



Enriching lives through Gymnastics

KINDERGYM (KG)  
PREGYM (PG)

GYM FOR ALL (GFA)  
*ADULTS*  
*FREE G*

TRAMPOLINING  
TUMBLING

MEN'S ARTISTIC GYMNASTICS (MAG)

WOMEN'S ARTISTIC GYMNASTICS (WAG)

BIRTHDAY PARTIES

HOLIDAY PROGRAMS

**Tea Tree Gully Gymsports Inc.**

**Main Venue**

**Banksia Park Sporting Complex  
88-100 Elizabeth Street  
Banksia Park SA 5091**

**Second Venue**

**Banksia Park Primary School  
1 – 5 Cottenham Road  
Banksia Park SA 5091**

**Postal Address**

**PO Box 117  
St Agnes SA 5097**

Phone: (08) 8264 9867

Email: [memberservices@ttgymsports.com.au](mailto:memberservices@ttgymsports.com.au)

Website: [www.ttgymsports.com.au](http://www.ttgymsports.com.au)

Customer Portal: <https://app.iclasspro.com/portal/ttgymsports>

**Please note:**

**Tea Tree Gully Gymsports Inc. (TTGG)  
Gymnastics South Australia Inc. (GSA)  
Gymnastics Australia (GA)**

**Please note: This handbook is an important document, please read and retain for future reference**

**No Smoking Policy – Tea Tree Gully Gymsports Inc. – All areas within the TTGG venues are Smoke and Vape Free.**

**TTGG is affiliated with GA and GSA.**

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## **Welcome**

Since 1966, Tea Tree Gully Gymsports has developed a great sense of community, passion, and accessibility through its large variety of gymnastics-based sports. With more than 1300 members, TTGG caters for participants of all ages and abilities, enabling athletes to learn and maintain fundamental skills whilst being involved in an active environment.

We are proud of our status as the largest gymnastics club in South Australia, offering the following competitive and recreational gymnastics-based sports: Kindergym & PreGym; Gymnastics for All, including Adult Gymnastics and Free G; Trampolining & Tumbling; Women's Artistic Gymnastics and Men's Artistic Gymnastics. In addition, we offer Birthday Parties and Holiday programs.

TTGG would like to acknowledge the land that we meet on is the traditional lands of the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia.

### **TTGG Vision:**

Enriching lives through Gymnastics

### **TTGG Mission:**

To promote, develop and grow gymnastics for the enjoyment of all

## **Competitive Gymsports**

**Men's Artistic Gymnastics** is a strength building sport for boys that enhances coordination and agility. It develops positive and confident body movements and challenges the mind. Men compete in 6 apparatus: Floor, Pommel, Rings, Vault, Parallel Bars and Horizontal Bar. This sport helps to develop healthy minds and bodies for now and in the future.

**Trampolining** is a highflying Gymsport comprising Trampoline and Double Mini Trampoline. It caters for both boys and girls in a safe environment focussing on the progression of aerial skills. Trampoline sports develop a high level of body and spatial awareness.

**Tumbling** involves acrobatic skills such as handsprings and somersaults on a 25-metre air floor. It caters for both boys and girls in a safe environment focussing on the progression of acrobatic skills.

**Women's Artistic Gymnastics** is a dynamic sport for girls involving a variety of skills on the four apparatus: Vault, Uneven Bars, Balance Beam and Floor Exercise. This Gymsport develops a high level of flexibility, strength, fitness, and dance.

## **Non-Competitive Gymsports**

### ***Gymnastics for All***

**Adult Gymnastics** caters for those of us who want to experience what their children do as well as for retired gymnasts who just can't give it away. Adult classes are available for general fitness or 'Masters' competition.

**General GFA** - Non-competitive recreational gymnastics for children 5-16yrs. The aim of this program is to develop individual skills, confidence and friendships. These are structured classes based on age groups.

**GFA Challenge** - Athletes train 2hrs a week and learn routines suited to their abilities using common gymnastics apparatus. Athletes get the chance to showcase their skills at interclub and state events.

