holiday periods. Athletes who fail to meet this attendance rate may be removed from the competition due to safety reasons.

Holiday Training: Squad athletes are expected to attend holiday training during competition season, and to meet the above attendance commitment.

- Holiday training bookings and payment are made via the parent portal. Holiday training is charged by the session at a rate of \$9.50 per hour.

Commitment: All athletes are required to commit to all training days and times as set for their squad. There is no flexibility to arrive late, leave early or change days.

All athletes are required to commit to all competitions set for their squad

Travel & Accommodation Costs: On occasions where coaches and judges are required to travel and accommodate the cost shall be divided equally among the gymnasts entered. This cost is additional to any competition fees and may not be known until the work order has been provided to the club.

Allocated Competition: Each squad is allocated one competition each year to provide all the volunteers required to run the event. This is a requirement of being in a squad at Cheltenham Youth Club.

Details of the event for each squad will be given out at the start of the year.

Retirement or Not Returning: Squad athletes retiring from the sport, or not returning, must give 4 weeks' notice in writing. There is no fee reduction should athletes decide not to continue until the end of term.

Please note that any special circumstances will be considered if put in writing.

Thank you,

CYC Management and Committee