**Free G** is an exciting new section of gymnastics designed to develop individual jumping, climbing and tricking in a safe and engaging environment. These classes are based around the skills commonly found in parkour and free running.

**Recreational Tumbling** -These classes are perfect for cheerleaders, dancers and those who want to take their tumbling to the next level! We have age-based classes designed to be able tailor the class to age-appropriate skills minimising risk of injury.

**KinderGym and PreGym** offers a movement-based program for 0 – 5 year old's and their caregivers. A variety of equipment is arranged to offer safe, exciting new challenges and stimulates children to use motor skills. Classes offered include: Babies <2 yrs, General 0-5 yrs, Explorers 1-5 yrs (a shorter session for children that have developmental delays or sensory challenges), Junior PreGym 3yrs and PreGym 4yrs.

## **Board of Directors**

Meetings held 3<sup>rd</sup> Thursday each month.

*Chairperson:* Dr Tamara Page  
*Vice Chairperson:* Jon de Koning  
Steven Sperrin  
Tonia Rocca  
Michael Chadbourne  
Andrea Williams

*Facility Manager:* Gary Page  
*General Manager:* Katrina de Koning  
*Trainee Manager:* Rebecca Sperrin  
*Finance Manager:* Suzanne Pfeiffer

## **Coaching and Member Services Team**

### **Member Services Team**

***Member Services Officers:*** Fiona, Karen, and Kerryl

### **Adult's Gym**

***Coaches:*** Sam

### **Gym for All Gymnastics**

***Team Leader:*** Lily

### **Kindergym/PreGym**

***Team Leader:*** Andy

### **Men's Gymnastics**

***Team Leader:*** Kyan

### **Trampoline**

***Team Leader:*** Julian

### **Tumbling**

***Team Leader:*** TBA

### **Women's Gymnastics**

***Team Leader:*** Manel

### **Holiday Programs**

***Team Leader:*** Lily

### **Birthday Parties**

***Team Leader:*** Lily

All coaches are accredited with GA, undergo training to update their accreditation each year, hold current Provide First Aid Certificate and Working with Children Check. All staff are Child Safe trained. Our Child Safety Officers are Suzanne Pfeiffer and Andrea (Andy) Browne.

## Policies of Tea Tree Gully Gymsports

TTGG has adopted the GA [Member Protection Policy](#), [Privacy Policy](#), and the [Child Safeguarding Policy](#)

All members must read, understand, and abide by these Policies as a condition of becoming a member of our Club. This ensures that you, your child, and the Club are always protected.

In addition to these Policies, the Board has ratified other Policies which govern the following processes:

- Staff behaviour,
- Health and Safety,
- Grievance Resolution,
- Fees,
- Charges,
- Non-smoking policy and
- Asthma policy

These are internal documents designed for staff use, but they are available for members to read when requested.

All our policies are constantly reviewed as we strive to improve the service that we provide to our members.

Authorised by:

*Tamara Page*

Dr Tamara Page  
Chairperson  
January 2025

For the Board

## **Member Protection Policy and Child Safeguarding**

The [Member Protection Policy](#) must be read in conjunction with the [Child Safeguarding Policy](#).

The National Integrity Framework has been developed by Sport Integrity Australia in consultation with sport industry stakeholders, the Sport and Recreation State Government departments, as well as the National Office for Child Safety. The suite of policies raises the bar on the expected behaviours of every individual involved in the sport, to redefine the sport of gymnastics.

Affiliated clubs, technical members, and parents/guardians of a child participating in our sport can find more information by clicking on the links below:

[National Integrity Framework Policy](#)  
[Gymnastics Australia Commitment Statement](#)

In line with the above policies, TTGG has installed surveillance cameras throughout the complex to ensure the safety of all members and staff. Footage is only viewed if determined to be required or requested by the police.

Parents are also reminded that they should not video or photograph any child other than their own, including coaching staff under 18.

## **Privacy Statement**

Tea Tree Gully Gymsports is committed to providing its members with the highest degree of service. This includes protecting your privacy as per GA's [Privacy Policy](#).

TTGG is bound by the Commonwealth Privacy Act 1988, which sets out several principles concerning the protection of individuals' privacy.

The aim of the laws is to ensure that organisations manage personal information responsibly, and provide a consistent approach to its collection, use and disclosure. The laws also provide individuals with the right to access their personal information and to change it, if needed.

The Privacy Act requires us to communicate the following important information to all our customers, regarding the use of your personal information.

### **What is personal information?**

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained from the information.

### **How we collect personal information?**

Tea Tree Gully Gymsports collects personal information to deliver and enhance the services we offer our members. We collect personal information from you when you do any of the following:

- Register as an athlete.
- Register to become a technical member.
- Are awarded life membership of Tea Tree Gully Gymsports.
- Register your child as a member of our Kindergym section.
- Enter a GSA event or program.
- Are selected to represent TTGG in a State or National team.
- Participate in a TTGG /GSA course.
- Request information from us.



- Provide information to TTGG staff or volunteers.
- Participate in a TTGG survey.
- Are employed by TTGG, or volunteer to work for TTGG.
- Apply for a grant through GSA.
- Register to receive publications or other material from GSA / TTGG.
- Email TTGG or any staff member.

### **How we use personal information**

We will only collect information which is necessary for us to carry out our primary purpose of providing services relating to membership, education, events, and merchandise. Your personal information may be used for the following purposes:

- To provide you with the services you require or have requested.
- For internal accounting and administration.
- For regulatory reporting and compliance.
- To identify you so that we can inform you about future services, products, events, etc.

You can advise Tea Tree Gully Gymsports at any time, if you do not wish to receive information about services or products, or if you do not wish us to disclose personal information to any other organisation, including related organisations. Unless you advise us otherwise, you confirm agreement with the above uses of your personal information.

If you choose not to provide Tea Tree Gully Gymsports with personal information, we may not be able to provide you with the services you require, or are entitled to, nor may we be able to provide a service at the level on which we pride ourselves.

### **When we disclose personal information**

We may disclose personal information to other organisations which assist us in providing services to members and customers.

These organisations may include:

- Outsourced service providers who manage the services we provide to you, including insurers and insurance brokers.
- Professional advisers, including accountants, auditors, and lawyers.
- Government and regulatory authorities and other organisations, as required or authorised by law.

We also disclose personal information to the National Organisation, GA, and GSA, as part of membership, insurance, and other arrangements.

We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

When you provide us with information about other individuals, we rely on you to make them aware that you are in turn providing that information to us, the purposes for which we use that information, the types of third parties to whom we may disclose that information, and how they can access it.

### **Storage and security of personal information**

Tea Tree Gully Gymsports stores personal information on computer databases. Your personal information may also be held in paper and electronic computer file form. We have security measures in place to provide reasonable protection for your personal information, against misuse, loss, or unauthorised handling.

## Accuracy of personal information

We take reasonable steps to ensure that whenever we collect, use, or disclose personal information, it is accurate, complete and up to date.

## Access to personal information

You can amend or update your information via your account on Customer Portal.

## Emergency Evacuation Procedure

In the event of the need to immediately evacuate the facility, the coach in charge of each group of athletes will take full responsibility to evacuate that group. They will ensure that any athletes who are a part of the group are present, if they are not with the group at that time, they will be collected from where they are (e.g., the toilet, kitchen, other training area) and evacuated. Parents and visitors to the gym are to evacuate as directed.

The Team Leader or nominated delegate will undertake a full check of all the following areas –

- Equipment Storeroom
- Pit Room
- Main Gym
- Dance Room
- Conference Room

Double check that all areas are clear, secure area and proceed to **Safe Area – dirt car park area at the western end of the car park.**

The Member Services Team, or nominated delegate will contact emergency services via our monitored alarm system, and then undertake a full check of all the following areas:

- Kitchen
- Locker room
- Toilets and change-room
- Office

Double check that all areas are clear, secure the area and then proceed to **Safe Area.**

The Board has nominated the Safe Area as the muster point for all occupants of the facility to ensure that everyone is well away from access to the emergency services (fire brigade etc.).

On arrival at the muster point coaches are to undertake a full check to ensure that their entire group is with them. If anybody is missing, they will report this to the Team Leader who, having checked with each group, will inform emergency services of any missing person and where they were last seen in the facility.

**Please Note:** Staff Fire Drills are conducted annually.

## Tea Tree Gully Gymsports Fee Policy

### 1. Registration:

**New members** must register online via Customer Portal and must include full address details. All communication from TTGG will be via email, all members must maintain a valid email address.

**All members** are requested to keep personal information updated via Customer Portal.

**Family policies** must be accepted upon registration and as required thereafter.

**Student policies** including the Behaviour and Social Media policy must be accepted and the Photo policy must be accepted/declined upon registration for each student.

### 2. Fees:

The Gymnastics Australia Annual Participant Fee is included in the term fees for all non-competitive Gymsports.

The Gymnastics Australia Annual Participant Membership for competitive Gymsports is required to be paid in December of the current year (exact due date to be advised) to confirm and hold your child's place in a squad class for the following year. For example, to hold a squad position for 2025, the Annual Participant Fee for 2025 must be received by the due date in December 2024.

#### 2.1 Non-competitive Gymsports

Term fees will be charged to members with a current enrolment at least two weeks prior to the end of the current term for the following term or will be charged to members upon enrolment. All term fees will be due by week two of each term and the due date for payment of fees will be clearly communicated to members. Athletes will not be permitted to attend class if fees are overdue. A late fee of \$15 or 10% of the outstanding balance (whichever is greater) will be applied to accounts that are more than 7 days in arrears.

Once enrolled, an athletes' enrolment will continue (rollover) each term and term fees will be incurred until such time as a request to drop an enrolment via the Customer Portal or in writing via an email to [memberservices@ttggymnsports.com.au](mailto:memberservices@ttggymnsports.com.au).

Please remember term fees will be incurred up to the finish date requested or a drop date is received (whichever is later), regardless of attendance at classes.

Any non-attendance for more than 2 weeks without prior notification will result in enrolment being dropped.

Term	Billing Date	Due Date
Term 1 2025	25 November 2024	9 February 2025
Term 2 2025	31 March 2025	4 May 2025
Term 3 2025	23 June 2025	27 July 2025
Term 4 2025	15 September 2025	19 October 2025
Term 1 2026	24 November 2025	8 February 2026

#### 2.2 Competitive Gymsports

Tuition fees will be added to accounts on the 15<sup>th</sup> of each month for the following months' training fees, a total of 12 payments for the year. Where the 15<sup>th</sup> of the month falls on a weekend or public holiday, charges will be added on the next business day. Statements will be issued each month once tuition fees have been added to accounts and an email will be sent reminding parents of an upcoming payment in the days prior to the processing day.

Payments are processed on the 1st of each month, allowing time for each family to review the fees prior to payment. Should the 1st of the month fall on a weekend or public holiday, fees will be processed on the next business day.

Parents can log into the parent portal to view their account, past payments and to make payment for any additional charges entered prior to the due date. The parent portal is accessed from our website or from the iClassPro App.

Receipts will be issued once a payment has been successful or a notification will be sent in the event of a failed payment. Tuition fees will be corrected in good faith should an error occur in billing as soon as practical after the error is detected. Athletes will not be permitted to attend class if fees are overdue. A late fee of \$15 or 10% of the outstanding balance (whichever is greater) will be applied to accounts that are more than 7 days in arrears.

### **2.2.1 Sickness/Injury/Absences:**

Given that the costs to TTGG do not change if athletes are away (and the significant loss the Squad programs run at), normal tuition fees apply if you wish to maintain your child's class position and are unable to attend. There is no fee adjustment for injury (including modified programs), illness or any other reason unless greater than 2 weeks and a Fee Adjustment Form (available from MST) must be completed and submitted to the board for approval at the Boards discretion. No refund or discount on fees is given for athletes away on gymnastics trips and tours.

### **2.2.2 Notice of a decision not to continue training:**

The office requires 4 weeks' written notification of the decision not to continue training and the usual training charges will apply for those 4 weeks of notice. No transfer request will be approved unless all financial charges incurred as training as a TTGG squad member are finalised. *Please note written communication must be directed to our MST Staff and not via coaching personnel.*

### **2.2.3 Squad tuition**

Athletes are invited to join a particular squad and must attend and pay for all the hours set for that squad. Fees will not be adjusted for athletes unable to attend sessions as set out in the relevant squad program. All squads have a 50-week training year. If commencing throughout the year an athlete's first month is charged pro rata, with normal monthly billing for future instalments. The club will have an annual shutdown period over the Christmas Season (exact dates will be set at the start of each calendar year).

Athletes that are invited to train in extra sessions will be required to enroll via the relevant camp in iClassPro.

### **2.2.4 Public Holidays:**

As a rule, there are no classes held on public holidays. Tuition Fees reflect no Classes.

### **2.2.5 Squad Curriculum Days:**

Please note that all squads are scheduled one curriculum day per quarter. This is to recognise the large amount of unpaid programming and planning done by our squad coaches without having to raise fees 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 at the discretion of each team coach. *Training will not be held on squad curriculum days and are included in tuition fees.*

### **2.2.6 Travel and Accommodation**

The following information does not include State Team travel governed by Gymnastics SA.

If an athlete is required to travel interstate for a competition, they will be required to arrange their own travel and accommodation. The Club will not make any travel arrangements for these Athletes. This includes airfares, accommodation, ground transport and transport to and from training and/or competition. The competition fee

depends on the event and where it takes place. The Team Leader will select the coaches/chaperones required to attend the interstate competition and supervise the team. All Athletes will be required to sign the TTGG Club Trip Agreement prior to departing on the trip. The Club will invoice each athlete for Tea Tree Gully Gymsports officials travel/accommodation expenses to cover the cost of coaches and judges.

### **2.2.7 Competitions Uniform Requirements**

All Athletes must wear the current club competition attire when representing the club at Local, Regional, State or National run competitions. The approved uniform is that deemed appropriate and approved by the TTGG Board and GSA.

### **2.2.8 Athlete Personal Equipment:**

Athletes are required to provide all personal equipment, which may include the following:

- Training attire
- Club Competition Attire (Club Leotards, Club Tracksuit, Club Polo and Club Bag)
- Loops, Gloves and Hand Guards (Grips)
- Gym shoes or Tramp Shoes
- Strapping Tape
- Chalk (Magnesium)

### **2.2.9 Competition Etiquettes**

- Jewelry is not to be worn to competition (stud earrings permitted)
- Athletes are to bring TTGG bags only, keep items to a minimum, as often space is limited at competitions.
- Please bring only a small healthy snack and drink bottle in the bag (no bulky items).
- Female students are to wear the TTGG leotard as per level and are able to wear matching shorts.
- Male athletes are to wear the TTGG leotard as per level with white longs and black shorts.
- Tracksuit to be worn to and from competition.
- Athletes wear sneakers to and from the competition with full tracksuits NO slippers, UGG boots, thongs or crocs please.
- Hair must be up and as coach has requested.
- Male athletes to have neat, brushed hair (if it is too long it must be tied back).
- All family members are to stay in the allocated seating area for all competitions.
- While travelling to and from competitions, conduct yourself in a respectable manner.
- Conduct yourself respectfully at competition venues and on excursions with the club.
- Do not leave the competition arena without gaining permission from the Coaches/Judge.
- Athletes should not communicate with parents, siblings, or spectators during competition as they may incur a deduction to score or disqualification from the competition.
- Attend the presentation ceremony in full club uniform.
- Respect the decision of judges and officials.
- Where possible attending the competitions to support fellow athletes in other levels is appreciated.

### **2.2.10 Floor Music - Women's Artistic Gymnastics**

Level 7 – Senior International athletes' floor routine will be at the discretion of the WAG Coach in consideration of suitability to the individual athlete. Athletes' floor routines will be choreographed by WAG coaching staff or by a professional dance instructor appointed by WAG coaching staff. There may be a cost involved in choreographing and teaching an athlete's individual floor routine.

Level 1-6 have set music and routine.

Any athletes that require individual floor routines for level 7+, parents/athletes are required to pay for the full cost of choreography and music (ranging in cost depending on the individual choreographer's). Where possible TTGG will attempt to retain the same routine for a period of 2 years for cost effectiveness.

### 3. Statements

All customers will receive a statement via email once new fees have been added to their accounts and then fortnightly, each Monday, thereafter. Statements will not be issued to families where their current balance falls below \$0.01.

### 4. Requests for payment extension

#### 4.1 Non-competitive Gymsports

Customers can request a payment plan each term to spread the payment of term fees over the term. Extension requests must be received in writing, prior to the due date for payment of fees. Only current term fees can have a payment extension applied, the due date of these fees will be dated four weeks prior to the end of the current term. **No additional payment extension will be granted.** All members must be financial when returning each term. Payment extensions may be considered in extenuating circumstances at the discretion of Tea Tree Gully Gymsports management. Where a payment plan has been requested, members must **make weekly or fortnightly payments.** Athletes will not be permitted to attend class if fees are overdue. A late fee of \$15 or 10% of the outstanding balance (whichever is greater) will be applied to accounts that are more than 7 days in arrears.

#### 4.2 Competitive Gymsports

Competition Squad Fees, which are subject to monthly billing will not be eligible for payment extensions.

**All members must be financial when returning each term.**

**Dishonor/Charge back fees will be passed onto the customer.**

### 5. Methods of payment:

#### 5.1 Non-competitive Gymsports

Fees can be paid via:

- credit card or bank account payment using the IClassPro Customer Portal or ICP App



- EFTPOS in person at our Member Services desk
- EFTPOS over the phone
- Autopay – *opt-in to recurring billing and payment in full will be processed on the due date.*

**Cash, cheque or direct bank transfer are not accepted payment methods.**

## **5.2 Competitive Gymsports**

### **Method of Payment - Autopay (Recurring Billing):**

Autopay information with an accepted payment method (Bank Account Details, Visa, MasterCard or AMEX (AMEX transactions will incur additional charges)) must be recorded in the My Account > Payment's area of the Customer Portal to enable tuition fees only to be included in the autopay run.

### **Declined Autopay (Recurring Billing)**

Any payment which is declined may incur an additional \$20 administrative charge and this charge will be added to the amount to be processed. If payment is requested to be processed on a different date the above administrative charge may also apply.

**Cash, cheque or direct bank transfer are not accepted payment methods.**

### **6. Non-Payment of Fees**

If fees have not been received by the due date, families will be contacted, athletes will not be permitted to attend class if fees are overdue. A late fee of \$15 or 10% of the outstanding balance (whichever is greater) will be applied to accounts that are more than 7 days in arrears. Accounts that remain unpaid will receive overdue account reminders via email and will then be referred to debt collection for recovery, with additional costs incurred being added to the Customer's account.

Members with debts owing from previous terms will be prevented from enrolling in or attending future classes until all past fees and charges have been paid in full.

Members with outstanding fees will be unable to transfer their GA membership to a different club. TTGG will not approve any athlete transfers received from GA until all outstanding fees and charges have been paid.

### **7. Refunds**

The following rules will apply:

- Non-attendance at general training session or class does not qualify a customer for a refund, transfer, credit, or exchange against fees paid. Pre-payment of lesson fees and annual Club/Governing body registration fees are a requirement to ensure a class position is available.
- Training fees do not include costs for events, competitions, or any uniform items. The fees are applied for the coaching/tuition provided and use of the Club's gymnastics-related equipment.
- All competition sessions are attended in lieu of a normal training session. The athletes' coach will attend these competitions as per a normal training session. Coaches will advise parents if any training sessions will be cancelled or finish early for each competition. This ensures athletes are not over-tired or run down during the competition season as well as minimising additional costs to parents.
- Unless we are notified, 4 weeks prior to a competition that an athlete is no longer able to attend there are no refunds for entry. Injured athletes will be required to supply a medical certificate within 1 week of the competition date, which will be forwarded to Gymnastics SA (GSA) who have sole discretion on Competition refunds in accordance with their competition refund policy.
- **TTGG will not submit late entries to competitions after the closing date as shown in the camp in iClassPro.**
- A non-refundable GA Participant Membership fee applies. This membership is valid from January 1st to December 31st in the current year.

- Claims for refunds will not be considered unless accounts are paid up-to-date or in credit and must be received in a timely manner.
- Any members taking an extended holiday (greater than 2 weeks) and wishing to remain in their competitive classes will be charged a holding fee (which is the normal fee discounted by 50%).
- Members may request a refund of fees paid for extenuating circumstances. A request must be made through emailing [memberservices@ttggysports.com.au](mailto:memberservices@ttggysports.com.au). A fee adjustment form will be sent for completion by the member. Once this has been returned, it will be discussed at the next board meeting.

**7.1 MAKEUP CLASSES:** can be arranged within Kindergym/PreGym **ONLY**. However, notification of an expected absence must be given **prior to the athlete missing the start of their normal session** via the iClassPro app.

- Two makeup classes are permitted every month and expire after 30 days.
- Makeup tokens are non-transferable and can only be used by the member who has missed the class.
- Makeup classes can be booked via the Customer Portal.
- In the event of club closure due to unexpected events, makeup classes will not be refundable.
- Members must be active financial members to use make-up tokens.
- A makeup token cannot be used **before a class is missed.**
- All unused tokens will be void once enrollment dropped.
- Makeup tokens are unable to be used during special theme weeks i.e. Easter Week and Christmas Week.

## 8. Competition Fee Policy

**8.1 COMPETITION CONDITION OF ENTRY:** Please note that these costs are subject to change as they are set by GSA; we have no control over these amounts. Coaches will notify members of any changes to competitions. From 2024, TTGG will apply an administration levy of \$5.00 to all competition entry fees. This levy is not refundable and will not be refunded in the case of athlete withdrawal from a competition.

All Competition Fees will have an additional \$15.00 added to cover Judging Fees. Those parents who provide their time judging will be refunded the fee.

**8.2 COMPETITION FEES REFUND:** Competition entry fees paid may be considered for a refund only when a medical certificate is provided to GSA within 14 days prior to, or after, the competition date. The medical certificate must cover the date of the competition. **TTGG will apply for this on your behalf.**

Unless we are notified, 4 weeks prior to a competition where an athlete is no longer able to attend there are no refunds for entry. Injured athletes will be required to supply a medical certificate within 1 week of the competition date, which will be forwarded to Gymnastics SA (GSA) who have sole discretion on Competition refunds in accordance with their competition refund policy.

## 9. Participation rules

**Members cannot go on equipment until instructed and supervised by their coach.**

- No running
- Wear shoes to and from the building.
- Dress appropriately, e.g. shorts, T-shirt, leotard.
- Wear no jewelry (sleeper earrings acceptable)
- Tie long hair back and **NO bobby pins** in hair.
- Report to coach on arrival or the front desk for late arrivals.

For **safety reasons**, caregivers are requested to accompany children under the age of 16 to and from the door.



Depending on the current Government pandemic restrictions, caregivers are welcome to stay during sessions to watch their child's progress in the parent viewing area. Caregivers should ensure that the privacy and reputation of all athletes is always preserved; and recognise the fun nature of gymnastics. At no time should any athlete be discussed with any other members other than your own child.

It is recommended that all families have ambulance cover in the event of an injury that requires one to be called. Staff have a duty of care to ensure appropriate, timely care is provided for a child injured or in pain, which may require the assistance of emergency services. Please note: Ambulance costs are not fully covered by the insurance company (in 2024 it was 75%).

## **10. Feedback**

Your feedback is important to us, and we encourage all members to be forthcoming with any suggestions. These will be sent to the Management Team for review and if you wish to be notified of the outcome, please include your details. You are welcome to email [memberservices@ttggymnsports.com.au](mailto:memberservices@ttggymnsports.com.au).

## **11. Advertising**

An electronic notice-board screen can be seen in the parent viewing area. This is available for local companies to advertise for a small fee. Spots are limited so please see our Member Services Team for more information.

## **12. Sports Vouchers**

### **What is the Sports Vouchers program?**

The Sports Vouchers program is a Government of South Australia initiative administered by the Office for Recreation, Sport, and Racing. The program provides an opportunity for children from Reception to Year 9 to receive 2 x \$100 vouchers to be used on sport, dance, learn to swim fees and music lessons. The purpose is to increase the number of children playing organised sports or participating in dance or learn to swim activities by reducing cost as a barrier.

### **What can a Sports Voucher be used for?**

A Sports Voucher can be used towards tuition fees, which provide access to a minimum 10-week sports program. The discount cannot be used for equipment purchase or a one-off 'come and try' type event.

You can claim your Sports Voucher with TTGG. Please refer to this link for more information:

<http://www.sportsvouchers.sa.gov.au/>

If you would like to claim a Sports Voucher in 2025 with Tea Tree Gully Gymsports please complete the form [here](#). If you would like to use both Sports Vouchers with TTGG you will need to complete the form twice for each, eligible child.

The form for 2025 Sports Vouchers will open on 1 January 2025 and close on 1 December 2025.

**Please note:** A Sports Voucher will not reduce your fees owed until payment has been received by TTGG from the Office for Recreation, Sport and Racing.

## **13. Volunteers**

TTGG values its volunteers and without their help, many of the tasks, some of which take considerable resources and time (such as placing new underlay under the floor area) would require us to pay contractors and our costs would be significantly higher. We thank everyone who has assisted us in a volunteer capacity in previous years.

**13.1 Squad Competition Levy:**

Each squad is allocated a few competitions each year to provide volunteers required to help GSA run the event. Your attendance is a requirement of being in a competition squad at Tea Tree Gully Gymsports. This includes all in-house competitions run at TTGG or any fundraising events. All funds raised from our competitions and fundraising will be used as per the fundraising policy.

If you are not available for your allocated event, you will be required to pay the Competition Levy instead. The office will process the Competition Levy, or part thereof, using the card recorded in iClassPro. Levies charged will be used to hire staff to assist with running the event.

The volunteer requirements for Squad parents in is tabled below:

<b>Squad</b>	<b>Shift Requirements based on sessions trained</b>	<b>Optional Levy Alternative</b>
Level 8,9,10, International	4 Shifts	\$200.00
Level 7	4 Shifts	\$200.00
Level 6	3 Shifts	\$150.00
Level 5	3 Shifts	\$150.00
Level 4	2 Shifts	\$100.00
Level 3	2 Shifts	\$100.00
Level 1 & 2	1 Shifts	\$50.00

Information about event requirements will be provided prior to each competition.

The Board would like to take this opportunity to thank all our volunteers. Our coaches/staff do many volunteer hours including attending competitions both state and national, programming and fundraising. We also have many other volunteers who assist with coaching, fundraising, judging, building works, setting/packing up for competitions, assisting during competitions and many other roles.

We could not do it without you! Thank you!

If you would like to take part in club activities, maintenance, sponsorship, supervision, or as a prospective coach or judge, please speak with one of the Member Services Team who will point you in the right direction.

**We wish to acknowledge:**

Ms. Olivia Savvas MP, Patron  
 Mr. Tony Zappia MP, Patron  
 Life Members

City of Tea Tree Gully  
 Office for Recreation, Sport, and Racing  
 Our bank of Volunteers without whom the Club would not survive.